



## **2025 -26 Committee Handbook**

*A guide for committee leaders and members for serving U.S. Figure Skating in your committee role*

**U.S. Figure Skating Committee Handbook**  
*Table of Contents*

**INTRODUCTION**

**SECTION 1: Introduction**

Mission, Vision, Values  
Non-Discrimination Commitment

**SECTION 2: Leadership Structure**

**SECTION 3: Strategic Plan**

**SECTION 4: U.S. Figure Skating Committee Policy  
Information for all Committee Chairs, Leaders, and Members**

**SECTION 5: Administrative / Legal Group**

Ethics and Professional Standards Committee  
Giving Programs Committee  
Grievance Committee  
SkateSafe® Committee  
Rules Committee

**SECTION 6: Athlete Services Group**

Dance Development and Technical Committee  
Pairs Development and Technical Committee  
Singles Development and Technical Committee  
Sports Science & Medicine Committee

**SECTION 7: Membership Development Group**

Adult Skating Committee  
Membership Committee  
Programs and new Program Development Committee

**SECTION 8: Technical and Officials Group**

Competitions Committee  
Domestic Officials  
Domestic Selections  
Officials Training Committee  
Tests Committee

**SECTION 9: International Group**

International Committee  
International Officials Committee

## INTRODUCTION

U.S. Figure Skating is a 501(c)(3) non-profit organization and the National Governing Body for figure skating, as recognized by the U.S. Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU). U.S. Figure Skating serves nearly 250,000 members nationwide, has an annual budget of \$20 million, runs major televised events, selects the U.S. World and U.S. Olympic Teams, provides a range of programs for all its members, and is governed by the Ted Stevens Amateur Sports Act.

## OUR MISSION

*We create and cultivate opportunities for participation and achievement in figure skating.*

## OUR VISION

*Together, we foster fun and inspire a lifelong passion for skating while developing champions on and off the ice.*

## OUR VALUES

**EXCELLENCE** *Highest standards in all endeavors.*

**INTERGRITY** *Honesty and openness in all we do.*

**RESPECT** *We value each other's voices, contributions, and well-being.*

**RESILIENCE** *We get up and adapt to challenges on and off the ice.*

**COMMUNITY** *Nurturing connections through the skating community.*

## NON-DISCRIMINATION COMMITMENT

U.S. Figure Skating commits in policy, principle, and practice to sustain a nondiscriminatory approach on and off the ice for all members. We strive to provide equal opportunity for all recognizing their varied backgrounds, experiences, and identities, and want all members to feel valued and respected at every level of the organization. U.S. Figure Skating's SkateSafe® Program receives, investigates and addresses allegations of discrimination or harassment throughout its membership and the organization.

We provide an equal opportunity to eligible athletes, coaches, trainers, managers, administrators, and officials to participate in eligible athletic competition without discrimination based on race, color, religion, age, gender, gender identity, sexual orientation, national origin or any other status protected by federal, state or local law, where applicable.

We select members of the Board of Directors and athlete representatives without discrimination based on age, color, disability status, gender identity (including gender expression), national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by federal, state or local law, where applicable

Harassment in sport, per the U.S. Figure Skating SkateSafe® Program Handbook, includes any pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in attempt to establish dominance, superiority or power over an individual athlete or participant group based on

gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability. It also can be the creation of an environment through behavior or course of conduct that is insulting, intimidating, humiliating, demeaning or offensive.

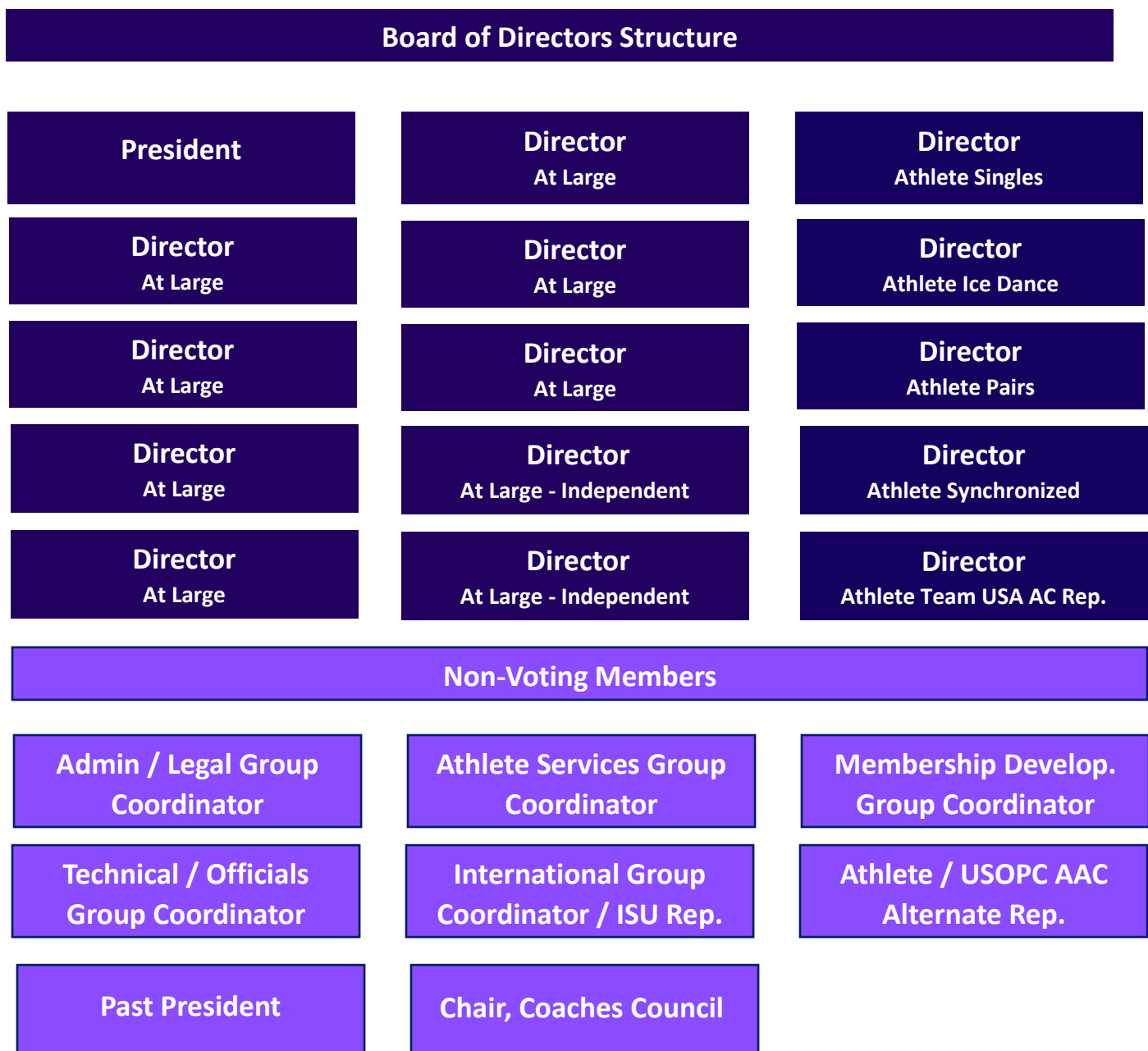
Examples may include name-calling, taunts, threats, belittling and micro/macro aggressions.

U.S. Figure Skating is committed to modeling diversity, equity, inclusion and justice at all organizational levels, including clubs and sanctioned events.

## SECTION 1: LEADERSHIP STRUCTURE

U.S. Figure Skating is governed by a board of directors comprised of 15 voting members responsible for the strategic direction and oversight of the organization. Board members, except for athletes, are nominated by the Nominating Committee and elected by the Governing Council. Athletes are elected directly by the athlete members. The board also has several non-voting members, including five group coordinators who serve as a link between committees and the board.

Once elected, the Board of Directors will elect annually among its members a vice president, treasurer and secretary. All members of the board are eligible to serve.



## COMMITTEE STRUCTURE

U.S. Figure Skating is comprised of 26 permanent committees; seven report directly to the board and 20 are considered operating committees that are part of the group structure. This handbook focuses on the operating committees.

