



2024-2025
INTERCOLLEGIATE HANDBOOK

General Competition Announcement
&
Technical Rules

Table of Contents

1. General Information	5
1.1 Overview	5
1.1.1 Competition Classification	5
1.1.2 Conferences	5
1.1.3 Committee Oversight	5
1.2 Dates	5
1.3 Our Community	5
1.4 Non-Discrimination	5
2. Rules & Eligibility	6
2.1 Individual Eligibility Requirements	6
2.1.1 U.S. Figure Skating Membership Requirements	6
2.1.2 Skater Requirements	6
2.1.3 Academic Requirements	6
2.1.4 Test Eligibility	6
2.1.5 Competitive Floor	7
2.1.6 Foreign Test Credit	7
2.1.7 Adult Test Level Equivalencies	8
2.1.8 Athletes with Judging Appointments	8
2.2 Team Eligibility	8
2.2.1 Team Registration	8
2.2.2 Number of Skaters	8
2.3 SkateSafe®	8
2.3.1 SkateSafe® Chair	8
2.3.2 Team Rooms, Locker Rooms and Changing Areas	9
2.3.3 Mandatory Athletes	9
2.3.4 Coaches	9
2.3.5 Steps for Intercollegiate Team Compliance	10
3. General Competition Rules	11
3.1 Conduct	11
3.2 Liability	11
3.3 Judging System	11
3.4 Singles Event Names	11
3.5 Schedule	11
3.5.1 Event Scheduling	11
3.5.2 National Intercollegiate Final Scheduling	12
3.5.3 Religious Accommodations	12
3.5.4 Reduction of Starts	12
3.6 Start Orders	12
3.7 Event Group Size	12
3.7.1 Conference Competitions	12
3.7.2 National Intercollegiate Final	12
3.7.3 Event Group Splitting	13
3.7.4 Single Entry Events	13
3.8 Warmup Group Size and Timing	13
3.8.1 Individual Event Warmups	13
3.8.2 Team Maneuvers Warmups	14
3.9 Music	14
3.9.1 Vocal Music	14
3.9.2 Backup Music Rinkside	14
3.9.3 Music Management	15
3.9.4 Photo/Video	15
3.9.5 Earbuds	15
3.10 Awards	15
3.11 Official Notices	15
3.12 On Site Check-In	15
4. Events to be Skated	16
4.1 Short Program	16

4.2	Excel Free Skate	16
4.3	Championship Free Skate.....	16
4.4	Solo Pattern Dance	16
4.5	Solo Free Dance.....	16
4.6	Team Maneuvers	16
5.	Competition Registration	17
5.1	Entry Process	17
5.1.1	Entry Forms	17
5.1.2	Registration via EMS	17
5.1.3	Technical Difficulties.....	17
5.1.4	Entry Error Correction	17
5.1.5	Responsibility of Accurate Information.....	17
5.2	Fees.....	18
5.2.1	Singles and Dance Events	18
5.2.2	Team Events	18
5.2.3	Administrative Fee	18
5.2.4	Deadlines and Late Fee	18
5.2.5	Payment	18
5.2.6	Refund Policy	18
5.3	Entries	18
5.3.1	Number of Events per Athlete.....	18
5.3.2	Maximum Number of Starts.....	18
5.3.3	Maximum Number of Skaters.....	19
5.4	Substitutions, Additions, and Changes	19
5.4.1	Substitutions.....	19
5.4.2	Additions and Changes	19
5.4.3	Points Regarding Withdrawals	20
6.	Qualification & Waivers.....	21
6.1	Competition Points	21
6.1.1	Individual Athletes/Team Maneuvers	21
6.1.2	Championship Points	21
6.1.3	Errors.....	21
6.1.4	Ties.....	21
6.1.5	Withdrawals.....	22
6.2	Qualifying Points.....	22
6.3	Conference Ranking	22
6.4	Waivers.....	22
6.4.1	Waiver Deadlines	23
6.4.2	Individual Athletes	23
6.4.3	Teams.....	23
6.5	Byes.....	23
7.	Contact Information	24
7.1	Leadership Team.....	24
7.1.1	U.S. Figure Skating Headquarters:.....	24
7.1.2	Collegiate Skating Subcommittee Structure:.....	24
7.2	Competition Hosts.....	24
7.3	Who do I contact for what?	24
8.	Program Requirement Charts.....	25
8.1	Intercollegiate Short Program Requirements.....	25
8.2	Intercollegiate Excel Free Skate Requirements	25
8.3	Intercollegiate Championship Free Skate Requirements	25
8.4	Intercollegiate Solo Pattern Dance Requirements	25
8.5	Intercollegiate Solo Free Dance Requirements.....	25
8.6	Intercollegiate Team Maneuvers Requirements	25
9.	Frequently Asked Questions	26
10.	Appendices.....	27

1. General Information

Welcome to the 2024-2025 Intercollegiate Skating season! This handbook serves as the general announcement for all intercollegiate competitions. Best of luck to all student athletes! All changes have been underlined.

1.1 Overview

1.1.1 Competition Classification

Intercollegiate Skating competitions are U.S. Figure Skating non-qualifying competitions per Rule 1021 in the U.S. Figure Skating Rulebook. Full-time college students compete on behalf of their college or university. Skaters earn points for their team based on their individual results in a variety of events. The top five (5) teams at each conference competition earn team points based on placement. The top four (4) teams in each conference advance to the National Intercollegiate Final held each spring.

1.1.2 Conferences

There are four conferences – Northeast, Southeast, Midwest, and Pacific Coast. Please refer to [Appendix A. Conference Map](#).

1.1.3 Committee Oversight

Intercollegiate Skating is a program run by the Collegiate Skating Subcommittee under the Programs and New Program Development Committee of U.S. Figure Skating. The mission of this program is to provide an opportunity for skaters to continue competing while in college. Skaters of all levels in singles and solo dance are welcome and encouraged to participate. Being part of an intercollegiate team also provides student athletes with leadership opportunities.

1.2 Dates

The 2024-2025 intercollegiate season will run from October 2024 to April 2025. The National Intercollegiate Final will be held April 11 to 13, 2025 in Notre Dame, Indiana. The full schedule can be found [HERE](#).

1.3 Our Community

U.S. Figure Skating is dedicated to fostering a culture of belonging and community that is welcoming for all individuals. We are committed to championing diversity, equity and inclusion and understand its value in combating discrimination and challenging inequalities necessary to develop champions both on and off the ice. We are actively working toward developing equitable practices and policies that foster safety and empower all individuals to authentically pursue their unique path in all areas of our sport. We stand firmly on the belief that our members are the most important asset to our organization and that our differences are meaningful and strengthen our sport. We believe that skating is for everyone.

1.4 Non-Discrimination

U.S. Figure Skating commits in policy, principle and practice to sustain a non-discriminatory approach on and off the ice for all members. We strive to provide equal opportunity for all despite their varied backgrounds, experiences and identities, and

want all members to feel valued and respected at every level of organization. U.S. Figure Skating's SkateSafe® Program received, investigates and addresses allegations of discrimination or harassment throughout its membership and the organization. Please refer to the [SkateSafe® Program Handbook](#) for further definition of harassment, discrimination and abuse.

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By attending this event, all participants are willingly committing to upholding U.S. Figure Skating's Code of Ethics (GR 1.01) and Code of Conduct (GR 1.02), as detailed within the [U.S. Figure Skating Rulebook](#).

To report a concern of discrimination or harassment to U.S. Figure Skating, please visit www.USFigureSkating.org/SkateSafe or email SkateSafe@USFigureSkating.org.

