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# RULES & REGULATIONS

FIGURE SKATING | INVITATIONAL | 2024-25

## INVITATIONAL SPORT SERVICES

LAUREN BREADNER

MANAGER OF SPORT

LAUREN.BREADNER@OUA.CA

905.635.5510 EXT. 206



# RULES & REGULATIONS

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### 1.0 Sport Governance

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- 1.1 The purpose of the OUA Figure Skating Championship is to be the Premiere University Figure Skating event in Ontario.
- 1.2 OUA Figure Skating will abide by all relevant OUA Policies and Procedures.
- 1.3 This document provides additional regulations that will be followed.

### 2.0 Team Composition

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- 2.1 **Team Complement**  
A team shall consist of a maximum of 18 skaters at each competition. Each school is allowed a maximum of 1 entry per individual event (confirmed June 2018).
- 2.2 **Definition**  
Participants in the OUA shall be understood to include: players, coaches, referees and officials. All participants must be registered members in good standing with Skate Canada. The players and coaches must be members in good standing with the OUA.
- 2.3 **Submission of Rosters**  
Championship player roster forms (Appendix A) are due to the Championship Host as determined and communicated by the host. Substitutions are accepted up to 24 hours prior to the start of the event.
- 2.4 **In-Game Eligibility**  
As per OUA regulations and deadlines.

### 3.0 Composition and Format

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- 3.1 **Categories of Play**
  - 3.1.1 Women – 13 events contested (all except Open Men)
  - 3.1.2 Men – 11 events contested (Open Men's Freeskate, Senior Couple Pairs Freeskate, Pairs Four, Gold Solo Dance, Star 8/9 Couple Dance, Star 10 Couple Dance, Open Rhythm Couple Dance, Dance Four, Open Gold Artistic, Couple Artistic, and Synchronized Skating)



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### 3.2 Entry Format

- 3.2.1 The OUA Figure Skating Championships are open to athletes that are members registered in good standing with their university, Skate Canada, and must appear on a member's list within the Skate Canada database ([www.skatecanada.ca](http://www.skatecanada.ca)). Instructions on how to register teams and individuals with Skate Canada are located in the appendix.
- 3.2.2 Please refer to the OUA Entries, Commitment and Withdrawal Policy.
- 3.2.3 Each institution must then complete the Championship Entry Form and submit it to the OUA Figure Skating Convenor 30 days prior to the championship. The Entry Form must be received by the specific set deadlines.
- 3.2.4 Participating Athletes must be eligible according to the "Athlete Participation Rules" of the OUA. The eligibility of each athlete will be confirmed prior to the OUA Championship by the OUA Figure Skating Convenor.
- 3.2.5 The full names (first and last), and a copy of each skater's current Skate Canada card number must be included with the Roster Form.
- 3.2.6 Substitutions may be entered after the competition has begun if there is an injury or illness. The substitute must be listed within the 18-member official party. All entries and withdrawals for events close at noon hour of the day previous to the start of competition.
- 3.2.7 All events will be cost-shared post-event.
  - 3.2.7.1 The entry fee will be used to cover the following costs:
    - i) Facility rental (ice, set-up/tear-down), room rentals, etc.
    - ii) Official costs (mileage (Skate Canada rate), accommodations and food.
    - iii) Music costs (rentals, if needed)
    - iv) Awards

### 4.0 Championships

#### 4.1 Pre-competition Technical Meeting

- 4.1.1 The OUA Host Institution will organize (with support from the host convenor) and conduct a pre-competition Technical Meeting for coaches, officials, and team personnel. This meeting will take place at the Championship arena, prior to the start of the Championship. This meeting will be chaired by the head Technical Representative.
- 4.1.2 It is the responsibility of each team to ensure that one (1) rep/team is in attendance at the start of the technical meeting.
- 4.1.3 The following agenda items will be discussed at the meeting:
  - 4.1.3.1 Introduction of the head Technical Representative.
  - 4.1.3.2 Verification of entries – scratches should be confirmed at this meeting.
  - 4.1.3.3 Competition procedures: entry and exit door, location of music, location of first aid, any other pertinent information.



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- 4.1.3.4 Review significant rules.
- 4.1.3.5 Review coaches' concerns.
- 4.1.3.6 Competition Chair to provide additional host information.
- 4.1.3.7 Competition rules and interpretations

### 4.2 Dress

- 4.2.1 The OUA has adopted the Skate Canada costume guidance and rulings for team uniforms. Without alterations, this team attire must be worn for ALL events at the OUA competitions.
- 4.2.2 *Guidance Only:* The clothing of competitors must be modest, dignified and appropriate for athletic competition – not garish or theatrical in design.
- 4.2.4 Accessories and props are not permitted.