Many parts of U.S. Figure Skating are supported by volunteer committees that focus efforts on that specific part of the sport. The committees oversee rules under their jurisdiction and develop strategies to ensure that their part of the sport is relevant, current, and in support of the overall Strategic Plan goals and strategies. In partnership with headquarters staff, committees evaluate, develop, and implement programs to support members in their areas.

Committee chairs are responsible for thoroughly understanding their area and leading their members in supporting these areas while effectively working with staff, constituents, and their group coordinators.

### REPORTING TO THE BOARD OF DIRECTORS

AUDIT

ATHLETES ADVISORY

COACHES COUNCIL

COMPENSATION

FINANCE

NOMINATING

STRATEGIC PLANNING

### ADMINISTRATIVE/LEGAL GROUP

ETHICS & PROFESSIONAL STANDARDS

GIVING PROGRAMS

GRIEVANCE

SKATESAFE®

RULES

### MEMBERSHIP DEVELOPMENT GROUP

ADULT SKATING

MEMBERSHIP

PROGRAMS and NEW PROGRAM DEVELOP

### ATHLETE SERVICES GROUP

DANCE DEVELOPMENT and TECHNICAL

PAIRS DEVELOPMENT and TECHNICAL

SINGLES DEVELOPMENT and TECHNICAL

SPORTS SCIENCE & MEDICINE

SYNCHRO DEVELOPMENT and TECHNICAL

### TECHNICAL & OFFICIALS GROUP

COMPETITIONS

DOMESTIC OFFICIALS

DOMESTIC SELECTIONS

TESTS

### INTERNATIONAL GROUP

U.S. Figure Skating has adopted a four-year strategic plan for the 2022-26 Olympic Quadrennial. This plan was adopted by the Board of Directors in February 2022 and can be found on Members Only.

Annually, the Strategic Planning Committee reviews and makes updates to the Strategic Plan, for presentation to the board. The 2022-26 Strategic Plan is focused on U.S. Figure Skating being an athlete-centered organization for competitive excellence, with the following definition of competitive excellence:

*“To U.S. Figure Skating, competitive excellence is so much more than a gold medal. It is sustaining a safe, inclusive and supportive environment for all athletes to bring their authentic selves and to thrive while striving for their personal best in whichever pathway they choose. It is about athletes having the tools to be mentally and physically prepared to deliver a performance based on their hard work and perseverance. It is about commitment, integrity, empathy and sportsmanship.”*

The 2022-26 Strategic Plan features four key focus areas, or strategic priorities, each with an overarching strategic goal, several strategies to reach that goal and success measures. It is the responsibility of the staff and committees to develop, implement and align specific programs and tactics to these strategies.

#### **Strategic Plan Focus Areas:**

##### **Athlete Support and Development**

*Build an inclusive athlete-centered organization that provides access and support to allow each athlete to participate as their authentic self and to achieve excellence.*

##### **Membership Development and Expansion**

*Enhance community engagement by working in partnership with stakeholders across the organization to increase participation in the sport and the value of membership with U.S. Figure Skating.*

##### **Official and Coach Growth**

*Cultivate strong and equitable partnerships among officials, coaches and athletes that instill a culture of trust, respect, transparency and objectivity.*

##### **Brand Awareness and Engagement**

*Develop our brand by growing appreciation and passion for the sport’s athleticism, artistry and achievement alongside growing the perceived value of one’s association with U.S. Figure Skating.*

## **HOW DO COMMITTEES FIT INTO THE STRATEGIC PLAN?**

Committee leadership and members should read the strategic plan -- including guiding principles for future success, each strategic goal section and the critical and core success factors -- to understand the big picture of U.S. Figure Skating and its priorities over the next several years. Committee chairs and vice chairs should also be familiar with the relevant Operating Plan(s) that activate key elements of the Strategic Plan and the DEI Action Plan . The DEI Action plan is designed to activate U.S. Figure Skating's non-discrimination commitment and to provide key support for the primary strategies of the organization.

This foundation will allow for timely and effective work with staff, their group coordinator and fellow committee chairs to deliver current and future programs, strategies and priorities. As each committee has a different area, not every committee will be doing work that supports all items in the Strategic Plan. That's OK! If there is a question as to whether a proposed action is aligned with the Strategic Plan and the DEI Action Plan, the best first step is to engage with members of the Strategic Planning Committee and the DEI Task Force.

On Basecamp for committee chairs you will find the Strategic Plan, each of the Operating Plans, the DEI Action Plan and quarterly updates on key activities.





## **COMMITTEE POLICY - pg.1**

### **PURPOSE**

*U.S. Figure Skating committees are organized into groups, reporting either directly to the Board of Directors or through a group coordinator who is a non-voting member of the board. The purpose of each committee is to support the Board of Directors in carrying out its responsibilities (in the case of board committees), to support the organization in the execution of its strategic plan and to serve as a resource for providing input and expertise as subject matter experts in their designated areas.*

*This policy guides committees in their organization, their communication, and in carrying out their roles and responsibilities, in alignment with the goals of U.S. Figure Skating.*

### **APPLICABILITY of POLICY**

*The Committee Policy applies to U.S. Figure Skating permanent committees that report to the Board of Directors directly or report to a group coordinator, and to the DEI Task Force.*

### **ROSTERS and PARTICIPATION**

*The organization and composition of committees is included to varying degrees in the U.S. Figure Skating Bylaws and rules.*

*The following committees will follow the prescribed composition outlined in Article XVIII, Section 2, of the Bylaws: the Audit Committee, the Compensation Committee, the Finance Committee, the Grievance Committee, and the Strategic Planning Committee. The Athletes Advisory Committee will follow the prescribed composition outlined in Rule AACR 1.11, and the Coaches Council will follow the prescribed composition outlined in Rule CR 2.01.*

*All other committees, whose organization is not defined in the bylaws section of the rulebook, must have at least nine members. Each committee must follow these guidelines:*

**Committee size:** *Committee chairs are encouraged to keep their committees small enough that all members are actively engaged and participating. Unless there are specific directives or multiple sub-committees, committees should not have more than 18 members. All committees, including sub-committees, must be comprised of at least 33.3% athletes and 15% coaches.*

- *Group coordinators, with their committee chairs, should evaluate the scope of work that needs to be completed as set forth by the Board of Directors, and/or directives in the rulebook.*
- *Committee chairs should assess the experiences members have and are encouraged to include members with a wide range of experience and overall diversity in the committee.*
- *Committee members may serve dual roles, for example, as an athlete and a coach. Athletes and coaches may also fill vice chair or other leadership positions.*
- *If the rulebook designates a large roster with multiple regional and sectional vice chairs, the committee chair may opt to leave some positions vacant or have members take on multiple roles, to match the scope of work needed with the committee size.*



## **COMMITTEE POLICY - pg.2**

- *At least 50% of the athletes on Designated Committees must be 10-year athletes, and the remainder may be 10 year +. (Designated Committees are: Audit, Ethics and Professional Standards, Finance, Grievance, International, International Officials, Nominating, and Athletes Advisory).*
- *On all other committees, athletes may be 10-year athletes, 10-year + athletes, or actively engaged athletes, in any configuration. See Article XXII, Sections 1 and 2, of the U.S. Figure Skating Bylaws for definitions.*
- *Coaches must have a Coach I.C.E. registration.*

### **Rosters and Approvals\***

- *Committee chairs, in the same committee group, with similar statements of work should work together when building their rosters. Individuals may serve on more than one committee/subcommittee.*
- *Committee chairs must work with their group coordinators to build their rosters.*
- *Committee chairs will take input from the Coaches Council, Athletes Advisory Committee, and DEI Task Force when considering members.*
- *Group coordinators must approve the rosters of committees within their group.*

*\*Note: This does not apply to committees whose composition is defined by the bylaws, or to athlete members of Designated Committees, who are elected by the Athletes Advisory Committee.*

### **Attendance and Participation:**

- *Committee chairs should set a reasonable meeting schedule to accomplish the statement of work and supplement it through electronic communication.*
- *Committee members will attend meetings and inform the chair in advance if they're unavailable.*
  - *Committee chairs will track attendance and participation.*
- *All members are expected to actively participate in Basecamp and email discussions.*
- *All members will vote on committee ballots.*
- *Members who do not actively participate through reasonable attendance at meetings, in electronic communication, or voting on ballots are subject to removal.*