2. Rules & Eligibility

2.1 Individual Eligibility Requirements

2.1.1 U.S. Figure Skating Membership Requirements

Intercollegiate competitions are open to all eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules, and who are currently registered member of a U.S. Figure Skating member club, a collegiate club or who is an individual member in accordance with the current rulebook. Please refer to the current rulebook for non-U.S. citizens.

2.1.2 Skater Requirements

Athletes are required to complete the waivers and medical registry forms every season in order to compete. Competitors must have these completed before they can check in for their event(s) at competition. Failure to complete these waivers and forms will result in the skater being withdrawn from their events. Skaters can access their waivers and forms on their Members Only account.

2.1.3 Academic Requirements

Athletes must be currently enrolled as a full-time student, as defined by the institution they attend or part-time in their final semester, as of the close of entry deadline for each event they intend to compete in. This pertains to both undergraduate and graduate students. Postdoc and medical residents are not eligible.

Athletes may compete *only* for the college or university at which they are enrolled full-time per section 3063 in the U.S. Figure Skating Rulebook. Teams comprised of students from multiple schools are not permitted.

2.1.4 Test Eligibility

Competition level is based on the highest test passed and competitive floor *as of the entry deadline* in the discipline the skater is entering.

Please refer to [Appendix B. Quick Look Eligibility Chart](#) for more information on required test levels.

It is permissible for an athlete to enter the free skate and short program at different levels if the athlete qualifies for both.

Highest test passed is determined *as of the entry deadline* for each competition. Test level for dance may be either standard (partnered) or solo, whichever is achieved first. Adult dance and adult solo dance tests fulfill the testing requirements.

Athletes found to have misrepresented their test level or competitive floor will be disqualified. Team points will be updated accordingly if the issue is reported to both the Vice Chair of Intercollegiate and Chair of the Collegiate Skating Subcommittee by 11:59 pm MT the Monday immediately following the competition.

As of January 1, 2024, the level Excel Pre-Juvenile Open was removed from Excel Program Requirements. Athletes who competed in Excel Pre-Juvenile in prior seasons will now be eligible to skate down to Excel Preliminary or Preliminary Plus, or skate up to Excel Juvenile.

2.1.5 Competitive Floor

An athlete's competitive floor is the lowest level an athlete can compete at and is dictated by a paid EMS Series Application for the National Qualifying Series (NQS) or National Excel Series (Excel) from the 2022-2023 season or any season after 2022-2023. As with tests, floors established in the middle of the season will be used and affect eligibility. The introduction of the competitive floor allows singles athletes to accelerate their free skate tests and register for the event level most comparable to their technical skill set.

2.1.6 Foreign Test Credit

Skaters who have not passed any U.S. Figure Skating tests must complete the online form [Request for Test Credit for Foreign Tests](#). Please make sure to check the box at the bottom of the indicating that the skater is applying for test credit in order to compete on an intercollegiate team. The chair of the Tests Committee will determine the level at which the athlete may enter (or begin testing). Please note that the decision may take up to 30 days and is final. *Be sure to submit this form as early as possible, and well before the deadline of the first competition.*

2.1.7 Adult Test Level Equivalencies

The equivalence for U.S. Figure Skating adult singles and skating skills tests to the standard singles and skating skills tests are as follows:

Adult Test	Standard Test
Adult Pre-Bronze	Pre-Preliminary
Adult Bronze	Preliminary
Adult Silver	Pre-Bronze
Adult Gold	Bronze

2.1.8 Athletes with Judging Appointments

Skaters who also hold judging appointments may not compete and judge at the same competition.

2.2 Team Eligibility

2.2.1 Team Registration

All teams participating in intercollegiate competitions must create a team with U.S. Figure Skating on Members Only. Teams will be charged \$50 for registering a new team or renewing an existing team. Instructions for how to register or renew a team can be found [here](#).

Teams will have the option to be club-affiliated or non-club affiliated. Teams that wish to be club-affiliated should select a collegiate club as the parent club. To create a collegiate club, a representative must fill out [this form](#) and pay the \$50 collegiate club registration/renewal fee.

2.2.2 Number of Skaters

There is no minimum number of skaters required to form an intercollegiate team. One athlete may compete on behalf of their college or university. Only one intercollegiate team may be registered per college or university.

There is no maximum number of skaters allowed on the main roster. Not all skaters on the roster must be assigned to an event. Unassigned skaters may be used for substitutions. Listing a skater on your competitive roster triggers a compliance and registrar check so only list skaters assigned to events and skaters who may be used for substitutions.

2.3 SkateSafe®

2.3.1 SkateSafe® Chair

Each team is required to have a SkateSafe® Chair who is SafeSport™ trained¹. This may be a coach or athlete. The SkateSafe® Chair must be identified by name and U.S. Figure Skating number on the Intercollegiate Team Registration Form. *Teams will not be allowed to register for competitions without a verified SkateSafe® Chair.* All athletes and

¹ SafeSport™ training is available through the Members Only web page. There is no cost to this training. For more information, please visit the U.S. Figure Skating SkateSafe® page.

advisors are encouraged to take the SafeSport™ training as well as review their school's policies regarding sexual harassment and hazing.

2.3.2 Team Rooms, Locker Rooms and Changing Areas

Please review the Locker Room and Changing Area Policy and the SkateSafe® Handbook (both found on the [U.S. Figure Skating SkateSafe®](#) page). Changing is only permitted in designated changing areas.

Team rooms are only for getting skates on and for teams getting ready. Changing is not permitted in team rooms. They are co-ed and must be labeled as such. It is required that the door be open at all times, and they shall not be used for changing.

Locker Rooms/Changing Areas (by SkateSafe® definition) are where skaters can change/undress. Wherever the "designated changing areas" are, those are where the Locker Room policies will apply:

- Locker rooms and changing areas at U.S. Figure Skating competitive events are for athletes only, will be labeled with regard to specific use, and where identified will be gender specific.
- The use of any recording and photographic devices inside a locker room/changing area is strictly prohibited.
- U.S. Figure Skating and the LOC must monitor the use of locker rooms and changing areas to ensure compliance with these policies at all sanctioned events or facilities that are under the partial or full jurisdiction of U.S. Figure Skating or the Member Club

[Locker Room Poster](#)

2.3.3 Mandatory Athletes

Athletes age 18+ as of the competition start date who will be competing on a team with at least one Minor Athlete must complete SafeSport™ Training*.

Minor athletes who turn 18 mid-season are encouraged to seek parental consent to take the online SafeSport™ Training early to avoid any disruptions in their ability to participate as the training is required upon turning 18. The athlete will not be SkateSafe® compliant until they have completed the training and their Members Only portal reflects completion. Please email SkateSafe@usfigureskating.org for instructions or questions regarding parental consent.

2.3.4 Coaches

To be a credentialed coach at a sanctioned nonqualifying competition, coaches must meet the compliance requirements listed below and verified by the U.S. Figure Skating.

Coach/Choreographer (domestic/non-foreign):

- Must be a current full member of U.S. Figure Skating either through a member club or as an individual member.
- Must complete the U.S. Figure Skating Core Certification
- Must join Coach I.C.E.
- Must submit information for and successfully pass a background check. (\$30 fee included in Coach I.C.E.)
- Must complete annual SafeSport™ Training.