### 4.3 Championship Bulletin Deadline

A championship bulletin containing entry forms should be in the hands of coaches one (1) month prior to the championship, and entries sent back to the convenor no less than two (2) weeks prior to the event. Coaches are responsible for checking regularly for email updates.

## 5.0 Sport Rules and Regulations

### 5.1 Rules of Play

The competition shall be governed by the rules of Skate Canada, except for noted changes. U.S.F.S.A. tests will be considered equivalent to Skate Canada tests (equivalent tests grid in Skate Canada rulebook). We accept annual ISU and Skate Canada amendments, as the amendments become available. However, some rules may change during the course of the season. It is the responsibility of coaches to be familiar with any current ISU and Skate Canada Rules and Regulations

- 5.1.1 The figure skating competitions (invitational and championship) are NON-QUALIFYING and are open to all OUA members who are eligible skaters as defined by the OUA regulations. The competition shall be conducted in the following events: Freeskate, Dance, Artistic and Synchronized Skating
- 5.1.2 The competition shall be held over a two-day period and conducted as a team sport with:
  - i) trophy, banner and gold medals to the winning team;
  - ii) silver and bronze medals to the 2<sup>nd</sup> and 3<sup>rd</sup> place teams and;



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- iii) OUA medals to 1<sup>st</sup> through 3<sup>rd</sup> event winners.
- 5.1.3 The skater may skate in a higher category than their test level indicates. Test qualifications – skaters' eligibility will be governed by test levels held as of December 1<sup>st</sup> of the current academic year.
- 5.1.4 The draw for skating order for all OUA events (except synchronized skating – see rule 3.4.1) shall take place prior to the competition and shall be made by the Technical Representative and the Chief Data Specialist as an independent source from the host university.
- 5.1.5 All skaters may not compete in more than one level of the same discipline. A skater will choose from the six disciplines and may only compete four events.

| SINGLES<br>Free Skate |      | PAIRS<br>Free Skate |    | PAIRS<br>Dance       |        | SOLO<br>Dance   |     | FOURS | SYNCHRO |
|-----------------------|------|---------------------|----|----------------------|--------|-----------------|-----|-------|---------|
| Star 10               | S10F | Senior              | SP | Star 8/9             | S8/9CD | Gold Solo Dance | GSD | D4    | SYN     |
| Novice Short Program  | NSP  | Couple Artistic     | CA | Star 10 Couple Dance | S10CD  |                 |     |       |         |
| GOLD                  |      |                     |    | Open Rhythm Dance    | ORD    |                 |     |       |         |
| Men's Free Skate      | GF   |                     |    |                      |        |                 |     |       |         |
| Gold Artistic         | MF   |                     |    |                      |        |                 |     |       |         |
|                       | GA   |                     |    |                      |        |                 |     |       |         |

### 5.2 Scoring and Ties

- 5.2.1 Judges will be using the CPC System ISU and Skate Canada rules and regulations will be followed where applicable. Any deviations will be clearly outlined with the category information obtained in this document and/or by way of a Technical Bulletin distributed to team contacts.

#### 5.2.2 Point System for Scoring

- 5.2.2.1 In each event, except the synchronized skating event, points leading toward the team championship shall be awarded as follows:

- i) 6 or more entries – 10, 7, 5, 3, 2, 1 pts.
- ii) 5 entries – 7, 5, 3, 2, 1 pts.

In the event of a tie in placing, each athlete will receive the complete points for the placing. (i.e. If there is a tie for 1<sup>st</sup>, both athletes will receive 10 points and no second place points will be awarded.

- 5.2.2.2 The scoring, regardless of entry numbers, in the synchronized skating event shall be as follows:

- i) 15, 10, 7, 5, 3, 1 pts.

- 5.2.2.3 In the event of a tie in total team championship points, the institution with the greatest number of 1<sup>st</sup> places (considering only institutions tied), shall place higher in the overall standings. If still tied, the greatest number of

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second place finishes and so on.

### 5.3 Events

5.3.1 In all references regarding tests passed, a test passed will be defined as: having successfully completed all parts of the test. Having passed only part of a test does not constitute the passing of a complete test.

### 5.3.2 Singles

All freeskate programs will follow the Skate Canada Star Skate Competition Technical package.

#### 5.3.2.1 Women's Gold Freeskate

- i) No Test restrictions
- iii) Follow the requirements of Gold Freeskate Program

#### 5.3.2.2 Women's Novice - Short Program

- i) No Test Restriction
- iii) Follow Skate Canada Novice Women Short Program Requirements

#### 5.3.2.3 Men's Gold Freeskate

- i) No Test Restrictions.
- iii) Follow the requirements of STARskate Gold Program

#### 5.3.2.4 Women's STAR 10 Freeskate

- i) May not have passed the complete Skate Canada Gold Freeskate test.