## **COMMITTEE POLICY - pg.2**

*Ballots are the formal communication tool used to record comments and votes on proposed issues that generally require a change in rules.*

- *Committee chairs wishing to initiate a ballot will work with their staff lead and group coordinator using a “ballot initiation form”.*
- *The staff lead and group coordinator will approve the ballot concept before the ballot is drafted. Either the committee chair or the staff lead can draft the ballot.*
- *Ballots will be reviewed for the technology impact before publishing.*
- *Ballots must include a financial impact statement and alignment with the strategic plan and priorities.*
- *Ballot initiation forms will be submitted by the staff lead or group coordinator.*

### **VOTES and QUORUM**

*For committees that take official votes on action items, such as the slate of individuals to serve at qualifying competitions, athletes/teams to attend an international competition, etc., a quorum must be present at a meeting for an in-person vote. A quorum consists of a simple majority of voting members. For votes to take place via an online form, a majority of the voting committee members must vote.*

### **CONFLICT of INTEREST**

*All committee members must complete the U.S. Figure Skating conflict of interest form. In addition, members must do the following:*

- *Inform the entire committee if they have a conflict of interest at the start of any meeting, based on the content of that meeting.*
- *Inform the committee chair if they have a conflict regarding any decisions that are to be made outside of the meeting.*
- *If the committee chair has a conflict, inform the group coordinator.*
- *Members are expected to recuse themselves from votes, discussions, and/or decisions being made, as appropriate, where they have a conflict of interest or a perceived conflict of interest. If a member fails to do this, the committee chair and group coordinator will address the member, and if they voted, discount their vote.*



## **COMMITTEE POLICY - pg.4**

### **U.S. FIGURE SKATING STAFF ENGAGEMENT**

*All committees have a designated staff lead and in some cases a team. Committee chairs will work closely with their staff lead(s) in carrying out their statement of work. Staff leads should be included in all meetings and committee discussions and will provide guidance and direction, as well as support to navigate the execution and communication of plans, projects, events, etc., as applicable to that committee's work.*

*Staff leads are responsible for budgets, expenditures, RFPs, guiding travel arrangements, agreements/contracts, as well as administrative support such as setting up Basecamp discussions and Zoom meetings. Staff leads are also responsible for communication with other internal departments/teams at Headquarters regarding their committees.*

### **SPOKESPERSON POLICY**

*The official spokespersons for U.S. Figure Skating are:*

- 1. The President*
- 2. The Chief Executive Officer (CEO)*
- 3. A communications officer from Headquarters, designated by the CEO.*

*Committee chairs and members are ambassadors for their respective areas but may not comment to media or outside sources, without explicit permission from the CEO, the president, or their designee.*

### **EXPENSES / BUDGET / CONTRACTS and AGREEMENTS**

*Committee chairs and members will not commit the organization to an expenditure, agreement, or contract.*

- All expenses must go through the appropriate staff lead, who will follow the internal proforma, purchase requisition, and travel approval procedures determined by the CFO / CEO.*
- All agreements or contracts must go through the appropriate staff lead, who will follow the internal approval process determined by the General Counsel / CEO.*



## **COMMITTEE POLICY - pg. 5**

- *Service on any U.S. Figure Skating committee is a volunteer position. Members will not receive compensation for their role as a committee member.*

### **Note:**

- *There may be opportunities where U.S. Figure Skating hires contractors and/or provides honorariums or stipends for specific services for which a member of a committee is qualified and asked to serve.*
- *Serving as a committee member does not exclude qualified individuals from applying for contract work, or receiving compensation, a stipend, or an honorarium related to programs or activities of U.S. Figure Skating, under the supervision of a staff member. Should a committee member undertake such an assignment, and the compensation is greater than \$600, they must report it on their conflict-of-interest form, and inform their group coordinator, as appropriate.*

## **RULE AND REQUIREMENT CHANGES and TECHNICAL REQUIREMENTS**

*The purpose of rule and requirement changes is to ensure that rules and requirements stay current and relevant to support our mission and vision.*

- *Committees may not submit large changes every year.*
- *Significant rule and requirement changes should be limited to every two years, beginning in 2026, aligning with the ISU Congress.*
- *Requirements outside of the rulebook should be amended to coincide with ISU rule changes and the ISU congress schedule as much as practical.*
- *Changes in technical requirements will be reviewed by U.S. Figure Skating staff in the Events or Information Technology teams, as appropriate.*
- *Changes include but are not limited to: Program Handbooks, Technical Requirements, and Well-Balanced Program Charts.*



## **COMMITTEE POLICY - pg.6**

### **COMMUNICATION ACROSS COMMITTEES**

*Committees are most effective with an open line of communication between themselves, other committees with similar scope, their group coordinators, and staff leads. Decisions that impact other areas of the sport should regularly be engaged in discussion. Examples include, but are not limited to:*

- *The Competitions Committee chair will work with and seek input from committees in the Athlete Services Group, the Athletes Advisory Committee, and the Coaches Council.*
- *The chairs of DORM, Officials Training, and Domestic Selections will work together to support the training and advancement of officials.*
- *The chair of Domestic Selections will communicate with International Officials Management regarding necessary activity for officials.*
- *The chair of Singles Development & Technical and vice chair for Excel will communicate regarding the pipeline for singles athletes.*
- *The chair of Ice Dance Development & Technical and vice chair for solo dance will communicate regarding opportunities and the pipeline for ice dance athletes.*

### **PLACEMENT OF COMPETITIONS and SERIES**

*Several committees have the responsibility of participating in the placement of competitions on behalf of U.S. Figure Skating. These include:*

- *Qualifying competitions which are defined in the rulebook.*
- *Excel Series and Excel Final*
- *National Solo Dance Series and National Solo Dance Final*
- *National Theatre On Ice*
- *National Showcase*
- *Intercollegiate Series and Final*

*The placement of all competition events on behalf of U.S. Figure Skating will be done following a policy determined by the Events Department and Competitions Committee and approved by the Board of Directors. This policy includes:*

- *A process for development of the Request for Proposal (RFP)*
- *A process for bid review*
- *An agreement to host*

## GENERAL INFORMATION, RESPONSIBILITIES and DEFINITIONS

**COMMITTEE CHAIR:** Each Committee chair is globally responsible for their area of skating. Except for the committees that report to the board, they report to their respective group coordinator. Most committee chairs are nominated by the Nominating Committee and appointed by the president for a term of one year. It is common for committee chairs to serve about three one-year terms, though some serve less, and some are asked to continue longer.

**NATIONAL VICE CHAIR:** A national vice chair (NVC) chairs a subcommittee within a larger committee. They are responsible for their area, but it is a narrower scope within a committee. NVCs are appointed by the chair. The NVC reports to the chair and serves on the “leadership team” of a generally larger committee.

**SECTIONAL or REGIONAL VICE CHAIRS:** Sectional (SVC) or regional (RVC) vice chairs represent a section or region of the country on a committee or subcommittee.

**VICE CHAIRS:** A vice chair (VC) is responsible for a specific part of the sport but does not oversee people. For example, a “vice chair for synchronized skating” would represent synchronized skating.

**DEI CHAMPION:** The DEI Champion is a leadership role in which the individual serves the committee and engages with the DEI Task Force to ensure that important issues and necessary considerations of diversity, equity and inclusion are included in the committee’s on-going work. This leader also attends available DEI education as well as quarterly meetings lead by a DEI Task Force member with the broader group of DEI Champions.

**MEMBERS:** All committee members, including those who do not have a specific leadership role, are expected to actively participate in committee activities and discussions. They are a pool of individuals who can serve on projects or participate in programs and should vote on all ballots in a timely manner.

**ATHLETE MEMBERS:** All committees and subcommittees must be comprised of at least 33.3% athletes. There are three categories of athletes: 10 Year Athletes, 10 Year+ Athletes and Actively Engaged Athletes. These categories and where they are allowed to serve are explained in the [Athlete Leadership Handbook](#). All athlete members are expected to fully participate in committee activities and provide the voice of the athletes. Note that individuals serving in leadership roles can be athletes, and count towards the 33.3%. It is not necessary to fill all roles, then ‘add’ athlete members at the end.