- The training will be valid for 365 days from date of completion and there is no cost for the training/certification.
- Must submit proof of general liability insurance with limits of \$1 million per occurrence/ \$5 million aggregate.
- Must agree to the U.S. Figure Skating Code of Ethics & Standards of Professionalism.
- Must complete three waivers: 1) Assumption of Risk, Waiver and Release and Indemnification Agreement, 2) Medical Consent and 3) Name and Likeness Release and Consent Agreement.

For more information regarding coaching compliance requirements, please [click here](#).

2.3.5 Steps for Intercollegiate Team Compliance

Please review [this document](#) for key details on intercollegiate team compliance.

3. General Competition Rules

3.1 Conduct

The Intercollegiate Competition Series will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the [current rulebook](#), as well as any pertinent updates that have been posted on the U.S. Figure Skating [website](#). All participants will be expected to abide by the Code of Ethics (GR 1.01) and the Code of Conduct (GR 1.02) as set forth in the [2024-2025 U.S. Figure Skating Rulebook](#).

3.2 Liability

U.S. Figure Skating, Intercollegiate LOCs, and Intercollegiate Host Ice Arenas accept no responsibility for injury or damage sustained by any participant in intercollegiate competitions. This is in accordance with Rule 1600 of the official U.S. Figure Skating Rulebook.

3.3 Judging System

The 6.0 judging system will be used for all events at intercollegiate competitions. Please refer to [Appendix D. Explanation for a 6.0 Calculation](#), for a detailed overview on this judging system.

For free skate, short program and solo dance, judges will give two marks. For team maneuvers, judges will give one mark *per team*.

Please refer to [Appendix E. 6.0 Deduction Chart](#), for a detailed breakdown of reductions when being judged under the 6.0 system.

References to IJS may be ignored on the program requirement charts, as all events will be judged under the 6.0 system.

3.4 Singles Event Names

Per section 6021 of the U.S. Figure Skating Rulebook, the title "men" or "women" will apply to all intercollegiate singles events.

If men and women are competing against each other at the [Preliminary Plus](#) level or lower, the title "singles" will apply (i.e., [preliminary plus](#) singles free skate).

3.5 Schedule

3.5.1 Event Scheduling

Competitors may be scheduled on any day or time for the announced dates of the competition. Notification of competition and practice ice times will be available by email and online.

Intercollegiate competitions should not start earlier than 7:30am and should finish by 10:00 pm if possible (6:00 pm on Sunday), to avoid overworking officials who are also volunteers. This is a general guideline, not a strict rule that must be abided.

Competition schedules are ultimately up to the discretion of the chief referee. If there are a large number of entries and only one sheet of ice available, the competition may need to begin Friday evening after [2:00pm](#).

3.5.2 National Intercollegiate Final Scheduling

Teams that qualify for the National Intercollegiate Final should be aware that the competition will likely take place all day Friday – Sunday with potential practice ice on Thursday.

3.5.3 Religious Accommodations

A school will be allowed to indicate on its competition entry that a specific day conflicts with religious observation. This will be communicated to the Chief Referee for consideration when building the competition schedule. The request for consideration must be for the entire school (not individual skaters) and cannot be guaranteed. The no-refund policy will still apply if a skater cannot be accommodated.

3.5.4 Reduction of Starts

If the number of entries exceeds the ice time and/or officials' availability, the following method will be used to reduce the length of the competition²:

- Reduce the number of starts per team using the ranked starts from 21 – 30 submitted at registration. The reduction method will be used until the remaining entries can be scheduled within the allotted time.
- Remove the 30th start for all teams. Starts 1-29 will be used to build the competition schedule. If not all the starts can be accommodated, the 29th start for all teams will be cut. This continues until the number of starts can fit into the allotted competition time.

Refunds due to cancelled events or reduced starts will be refunded to the team by U.S. Figure Skating.

Skaters who were cut will remain on the competition roster and may be used for substitutions as appropriate. These skaters will also receive credit for determining eligibility for the National Intercollegiate Final.

3.6 Start Orders

Start orders for all events will be by random draw and posted via an online leaderboard.

3.7 Event Group Size

3.7.1 Conference Competitions

No group will exceed 12 skaters for singles and dance events. When there are greater than twelve skaters entered in a single event, the skaters will be split as evenly as possible into groups not exceeding twelve.

3.7.2 National Intercollegiate Final

No group will exceed 24 skaters for singles and dance events. When there are greater than 24 skaters entered in a single event, the skaters will be split as evenly as possible into groups not exceeding 24.

² Once starts are removed and the schedule is published, starts will not be added back for any reason, no exceptions. This includes withdrawals for injury; however, regular substitution rules will still apply. Likewise, starts cannot be traded between skaters on the same team.

3.7.3 Event Group Splitting

All groups except Preliminary and Pre-Bronze Dance are split in a manner that distributes skaters from schools with more than one start in a particular event, as evenly as possible.

Preliminary and Pre-Bronze Dance are split at U.S. Figure Skating headquarters by Skating Skills level *IF* entries exceed 12 (24). The split will be wherever necessary to keep groups as even as possible.

If the number of entries falls to 12 (24) or fewer due to withdrawals more than seven days prior to the competition, groups must be combined.

Each level of team maneuver events will always be done in one group.

3.7.4 Single Entry Events

If there is a single entry for Excel Preliminary Plus events and lower, women and men must be combined into one group. This is in accordance with Rule 3055 in the U.S. Figure Skating Rulebook.

3.8 Warmup Group Size and Timing

3.8.1 Individual Event Warmups

All warmup group sizes are at the discretion of the referee with skater safety being the primary concern. The warmup for events with a small number of entries may be combined without regard to gender.

Below are recommendations that should not be exceeded by more than 2 skaters:

EVENT	LEVEL	MAX WARMUP SIZE	WARMUP TIME
FS³	<u>Preliminary Plus</u> and below	8	4 min.
SP & FS	Juvenile and Intermediate	6	5 min.
SP & FS	Novice and above	6	6 min.
Solo Pattern Dance	Bronze and below	10	1 min. w/o music, followed by 1 selection of dance music (typically song 6 is for warm up)
Solo Pattern Dance	Pre-silver and above	8	1 min. w/o music, followed by 1 selection of dance music (typically song 6 is for warm up)
Solo Free Dance	All	6	5 min. w/o music

3.8.2 Team Maneuvers Warmups

Team maneuvers warmup will consist of a one-minute stroking warmup for all skaters on the ice at the start of the event. Warmups for each element in team maneuvers will be 30 seconds in length.

3.9 Music

3.9.1 Vocal Music

Vocal music is allowed for free skate, short program, and free dance.

3.9.2 Backup Music Rinkside

Competitors must also have available a backup copy of their competition music on a cell phone, and it must be immediately available rinkside whenever the skater competes. If the phone does not have the standard round headset connector, an appropriate adapter, such as an Apple Lightning connector or Samsung USB-C adapter is required to be attached. The phone should be presented to the music person with the file ready to play, phone in airplane mode and volume turned to maximum.

³ Warmup groups for intercollegiate skaters, pre-juvenile and below can typically be larger than for younger skaters.

3.9.3 Music Management

Skater music must be electronically uploaded to U.S. Figure Skating EMS.

3.9.4 Photo/Video

Live and on-demand streaming, and sales and distribution of U.S. Figure Skating sanctioned and approved events, programs, and activities that include the playback of music is strictly prohibited. This prohibition does not apply to the distribution of footage that does not include music. Questions about this can be directed to music@usfigureskating.org.

3.9.5 Earbuds

Earbuds and wireless headphones will not be allowed on any practice sessions or warmups associated with intercollegiate series competitions.

