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# RULES & REGULATIONS

FIGURE SKATING | G3 | 2023-24

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## G3 SPORT SERVICES

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# 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.

#### 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 Director 72 hours prior to the start of Day One of the OUA Championship competition. 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 There are 14 events completed

#### 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



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- 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. No late entries will be accepted.
  - 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 must be included with the Roster Form. An OUA roster must be submitted 72 hours prior to the OUA Figure Skating Convenor.
  - 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 17-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 Should the host wish to implement a variation to the championship format/schedule from what is listed in the handbook, they may submit a request to Sport Committee - who may approve the request for the current season should the committee determine it appropriate.
  - 3.2.8 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 of .52¢/km), accommodations and food.
      - iii) Music costs (rentals, if needed)
      - iv) Awards (ribbons and medals for individual events)

## 4.0 Championships

### 4.1 Pre-competition Technical Meeting

- 4.1.1 The OUA Figure Skating Sport Expert and the OUA Sport Coordinator 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.



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- 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.
- 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 dress 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-
- 4.2.3 *Type of clothing:* Women must wear a skirt. The women's dresses must not give the effect of excessive nudity inappropriate for an athletic sport. Men must wear full trousers. No tights are permitted and the clothing must not be sleeveless. Men's shirts should be the same as the school's dress base colour or all black.
- 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

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### 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

- 5.2.1 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



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regulations. The competition shall be conducted in the following events: Singles, Pairs, Dance and Synchronized Skating.

- 5.2.2 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;
  - iii) OUA medals to 1<sup>st</sup> through 3<sup>rd</sup> event winners.
- 5.2.3 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.
- 5.2.4 The draw for skating order for all OUA events 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.
- 5.2.5 A skater may not compete in more than one level of the same discipline. A skater will choose from the six n disciplines and may only skate four events.

SINGLES		PAIRS Free Skate		PAIRS Dance		SOLO Dance		Fours Events	SYNCHR O
Gold Artistic	GA	Intermediate	ISP	Star 8/9	SS8/9	Star 10	S10	Dance Four D4	Open
GOLD Freeskate	GF	Senior	SSP	Star 10	SS10	Gold	GD	Pairs Four P4	
Short program	SPF			Open Rhythm Dance	OSD				
Open Men	MF								

### 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 1st, 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:



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- 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 1st places (considering only institutions tied), shall place higher in the overall standings. If still tied, the greatest number of 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.

5.3.1.5 A pair/couple Skate Canada has revised their definition to 'a team consists of two skaters'. The previous definition of 'team' was one woman and one man. Skate Canada commitment to non-discrimination, including non-discrimination based on gender identity. Note that the STAR and ADULT pathways in Skate Canada had adopted this terminology in 2019 and Skate Canada unanimously passed a motion in July 2022 to include this now in their 'Pathway to Podium' events.

#### 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
- ii) One Freeskate program of 3:30 minutes (+/- 10 seconds in length)
- iii) Follow the requirements of Gold Freeskate Program

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

- i) No Test Restrictions
- ii) One Short Program of 2:30 minutes maximum in length
- iii) Follow the requirements for the Novice Women Short Program

##### 5.3.2.3 Open Men's Freeskate

- i) One Freeskate- Skate Canada Gold program length is 3:30 +/- 10 seconds. OJA program length is maximum 3:30
- iii) Coaches will need to ensure to time programs that have been choreographed using the Gold program requirements, so that they do not exceed the 3:30 time



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limit. There is 1 timing deduction for every 5 seconds over 3:30

### 5.3.2.4 Couple 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)

### 5.3.2.5 Intermediate Couple Pairs

- i) May have passed the STAR 10 Freeskate (Senior Silver freeskate test) but no higher complete freeskate test
- ii) One Freeskate program of 3:00 minutes (+/- 10 seconds) in length
- iii) Program consists of:
  - 1) Maximum of six jump elements
    - a. All jumps permitted
    - b. Must include at least one single axel or double axel
    - c. Maximum of three jump combinations or two jump combinations and one jump sequence. Maximum two jumps in combinations.
    - d. No jump included more than twice.
    - e. A repeated jump must be executed as part of a jump combination or sequence.
  - 2) Maximum of three spins (all spins shall be called no higher than Level B)
    - a. One spin must be a solo spin (side by side)
    - b. One spin must be a pair spin
    - c. One spin of any nature



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- 3) Maximum of one choreographic sequence.  
(All choreographic sequences shall be called no higher than Level B)