#### 5.3.2.4 Pairs

- i) For the purposes of this event, throws, lifts, and death spirals are considered illegal elements. The Tech panel will identify all illegal elements where each will receive the appropriate deduction consistent with all other illegal elements.
- ii) The key characteristic of pairs skating is unison. The relationship and unison between the skaters should reflect the character of the music.
- iii) All solo spins, pair spins, spiral figures and step/spiral sequences shall be called no higher than Level Base (Level B)

#### 5.3.2.6 Senior Pairs

- i) No test restrictions length

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- ii) Follows the requirements of Star 10 free skate
- iii) The spin of any nature is replaced with a Pairs spin in one position. Change of foot optional
- iv) All solo spins, pair spins, spiral figures and step/spiral sequences shall be called no higher than Level Base (Level B) Spins will remain called to Level base

## 5.3.2.7 Freeskate Fours

- i) Pairs will follow STAR 9 short program rule and judging applications. For the combination jump element STAR 9 requires that the jump combination MUST be 2 doubles, and the solo jump requirement is a double jump. The Axel jump may be a single or double but MUST NOT be repeated. No triples are permitted.
- ii) One Free Skate program of 2:30 (+/- 10 seconds) in length similar to a pairs event incorporating 4 skaters, which can be comprised of four women, or three women and one man. Program shall be choreographed as two Free Skate pairs, as opposed to a mini-synchronized skating routine.

Follow STARSKATE STAR 9 Freeskate requirements except:

- 1) Spin in one position is replaced with a Pair Spin in One Position requirements. Change of foot optional. This element is 2 pair spins, not a spin of 4 skaters. The spin requirements are:
  - A combination spin with one change of foot. No flying entry
  - One Pair Spin- one position. Change of foot optional. This element is 2 pair spins, not a spin of 4 skaters.
  - There is no pivot element in this event
  - All solo spins, pair spins, spiral figures and step/spiral sequences shall be called no higher than Level Base (Level B) Spins will remain called to Level base

## 5.3.2.8 Gold Artistic

- i) Follows Gold Artistic
- ii) No test requirements or restrictions



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iii) Any athlete can compete in this event

### 5.3.2.9 – Couples Artistic

- i) Follows Star 9 Artistic  
- 2:10 max.
- ii) Any athlete can compete in this event
- iii) Must not have passed Gold Freeskate.
- iv) **Field Movement-** Artistic programs require and explore creativity and originality. Therefore, the Field Movement element can be performed in either configuration. “Attached” is optional and holds the same base value regardless of configuration. Both skaters must perform the minimum requirements to be awarded Level 1 on this element.
- v) **Artistic Spin-** see above.

### 5.3.3 Dance

Two (2) dances skated at the OUA Championships.

At the Invitationals, two dances will only be skated **ONLY** if time permits.

Pattern Dance warm-ups are 3:00 in duration. 30 seconds without music, followed by 2:30 with music. ISU Music will be used in rotation 1-5 for all Pattern Dance Categories.

Warmup music will use Tune 6. Skaters must reach their final pose in the Pattern Dance events within 20 seconds after completion of the last step of the Pattern Dance element

#### 5.3.3.1 Star 8/9 Couple Dance

- i) May not have passed the complete Skate Canada Gold Dance test

#### 5.3.3.2 Star 10 Couple Dance

- i) No Test Restrictions

#### 5.3.3.4 Gold Solo Dance - follow steps skated

- i) No test restrictions

#### 5.3.3.5 Couples Open Rhythm Dance

- i) No test restrictions
- ii) Follows STARskate Solo Rhythm Dance requirements
- iii) No key points. Elements called to a maximum level 2

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- iv) The Step Sequence has always been executed side-by-side. This has not changed. Element is NOT in hold.
- v) Edge Element- Skaters should be executing the same movements. This element is NOT in hold.

### 5.3.3.6 Dance 4

Creative ice dancing program 2:30 (+/-10 sec) consisting of 4 skaters, which can be comprised of four women, or three women and one man. Coaches should approach this event as making up a “compulsory/free dance” not a mini-synchronized skating program. Music MUST have change in tempo and expression.