3.10 Awards

Medals will be awarded to places 1st through 3rd in each event. Team trophies may be awarded for team maneuvers in lieu of individual medals. Medals or ribbons may be awarded for fourth place at the discretion of the LOC.

3.11 Official Notices

Official updates will be maintained at Intercollegiate Competition Registration Desks. It is the responsibility of each competitor and coach to check with registration frequently for any schedule changes and/or additional information. Skaters are requested to arrive 45 minutes prior to the scheduled time of their event. A tentative schedule of events will be posted prior to the competition. Skaters should be prepared to start early.

3.12 On Site Check-In

Skaters are responsible for checking themselves in at the competition for their individual events. Team contacts, teammates, and friends should not be checking in anyone other than themselves.

EMS ADMIN: [Onsite FAQ](#), [Onsite Check-In](#) and [Onsite Practice Ice Sales](#)

If you are participating in a role requiring compliance, please be sure to [download or print your compliance card](#) to verify your compliance status on-site, if requested. If you believe your compliance card does not accurately reflect your compliance status, please contact skatesafe@usfigureskating.org at least 2 business days prior to the competition for assistance.

4. Events to be Skated

All charts specific to the intercollegiate program can be found in section 8: [Program Requirement Charts](#). Please refer to [Appendix B. Quick Look Eligibility Chart](#), to determine which level to enter based on skater test levels.

4.1 Short Program

Intercollegiate short program requirements are modified from the standard competitive track at the junior and senior levels. Refer to section **8.1**.

4.2 Excel Free Skate

Intercollegiate free skate events (High Beginner to Senior) follow modified Excel program requirements. Please make sure the current Intercollegiate Excel Chart is being used. Refer to section **8.2**.

4.3 Championship Free Skate

Intercollegiate championship events follow the well-balanced program requirements for junior and senior (ladies and men). Only junior and senior championship events are offered at intercollegiate competitions. Please note, there is no second half bonus for intercollegiate championship junior and senior. Refer to section **8.3**.

4.4 Solo Pattern Dance

The intercollegiate solo pattern dance is comprised of one pattern dance at each level. The specific dances to be skated and the number of required patterns are listed in **Appendix C. Pattern Dance Rotations**. Music will be provided by the host school. Music will begin to fade out four measures after the last step of the dance. Please choreograph accordingly.

All competitors will skate the solo series steps. Information on the solo series steps can be found in section **4.4**. Groups will not be separated by gender. *Athletes must start on the judges' side unless directed otherwise by the event referee.*

Certain dances may be double-paneled at the discretion of the chief referee to save time. Only dances with multiple groups of the same level may be double-paneled.

4.5 Solo Free Dance

For the 2024-2025 season, Intercollegiate will use the 2024 National Solo Dance solo free dance requirements. Groups will not be separated by gender. Refer to section **8.5**.

4.6 Team Maneuvers

Team maneuvers consist of teams of three to seven athletes (any mix of male and female) from the same college or university. Each team earns one score for the execution of seven required elements. *Each skater may perform no more than three elements.* Each school may enter only one team at each level. Refer to section **8.6**.

5. Competition Registration

5.1 Entry Process

5.1.1 Entry Forms

Teams register for each competition by completing the following:

- [Intercollegiate Competition Roster Spreadsheet](#)
- [Intercollegiate Competition Roster Submission Form](#)
- Individual athlete registration via EMS

5.1.2 Registration via EMS

Online registrations will be accepted via [EMS](#). A small payment must be made at the time of registration by credit card only. Each transaction includes a 3% transaction fee.

Individual skaters will be responsible for registering their individual & team maneuver event entries and paying the skater fee of \$0.01. A Team Manager is responsible for submitting an additional roster spreadsheet and team payment via the Submission Form above.

1. Go to www.usfsaonline.org
2. Enter your U.S. Figure Skating or if Compete USA events are offered, your Learn to Skate USA® member number and password
 - a. If you need assistance with your member number and password, contact Member Services at memberservices@usfigureskating.org.
3. Click EMS then "Competition Registration"
4. Choose the appropriate intercollegiate competition from the list of nonqualifying competitions.
 - a. If you need assistance completing your registration, contact memberservices@usfigureskating.org.

5.1.3 Technical Difficulties

Email the U.S. Figure Skating Manager of School Programs if technical difficulties are experienced with entry submission. No entries will be accepted after the close of entries or designated late period if you did not reach out prior to close of entries. **No exceptions!**

5.1.4 Entry Error Correction

The Intercollegiate Competition Roster Spreadsheet will be considered the source of truth for accurate information. If an individual skater registers on EMS for a different level than what is listed on the roster spreadsheet, they will be moved into the level to match the roster spreadsheet. If errors are found on the entry form, team leaders must respond in a timely manner to the Manager of School Programs.

5.1.5 Responsibility of Accurate Information

The team contact person is responsible for ensuring that every athlete listed on their roster and meets all the requirements. If a skater is found at any point to be entered in

an incorrect level, U.S. Figure Skating or the Collegiate Skating Subcommittee has the right to disqualify them from the event, without a substitution or a refund.

5.2 Fees

5.2.1 Singles and Dance Events

All short program, excel free skate, championship free skate, solo pattern dance, and solo free dance events are \$70 per event.

5.2.2 Team Events

All team maneuvers events are \$80 per team.

5.2.3 Administrative Fee

An administrative fee of \$7 per event has been added to cover the costs of U.S. Figure Skating to operate the intercollegiate program. Skaters will be charged \$0.01 to register their events in EMS.

5.2.4 Deadlines and Late Fee

Deadlines are listed in each announcement and are at 11:59 pm in the competition's local time zone. Late entries will be accepted up to 24 hours after the deadline with a late fee of \$10 per start. Absolutely no entries 24 hours after the deadline will be accepted.

5.2.5 Payment

Entry fees must be paid on one credit card and must accompany the entry form. Registrations submitted without proper funds will be returned and NOT accepted unless prior arrangements have been made with U.S. Figure Skating Manager of School Programs.

5.2.6 Refund Policy

Once the entry deadline has passed, no refunds will be issued. The only exception is outlined in section 3.5.4 or if no competition exists. There will be no refunds for medical withdrawals.

5.3 Entries

5.3.1 Number of Events per Athlete

Each athlete may participate in a maximum of *five* events:

- One free skate
- One short program
- One team maneuver
- Two solo pattern dances, OR one solo pattern dance and one solo free dance

5.3.2 Maximum Number of Starts

Each team may have a maximum of *30 starts* including individual events and team maneuvers. Each team may have no more than *five entries* in any of the senior events, junior events, or gold/international pattern dance events, and no more than *three entries* in all other events. Please note – Championship Junior/Senior, Junior/Senior Short

Program, and Excel Junior/Senior are each considered separate events. A team could have five entries in Championship Senior, five entries in Senior Short Program, and five entries in Excel Senior.

If events are combined per section **3.7.4**, a team will be permitted to have four (example: 3 women and 1 man) of their skaters in one event since combining was not in the team's control.

5.3.3 Maximum Number of Skaters

Per section **2.2.2**, there is no maximum number of skaters on a roster – only a maximum number of 30 starts. Not all skaters on the roster must be assigned to an event. Unassigned skaters may be used for substitutions.

5.4 Substitutions, Additions, and Changes

5.4.1 Substitutions

All substitutions, changes and/or additions must be completed using the [Request for Intercollegiate Team Roster Change Form](#).