\*\* Skate Canada program used to score is STAR Open Pairs Program

### 5.3.2.6 Senior Couple Pairs

- i) No test restrictions length
- ii) One Freeskate program of 3:00 (+/- 10 seconds) in length
- iii) Program consists of:
  1. Maximum of seven jump elements
    - a. All jumps permitted
    - b. Must include at least one Axel type jump (waltz or axel)
    - c. Maximum of three jump combinations or two jump combinations and one jump sequence. Maximum two jumps in combinations.
    - d. No jump included more than twice.
    - e. A repeated jump must be executed as part of a jump combination or sequence.
    - f. Must include four different double jumps. If four different double jumps are not included, the final jump element will be invalidated
    - g. Of all triples, only 2 may be repeated.
  2. Maximum of three spins (all spins shall be called no higher than Level B)
    - a. One spin must be a solo spin (side by side)
    - b. One spin must be a pair spin
    - c. One spin of any nature
  3. Maximum of one choreographic sequence.  
(all choreographic sequences shall be called no higher than Level B)

\*\* Skate Canada program used to score is STAR Open Pairs Program



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### 5.3.2.7 Pairs Fours

One Free Skate program of 2:30 (+/- 10 seconds) in length

Open Free Skate pairs event incorporating 4 skaters, which can be comprised of four women, or three women and one man.

Note: Pairs Four is two Free Skate pairs, as opposed to a mini-synchronized skating routine and shall be choreographed as such.

All solo spins, Pair spins, Pivot figures and Steps will be called no higher than Level B.

iv) Program consists of:

- 1) Three solo jumps. One may be in combination (maximum 2 jumps) or sequence. No triple jumps allowed.
- 2) Maximum of one pair spin (may have change of foot OR change of position, but not both)
- 3) Maximum of one solo spin (may be combination, change of foot is optional)
- 4) One pivot figure. ( All 4 skaters must be connected. Death spiral is not permitted)
- 5) Maximum of one step sequence

\*\* Skate Canada program used to score is STAR Open Pairs Program

### 5.3.2.6 Open Gold Artistic

i) NO test restrictions

ii) One artistic program to music, max. 2:40 in length

iii) Program must include:

- Choreographic Step Sequence
- Field Move Sequence or 360 Degree Field Movement
- Artistic Spin

iv) Any athlete can compete in this event, open to both gender and no test requirements or restrictions

### 5.3.3 Dance

Two (2) dances skated at the OUA Championships.

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

Pattern Dance warm-ups are 3:00 in duration. 30 seconds without music, followed by 2:30 with music. 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.



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### 5.3.3.1 Star 8/9 Couple Dance

- i) May not have passed the complete Skate Canada Gold Dance test
- ii) Skate the 2 dances from the OJA Music Grid at the OJA Championships

### 5.3.3.2 Star 10 Couple Dance

- i) No Test Restrictions
- ii) Skate the 2 dances from the OJA Music Grid at the OJA Championships

### 5.3.3.3 Women's Star 10 Solo Dance

- i) May not have passed the complete Skate Canada Gold Dance test
- ii) Skate the 2 dances from the OJA Music Grid at the OJA Championships

### 5.3.3.4 Women's Gold Solo Dance

- i) No test restrictions
- ii) Skate the 2 dances from the OJA Music Grid at the OJA Championships

### 5.3.3.5 Open Rhythm Couple Dance

- i) No test restrictions
- ii) Two skaters
- iii) Music – 2:50 (+/- 10 seconds) in length.
- iv) Elements:
  - 1) Rhythm specifications: none, theme is “Music and Feeling of the Eighties”
  - 2) Pattern Dance Element-must be skated to any dance style, with the range of tempo 102-106 beats per minute
  - 3) The tempo of the music throughout the Pattern Dance Element must be consistent
- vi) Key points will not be used for the pattern dance elements.

**The Pattern Dance Element is:** Two section of the Rocker Foxtrot (1RF and 2 RF: steps #1-14). The two sections may be skated in any order or one after the other separately. Step #1 of the 1 RF must be skated at the judges left side. Step #1 of 2RF must be skated at the judge's right side. One section must be skater using the lead steps and one section must be skater using the follow steps.

**The Tempo of the Pattern Dance Element is;** Pattern Dance Elements must be



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constant.

\*\* Skate Canada program used to score is STAR Solo Rhythm Dance

### 5.3.3.6 Dance 4 (Based on the Novice Free Dance)

Creative skating 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.