- i) No test requirement
- ii) All elements called to maximum Level 2
- iii) All Lifts are illegal elements
- iv) Novice Free Dance requirements are as follows:
  - 1) A maximum of one dance spin with optional change of foot (two couple spins, not 4 together) called up to a maximum level of 2
  - 2) A maximum of one set of synchronized twizzles – at least two twizzles for each person with a min. 2 and max. 4 steps between the 1st and 2nd twizzle. Partners MAY make contact between the 1st and 2nd twizzle. Twizzles will be called to a Maximum Level 2
  - 3) One style B step sequence in hold called to a maximum of Level 2:

Straight line or curve pattern • One Retrogression permitted (must not exceed two measures of music) • Loops not permitted • Hand-in-hand hold with fully extended arms not permitted • Stops not permitted • Pattern must maintain the integrity or basic shape of the chosen pattern • Skaters must remain within 2 arms-length of one another

4) One one-foot turns sequence: not touching called to a maximum Level 2

5) Maximum of one choreographic element:

Choreographic lift or choreographic twizzling movement must be performed after the required element of the same type

Choreographic spinning movement, choreographic character step sequence, choreographic assisted jump movement, or choreographic sliding movement may be performed anywhere in the program

### 5.3.4 Synchronized Skating – Open Category

Synchronized Skating will be performed by 12 to 16 skaters. It will take place with a one-minute warm-up per team, immediately prior to performing.

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*Please see Skate Canada's Synchronized Skating package.*

### 6.0 Structure and Protocol (Discipline, Officials, Technical Committee, Music)

#### 6.1 Discipline

- 6.1.1 Issues related to discipline will proceed in accordance with the [OUA Policy on Member, Administrator, Participant, and Coach Discipline](#).
- 6.1.2 In accordance with the [OUA Policy on Member, Administrator, Participant, and Coach Discipline](#), a review panel shall be empowered to suspend players, coaches, managers and team officials in accordance with the OUA Rules and Skate Canada's Rules. Any matter brought to the appeals committee will be subject to the process outlined by the [OUA Appeal Policy](#).
- 6.1.3 **Complaints**  
Any complaint must be made in accordance with the [OUA Policy on Member, Administrator, Participant, and Coach Discipline](#) and [OUA Appeal Policy](#)

#### 6.2 Officials

##### 6.2.1 Judges

At the OUA Championship, all events shall be judged by officials qualified for that event (in terms of both overall and event specific qualifications). Every effort should be made to secure overall and event specific qualified officials at all Invitationals. One panel must have synchronized skating qualifications.

- 6.2.1.1 A panel of judges consists of five (5) judges plus the Technical Panel. In an emergency, one of the following compromises may be considered:
  - i) using one of the active judges on each panel to referee;
  - ii) reducing the number of judges on a panel to three;
  - iii) combination of the above
- 6.2.1.2 Rules for OUA competition shall be given to each judge 2 weeks before competition.
- 6.2.1.3 A meeting of judges and coaches conducted by the Technical Representative shall be held prior to each competition to discuss rules and marking procedures.

#### 6.3 Technical Committee

- 6.3.1 The Convenor (or his/her designate), the Technical Representative, and the host representative school, and/or others as the Convenor deems necessary to add, shall constitute the Technical Committee. Committee announcement to the coaches prior to



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the competition. In the event that the Convenor is not present, the Convenor shall appoint an alternate to sit on the appeal committee.

6.3.2 Protests on any grounds must be placed in writing to the Convenor and Technical Representative, within ~~one-half hour~~ 30 minutes of the posting of the results, for the event in question.

6.3.4 OUA rules for protests shall be used as guidelines.

### 6.4 Music

6.4.1 Music must be properly timed.

6.4.2 The ISU music will be used for all compulsory dance events (solo and similar dance). The music rotation will follow that of a Skate Canada competition.

### 7.0 Film

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Not applicable to OUA Skating.

### 8.0 Awards

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8.1 A Championship banner and trophy will be provided by the OUA and presented by the OUA representative or host at the conclusion of the Championship.

8.1.1 The prior year's winning team will bring the Championship trophy to the Pre-Competition Technical Meeting in good condition which will involve up-to-date engraving

8.2 The OUA will provide medals for the gold, silver and bronze medal winning teams. A maximum twenty (20) medals per team will be provided.

8.3 The OUA will provide (after the event) 24 All-Star Certificates to be presented to the first-place individuals in the following senior and open events:

- i. Women's Gold Free Skate (1);
- ii. Women's Novice Short Program (1);
- iii. Men's Gold Free Skate (1);
- iv. Senior Pairs (2);
- v. Fours (4);
- vi. Gold Artistic (1);



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- vii. Couples Artistic (2);
- viii. Star 8/9 Couples Dance (2);
- ix. Star 10 Couples Dance (2);
- x. Women's Star 10 Free Skate (1);
- xi. Gold Solo Dance (1);
- xii. Couples Open Rhythm Dance (2);
- xiii. Dance 4 (4);

### 8.4 **Coach of the Year**

Each head coach is automatically nominated for the Coach of the Year award. All head coaches will rank the nominees (excluding themselves) and points will be awarded to each, with the most points going to the top nominee. The nominee who earns the most points will be the award winner.