Substitutions to a team's roster must be completed by 3pm MT two days prior to the first day of competition and sent to U.S. Figure Skating's Manager of School and Alumni Programs prior to the start of competition under the following conditions using the form above:

- Withdrawal of skater is for medical reasons only.
- Attach all necessary documentation to assist in the review process.
- Substitution of the withdrawn entry can only be made into the *exact same event and level as originally entered*.
- Replacement skater must be qualified for that event and level.
- Only skaters listed on the team roster at the time of event registration can be named as a replacement skater.
- A skater cannot be substituted for one of their events if they are choosing to still compete one or more of their other events. (i.e. Jane Smith's Excel Junior substitution will not be accepting if she's still choosing to skate Preliminary Dance and Team Maneuvers).

5.4.2 Additions and Changes

Additions or changes to the roster are not permitted after the close of entries. This includes changes to levels or events entered. The only exception is for correcting registration errors where a skater is entered into a level they are not test-eligible for. The team will be contacted to either withdraw the skater or move the same skater to an appropriate level based on their test levels.

In the event that a team cannot meet the minimum number of athletes required for a team maneuvers event due to a medical emergency or other urgent circumstance, a skater on the roster may take their place **ONLY** to get back to the minimum number of athletes required. This change will not be permitted if the team still meets the minimum number of athletes with the emergency. Please notify the Chief Referee to approve this change.

No late entries will be accepted after the registration deadline or designated late window for any reason.

5.4.3 Points Regarding Withdrawals

Points will only be awarded to athletes who compete in the competition. No points will be awarded to an athlete who withdraws for any reason, under any circumstances. U.S. Figure Skating and the Vice Chair for Intercollegiate Skating have the authority and responsibility to enforce this rule.

6. Qualification & Waivers

6.1 Competition Points

6.1.1 Individual Athletes/Team Maneuvers

Points are awarded to all skaters who compete as follows:

# of Skaters	24	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
1st	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	10	8	6	6	6
2nd	11	11	11	11	11	11	11	11	11	11	11	11	11	10	10	10	10	10	10	8	6	4	4	
3rd	10	10	10	10	10	10	10	10	10	10	10	10	9	8	8	8	8	8	8	6	4	2		
4th	9	9	9	9	9	9	9	9	9	9	9	9	8	7	6	6	6	6	6	4	2			
5th	8	8	8	8	8	8	8	8	8	8	8	8	7	6	5	4	4	4	4	2				
6th	7	7	7	7	7	7	7	7	7	7	7	7	6	5	4	3	2	2						
7th	6	6	6	6	6	6	6	6	6	6	6	6	5	4	3	2	1							
8th	5	5	5	5	5	5	5	5	5	5	5	5	4	3	2	1								
9th	4	4	4	4	4	4	4	4	4	4	4	4	3	2	1									
10th	3	3	3	3	3	3	3	3	3	3	3	3	2	1										
11th	2	2	2	2	2	2	2	2	2	2	2	2	1											
12th	1	1	1	1	1	1	1	1	1	1	1	1	1											
13th	1	1	1	1	1	1	1	1	1	1	1	1												
14th	1	1	1	1	1	1	1	1	1	1	1													
15th	1	1	1	1	1	1	1	1	1	1														
16th	1	1	1	1	1	1	1	1	1															
17th	1	1	1	1	1	1	1	1																
18th	1	1	1	1	1	1	1																	
19th	1	1	1	1	1	1																		
20th	1	1	1	1	1																			
21st	1	1	1	1																				
22nd	1	1	1																					
23rd	1	1																						
24th	1																							
TOTAL POINTS	90	89	88	87	86	85	84	83	82	81	80	79	78	67	58	51	46	43	42	30	20	12	10	6

6.1.2 Championship Points

Two bonus points will be earned for each competitor that skates in Championship Junior and Senior, and International Dance events.

6.1.3 Errors

Final point tabulations will be vetted by the Collegiate Skating Subcommittee. If a team discovers an error in the point totals on site during the competition, it should be reported to the Chief Accountant prior to the end of competition. If a team contact discovers an error in the final point totals after the competition, they have until 11:59pm MT the Monday immediately following the competition to report the error to both the Vice Chair of Intercollegiate and Chair of the Collegiate Skating Subcommittee for evaluation.

6.1.4 Ties

In the case of a tie, skaters will split available points.

6.1.5 Withdrawals

The number of athletes in an event will be based on competitors who actually skate at the competition.

6.2 Qualifying Points

A college or university's qualifying points from each of the three intercollegiate competitions within their conference will be added together. The four teams with the highest total qualifying points in each conference will qualify for the National Intercollegiate Final. Any individual athlete from a qualifying team who has competed in at least two intercollegiate conference competitions is eligible to represent the team at National Intercollegiate Final, should the team qualify. Athletes on qualifying teams may compete in any events for which their test level qualifies them.

Tie Breaker – if two or more teams are tied for a place in points, the following tiebreakers will be used, in this order:

1. The team that placed higher overall at **MORE** competitions during the season wins the tie.
2. If a tie still exists, the cumulative sum of competition points the team members earned throughout the season wins the tie.

	Qualifying Points Earned
1st	5 points
2nd	4 points
3rd	3 points
4th	2 points
5th	1 point

6.3 Conference Ranking

Teams will be ranked in order of the greatest number of qualifying points to least number of qualifying points. Teams that do not earn qualifying points will be ranked in their conference based on the cumulative sum of the competition points the team members earned at conference competitions throughout the season.

6.4 Waivers

For skaters or teams that are not able to meet the competition requirement to compete at the National Intercollegiate Final may apply for a waiver. The Vice Chair of Intercollegiate Skating will determine whether or not the waiver will be granted in conjunction with the National Vice Chair of the Collegiate Skating Subcommittee and U.S. Figure Skating's Manager of School Programs.

6.4.1 Waiver Deadlines

All waivers must be submitted a week before the registration deadline for the National Intercollegiate Final in your respective conference. If an unexpected illness, injury, or circumstance that leads to the inability to compete at a competition between the waiver deadline and the registration deadline for the National Intercollegiate Final, the Vice Chair of Intercollegiate Skating must be contacted as soon as possible for permission to apply for a waiver in that time period.

6.4.2 Individual Athletes

An individual athlete on a qualifying team, who has competed in at least one intercollegiate conference competition, may apply for a waiver to be able to compete with his or her team at the National Intercollegiate Final.

To request an [individual athlete waiver](#), the team must submit the appropriate online form.

Only one submission per team will be accepted (for all affected athletes); please have all necessary documents in hand when filling out the forms. The request must state the reason why the athlete was unable to participate in every competition they did not compete at with documentation supporting that reason (i.e. doctor's note for illness or injury, transcript for study abroad). Acceptable reasons include but are not limited to, injury, illness, mandatory exams, conflicting U.S. Figure Skating qualifying competitions, etc. The Vice Chair for Intercollegiate Competitions will review all submissions and determine whether the waiver will be granted in conjunction with the National Vice Chair of the Collegiate Skating Subcommittee. Decisions will be determined as soon as possible after the submission deadline.

Waiver requests will not be accepted from any athlete who has not competed in at least one intercollegiate competition during the season. Skaters must have competed in at least one event. There will be no exceptions.

6.4.3 Teams

Teams wishing to qualify for the National Intercollegiate Final must compete in all three intercollegiate competitions within their conference. If a team was not able to attend a competition for reasons that include but are not limited to, weather problems or mandatory exams or attendance at another skating competition, the team may wish to apply for a waiver.

The team will be required to document the reasons it was unable to send any representatives to the competition. To apply for this waiver, it is mandatory that the team compete in at least two intercollegiate conference competitions.