- i) Music – 2:30 (+/- 10 seconds) in length
- ii) Composition

- 1) A maximum of one dance spin (two pair spins or one 4 person spin) called up to a maximum level of 2 optional change of foot called to a maximum of Level 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 1<sup>st</sup> and 2<sup>nd</sup> twizzle. Partners must make contact at some point between the 1<sup>st</sup> and 2<sup>nd</sup> twizzle. Twizzles will be called to a Maximum of 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
- Patter must maintain the integrity or basic shape of the chosen pattern
- Skaters must remain within 2 arms-length of one another
- All lifts are illegal element

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- 4) One one-foot turns sequence: Difficult turns performed on one foot by each skater and must be started with the first difficult turn at the same time, 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

- 6) All elements will be called to a maximum Level 2

- iii) Skaters must remain within 2 arms-length of one another. Individual skating shall be kept to a minimum and used during times of transition and turns.
- iv) All lifts are illegal elements
- v) All elements will be called to a max. of level 2.

### 5.3.4 Synchronized Skating

Synchronized Skating will be performed by 12 to 16 skaters. The Open Level Program shall be the competition event and have a time of 4 minutes. It will take place with a one-minute warm-up period per team, immediately prior to performing. One creative lift is permitted and only called to a max Level 1.

#### 5.3.4.1 Skating Order

##### 5.3.4.1 Skating Order of Teams

The starting order of teams in the synchronized skating event will be determined by the results of the team standings after the first day. The lowest place will skate first and the highest placed group will skate after the flood. If two or more teams are tied for the same place at the end of the first day, they will be



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drawn in the same group. The maximum numbers of teams will be drawn in the same group of six.

### 5.3.4.2 Skating Order within each group

The order of skating within each group shall be determined by lot and each team shall be drawn in the order of placement in the preceding part of the competition (the best team being drawn first and including those ties). The order between tied teams shall first be determined by a separate draw prior to the main draw. The draw will take place at the end of the first day competition.

## 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.



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- 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.
- 6.2.1.4 Judges' marks will be taken by a runner to the data specialist after each individual event has been completed and the announcement of the results shall be made as soon as possible.

### 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 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 In order to be investigated or acted upon, complaints or protests concerning any aspect of any OUA figure skating championship must be directed, in writing, to the Figure Skating Convenor who will, as appropriate, direct them to the Technical Representative. Minor technical clarifications will be handled on an ad hoc basis at the discretion of the Technical Representative.
- 6.3.3 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. One CD must be registered for each event.
- 6.4.2 All dance music must be checked by the host prior to the competition for timing, tempo and speed.
- 6.4.3 The use of ISU music will be permitted 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.



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### 8.0 Awards

8.1 A Championship banner and trophy will be provided by the OJA and presented by the OJA 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 OJA 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 host will provide ribbons or medals (discretion of the host) for the gold, silver and bronze medals for the winners of each individual senior and open event.

8.4 The OJA will provide (after the event) 20 All-Star Certificates to be presented to the first place individuals in the following senior and open events:

- i) Gold Artistic (1);
- ii) Women's Gold Free Skate (1);
- iii) Women's Novice Short Program (1);
- iv) Men's Open Free Skate (1);
- v) Senior Couple Pairs (2);
- vi) Star 10 Couple Dance (2);
- vii) Women's Star 10 Solo Dance (1);
- viii) Women's Gold Solo Dance (1);
- ix) Free Skate Fours (4);
- x) Open Rhythm Couple Dance (2);
- xi) Dance Fours (4) for a total of 20 total

### 8.5 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. Ties in point totals will be broken as follows: the nominee with the greater number of first place votes will be the winner. If there is still a tie, the nominee with the most second place votes will be the winner, and so on until the tie is broken.

### 8.6 Team Spirit Award

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





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### 8.7 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 convenor annually. 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

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 (21) 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

10.1.3.2 Circulate motions from the coaches' meeting for voting and eventual distribution to the OUA Sport Committee for consideration



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### 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
- 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) Photocopier  
-the accountants will need access to a photocopier as well as 1000 sheets of copier paper)
  - ii) Official's needs

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- clipboards, pencils, stop-watch, copies of the OUA 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) Skate Canada Series 8 Dance CD
- vii) Music to be played during warm-up period for each event
- viii) Runners to look after bringing the scores from the judges to the officials room after each skater
- 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).
- x) Designated and labeled dressing rooms for each school
- xi) Music Registration
  - staff a table for an hour at the beginning of the event for the teams to hand in fully labelled team music. All music must be handed in at the beginning of Day 1 of the event. Boxes or baskets should be used to make sure that each events CDs are housed together by event and sorted by order of skate
- xii) Radios
  - for communication between ice captains and judges stand and competition host



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### 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

#### 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



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- 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 Ensure that you have cash on hand to pay the officials when they are finished judging for their expenses. They must complete mileage forms as well
- 10.2.3.3 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
- 10.2.3.4 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;
  - ii) Any unused medals and awards, and all sponsorship banners.