**COACH MEMBERS:** Committee rosters must include 15% coaches (defined as current, compliant members of Coach I.C.E.). Coaches may serve in leadership roles and may also serve in a dual athlete-coach role, if they meet both criteria.

## General Responsibilities of all Committee Chairs

1. With their staff lead(s), a committee chair is generally responsible for their area of figure skating and considered a subject matter expert. They report to their group coordinator and work in partnership with staff to execute their statement of work.
2. Committee chairs are responsible for aligning their work with the U.S. Figure Skating strategic plan, relevant operating plans, and the DEI Action Plan.
3. Committee chairs appoint members of their committee after seeking out suggestions from U.S. Figure Skating members, including the DEI Task Force. They also appoint designated vice chairs and a DEI Champion and are a critical part of the leadership development pipeline.
4. Committee chairs set expectations for their committee leadership and members; communicate regularly with their members, with their group coordinators, with other chairs and with their staff leads.
5. Committee chairs submit written reports to the group coordinators to be communicated to the board which should include DEI successes and challenges, as appropriate.
6. Committee chairs represent their committees when Requests for Action are submitted.
7. Committee chairs provide input into the budget in their area.

## Tips for Committee Chairs:

- ✓ **Keep a running list of activities** that you and your committee members complete. This will help when asked to prepare reports.
- ✓ **Collaborate, communicate, and be a team player.** Develop working relationships with other committee chairs, headquarters, and group coordinators. Ideas from one committee impact various areas of the sport. Seek input if you are proposing something and keep an open mind on ideas that other areas are proposing. Be sure to engage voices on the committee that are not typically heard.
- ✓ **Leadership Development.** Attend and encourage other committee leaders to attend relevant training to include programming made available by the DEI director and the DEI Task Force. Start thinking about your successor and how you can support the development of other leaders on the committee. Talk with your committee's leaders about their future interests and how you can help provide tools to succeed you. Also, consider athletes and coaches for leadership positions. Athletes (including 10 Year, 10 Year+ and Actively Engaged) can serve in all committee roles and count toward 33.3%.
- ✓ **Track committee members' activity** to ensure they are engaged and participating. Hold at least one virtual meeting per quarter to facilitate deeper discussions, identify challenges, and provide space to hear others and brainstorm solutions.
- ✓ **More isn't always better.** Work with your staff lead and group coordinator to ensure that any work is relevant, necessary, and supportive of the strategic plan. It's okay if there are seasons or periods of time for maintenance.



## **GENERAL U.S. FIGURE SKATING INFORMATION**

### **SKATESAFE® POLICIES**

All committee chairs, leadership, and members should be ambassadors for the U.S. Figure Skating SkateSafe® program. Familiarize yourself with SkateSafe® policies and best practices by reviewing content on the [SkateSafe®](#) web site. As a reminder, all adult participants of U.S. Figure Skating are mandatory reporters and are required to report any suspected sexual misconduct and/or child abuse to the U.S. Center for SafeSport immediately. Additional reporting information can be found on the [SkateSafe®](#) web site. Any questions should be directed to [skatesafe@usfigureskating.org](mailto:skatesafe@usfigureskating.org).

### **SPOKESPERSON INFORMATION / POLICY**

Please see the spokesperson information as part of the Committee Policy on page 12.

In addition, all officials are required to follow the Social Media Policy for Officials within the [Officials Standards of Professionalism](#). All committee chairs, leaders and members should exercise caution and good judgment when posting on social media or in other written communications, as you will be seen as having a leadership position with U.S. Figure Skating.

### **BUDGETS**

The U.S. Figure Skating fiscal year is July 1 through June 30. Annually, the CFO and treasurer present a budget to the Board of Directors for its approval and to the Governing Council for its adoption.

Staff leads are responsible for developing budgets for the applicable areas and will seek input from committee chairs to ensure their voice is heard.

### **COMMUNICATION TOOLS**

#### **VIDEO CONFERENCE AND MEETINGS**

The preferred tool for committee meetings is Zoom. U.S. Figure Skating has multiple accounts. Staff leads will work with committee chairs to set up an appropriate meeting cadence.

#### **WEBINARS AND SEMINARS**

The tool for webinars, seminars and virtual education sessions is Zoom. Committee leadership should work with staff leads to plan any necessary webinars/seminars and send appropriate communication to the target audience.

#### **BASECAMP**

Basecamp is the preferred online meeting space application that can be used by any U.S. Figure Skating Committee. Basecamp has a message board, shared document space and shared calendar. It is a good way of sharing information and communicating in an organized way without having to schedule meetings. Committee chairs should also utilize the Committee Chair Basecamp to engage across committees and to stay engaged with the developments relating to the Strategic Plan and the DEI Action Plan.

Tip: Committee space on Basecamp is not private. It is written information that is accessible to many individuals. Discussion should be professional and appropriate.

## **MEMBERS ONLY**

Committee rosters, roles and contact information can be found on the online directory by logging onto Members Only, selecting Leadership from the main menu and selecting Committee. Members Only is also where many tools and communications are housed that are used by members, including club leadership, officials, coaches and athletes.

## **SURVEYS / FORMS**

U.S. Figure Skating uses the Formsite program to create, document, and distribute forms, surveys, and ballots. This is a good way to collect data and information.

## **HOW RULE CHANGES WORK**

Most committees have jurisdiction over certain rules in the U.S. Figure Skating Rulebook. The committee chair should regularly review the rules to ensure they are current, relevant, and in support of our mission and vision. As figure skating evolves, sometimes rules need to adapt; however, rule changes should be necessary, and infrequent and follow the Committee Policy on page 13 of this handbook.

## **BALLOTS & RULE CHANGES**

See the ballot information as part of the Committee Policy on page 11.

Results from the ballot, including names, comments, and the name of the committee, are sent to the chair, group coordinator, and appropriate headquarters staff lead(s).

The appropriate leadership team (i.e., committee chairs, several chairs, group coordinator, staff lead, etc.), then decides whether to put the change forward as a Request for Action (RFA), to the board and ultimately the Governing Council. It is important to recognize that a ballot is a tool for collecting feedback in the process; it does not mean that the “official vote” solely determines what is put forward. For changes that affect the software, be sure to submit the proposal through the [Technology Review Form](#) prior to submitting it to the board.

## **NEXT STEPS**

If the item is put forward, the group coordinator presents the RFA to the Board of Directors. The board’s action on the item (typically approve, amend, or not approve) is recorded in a **Report of Action (ROA)**. RFAs may be submitted at any board meeting. It is recommended that they are seen by the board no later than March 1, and the last opportunity is the April BOD meeting, typically the first Monday of April.

The final step is the Governing Council, held annually in May. If a delegate at the Governing Council wishes to overturn an action the board took in the item, that delegate would “isolate” the action of the board (i.e., it was approved, and they would like it defeated), and it would be voted on by the entire Governing Council. (If no delegate isolates the action the board took, it is approved by acclamation at the end of the Governing Council).

## APPROVAL AND ADOPTION

Generally, a rule change will officially go into effect when it is adopted by the Governing Council in May, as of the implementation date that was requested by the committee. When determining the best implementation date, consider the season calendar and how much time members need to prepare. For example, if a rule change were to impact the length of a program, an implementation date of January 1 might be appropriate to allow skaters to get through the summer competitive season, since they may have already started their programs. For rules that affect software, it is important to coordinate with the Technology Subcommittee to ensure that the implementation date coincides with a software update.

## U.S. FIGURE SKATING HEADQUARTERS

Generally, the staff leads that directly support committee work are divided into the following departments:

Department / Staff	Committees
Athlete High Performance	International Committee International Officials – Team Leaders & Selections Sports Sciences and Medicine Committee Singles, Pairs, Dance & Synchronized Skating* Athletes Advisory Committee*
Sport Development & Strategy	Coaches Council, Athletes Advisory Committee* Strategic Planning Domestic Officials, Int'l Officials - Management Singles, Pairs, Dance & Synchronized Skating* Tests*, Rules
Membership	Adult Skating Committee Membership Committee Programs and New Program Development Tests Committee*
Sponsorship & Development	Giving Programs Committee
Events	Competitions Committee Domestic Selections Domestic Officials - Accounting Domestic Officials - Event Management
Finance Department	Audit, Finance
SkateSafe® / Legal	Ethics and Professional Standards Committee Grievance Committee SkateSafe® Committee

*\*These departments work together for these committees.*

## TIMELINE

The U.S. Figure Skating membership and fiscal year is July 1 through June 30. However, the annual Governing Council is in early May and marks the time when leadership turns over, new rules are passed and the tone is set for the upcoming season. New committee chairs take office at the conclusion of Governing Council.