To request a [team waiver](#), the team must submit the appropriate online form.

Even if the waiver is granted, the team will still receive zero points for the omitted competition. Only the points earned in the events the team participated in will be counted toward qualification to the National Intercollegiate Final.

6.5 Byes

Automatic byes to the National Intercollegiate Final are not granted for any reason.

7. Contact Information

7.1 Leadership Team

7.1.1 U.S. Figure Skating Headquarters:

Chloe Roberts (Manager, School Programs):
croberts@usfigureskating.org 719-228-3422

7.1.2 Collegiate Skating Subcommittee Structure:

Scott Brody (Chair):
sbrody93@gmail.com

Ai Ohno (Vice Chair – Intercollegiate)
ai_ohno@yahoo.com

7.2 Competition Hosts

LOC chair and chief referee contact information for each individual competition is located within the competition's announcement. Each competition announcement is listed on the [2024-2025 Intercollegiate Competition Schedule Release](#).

7.3 Who do I contact for what?

Issue	Point of Contact
Question about Rules	Ai Ohno and Scott Brody
Waiver Questions	Ai Ohno
Team Compliance	Chloe Roberts
Competition Registration	Chloe Roberts
Question for a Specific Competition	Competition Host (See Announcements)
Foreign Test Credit Status Check	Anthony Iarriccio (Tests Committee Chair)

8. Program Requirement Charts

Please be sure you are looking at the charts specific to the 2024-2025 Intercollegiate Season. Intercollegiate requirements may be modified from standard requirements.

Charts are hyperlinked below:

- 8.1 [Intercollegiate Short Program Requirements](#)
- 8.2 [Intercollegiate Excel Free Skate Requirements](#)
- 8.3 [Intercollegiate Championship Free Skate Requirements](#)
- 8.4 [Intercollegiate Solo Pattern Dance Requirements](#)
- 8.5 [Intercollegiate Solo Free Dance Requirements](#)
- 8.6 [Intercollegiate Team Maneuvers Requirements](#)

9. Frequently Asked Questions

1. I passed all my dances through gold on the solo track and am now retesting on the standard track. I have completed 2 of the 3 gold dances on the standard track. Am I eligible to enter pre-gold solo pattern dance since I have not completed gold on the standard track?

No. Test level is determined by passing either solo dance or standard dance, whichever occurs first. Your official test record at U.S. Figure Skating will indicate that the gold level has been passed so you are eligible to compete at gold or up to international.

2. I would like to form an intercollegiate team with skaters from several small colleges in our geographic area. Is that permitted?

No, unfortunately combination teams are not allowed. Rule 3063 in the U.S. Figure Skating Rulebook states that all intercollegiate skaters must represent the college or university at which they are enrolled full-time.

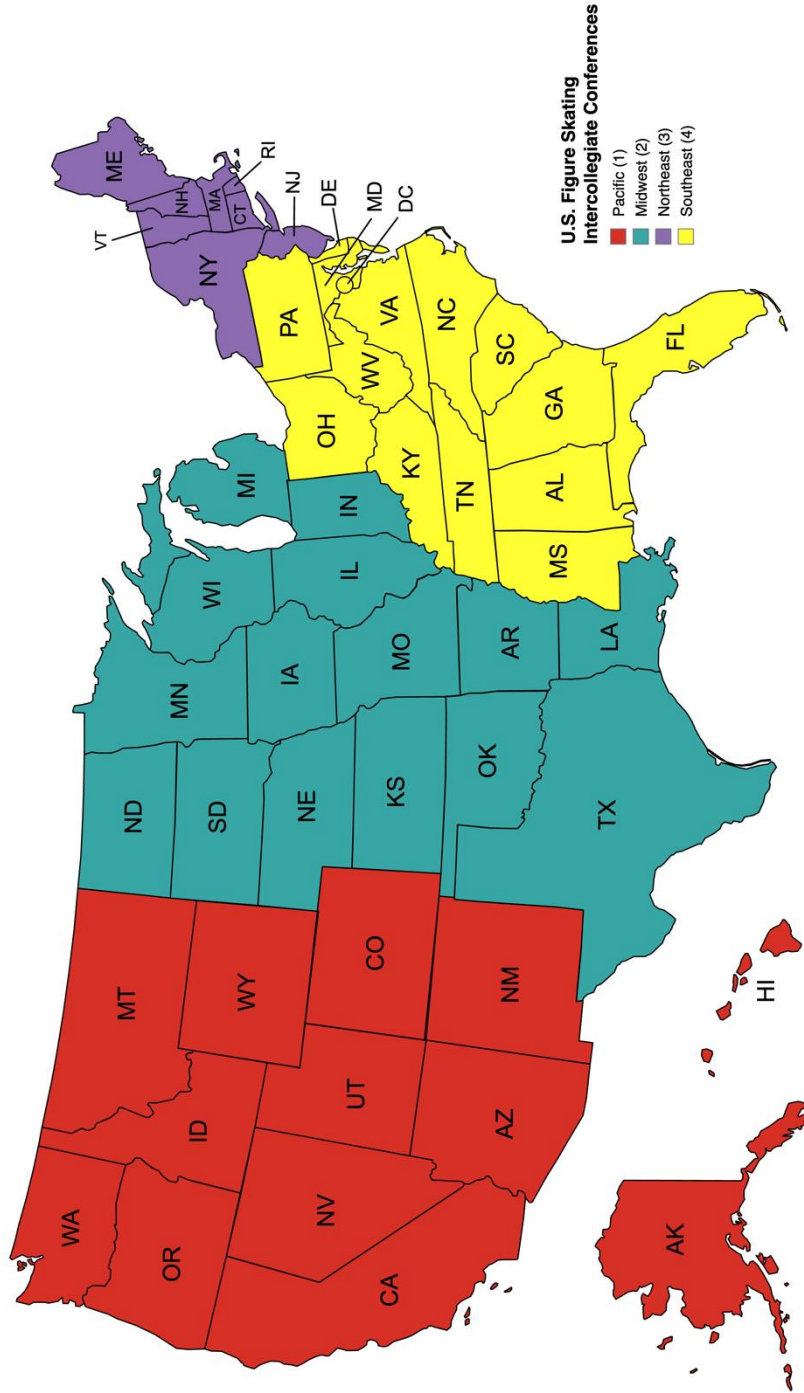
3. I am currently enrolled full-time at a College A that does not have an intercollegiate team. I take one class at University B that does have a team. University B's Rec Sports Department allows part-time students to join its club sports. May I compete on behalf of University B's intercollegiate team?

No, although this is allowed for synchronized skating, it is not allowed for intercollegiate skating per Rule 3063 of the U.S. Figure Skating Rulebook.