### 8.5 **Team Spirit Award**

This award shall be voted on by the teams at the OUA Finals. This award is given to the team that is most spirited in the framework of overall spirit and sportsmanship.

### 8.6 **Fines**

OUA members and playing privilege institutions will be fined \$250 per incident for not meeting nomination and/or voting deadlines for OUA All-Star and Awards:

[http://oua.ca/members\\_info/sport\\_operations/OUA\\_All-Star\\_and\\_Awards\\_Policy.pdf](http://oua.ca/members_info/sport_operations/OUA_All-Star_and_Awards_Policy.pdf)

## 9.0 **Coaches' Meetings**

9.1 The annual coaches' meeting will be determined by the host institution. The suggested coaching credentials should be a Level II Coach.

- 9.1.1 A coach or coach representative must be present at the coaches' meeting, or be available via conference call. A \$50 fine per institution will be applied for not meeting the criteria outlined in the Constitution. See Constitution Article XII 12.4.

## 10.0 **Obligations (OUA, Host, Team)**

### 10.1 **OUA**

#### 10.1.1 **Pre-championship**



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- 10.1.1.1 Provide the host with a template for the Championship program.
  - 10.1.2 **Awards/Championship**
    - 10.1.2.1 To provide the host with:
      - i) Twenty (20) gold, silver and bronze medals for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place teams
      - ii) Fifty (50) of each, gold, silver and bronze medals for individual event winners
      - iii) A banner (large pennant) for the winning team
      - iv) Sponsorship banners to be hung at the Championship rink during the duration of the event
      - vi) Awards summary sheet
  - 10.1.3 **Post-championship**
    - 10.1.3.1 Publish results and information on the OUA website
  - 10.1.4 **Media responsibilities**
    - 10.1.4.1 OUA Championship Preview Release
    - 10.1.4.2 All-Star release following the championship
    - 10.1.4.3 Recap of the championship following the event
- 10.2 **Host**
  - 10.2.1 **Pre-championship**
    - 10.2.1.1 To delegate an official representative (Championship Convenor) for the duration of the competition.
    - 10.2.1.2 Championship convenor to confirm eligibility for all participating skaters on the Championship roster prior to the first day of competition.
    - 10.2.1.3 Provide accommodation information to the participating teams thirty (30) days prior to the start of the event by e-mail
    - 10.2.1.4 Book hotel rooms for the officials (two officials/room). If they wish to stay on their own, they must pay for half. In general, approximately 12 rooms are needed each year
    - 10.2.1.5 Provide Technical Meeting information as well as any other necessary information to the participating teams and Skate Canada thirty (30) days prior to the start of the event
    - 10.2.1.6 Collect entry fees and team rosters from each of the participating teams
    - 10.2.1.7 Work with the Technical Representative to ensure all the needs of the Skate Canada officials are met

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- 10.2.1.8 Assure availability of the host facility for the championships by booking required ice time, meeting rooms etc.
- 10.2.1.9 Ensure two meeting rooms (or one large enough for 30 people with a divide between the two groups) as the host facility for the Skate Canada officials. Rooms need to have power (multiple outlets required). Food will also need to be served in these rooms.
- 10.2.1.10 Purchase small gifts for all the Skate Canada officials
- 10.2.1.11 Supply the following equipment required for the proper running of the competition:
  - i)
  - ii) Official's needs
    - clipboards, pencils, stop-watch, copies of the OJA Rules and Regulations.
    - NOTE: If the event is hosted in WOS, the section can supply all this if requested by the host
  - iii) Judges' stand
    - room for a table and 12 chairs
    - if possible, music and announcing should be done from judges' stand as well
  - iv) Ice Captains
    - staff to make sure the athletes get from the dressing room to the ice surface
    - these staff are also in contact with the music and referee of the individual events
  - v) Sound system
  - vi) ISU Dance Series Music
  - vii) Music to be played during warm-up period for each event
  - ix) Master scoreboard (Bristol board or whiteboard)
    - 'runners' can be tasked with keeping the running tally of the scores (updated after each individual events results are posted).
  - ix) Designated and labeled dressing rooms for each school
  - x) Music Registration- all music files are to be submitted to the host institution by the designated deadline
  - xi) Radios

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-for communication between ice captains and judges stand and competition host