May is a transition month, preparing to move the organization from one season to the next. Outgoing committee chairs are expected to work collaboratively with incoming committee chairs to support a successful and positive transition.

#### **TIMELINE HIGHLIGHTS / MILESTONE DATES for COMMITTEES**

<b>SPRING / SUMMER</b>	
May	<ul style="list-style-type: none"> <li>• Governing Council</li> <li>• Newly elected Bboard and committee chairs begin their terms.</li> <li>• New Nominating Committee is elected.</li> <li>• Committee chairs submit their rosters to headquarters.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Committee chairs send their first communications to new members, establishing a baseline for the season.</li> </ul>
July	<ul style="list-style-type: none"> <li>• New membership season officially begins.</li> <li>• All board members, committee chairs, staff, officials, and coaches must have completed their compliance requirements.</li> </ul>
June – August	<ul style="list-style-type: none"> <li>• Committee chairs and leadership should be establishing their goals, priorities, and tactics for the next season and developing their operating plans.</li> </ul>

<b>FALL</b>	
October	<ul style="list-style-type: none"> <li>• Communication with the Nominating Committee, if applicable.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Staff leads begin the budgeting process for the next FY.</li> </ul>

<b>WINTER</b>	
February	<ul style="list-style-type: none"> <li>• February 15 is the deadline to submit a request for a bylaw amendment.</li> <li>• Submit requests for ballots to be sent out.</li> <li>• Board of Directors in-person meeting, focused on the budget.</li> <li>• Final Nominating Committee meeting.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Committee chairs should have RFAs completed for any items they want to go to the board for their April meeting.</li> <li>• The Nominating Committee posts a slate of nominated candidates.</li> <li>• Committee chairs submit a written report for the Governing Council meeting book, through their group coordinator.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Board of Directors in-person meeting.</li> <li>• Begin preparation of budget requests for the next Fiscal Year.</li> </ul>

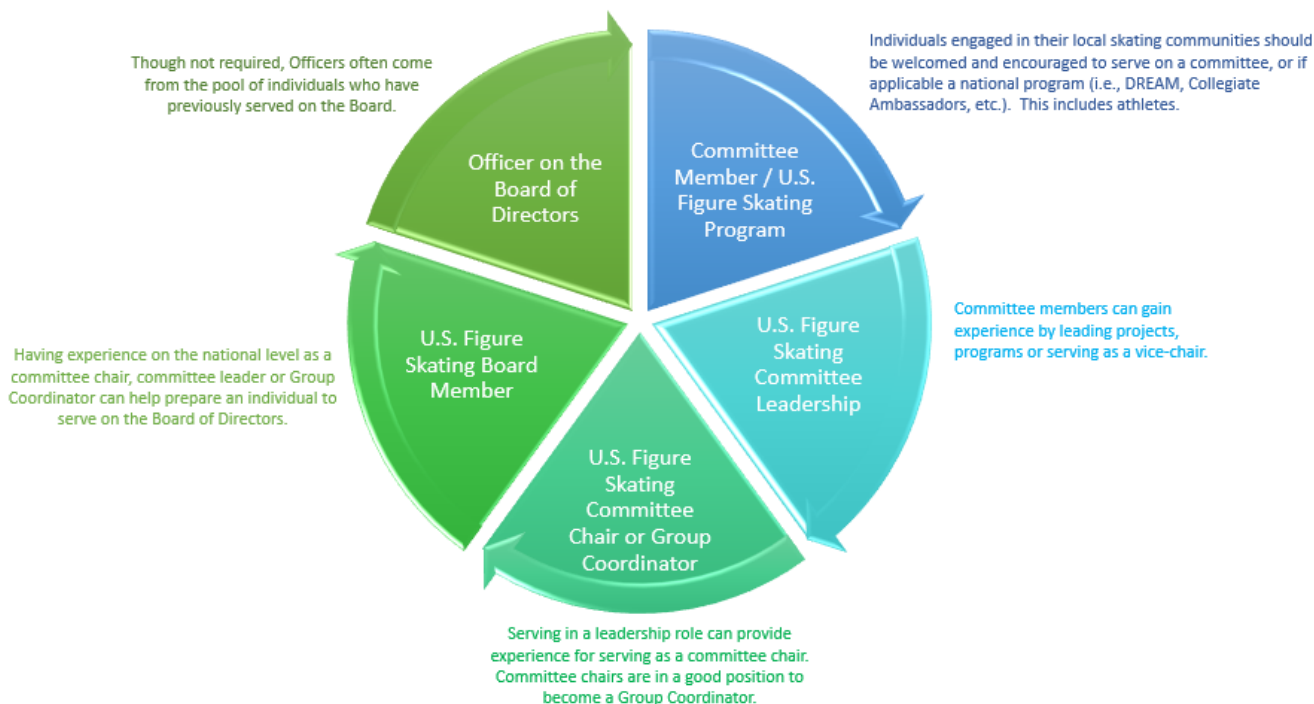
## LEADERSHIP DEVELOPMENT AND SUCCESSION PLANNING

Leadership development is a process that identifies future U.S. Figure Skating leaders and supports them in gaining experience to participate in leadership roles throughout all areas of the organization. It starts at the club and local level and moves through officials, committee members, committee leaders and chairs, group coordinators, and the Board of Directors. This is a continual process to ensure that a talented and diverse pool of individuals is included and being prepared as leaders.

Committee chairs and leaders play an integral part in this process. Building committee rosters to include new individuals with diverse backgrounds and experience is critical, as is creating opportunities for committee members to work on projects and gain leadership experience. A form goes out to all U.S. Figure Skating members inviting them to express interest in committee service. Committee chairs are asked to include new individuals by using this information and to reach out to contacts within clubs to seek recommendations for new people to include as committee members. It is important to look at your proposed committee roster and think about any blind spots and whether perspectives may be missing from the table. In choosing a DEI Champion for the committee, consider the members of the DEI Task Force who may be interested in serving.

Finally, it is never too early for committee chairs to think about succession planning and possible individuals to replace them at the end of their term. Chairs should have conversations with members and other leaders to learn about their interest in serving in other positions and work with them to ensure that they receive support and relevant experience in the role.

### Illustration of Leadership Development within U.S. Figure Skating



#### **SECTION 4: ADMINISTRATIVE / LEGAL GROUP**

The Administrative/Legal Group is comprised of committees that oversee the administrative and legal functions of the organization. While they are not involved with figure skating-specific areas, they are the backbone of the organization. These committees support their present and future stability by overseeing policies and rules that promote a fair, safe, positive and healthy environment for all members.

The Administrative/Legal Group is comprised of the following committees:

1. Ethics and Professional Standards Committee
2. Grievance Committee
3. SkateSafe® Committee
4. Rules Committee
5. Giving Programs Committee

## **COMMITTEE: Ethics and Professional Standards Committee**

**Overview:** The Ethics and Professional Standards Committee has jurisdiction over all matters arising under the bylaws, rules, Code of Ethics, Code of Conduct, and the Standards of Professionalism for coaches and officials.

The chair appoints nine committee members from a variety of backgrounds in the sport. While there are no specific requirements for the selection of committee members, having a legal background and/or knowledge about abuse and misconduct is valuable for both the Chair and committee members.

### **Responsibilities of the Chair**

Support the General Counsel and U.S. Figure Skating SkateSafe®/Legal team in the oversight of the Principles of Ethical Behavior and Conflict of Interest disclosure, as well as the standards of professionalism for coaches and officials.