10. Appendices

Appendix A. Conference Map	28
Appendix B. Quick Look Eligibility Chart.....	29
Appendix C. Pattern Dance Rotations.....	30
Appendix D. Explanation for a 6.0 Calculation.....	31
Appendix E. 6.0 Deduction Chart	33
Appendix F. Helpful Hint to Team Contacts	35

Appendix A. Conference Map



2024-2025 Intercollegiate Handbook

Appendix B. Quick Look Eligibility Chart

2024-2025 Quick Look Eligibility Chart					
SHORT PROGRAM					
LEVEL	EVENT	JUDGING SYSTEM	MINIMUM SINGLES TEST PASSED	MAXIMUM TEST PASSED	MAXIMUM COMPETITION ACTIVITY
Juvenile	Short Program	6.0	Pre-Bronze (Pre-Juvenile Singles)	Pre-Silver (Intermediate Singles)	Athletes may not have competed in a qualifying competition at the intermediate level or higher
Intermediate	Short Program	6.0	Bronze (Juvenile Singles)	Silver (Novice Singles)	Athletes may not have competed in a qualifying competition at the novice level or higher
Novice	Short Program	6.0	Pre-Silver (Intermediate Singles)	Pre-Gold (Junior Singles)	Athletes may not have competed in a qualifying competition at the junior level or higher
Junior	Short Program	6.0	Silver (Novice Singles)	N/A	Athletes may not have competed in a qualifying competition at the senior level
Senior	Short Program	6.0	Pre-Gold (Junior Singles)	N/A	N/A
FREE SKATE					
LEVEL	EVENT	JUDGING SYSTEM	MINIMUM TEST PASSED	MAXIMUM TEST PASSED	MAXIMUM COMPETITION ACTIVITY
Aspire 3	Aspire Free Skate	6.0	None	No U.S. Figure Skating tests are allowed to be passed	Athletes may not have competed in a qualifying competition
Pre-Preliminary	Excel Free Skate	6.0	None	Pre-Preliminary Singles, Pre-Bronze Skating Skills, OR Preliminary Dance	Athletes may not have competed in a qualifying competition at the preliminary level or higher
Preliminary	Excel Free Skate	6.0	None	Pre-Bronze (Pre-Juvenile Singles)	Athletes may not have competed in a qualifying competition at the preliminary plus level or higher
Preliminary Plus	Excel Free Skate	6.0	None	Pre-Bronze (Pre-Juvenile Singles)	Athletes may not have competed in a qualifying competition at the pre-juvenile plus level or higher
Juvenile	Excel Free Skate	6.0	Pre-Bronze (Pre-Juvenile Singles)	Pre-Silver (Intermediate Singles)	Athletes may not have competed in a qualifying competition at the intermediate level or higher
Intermediate	Excel Free Skate	6.0	Bronze (Juvenile Singles)	Silver (Novice Singles)	Athletes may not have competed in a qualifying competition at the novice level or higher
Novice	Excel Free Skate	6.0	Pre-Silver (Intermediate Singles)	Pre-Gold (Junior Singles)	Athletes may not have competed in a qualifying competition at the junior level or higher
Junior	Excel Free Skate	6.0	Silver (Novice Singles)	N/A	Athletes may not have competed in a qualifying competition at the senior level
Senior	Excel Free Skate	6.0	Pre-Gold (Junior Singles)	N/A	N/A
Junior	Championship Free Skate	6.0	Pre-Gold (Junior Singles)	N/A	Athletes may not have competed in a qualifying competition at the senior level
Senior	Championship Free Skate	6.0	Gold (Senior Singles)	N/A	N/A
SOLO PATTERN DANCE					
LEVEL	EVENT	JUDGING SYSTEM	MINIMUM TEST PASSED	MAXIMUM TEST PASSED	
Preliminary	Solo Pattern Dance	6.0	None	Preliminary PD OR Silver Skating Skills	
Pre-Bronze	Solo Pattern Dance	6.0	Preliminary PD OR Silver Skating Skills	Pre-Bronze PD	
Bronze	Solo Pattern Dance	6.0	Pre-Bronze PD	Bronze PD	
Pre-Silver	Solo Pattern Dance	6.0	Bronze PD	Pre-Silver PD	
Silver	Solo Pattern Dance	6.0	Pre-Silver PD	Silver PD	
Pre-Gold	Solo Pattern Dance	6.0	Silver PD	Pre-Gold PD	
Gold	Solo Pattern Dance	6.0	Pre-Gold PD	Gold PD	
International	Solo Pattern Dance	6.0	Gold PD	International PD	
SOLO FREE DANCE					
LEVEL	EVENT	JUDGING SYSTEM	MINIMUM TEST PASSED	MAXIMUM TEST PASSED	
Juvenile	Solo Free Dance	6.0	Preliminary PD or Pre-Bronze Skating Skills	Bronze PD or Juvenile FD or Pre-Silver Singles (Intermediate)	
Intermediate	Solo Free Dance	6.0	Pre-Bronze PD or Bronze Skating Skills or Juvenile FD	Pre-Silver PD or Intermediate FD or Silver Singles (Novice)	
Novice	Solo Free Dance	6.0	Bronze PD or Pre-Silver Skating Skills or Intermediate FD	Silver PD or Novice FD or Pre-Gold Singles (Junior)	
Junior	Solo Free Dance	6.0	Pre-Silver PD or Silver Skating Skills or Novice FD	Pre-Gold PD or Junior FD	
Senior	Solo Free Dance	6.0	Pre-Gold PD or Pre-Gold Skating Skills or Junior FD	International PD	
TEAM MANEUVERS					
LEVEL	EVENT	JUDGING SYSTEM	MINIMUM TEST PASSED	MAXIMUM TEST PASSED	
Low	Team Maneuvers	6.0	None	Bronze (Juvenile Singles)	
Intermediate	Team Maneuvers	6.0	None	Silver (Novice Singles)	
High	Team Maneuvers	6.0	None	Gold (Senior Singles)	
<i>Qualifying is defined as having a paid series application for the National Qualifying or Excel Series</i>					
<small>Last updated 7/31/2024 SIB</small>					

Appendix C. Pattern Dance Rotations

Level	Dance at Competitions 1 and 2	Dance at Competition 3 and NIF
Preliminary	Rhythm Blues (3)	Canasta (3)
Pre-Bronze	Swing (2)	ChaCha (3)
Bronze	Willow (3)	Ten Fox (2)
Pre-Silver	Foxtrot (3)	Fourteenstep (4)
Silver	Tango (2)	American (2)
Pre-Gold	Blues (3)	Paso (2)
Gold	Quickstep (3)	Viennese (2)
International	Tea Time (2)	Finnstep (1)

Appendix D. Explanation for a 6.0 Calculation



Understanding a results sheet in the 6.0 Judging System

BASIC PRINCIPLE: In the 6.0 judging system the judges rank all of the skaters in an event segment against one another by awarding two marks. The two marks are added together, for a "total mark." Then, the marks are translated into a rank, called an **ordinal**. For example, the skater earning the highest total mark from a particular judge will receive the "1" ordinal from that judge. The process is done for each of the judges on the panel. On results sheet, only the ordinal awarded to each skater, by each judge is shown.

The overall results are determined by the ordinals that a **majority** of the judges on a panel award each skater. The majority of the panel is more than 1/2. In a panel of 7 judges, a minimum of 4 make up a majority.

U.S. Figure Skating Sample Competition								
Final Standings								
	1 Judge One, Any town, USA	2 Judge Two, Any town, USA	3 Judge Three, Any town, USA	4 Judge Four, Any town, USA	5 Judge Five, Any town, USA	6 Judge Six, Any town, USA	7 Judge Seven, Any town, USA	
	1- -2- -3- -4- -5- -6- -7							Maj.
1. Skater A	2	1	1	2	1	1	1	5/1
2. Skater B	3	6	2	7	2	3	2	5/3
3. Skater C	4	5	7	3	4	5	3	4/4
4. Skater D	TOM 14							4/4
	7 4 4 6 3 4 6							TOM 15
5. Skater E	1	8	5	1	5	6	4	5/5
6. Skater F	6	2	3	5	8	8	5	4/5
7. Skater G	5	3	8	7	7	2	7	6/7
8. Skater H	8	7	6	8	6	7	8	4/7

STEP 1: Skaters are first ranked by the number to the right of the "/" in the Maj. column.