## 10.2.1.12

### Event Promotion

- i) assume marketing of championship event with goal of building spectator and media interest
- ii) encouraged to advertise within the local community
- iii) all creative mock-ups must be signed off by OUA prior to production
- iv) all championship materials must include the OUA logo or "Ontario University Athletics" within the context of written print, promotion, or advertising material
- v) Create a tournament bulletin to be circulated to the participating schools
- vi) Official Championship Poster
  - a. must be minimum of 11" x 17" and follow same logo and mark criteria
  - b. OUA logo must be in a prominent position and shall not be superseded by the host identification
  - c. Unless the poster is in full colour process, the use of black ink on light green or light blue background is acceptable, or green or blue ink on a white background. Colour process must incorporate one of the OUA colours of blue and green in any creative way necessary to achieve the goals of the poster. The official OUA colours are Pantone Blue 541 and Pantone Green 356

## 10.2.2 Awards/Championship



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- 10.1.2.1 Organize a formal awards ceremony immediately at the conclusion of the tournament
- 10.1.2.2 Produce a souvenir program for the event from the Championship – template provided by the OUA office. The program must include a schedule of events, team lists, possible team photos and sufficient space to fulfill OUA's obligations to its sponsors
- 10.1.2.3 Awards as listed above in Section 8.0
- 10.2.2.4 Championship trophy is present and in presentable condition for display and championship presentations
- 10.2.2.5 Ensure championship awards presentation is executed properly by following the script and set up for each championship and special event
- 10.2.2.6 Championship awards set up on a table with OUA banners, medals, MVP awards
- 10.2.2.7 Medals are to be presented to each individual winner, by a representative of the OUA and may either be the convenor, staff, host member or sponsor in a dignified way.
- 10.2.2.8 Have a photographer throughout the championship (unless OUA specifies that a photographer will be provided)
  - i) Photos must be provided to the league office no later than 10-days following the event
  - i) A selection of action photos of all participating institutions are required in addition to the team championship banner shot
- 10.2.3 **Post-championship**
  - 10.2.3.1 Schedule a coaches' meeting where the issues of the sport can be discussed and any motions prepared for submission to the OUA office. Minutes of this meeting are mandatory.
  - 10.2.3.2 Assure the safekeeping of promotional banners loaned to the Host for the purpose of promoting the Association's sponsors. Should these banners be lost, stolen or damaged, the Host will be responsible for their replacement or repair
  - 10.2.3.3 Produce and circulate the OUA Figure Skating Championship report and financial report due to the OUA office and all participants fifteen (15) days after the completion of the event. Report to include:
    - i) Financial statement detailing incomes and expenditures;

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- ii) Any unused medals and awards, and all sponsorship banners.
    - iii) Fax to Skate Canada the facility cost bill and the officials expense report
  - 10.2.3.4 Absorb any deficits which incurred from the competition.
- 10.2.4 **Media responsibilities**
  - 10.2.4.1 Acknowledge the OUA and other major sponsors
  - 10.2.4.2 Provide a media representative to work with the Tournament Director on pre and post-event press releases
  - 10.2.4.3 Appoint a Communications/Publicity Chairperson who will be responsible for:
    - i) Reporting of post competition results to the OUA media representative at the end of the second day of competition.
    - ii) Ensuring that all local media relations are executed and that reporting of all scores is submitted within regulation to local media, the OUA, USports and other media outlets
    - iii) Enduring round summaries are posted within 2 hours on the host's website and the OUA statistics and schedule database, as outlined in the manuals
  - 10.2.4.4 A copy of all advertising materials must be sent to the OUA office at the end of the championship
  - 10.2.4.5 Provide a mandatory Championship recap by 8:00 am the following day of the Championship to the OUA Office
  - 10.2.4.6 Abide by the OUA All-Star and Major Announcement Policy
    - i) Convenor must have the names to the OUA office by 12:00pm the day following the championship
    - ii) OUA office will issue the release by 4:00pm the following day
    - iii) Championship hosts are not to include all-stars in releases prior to the OUA release on the Tuesday following the championship
    - iv) Institutions that knowingly release All-Stars or major award winners prior to the release date and time established by the OUA will pay a \$500 fine



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### 10.3 Team

10.3.1 The team attending the Championship must ensure the following:

- 10.3.1.1 All players, coaches, and team staff are registered and eligible.
- 10.3.1.2 A completed Entry Form is submitted to the host and the OUA Figure Skating convenor prior to the appropriate entry deadline
- 10.3.1.3 A completed Roster Form is submitted to the host and the OUA Figure Skating convenor prior to the appropriate roster deadline
- 10.3.1.4 All rules and regulations are maintained and adhered to and that the team is in good standing