- Review matters involving alleged violations of the U.S. Figure Skating Code of Ethics or Code of Conduct and Standards of Professionalism.
- Support the SkateSafe® department in implementing disciplinary actions related to Standards of Professionalism for coaches and officials.
- Impanel subcommittees to review SkateSafe® complaints referred by the SkateSafe® Committee Chair for further review. (ER 4.04. and 4.05)
- Impanel subcommittees for disciplinary actions related to Standards of Professionalism (ECR 3.06)

### **Responsibilities of the Members (Approximately 9)**

- Serve on subcommittees for panels as designated by the Chair, especially within SkateSafe® complaints or Standards of Professionalism Complaints.
- Respond in a timely manner to all communications when participating on a panel or subcommittee.
- Maintain confidentiality regarding all matters discussed.

## **COMMITTEE: Grievance Committee**

**Overview:** The Grievance Committee is responsible for administering the various grievance and hearing processes provided under the U.S. Figure Skating bylaws and providing standard hearing and compliant procedures for resolving grievances promptly and equitably for its members.

### **Responsibilities of the Chair**

The chair of the Grievance Committee manages and executes the grievance process with guidance from Legal Counsel. Timely response to all communications and issues is critical in this position.

- Review the grievance statement after it has been filed to determine whether the allegations establish a violation of the U.S. Figure Skating bylaws or rules; whether the statement complies with applicable U.S. Figure Skating bylaws and whether the grievance hearing panel has the authority to grant relief requested.
- Communicate with the grievant on the process.
- Name the Grievance Hearing Panel and forward Grievance Statement to each member.
- Ensure that all Grievance processes and rules outlined in the Bylaws and rules are followed out.
- Partner with the chairs of the SkateSafe® and Ethics and Professional Standards Committees in the process of SkateSafe® Complaints, as outlined in the Bylaws and rules.

### **Responsibilities of the Members:**

- Serve on Grievance Hearing Panels as directed by the Chair, in accordance with the process outlined in GCR 3.04 – 3.05 and 4.00.
- Respond in a timely manner to all communications when participating on a panel or subcommittee.
- Maintain confidentiality regarding all matters discussed.



## **COMMITTEE: SkateSafe® Committee**

**Overview:** The SkateSafe® Committee has the responsibility of supporting U.S. Figure Skating in its commitment to provide a safe and positive environment for its members' physical, emotional, and social development and to set the clear expectations for an environment free from abuse and misconduct.

### **Responsibilities of the Chair**

Support the SkateSafe®/Legal team in promoting the SkateSafe® Program and work to ensure that SkateSafe® policies are being followed. Timely responses to all communications and issues are critical in this position.

- In partnership with U.S. Figure Skating headquarters, communicate with membership the rules regarding compliance with SkateSafe® policies.
- In partnership with U.S. Figure Skating headquarters, communicate with membership to clarify that SkateSafe® receives, investigates and, as appropriate, addresses concerns regarding discrimination or harassment throughout its membership.
- In partnership with U.S. Figure Skating headquarters, communicate with membership the obligation to properly report violations of the SkateSafe® Handbook in a timely manner.
- Resource for U.S. Figure Skating members and member clubs on SkateSafe® policies.
- Participate in the periodic revision and redistribution of the U.S. Figure Skating SkateSafe® Handbook as new information becomes available.
- As requested by headquarters, review SkateSafe® reports and complaints that are reported to U.S. Figure Skating.
- Prepare letters of concern on behalf of the SkateSafe® Committee, when necessary.

### **Responsibilities of the Members**

- Participate in the review of SkateSafe® reports as needed outlined in SSCR 4.03.
- Support the Chair in communicating with the membership regarding SkateSafe® policies.
- Serve on a panel, as needed, for review of background check appeals.
- Respond in a timely manner to all communications when participating on a panel or subcommittee.
- Maintain confidentiality regarding all matters discussed.

## **COMMITTEE: Rules Committee**

**Overview:** The Rules Committee is responsible for reviewing and recommending language for proposals for changes in the U.S. Figure Skating bylaws and rules.

### **Responsibilities of the Chair**

Support committees and staff in preparing the specific language of proposals for changes in the U.S. Figure Skating bylaws or rules to be submitted for a vote by members of committees, by the Board of Directors, or by the Governing Council.

- Review language of proposed rule changes 45 days prior to Governing Council.
- Provide input into the language of rule changes approved by the Governing Council for inclusion in the next version of the U.S. Figure Skating Rulebook.
- Upon ISU rule changes, provide input into developing language changes required to update the U.S. Figure Skating Rulebook accordingly and for communication of those changes.

### **Responsibilities of the Members**

- Assist with proofreading the rulebook.
- Assist with proofreading, vetting, and approving technical documents received from the chairs of the Singles, Pairs, Dance and Synchronized Development and Technical Committees.
- Provide input on ballots as requested.
- Support and assist committees, task forces, and board members in drafting language for rule changes as requested.

## **COMMITTEE: Giving Programs Committee**

**Overview:** The Giving Programs Committee encourages gifts to U.S. Figure Skating's giving funds.

### **Responsibilities of the Chair**

In partnership with the Development Department, promote fundraising activities and provide input into the eligibility criteria for the various scholarships and awards funded and distributed by U.S. Figure Skating and/or the U.S. Figure Skating Foundation.

- Communicate to and with a wide range of sources for potential fundraising, including members, skaters and their families and other potential donors.
- Become familiar with all programs offered by U.S. Figure Skating to serve as an ambassador.
- Partner with U.S. Figure Skating headquarters to inform eligible members of scholarship opportunities.
- Partner with U.S. Figure Skating headquarters to coordinate application criteria for athletes to earn scholarships.
- Assign committee members essays to evaluate during the RISE Youth essay contest.

### **Responsibilities of the Members**

- Support the Giving Programs by donating.
- Be familiar with and knowledgeable about programs and serve as an ambassador for the program to potential donors.
- Evaluate essays for the RISE Youth essay contest.

## **SECTION 5: ATHLETE SERVICES GROUP COMMITTEES**

The Athletes Services Group is comprised of committees that focus on domestic-level athletes participating in the traditional qualifying competitive structure who are striving to reach their goals and maximize their potential. This includes the achievement of the high-performance or high-performance development levels.

While committees in this group are not primarily focused on the international program, the Athlete Services Group coordinator is responsible for communicating with the International Group to ensure technical rules and programming support athletes' development for success at that level.

The Athlete Services Group is comprised of the following committees:

1. Dance Development & Technical Committee
2. Pairs Development & Technical Committee
3. Singles Development & Technical Committee
4. Synchronized Skating Development & Technical Committee
5. Sports Sciences & Medicine Committee

## **COMMITTEE: Dance, Pairs, Singles, and Synchronized Development and Technical Committees**

**Overview:** Each of the four discipline development and technical committees works with headquarters to support objectives and programs to foster the development and success of the athletes in their respective disciplines. They oversee the technical/skating rules relating to their discipline in competitions and coordinate with the appropriate representatives from International and High-Performance to ensure that the rules and the competitive pipeline support achievement at the high-performance level.

### **Committee structure (each of the four committees):**

Chair	Technical Panel Representative	Coach
Vice Chair – Technical	International Representative	Judge representative
Vice Chair – Development	Officials Training Committee Rep.	Additional as needed.

*\*Athlete members must constitute at least 33% of the total and coaches at least 15%. This can be accomplished through selecting members with diverse and varied backgrounds who fulfill multiple roles. Or, if necessary, additional members. Athletes may be actively engaged, 10 Year or 10 Year+.*

### **Responsibilities of the Chair**

The chair is accountable for the intake and output of information about their respective discipline to ensure that athletes and coaches in the development pipeline are being supported appropriately.

- With the staff lead, define goals, objectives, strategies, and tactics in accordance with the strategic plan; Set expectations for communication and participation.
- Appoint vice chairs for development and technical.
- Coordinate with the appropriate representatives on the Officials Training Committee and/or Coaches Council to support the delivery of information.
- Approve and submit ballots and RFAs, as needed.
- Annually review the minimum TES required to compete at the U.S. Figure Skating Championships. (Singles, Pairs, Dance)
- Annually review the minimum scores required through the IJS protocol for test credit program for free dance, singles, or pairs tests, as applicable.
- Oversee the dissemination of Technical Notifications for the respective discipline. For Dance – the selection of the pattern dances for non-ISU levels, and ensure that key points for leveled pattern dances and music specifications are announced.
- Oversee/update information in technical handbooks annually.

