



GUIDELINES FOR THE APPOINTMENT OF MUSIC COORDINATORS - MINIMUM REQUIREMENTS

All applications must be submitted via the appropriate Formsite on the Officials page of the U.S. Figure Skating website. The application will be routed to the Domestic Officials Committee for evaluation.

Available Music Coordinator Appointments

Discipline	Nonqualifying	Qualifying	Sectional	National	National Technician
All Disciplines	X	X	X	X	X



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Requirement	Nonqualifying	Qualifying	Sectional	National	National Technician
Minimum Music Coordinator level	None	Nonqualifying	Qualifying	Sectional	National
Minimum number of competitions served as a <u>Music Coordinator</u> in the last 5 years	Participated in 1 Complete competitions as an assistant to a Qualifying or higher Music Coordinator	Participated in 3 Complete competitions as an assistant to a Qualifying or higher Music Coordinator	<p>Assistant Music Coordinator at 2 Qualifying, NQS or large (>400 skaters) competitions</p> <p>Served as a Chief Music Coordinator at Qualifying, NQS or large (>400 skaters) competitions</p>	<p>Served as a Chief Music Coordinator at a Sectional</p> <p>Served as a trainee at a minimum of two U.S. Figure Skating Championships and/or senior level international competitions</p>	Served as Music Chief at U.S. Figure Skating Championships and/or senior ISU competition
Minimum skills required for appointment	<ul style="list-style-type: none"> • General knowledge of iTunes as it relates to playing music at a competition. • General knowledge of how to interact with the Announcer and Referee. • General knowledge of how to operate a mixer board to play music and control volume/EQ. 	<ul style="list-style-type: none"> • Ability to set up and troubleshoot the U.S. Figure Skating Music Kits at competition venues • Setting input volume levels for each device and mic • Downloading of music from EMS and Entryeze • Fixing errors in tags of downloaded music • Loading music into iTunes • Adding smart playlist into iTunes (i.e “Event 123a group B) 	<ul style="list-style-type: none"> • Solid troubleshooting of mixers, connections and computers • Good ability to judge and appropriately adjust music volume level and minor EQ changes • Thorough understanding of U.S. Figure Skating’s EMS systems • Complete understanding of U.S. Figure Skating music computer operations protocol and “iTunes • Proficiency at backing up and transferring (“cloning”) Music between computers 	<ul style="list-style-type: none"> • Complete 2 years of training at TV events (i.e Nationals / Skate America) • Able to use Large Venue Mixer • Know protocols used by 3 member team playing music • Ability to run awards ceremonies • Excellent ability to judge and appropriately adjust music volume level and necessary EQ changes • Understand US and ISU Protocols 	<ul style="list-style-type: none"> • High level understanding sound systems as related to large arena settings • Ability to reconfigure the big board as needed for the competition • Ability to balance the arena house and ice level sound systems, EQ and delays • Ability to setup stand-alone audio systems i.e. Pressroom • Advanced ability to troubleshoot • Have the skills needed to interact with TV, event production staff, and arena sound crew • National proficiency



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- Applicants cannot have any open professional standards or ethics complaints or violations.
- Guidelines may be modified by the VC of Music with the agreement of the Chair of the Domestic Officials Recruitment & Management Committee and Technical Group Coordinator.
- Recommendations for national appointments must be approved by the Board of Directors. Such recommendations can be presented by the Technical & Officials Group Coordinator at an in-person meeting of the Board of Directors (rule DOR 3.03).