### Appendix A

#### OUA FIGURE SKATING – Team Entry Form

School Name: \_\_\_\_\_

Head Coach and Contact Email: \_\_\_\_\_

This form confirms your school's intent to enter the championship and individual event categories

Please check the categories that your school will be entering a skater(s):

|                            |       |                                |       |
|----------------------------|-------|--------------------------------|-------|
| Couple Artistic (CA)       | _____ | Star 8/9 Couple Dance (S8/9CD) | _____ |
| Gold Free Skate (GF)       | _____ | Star 10 Couple Dance (SS10)    | _____ |
| Novice Short Program (NSP) | _____ | Star 10 Solo Dance (S10F)      | _____ |
| Men's Free Skate (MF)      | _____ | Gold Solo Dance (GSD)          | _____ |
| Gold Artistic (GA)         | _____ | Open Rhythm Dance (ORD)        | _____ |
| Senior Pairs (SP)          | _____ | Dance Fours (D4)               | _____ |
| Pairs Freeskate Fours (P4) | _____ | Synchro (SYN)                  | _____ |



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Athletic Director/Designate: \_\_\_\_\_

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

Head Coach: \_\_\_\_\_

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

Please provide your institutional contact for Invoicing:

Name: \_\_\_\_\_

Institution Mailing Address: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Appendix B

### OUA FIGURE SKATING - Team Roster Form

Team Name: \_\_\_\_\_

|   | Full Name | Highest Test Passed |    | Full Name | High Test Passed |
|---|-----------|---------------------|----|-----------|------------------|
| 1 |           |                     | 10 |           |                  |
| 2 |           |                     | 11 |           |                  |
| 3 |           |                     | 12 |           |                  |
| 4 |           |                     | 13 |           |                  |
| 5 |           |                     | 14 |           |                  |
| 6 |           |                     | 15 |           |                  |
| 7 |           |                     | 16 |           |                  |
| 8 |           |                     | 17 |           |                  |
| 9 |           |                     | 18 |           |                  |



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Head Coach: \_\_\_\_\_ Assistant Coach: \_\_\_\_\_  
 Assistant Coach: \_\_\_\_\_ Assistant Coach: \_\_\_\_\_  
 Assistant Coach: \_\_\_\_\_ Assistant Coach: \_\_\_\_\_  
 Other Staff: \_\_\_\_\_ Assistant Coach: \_\_\_\_\_  
 Signature of Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

THIS TEAM ENTRY FORM MUST BE SUBMITTED TO TBD

## OUA FIGURE SKATING – Event Entry Form

| School: _____         |                                     |                        |                        |          |          |
|-----------------------|-------------------------------------|------------------------|------------------------|----------|----------|
| Head Coach: _____     |                                     |                        |                        |          |          |
| No.<br><i>Example</i> | Skater's Name<br><i>Sally Smith</i> | Event #1<br><i>SSF</i> | Event #2<br><i>ISP</i> | Event #3 | Event #4 |
| 1                     |                                     |                        |                        |          |          |
| 2                     |                                     |                        |                        |          |          |
| 3                     |                                     |                        |                        |          |          |
| 4                     |                                     |                        |                        |          |          |
| 5                     |                                     |                        |                        |          |          |
| 6                     |                                     |                        |                        |          |          |
| 7                     |                                     |                        |                        |          |          |
| 8                     |                                     |                        |                        |          |          |



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|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 9  |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |

Note: Skaters can only compete in one event under each heading – max. 4 events per athlete.

Events:

|                          |                      |     |                    |                        |        |
|--------------------------|----------------------|-----|--------------------|------------------------|--------|
| <b>Singles Freeskate</b> | Gold FS              | GF  | <b>Pairs Dance</b> | Star 8/9 Similar Dance | S8/9CD |
|                          | Novice Short Program | NSP |                    | Star 10 Similar Dance  | S10CD  |
|                          | Men's FS             | MF  |                    | Open Rhythm Dance      | ORD    |
| <b>Pairs Freeskate</b>   | Couple Artistic      | CA  | <b>Solo Dance</b>  | Gold Solo Dance        | GSD    |
|                          | Senior Pairs         | SP  | <b>Fours</b>       | Pair Fours             | P4     |
| <b>Other</b>             | Synchro              | SYN |                    |                        |        |

## Appendix C OJA Championship Awards Protocol

### Order of Presentations

- 1) Teams Line-Up
- 2) Introduce Awards Presenters/Dignitaries
- 3) Medal Presentations
- 4) Trophy and Banner Presentations
- 5) Thank You to Fans

### Presentation Protocol

Prior to the end of the last event, un-wrap all medals and place on awards table (skirted, tablecloth top).