### **Responsibilities of the Vice Chair – Technical**

- Interpret how ISU rules affect novice and below.
- Draft Technical Notifications as appropriate.
- Review the rhythm dance, free dance, short program or free skate program elements and any other technical documents, as appropriate for the discipline.
- Develop concepts for rule changes, if necessary.
- Review program component factors and/or other calculation criteria.
- (Dance) Develop the key points for novice and below in the pattern dance.

- Update the language in technical handbooks annually.
- Review deductions annually to ensure appropriate alignment with the ISU.

#### **Responsibilities of the Vice Chair – Development**

- Provide input into the content of programs for coaches and athletes at camps and programs.
- Support communication with coaches and athletes regarding rules.

#### **Responsibilities of the Members**

- Provide input into both technical and development discussions.
- Participate in committee meetings and discussions.
- Support leadership on projects.
- Provide input to leadership on issues and ideas you see in the field.
- Serve as a pool of individuals to support or serve as faculty at training programs.

## **COMMITTEE: Sports Sciences & Medicine Committee**

**Overview:** The Sports Sciences & Medicine Committee works in collaboration with U.S. Figure Skating headquarters to collect, develop and adapt scientific, clinical and training information for the benefit of athletes and athlete development. The committee also supports the medical team for major U.S. Figure Skating events and Team USA athletes traveling to international competitions.

### **Responsibilities of the Chair**

The chair is responsible for appointing the national vice chairs of each subcommittee and partnering with headquarters staff to lead the following:

- Provide professional service and education in figure skating sports medicine and sports science for enhancement of performance and injury prevention.
- Support the coordination of medical coverage/team physicians to support Team USA athletes traveling to international competitions.
- Set medical event coverage policies and maintain medical information at events; coordinate with appropriate staff and committees to ensure compliance with SkateSafe® policies in the provision of care to athletes at U.S. Figure Skating events and U.S. athletes competing in ISU events on behalf of Team USA.
- Lead the committee in communication of relevant educational information on sports science through the publication of print and electronic articles.
- Support the communication to athletes and coaches on anti-doping requirements in accordance with USADA, USOPC and ISU policies.

### **Responsibilities of the Vice Chair for Medical Services**

- Assist with medical travel assignments for Team USA travel.
- Be available to Team Physicians traveling with Team USA throughout the international competition season; participate in the education of medical staff before international travel.
- Provide support to the High-Performance department at U.S. Figure Skating headquarters to address issues with ISP athletes.
- Support the review of applicants to the U.S. Figure Skating National Network of Figure Skating Sports Science and Medicine providers.
- Participate in international team provider reviews and communication.
- Participate in education for referees regarding health and safety issues.
- When appropriate, participate in the selection process for the U.S. Olympic figure skating team medical providers.

### **Responsibilities of the Vice Chair for High Performance:**

- Support the goals of the High Performance Department and High Performance Plan.
- Provide research, support and input with recommendations for return-to-play decisions.

## **SECTION 6: Committees in the MEMBERSHIP DEVELOPMENT GROUP**

The Membership Development Group is comprised of committees that support the growth and development of all members of U.S. Figure Skating. Together, these committees provide programs that enhance members' experiences in the sport and support areas outside of the standard qualifying competition structure. In addition, they provide our member clubs with the rules and support structure to thrive.

The Membership Development Group is comprised of the following committees:

1. Adult Skating Committee
2. Membership Committee
3. Programs and New Program Development Committee

## **COMMITTEE: Adult Skating Committee**

### **Overview**

The Adult Skating Committee supports the growth of figure skating for adults. The committee creates and encourages programs addressing the support of the adult skating community, including the oversight of technical rules for adult singles, pairs and dance tests that are not specifically delegated to the appropriate discipline and development committees.

The committee supports the development of the U.S. Adult Figure Skating Championships and adult sectional championships, the adult competition series and other adult competitive opportunities in conjunction with the Competitions Committee and other appropriate committees.

The Adult Skating Committee is comprised of four subcommittees: Athlete Services and Technical, Learn to Skate USA® and Nonqualifying, Community Support and Development and Communications. Further, the Athlete Services and Technical Committee has vice chairs for dance, pairs, singles, showcase and technical panel.

### **Responsibilities of the Chair**

The chair oversees all activities to ensure they are in support of the Adult Skating Committee responsibilities and goals, including the administration of existing programs and the development and implementation of new ones.

- Appoint subcommittee chairs, who along with the chair, comprise the “leadership team.”
- Leads the committee in goal setting.
- Partner with appropriate committees to ensure that the sections of the Rulebook relating to adult skating are clearly stated and understandable and answer questions from members about rules.
- Draft ballots, technical notifications and Requests for Action, as necessary, to ensure adult skating rules are current.

### **Responsibilities of the Athlete Services and Technical Vice Chair**

- Oversee the content of adult-track competitions and tests, in cooperation with the appropriate Skating committees.
- Support programs specific to athletes participating in the adult-track qualifying competitions.
- Review technical information related to adult-track competitions.
- Respond to questions regarding technical rules from adult participants.
- Support the Competitions Committee and headquarters, as requested, regarding adult-track competitions.

### **Responsibilities of the Learn to Skate USA® and Nonqualifying Vice Chair**

- Develop opportunities for providing support to competitive adult skaters outside of adult-track qualifying competitions.



- Support in the management of the adult competition series and maintenance of the standard adult competition templates for Compete USA and nonqualifying competitions, in cooperation with the Learn to Skate USA® program and Competitions Committee.

#### **Responsibilities of the Communications Subcommittee**

- Create content for social media.
- Manage the committee's social media platforms\*.
- Support regular review of content on the Adult Skating section of the U.S. Figure Skating website and development of promotional content\*.

*\*Note: U.S. Figure Skating's Marketing and Communications department has authority over content posted on public platforms. Content posted by the committee is subject to review.*

#### **COMMITTEE: Membership Committee**

##### **Overview**

The Membership Committee is responsible for the maintenance of rules governing members and clubs, including the oversight of the eligibility status of members, the approval of applications for new clubs, and the designated status of existing clubs. In addition, the Membership Committee is responsible for supporting the Membership Department in the development and implementation of programs for membership growth, for the recognition of members and clubs, and for programs to support, guide and educate parents of athletes.

The Membership Committee is comprised of three subcommittees: Learn to Skate USA®, Parents, and Adaptive Skating.

##### **Responsibilities of the Chair**

With the staff lead, develops goals for the committee. The chair supports subcommittee chairs by staying abreast of their activities, providing guidance, and serving as their representative to the Group Coordinator. In addition, the following responsibilities are carried out to support the U.S. Figure Skating Membership department:

- Enforce the official rules related to members, clubs, and eligibility.
- Administer rules governing membership application; approve/deny applications for club membership, and present recommendations to the Governing Council of applicant clubs for provisional and/or full club membership.
- Approve change of name and/or principal skating headquarters of member clubs.
- Place clubs on an inactive status, when necessary.
- Mediate issues between clubs prior to grievances being filed.
- Develop programs designed to provide growth in all membership categories.
- Regular review of rules relating to membership, clubs, etc., to ensure rules are relevant, current and support membership growth and retention.
- Support the development of content for Club Education.
- Participate in the delivery of education by supporting appropriate seminars.

**Responsibilities of the Learn to Skate USA® Subcommittee:**

- (NVC) Communicate with members on activities and efforts of Learn to Skate USA®.
- Support headquarters in the development of communications for Learn to Skate USA® programs.
- Support headquarters in the development of programs for future membership growth and retention.
- Actively promote Learn to Skate USA® and Compete USA throughout the skating community.

**Responsibilities of the Parents Subcommittee**

- Support headquarters in creating content for parents' information.
- Support headquarters in creating content for parents guides and parents' resources.

**Responsibilities of the Adaptive Skating Subcommittee**

Adaptive skating includes programs and opportunities for members with physical and intellectual disabilities. The goal is for every U.S. Figure Skating member club or program to support an adaptive skating program in their area.

- Partner with the Learn to Skate USA® subcommittee to oversee the curriculum for adaptive skating and/or the Special Olympics program.
- Support the promotion and development of adaptive skating programs by U.S. Figure Skating clubs and programs.
- Support headquarters in maintaining a relationship with Disabled Sports USA.
- Support headquarters in maintaining a relationship with Special Olympics Figure Skating.
- Select an adaptive skater to participate in an exhibition performance at the U.S. Figure Skating Championships.
- Support the review of content on the U.S. Figure Skating website related to adaptive skating.