Each skater is assigned an "absolute majority" - that is the highest placement that a majority of the judges gave them. A placement, or any higher placement is considered in the majority. In the "Maj." column, the first number represents the number of judges giving that placement (or higher), the second represents the placement.

In this case, Skater A had a majority of 1st place ordinals. Her majority is 5/1, or "five judges 1st place or higher". Since she had a majority of the judges place her 1st, she wins. The marks from the remaining judges are not considered since they were outside of the majority.

Skater B received three 2nd place ordinals, but she needed at least four to earn a majority of 2nds. We then look at her 3rd place ordinals. She received two. Those, added with her 2nd place ordinals, gives her a majority. Therefore, her majority is 5/3, or "five judges 3rd place or higher." The 4th and 6th place ordinals are not considered. However, since no skater received a majority of 2nds, she finished 2nd because a majority of 3rds was the next best.



Understanding a results sheet in the 6.0 Judging System

The remaining skaters are ranked, first by the ordinal they had a majority of, then if necessary, the following steps are taken, in the order below, to separate skaters that could not simply be ranked by the ordinal they had a majority of.

'TIE-BREAKER # 1': Skaters are ranked secondly by the number of ordinals that make up their absolute majority, or the Greater Majority (GM). This is the number to the left of the "/" in the Maj. column, designating the number of marks making up the majority.

For an example, look at Skater E and Skater F. They both have majorities of 5th place: "5/5" and "4/5".

In this case, Skater E is awarded the higher place, because 5 judges gave her 5th or higher, while only 4 judges gave Skater F 5th place or higher.

At this point, we are not yet concerned with what those ordinals are, only which skater received more of them.

'TIE-BREAKER # 2': Skaters still tied after Tie-Breaker # 1 are ranked next by the total that the ordinals making up their majority add up to.

For an example, look at Skater C and Skater D. They both have exactly the same majority: "4/4" and "4/4", so the placement can't be determined based on the number of ordinals making up their absolute majority, so we move on to "Tie-Breaker # 2":

In the event that two or more skaters have exactly the same absolute majority, the next thing considered is the **TOM**, which means "Total of the Ordinals out of the Majority."

The total of the 4 ordinals making up the majority, are added:

Skater C: The ordinals making up her "4/4" majority: $4 + 3 + 4 + 3 = 14$

Skater D: The ordinals making up her "4/4" majority: $4 + 4 + 3 + 4 = 15$

Notice that we are still concerned only with the ordinals making up the majority. Up until this point, all ordinals outside of the majority are ignored.

'TIE-BREAKER # 3' If the skaters are still tied (have the same TOM), we then go to the Total Ordinals (TO).

This is the only time the ordinals from judges outside the majority are considered. The total of all of the ordinals each judge gave each skater is calculated, and that determines who gets that placement.

'TIE-BREAKER #4' If the skaters are still tied (have the same TO), they remain tied, and they both get the same placement, and you will see "TIED" on the result.

Appendix E. 6.0 Deduction Chart



SINGLES SKATING DEDUCTION CHART FOR USE BY JUDGES AND REFEREES FOR 6.0 EVENTS:

Rule	General Deductions (with instruction from event referee)	Deduction
1323.(B)(2)	Skater not taking starting position within 60 seconds of being called	
	Within 10 seconds in excess	0.2 in the technical mark
	Over 11 seconds in excess	0.4 in the technical mark
6914 (G) (SP)	Time violation – for up to every 10 seconds in excess (SP), in excess or lacking	0.1 in each mark for up to every 10 seconds
6915 (G) (FS)	(FS)	
6914 (F)(1) (SP)	Elements commenced after the permissible time limit	SP: omission
6915 (F)(FS)		FS: not judged
Rule	General Deductions	Deduction
6913	Costume violation – clothing not meeting requirements of rule section 6030	0.1 in the program component mark
Rule	Judges Deductions 6.0 Short Program	Deduction
6914 (I)	SP: Extra or repeated elements	0.2 in the technical mark for each element
6914 (H)	SP: Spins lacking required revolutions	0.1 in the technical mark for each spin
6914 (I)	SP: Failure in jump elements or spin elements	0.1-0.4 in the technical mark
	SP: Omission of jump elements or spin elements	0.5 in the technical mark
6914 (I)	SP: Failure in step sequences	0.1-0.3 in the technical mark
	SP: Omission of step sequences	0.4 in the technical mark
6914 (D)	SP: Non-prescribed element in place of prescribed element	Omission deduction and 0.2 deduction in technical mark
Rule	Judges Deductions 6.0 Free Skate	Deduction
6915 (E)	FS: Program not well-balanced – either below minimum required or exceeding maximum allowed.	0.2 in the technical mark for each extra or lacking element



PARTNERED ICE DANCE DEDUCTION CHART FOR USE BY JUDGES AND REFEREES FOR 6.0 EVENTS

Rule	General Deductions (with instruction from event referee)	Deduction
<u>1323 (B)(2)</u>	Skater not taking starting position within 1 minute of being called Within 10 seconds in excess Over 11 seconds in excess	0.2 in the technical mark 0.4 in the technical mark
Rule	General Deductions	Deduction
<u>8913</u>	Costume violation – clothing not meeting requirements of rule section 7030	0.1 in the program component mark
Rule	PATTERN DANCE – Deductions	Deduction
<u>8914 (C)(1)(a)</u>	General technical mistake	0.1-0.4 in the technical mark
<u>8914 (C)(1)(b)</u>	Violations of specific technical requirements of the dance	0.1-0.4 in the technical mark
<u>8914 (C)(2)(a)</u>	Skating out of time (max for whole performance out of time)	0.1-1.0 in the program component mark
<u>8914 (C)(2)(b)</u>	Skating on weak beat (max for whole performance on weak beat)	0.1-0.5 in the program component mark
<u>8914 (C)(2)(c)</u>	Introductory steps exceeding introductory phrasing	0.1-0.2 in the program component mark
<u>8914 (C)(2)(d)</u>	Violation of specific timing requirements of the dance	0.1-0.4 in the program component mark
<u>8914 (C)(2)(e)</u>	Violation of tempo specification	0.5 in the program component mark
Rule	RHYTHM DANCE/FREE DANCE – Deductions (with instruction from event referee)	
<u>8915 (D)</u>	Time violation for rhythm dance and free dance – for up to every 10 seconds lacking or in excess	0.1 in each mark for up to every 10 seconds lacking or in excess
<u>8915 (C)</u>	Elements commenced after the permissible time limit	Element has no value

Appendix F. Helpful Hint to Team Contacts

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As a team contact person, you may not have the ability to use the [Members Only site](#) to check other members' records. Only a member can access their record. HOWEVER, you can do the following:

1. When a skater joins your team ask them to provide the following:
 - U.S. Figure Skating Membership #
 - Date of membership expiration
 - Home club
 - Highest test passed in each discipline
 - Date of highest test passed in each discipline
2. Ask them to log on to their own account, select "Member Profile" from the home screen, then select "Skate Test History".
 - Have them e-mail you a screen shot of that page. It will show their tests passed, the date they were passed, their member #, home club and expiration date.
3. If you cannot get the member to do that, call or e-mail the Member Services Dept. at U.S. Figure Skating to verify the skater's membership status highest test passed. You will need the correct spelling of their name. Please allow at least 72 hours for a response (longer over a weekend or holiday).
 - E-mail: memberservices@usfigureskating.org
 - Phone: (719) 635 – 5200 (8:00am – 4:30pm, MT)