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- iii) Fax to Skate Canada the facility cost bill and the officials expense report
    - iv) Mailing address sent to Skate Canada for the host to receive the Skate Canada reimbursement cheques to help offset cost to host the OUA Championship.
- 10.2.3.5 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



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and time established by the OUA will pay a \$500 fine

### 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

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### Appendix A

### OJA 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):	
Gold Artistic (GA) _____	Star 8/9 Couple Dance (SS8/9) _____
Gold Free Skate (GF) _____	Star 10 Couple Dance (SS10) _____
Novice Short Program (SPF) _____	Women's Star 10 Solo Dance (S10) _____
Men's Free Skate (MF) _____	Women's Gold Solo Dance (GD) _____
Intermediate Couple Pairs (ISP) _____	Open Rhythm Couple Dance (OSD) _____
Senior Couple Pairs (SSP) _____	Dance Fours (D4) _____
Pairs Freeskate Fours (P4) _____	Synchro (SS) _____
Athletic Director/Designate: _____	Signature: _____
Head Coach: _____	Signature: _____
Please provide your institutional contact for Invoicing:	
Name: _____	Institution Mailing Address:
Title: _____	
Phone: _____	
Email: _____	
THIS TEAM ENTRY FORM MUST BE SUBMITTED TO TBD	



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**Appendix B**

**OJA 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		

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



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### OJA FIGURE SKATING – Event Entry Form

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

Singles Freeskate	Gold Artistic	GA	Pairs Dance	Star 8/9 Couple Dance	SS8/9
	Gold FS	GF		Star 10 Couple Dance	SS10
	Short Program FS	SPF		Open Rhythm Couple Dance	OSD
	Men's Open FS	MF	Solo Dance	Star 10 Solo Dance	S10
Pairs Freeskate	Intermediate Couple Pairs	ISP		Gold Solo Dance	GD
	Senior Couple Pairs	SSP	Fours	Pair Fours	P4
Other	Synchro	SYN		Dance Fours	D4



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THIS EVENT ENTRY FORM MUST BE SUBMITTED TO TBD

## Appendix C

### OJA FIGURE SKATING - Music Grid

1-year rotation, ISU Music

Music Grid for the Solo/Similar/Mixed Dance Events		
Category	2023-24 Group 1	Sequences
Star 8/9 Dance	Rocker Foxtrot (1 <sup>st</sup> dance)	4 sequences
	Starlight Waltz (2 <sup>nd</sup> dance)	2 sequences
Star 10 Dance Star 10/ Gold	Starlight Waltz (1 <sup>st</sup> dance)	2 sequences
	Paso Doble (2 <sup>nd</sup> dance)	3 sequences
Gold Dance STAR Diamond	Argentine Tango (1 <sup>st</sup> dance)	2 sequences
	Rhumba (2 <sup>nd</sup> dance)	4 sequences

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## Appendix D OUA 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*  
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*



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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: _____
<p><b>Section A – Revenue</b></p> <p>Gate Receipts                    _____</p> <p>Program Sales                    _____</p> <p>Sponsorship                    _____</p> <p>Other                                    _____</p>
<p><b>Section B – Expenses</b></p> <p><u>Facilities Management</u></p> <p>Security/Police                    _____</p> <p>Ticket sellers/takers                    _____</p> <p>Ushers                                    _____</p> <p>Clean-up/Set-up                    _____</p> <p>Rental                                    _____</p> <p>Others _____                    _____</p> <p><u>Officials</u></p> <p>Major Officials                    _____</p> <p>Minor Officials</p> <p style="padding-left: 20px;">Scorer                                    _____</p> <p style="padding-left: 20px;">Timer                                    _____</p> <p style="padding-left: 20px;">Announcer                    _____</p>

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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)  
Telephone \_\_\_\_\_  
Supplies \_\_\_\_\_  
Program Printing \_\_\_\_\_  
Other \_\_\_\_\_

**Total Expenditures** \_\_\_\_\_

**Section C – Amount**

Total Revenue \_\_\_\_\_  
Visitor's share of gate \_\_\_\_\_ (if applicable)

Total \_\_\_\_\_

Home Share \_\_\_\_\_ (if applicable)

Total \_\_\_\_\_



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## 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.

#### 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