



Supplement to the Basic Skills Competition  
Manual.

## How to Start a Basic Skills Competition Series

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## INTRODUCTION

The Basic Skills Competition Series was created to offer our Basic Skills skaters the opportunity to participate in multiple Basic Skills competitions. The Basic Skills Competition Series continues to be a huge success for beginning skaters and their families in many areas of the country. The format of a series is at least three or more local competitions, joining forces and sharing one standard announcement, where all participating skaters earn points for their placements. The placements are then totaled up throughout the series (loosely modeled after the International Skating Union Grand Prix of Figure Skating Series). During the last competition of the series, the top three point-earners in each level receive an additional award for their participation. The Basic Skills Competition Series promotes a fun and positive competitive experience for our Basic Skills skaters that are just entering the sport.

Some additional benefits to the series are the collaboration of the participating programs and clubs on the master schedule, allowing skaters and their families to plan their travels as soon as the announcement is posted with the competition dates and locations within the series. The competitions in a series share one standard, consistent announcement so skaters, coaches and judges know exactly what is expected of them in each level and at each event. Programs and clubs advertise and support each other and hopefully earn a profit from a well-attended competition. This document is intended to be used as a supplement to the Basic Skills Competition Manual and includes the progression used in setting up a series.

We currently have 17 states hosting competition series' across the country. The series concept has been in effect for more than 10 years. U.S. Figure Skating has established the following checklist as proven, effective and successful guidelines. Please note the guidelines are meant as suggestions, and depending on your needs and demographic, you may need to make some adjustments. If you use these suggestions as a baseline, your series will be successful.

Our recommendation is to select one Series Director and form an Executive Committee to oversee all of the competitions within a series. An Executive Board would consist of the following positions:

1. **\_\_\_\_\_ Create series director and establish series Board.** The following are suggestions:

- Series Director
- Secretary/Treasurer
- Special Events Coordinator and Special Awards and Gifts
- Points Coordinator and Awards Ceremony
- Judge/Official/Referee

2. **\_\_\_\_\_ Select a series name.** Think about an appropriate, unique name and a logo for your series. Remember there could be more than one series in any state, so your state name might already be taken. Remember you'll be reaching out to skaters and parents who are brand new to the sport, so make sure your logo is appropriate. Your series name, logo and/or mascot will need to appeal to a very young audience.

3. **\_\_\_\_\_ Download the Basic Skills Competition Manual from the U.S. Figure Skating website.** Your first step in starting a Basic Skills Competition Series is to understand how to run a successful and effective Basic Skills Competition. Click [here](#) to download the manual. The ideas presented in the manual are meant to assist you in designing and running your competition. Several references in this manual will be made to the U.S. Figure Skating rules, which can be found in the official rulebook. A successful

competition can produce a profit for your club or program, provided that your competition is well-planned and well-organized. Our goal is for Basic Skills skaters to have a favorable competition experience. After a positive experience, skaters are more likely to sign up for more lessons, compete in more competitions and attend more public skating sessions, which ultimately means more revenue for your club or program.

4. \_\_\_\_\_ **Establish guidelines and fees.** Before creating your competition entry form, set up a meeting with your Board and go over all the possible participating clubs within the series. Send letters to these possible clubs, and based on their feedback, build a competition calendar for the year or season. Be sure to look at existing competitions in your area. It is important to stay consistent from year to year. Once a date is set, the program is responsible for following the guidelines set forth in the Basic Skills Competition Manual. Any changes need to be made and approved by the Series Director and the Board. Remember to work around dates already sanctioned by the Sectional Vice Chair (nonqualifying competitions). Please publish your calendar within the announcement for your Series. It should also be placed in programs, if possible.

Other guidelines and rules that need to be considered: Six skaters to a group at each competition, all six skaters get medals, all six skaters get points. Ties are not broken – everyone gets a medal. Suggested: No minimums or maximums (example: skaters must attend a minimum number of competitions within the series). Objective: Give away as many medals as possible! Keep participants skating! Have the Board discuss the fee structure – one event \$40.00 with second event \$20.00.

5. \_\_\_\_\_ **Establish a point system.** The points for placement will be assigned and tracked by the Series Director/Committee. Each Basic Skills event has two to six skaters and points are awarded as if there were six skaters in the group. If there is only one skater in a group, he or she will be awarded three points. If last-minute changes cause groups to become larger than six skaters, all skaters finishing lower than sixth will receive one point. Skaters may receive bonus points for advancing in level during the course of the season.