- 1) *Teams Line-Up*



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While the teams are lining up, bring a skirted table onto the field of competition. Place the championship trophy on the table after it has been put into place.

2) *Introduce Awards Presenters/Dignitaries*

ANCR: "Ladies and Gentlemen, please turn your attention to \_\_\_\_\_ as we introduce today's medal presenters. Representing the OUA, \_\_\_\_\_ from <Host School Athletics>, \_\_\_\_\_."

3) *Medal Presentation*

ANCR: "It's time now to present the championship medals beginning with the Bronze Medal winning team, \_\_\_\_\_."

\*\*\*REPEAT FOR SILVER & GOLD MEDALLISTS\*\*\*

4) *Trophy and Banner Presentation*

ANCR: "To present the OUA Championship Banner and Trophy, please welcome \_\_\_\_\_. We now ask that the captains of the \_\_\_\_\_ to come forward to accept the trophy, gold medals and OUA Championship banner!"

\*\*\*PAUSE FOR APPLAUSE AND PHOTOS OP\*\*\*

5) *Thank You to Fans*

ANCR: "On behalf of <host institution> and Ontario University Athletics, we thank you for your attendance at the 202\_ OUA Figure Skating Championship and look forward to seeing you next year!"

### Appendix E

#### OUA Championship Financial Report

(Please complete applicable sections)

|                            |       |
|----------------------------|-------|
| Championship: _____        |       |
| Host Institution: _____    |       |
| Date of Event: _____       |       |
| <b>Section A – Revenue</b> |       |
| Gate Receipts              | _____ |
| Program Sales              | _____ |
| Sponsorship                | _____ |



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Other \_\_\_\_\_

## Section B – Expenses

### Facilities Management

Security/Police \_\_\_\_\_

Ticket sellers/takers \_\_\_\_\_

Ushers \_\_\_\_\_

Clean-up/Set-up \_\_\_\_\_

Rental \_\_\_\_\_

Others \_\_\_\_\_

### Officials

Major Officials \_\_\_\_\_

Minor Officials \_\_\_\_\_

Scorer \_\_\_\_\_

Timer \_\_\_\_\_

Announcer \_\_\_\_\_

### Publicity, Promotion, Publications

Advertising \_\_\_\_\_

Press Conference \_\_\_\_\_

Photographs \_\_\_\_\_

Other \_\_\_\_\_

### Publicity, Promotion, Publications

Advertising \_\_\_\_\_

Press Conference \_\_\_\_\_

Photographs \_\_\_\_\_

Other \_\_\_\_\_

### General Administration (if applicable)

Ticket Printing \_\_\_\_\_ (up to \$150)





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|                           |       |
|---------------------------|-------|
| Telephone                 | _____ |
| Supplies                  | _____ |
| Program Printing          | _____ |
| Other                     | _____ |
| <b>Total Expenditures</b> | _____ |

  

|                           |                       |
|---------------------------|-----------------------|
| <b>Section C – Amount</b> |                       |
| Total Revenue             | _____                 |
| Visitor's share of gate   | _____ (if applicable) |
| Total                     | _____                 |
| Home Share                | _____ (if applicable) |
| Total                     | _____                 |

## Appendix F

### Skate Canada Registration

Important Information for Collegiate Skating Schools (Varsity Skating Teams)

Welcome to Skate Canada! We are pleased to have your varsity skating team program as a collegiate skating school member of our Association. In order to take full advantage of the many programs, events and services we offer, it is important to read information posted to the Skate Canada Info Centre at the locations outlined below:

#### What is the Membership Year?

Skate Canada registration takes place annually for member clubs and skating schools. The registration year runs from September 1st to August 31st yearly.



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### Skating School Administration

All items related to skating school administration as it relates to interactions with Skate Canada (registering the school, registering registrants, identifying synchro teams) are included in the new Club and Skating School Minimum Operating Standards posted to the Info Centre:

<https://info.skatecanada.ca/index.php/en-ca/?id=16:club-and-skating-school-operations-guide>

Please take the time to read all articles within the handbook as it contains information on how to ensure your school is operating within Skate Canada minimum operating standards.

### Coaching

All important items related to a coach in terms of maintaining good standing with Skate Canada are also posted to the Info Centre at this location:

<https://info.skatecanada.ca/index.php/en-ca/?id=82:professional-coach-membership-procedure>

Please ensure your coaches take the time to read all articles within this section of the Info Centre to ensure that they are maintaining their standing as a Registered and Certified Skate Canada Coach.

Should you require additional information or clarification, please contact Skate Canada at [info@skatecanada.ca](mailto:info@skatecanada.ca) or 1.888.747.2372