**Placement Point Total**

<b>First Place:</b>	<b>6 points</b>
<b>Second Place:</b>	<b>5 points</b>
<b>Third Place:</b>	<b>4 points</b>
<b>Fourth Place:</b>	<b>3 points</b>
<b>Fifth Place:</b>	<b>2 points</b>
<b>Sixth Place:</b>	<b>1 point</b>

6. \_\_\_\_\_ **Create a contract for the series.** Using the sample in the back of this handbook, create your own contract. It is helpful to have three people to contact at each location. This is so everyone knows everything that is involved – especially with the guidelines and rules for the competition, the club and the rink. It is appropriate to charge each program to belong to the series. These monies would help defray the cost of medals, ice at the awards ceremony, flowers, banners, posters, etc. Indication on the contract about mandatory meetings is suggested.

7. \_\_\_\_\_ **Create individual competition announcements.** Complete approval form for all the competitions within the series. Send to the Regional Representative. (See list of approval representatives on the cover of the handbook.)

Once the announcement has been approved, then and only then should copies be sent to clubs, coaches, parents, skaters and websites. It is suggested that this approval process be given time – at least 5-6 months prior to your event. If the series does this process all at once, there is nothing for the individual competitions to worry about and they can market their competition as soon as the approval process is completed.

8. \_\_\_\_\_ **Order medals and other materials for the finale.** No need to worry about medals – a medal has been designed and created especially for Basic Skills Competition Series'. The artwork has been done and is available to everyone setting up their own series. The cost is incredibly inexpensive. Please come up with your own twist to be inserted in the lower right hand corner of the medal. For example: (Michigan has mittens, Colorado Springs has the mountain range, Ohio has the Rock and Roll Hall of Fame, etc). No need for you to spend any time on this – it has all been done for you. The majority of series' are using this medal design and the kids love it!

To order, please contact Bill Balderach, Mission Awards at [Bill@missionawards.com](mailto:Bill@missionawards.com), go to [www.missionawards.com](http://www.missionawards.com) or call 866-396-5481. (Fax 231-276-7682. Address: 2030 North Tonawanda Road, Grawn, Michigan 49637.)

9. \_\_\_\_\_ **Create the series finale.** As we all know, skaters young and old love to be recognized for the work they have done. The purpose of the finale presentation is to provide our Basic Skills skaters with the ability to be recognized for the work they have done throughout the year. Having a culminating event like an award presentation finale gives Basic Skills skaters the confidence they need to continue in group lessons and allows parents to beam with joy as they see their skater succeed. Some suggestions for running an award presentation finale are:

- Have the finale immediately following the last competition. We have found that holding the finale on the final day attracts larger attendance. By holding the series finale on that day, we have also noticed that the participants for the last competition increase.
- Roll out the red carpet and place a podium on the ice.
- Present the skaters with medals, small bouquets of flowers or simple certificates.
- Rent Snowplow Sam from Headquarters (see rental agreement attached).
- Stay organized. Have your awards ready in a hockey box and have enough volunteers to present awards while the announcer is making the presentation.

Some of our series' are presenting certificates. Make it a fun time with lots of photos and congratulations to go around. Holding the presentation on the ice in front of an audience brings an extra element to the festivities and makes those being awarded medals feel very special. That feeling usually translates into sign-ups for the next learn to skate session! Don't forget to tell all of those parents in the hockey boxes to take photos!

10. \_\_\_\_\_ **Marketing your series.** Make sure your announcer has something to read to the audience about the series. Rent Snowplow Sam for your event, print free-standing banners and miniature posters (most of our series' have these visible at each and every competition), make sure your series calendar is within each announcement and try to place it within the competition program.

**Banner:** One possibility when promoting your series is to create a banner. This banner can be taken to every Basic Skills competition and displayed at the registration desk for all participants, parents and coaches to see. We have found that the investment in the banner is worth the reward as parents and coaches are familiar with dates of upcoming Series Competitions.



Stand up Banner Size is 33' x 80" (banner stand not included)  
Poster Size available is 14" x 24"

Banner for display at each competition (posters for each program)

### **2014 Michigan Basic Skills Series Competition Mission Statement**

To give our skaters a chance to develop their USFS Basic Skills in a fun competitive environment. During the competition season - skaters will have the chance to compete at many different clubs and arenas and earn points for a final standing.

A skater may participate in either Freeskating and/or Compulsory / Elements events in any of the Michigan Basic Skills Series Competitions to be eligible for accumulating points. Awards will be presented to skaters with the highest point totals. These awards will take place - on the ice - at the Midland Basic Skills Competition - the first Saturday in November.

#### Series Point System

The Freeskating events and the Compulsory / Elements events in each of the Series Competitions will be eligible for accumulating points. Each event will have a maximum of 6 skaters. The system for scoring points for the final award will be as follows:

1 <sup>st</sup> Place	6 points
2 <sup>nd</sup> Place	5 points
3 <sup>rd</sup> Place	4 points
4 <sup>th</sup> Place	3 points
5 <sup>th</sup> Place	2 points
6 <sup>th</sup> Place	1 point

If an event has 2 - 6 skaters, the points will be awarded as if there were 6 skaters in the group. If there is only one skater in the group, they will be awarded 3 points. At the end of the Series, in the case of total points tied, all skaters tied for a place will be awarded a medal - absolutely no ties will be broken.

Points are accumulated for Freeskating and Compulsory events separately. Medals will be awarded (1-3 Place) in each level as highlighted in each announcement. Beyond the Basics will NOT be counted in the Freeskating and Compulsory Moves / Elements at this time. Spins Dance, Pairs, Theatre On Ice, Synchronized Teams, and Showcase events will NOT be counted at this time.

Please note: The USFS Michigan Basic Skills Series is sponsored equally by all the participating ice rinks and/or USFS Member Clubs. Competition announcements and packages will be available at all participating ice rinks and/via the club or rink websites as well as [www.sk8stuff.com](http://www.sk8stuff.com). Each competition will have its own entry forms and some guidelines - so please make sure to read the entire announcement for each competition.

**Important to Note: Each of the Competitions within the Michigan Basic Skills Series has the announcement content identical to every other series competition, and to the Basic Skills Announcement posted on the USFS Website.**

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Name of Program: \_\_\_\_\_

Name of Competition \_\_\_\_\_

Date of Competition \_\_\_\_\_

Arena \_\_\_\_\_

Name of Director \_\_\_\_\_

Address for Director \_\_\_\_\_

Phone for Director \_\_\_\_\_

EMAIL for Director \_\_\_\_\_

Our program agrees to join the 2014 Michigan Basic Skills Series and will abide by the following:

1. We will insert the pre-approved core pages of events into our Announcement and get approval from Suzy Malloure (malkids4@aol.com). Also basic guidelines - 6 skaters to a group, 6 skaters get medals, and all 6 skaters get points.
2. We will have the appointed Director of our program in attendance at the mandatory annual meeting. (Scheduled Meeting following the Novi Basic Skills Competition Saturday in July) If the appointed Director is unable to attend - we will send an alternate.
3. Our program agrees to pay a yearly fee of \$100.00 which will be used to cover medals, awards, flowers, ice time as well as incidental administrative expenses - and a laminated poster for the rink. (Please send this contract with the \$100.00 - and submit no later than September 1, 2013. **Absolute Deadline Please!**) Please make checks payable to Michigan Basic Skills Series and send to Suzy Malloure, 35940 King Edward Drive, Farmington Hills, Michigan 48331, malkids4@aol.com.

**The Announcement for 2014 should be available right after the Midland Finale in November and will be forwarded to all Directors as soon as possible!**

Signed \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

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## SNOWPLOW SAM RENTAL AGREEMENT AND TERMS

Basic Skills Program Name and #: \_\_\_\_\_  
Individual's Name: \_\_\_\_\_  
Email Address \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
Phone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_



Rental Start Date \_\_\_\_\_ End Date: \_\_\_\_\_

Ship Date: \_\_\_\_\_ Via: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Via: \_\_\_\_\_

Rental Fee \$75.00 per week: \_\_\_\_\_ Total: \_\_\_\_\_



CC# \_\_\_\_\_

Exp \_\_\_\_\_ CVV code \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on the Card: \_\_\_\_\_

Check# \_\_\_\_\_

**Please Note:**

A 5 day ground shipping period is needed.

Shipping must include insurance of \$3,000.00 on the costume.

**Terms:**

1. The Snowplow Sam costume will rent for \$75.00.
2. The rental period described in this agreement is for a 7 day period only. The 7 day period extends from the first date the costume is needed (as stated on the contract) to the day the costume is shipped back to U. S. Figure Skating (Example: U. S. Figure Skating ships to you on desired starting date of Monday, you ship the costume back the following Monday.) A late charge of \$10.00 per day will be charged if return shipping occurs after the 7 day period.
3. Shipping must include insurance of \$3,000 on the costume. Cost of return shipping and insurance to be paid by lessee.
4. Lessee is responsible for loss or damage of costume.
5. The total amount of the rental fee is to be paid by check or credit card to U. S. Figure Skating before the costume is shipped out.
6. **DO NOT CLEAN THIS COSTUME.** U. S. Figure Skating has special instructions for cleaning of the costume and will see that it is properly taken care of upon its return.
7. It is recommended that the person wearing the costume wear armpit shields to protect the costume from body odor and perspiration.
8. The costume body should be hung on a strong hanger and covered with a garment bag or adequate plastic.



Property Of: U.S. Figure Skating, 20 First Street, Colorado Springs, CO 80906

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