**COMMITTEE: Programs and New Program Development****Overview**

The Programs and New Program Development Committee oversees skating programs outside of the qualifying structure. These skating programs consist of a unique national competitive series or structured competitions.

The Programs and New Program Development Committee is comprised of nine subcommittees: Collegiate Skating, High School Programs, Excel, Ice Men, Program Innovation, Showcase, Solo Dance, State Games and Theatre on Ice.

Each subcommittee is responsible for the rules for skating programs within that subcommittee. The following national skating program competitions are supported by the Programs and New Program Development Committee: Intercollegiate skating, High School competitions, Excel Series, National Showcase, National Solo Dance Series and Theatre on Ice competitions.

### **Responsibilities of the Chair**

The chair establishes goals and objectives for the committee. While each subcommittee works independently on the details of their area, the Chair of Programs and New Program Development serves in an advisory role, providing guidance and synergy between them, with a goal of consistency in how national skating programs are run.

- Understand the work of all subcommittees and be engaged in their processes for reviewing and communicating technical, conduct and competition rules.
- Support the staff lead to ensure that each subcommittee is completing the work necessary to ensure their events and programs are being carried out in accordance with their respective handbooks and technical information.

### **Responsibilities of the Collegiate Skating Subcommittee:**

- Support the staff lead in the oversight of the intercollegiate skating program. This includes the placement of competitions\*, conduct of competitions, and technical rules.
- Support the entry process for intercollegiate competitions.
- In partnership with headquarters, prepare support materials and educational efforts to raise awareness of collegiate skating among members and high school students.
- Support college programs in their participation in collegiate skating.
- Support the promotion of collegiate athletes in U.S. Figure Skating, through programs such as Collegiate Ambassadors.

### **Responsibilities of the High School Programs Subcommittee:**

- In partnership with headquarters staff, oversee the high school skating program. This includes the placement of competitions\*, conduct of competitions and technical rules.
- Support the entry process for high school competitions.
- In partnership with headquarters, prepare support materials and educational efforts to raise awareness of high school skating.
- In partnership with headquarters, support the promotion of high school athletes through programs such as Graduating Seniors.

### **Responsibilities of the Excel Subcommittee:**

- In partnership with headquarters staff, oversee the Excel program. This includes input into the placement of competitions\*, and the conduct of competitions
- Work closely with the Singles Development and Technical Committee on rules and structure that support the overall singles pipeline.
- Support the entry process for the Excel Series and Final.
- In partnership with headquarters, prepare support materials and educational efforts to raise awareness of the Excel program.

### **Responsibilities of the Icemen Subcommittee:**

- In partnership with headquarters staff, oversee the Icemen competition program.
- Support athletes competing in men's events, including pairs, ice dance and synchronized skating, through initiatives that strengthen their connection to the community.

**Responsibilities of the Showcase Subcommittee:**

- In partnership with headquarters staff, oversee the National Showcase program. This includes the placement of competitions\*, conduct of competitions and technical rules.

**Support the entry process for National Showcase.**

- In partnership with headquarters, prepare support materials and educational efforts to raise awareness of the Showcase program.

**Responsibilities of the Solo Dance Subcommittee:**

- In partnership with headquarters staff, oversee the Solo Dance program. This includes the placement of competitions\*, conduct of competitions and technical rules.
- Communicate with the Dance Development and Technical Committee or rules.
- Support the entry process for the Solo Dance Series and Final.
- In partnership with headquarters, prepare support materials and educational efforts to raise awareness of the Solo Dance program.

**Responsibilities of the State Games Subcommittee:**

- Support headquarters in maintaining a relationship with the State Games of America organization.
- Support U.S. Figure Skating member clubs that would like to host a State Games Figure Skating event in their state.

**Responsibilities of the Theatre On Ice Committee:**

- In partnership with headquarters staff, oversee the Theatre On Ice program. This includes the placement of competitions\*, the conduct of competitions, technical rules and coordination with Officials Training and DORM in officiating.
- Oversee U.S. Figure Skating's participation in the Nations Cup International Competition.
- Communicate with the Dance Development and Technical Committee or rules.
- Support the entry process for the National Theatre On Ice competition and Nations Cup.
- In partnership with headquarters, prepare support materials and educational efforts to raise awareness of the Theatre on Ice program.

\*Note on all competitions: The placement of all competitions, especially Finals, must be done according to the defined RFP process and the Committee Policy outlined on page 13 of this handbook. This process will be driven by the Events and Membership Departments at U.S. Figure Skating Headquarters.

## SECTION 7: TECHNICAL AND OFFICIALS GROUP COMMITTEES

The Technical and Officials Group is comprised of committees responsible for the rules relating to the conduct of competitions and tests sessions and the content of rules relating to all officials. This is the core of what is necessary to hold successful sanctioned events.

**The Technical and Officials Group is comprised of the following permanent committees:**

1. Competitions Committee
2. Domestic Officials
3. Domestic Selections Committee
4. Tests Committee

### Matrix of Responsibilities

	Competitions	Domestic Selections	Domestic Officials	Officials Training	Tests
Input into and support of placement of qualifying competitions	X				
Determine number of officials at qualifying competitions	X				
Rules related to the conduct of competitions	X				
Approve sanctions	X				
Standard nonqualifying competition announcement	X				
First review of officials selected for National Qualifying Series competitions	X				
Selection of officials for qualifying competitions		X			
Final approval of officials at National Qualifying Series comps.		X			
Consider feedback from DORM and International Officials Management		X			
Recruitment of new officials (DORM – Recruitment)			X		
Appointment, promotion and evaluation of officials through the system			X		
Standards of qualifications to serve as an official.			X		
Assignment of mentors			X		
Select competitions available for trial judging / select the JETs			X		
Select the JETs				X	
Create educational programs and materials for officials				X	
Development of content for schools, seminars and eLearning platforms				X	
Development of written training materials				X	
Delivery of of annual officials' exams				X	
Communication to officials regarding rule changes and updates				X	
Oversight of rules related to the conduct of U.S. Figure Skating tests					X
Partner with appropriate committees to review minimum score for IJS test credit					X
When new test rules implemented, support the education and training re., the rules					X

## **COMMITTEE: Competitions Committee**

### **Overview**

The Competitions Committee sanctions all U.S. Figure Skating competitions and has oversight of the rules relating to the conduct of competitions. Under the direction of the Events Department, the Competitions Committee is responsible for placing and overseeing all qualifying competitions, except for the U.S. Figure Skating Championships.

### **Structure of the Committee**

<b>Chair</b>				
<b>Three Sectional Vice Chairs, Nine Regional Vice Chairs, Members</b>				
<b>Adult Competitions Subcommittee</b>	<b>Nonqualifying Competitions Sub.</b>	<b>Synchronized Competitions Sub.</b>	<b>Technology Sub.</b>	<b>Theatrical Skating Sub.</b>
NVC Members	NVC Members	NVC Three SVCs Members	NVC VC – Tech. Accts. Members	NVC Members

### **Responsibilities of the Chair**

The chair has the overall responsibility for the conduct of qualifying and nonqualifying competitions.

- Appoint the national vice chairs of each subcommittee and the sectional and regional vice chairs of the overall committee.
- Approve exceptions of general competition rules to fit local conditions in sanctioned competitions.
- Support the Events Department in the placement and conduct of all U.S. Figure Skating qualifying competitions, except the U.S. Championships.
- Determine the maximum number of officials assigned to qualifying competitions; communicate this information to the Chair of Domestic Selections.
- Provide leadership and support to the National Vice Chairs.
- Coordinate with Chairs of the appropriate committees to ensure rules and conduct of competition support their areas.

### **Responsibilities of the Sectional and Regional Vice Chairs**

- Oversee the conduct of competitions within their respective areas.
- With the Events department, support the placement of qualifying competitions within their respective areas.
- RVCs – review and approve nonqualifying competition sections within their regions.

### **Responsibilities of the Adult Competitions Subcommittee**

- In partnership with headquarters, support the conduct of adult-track qualifying and nonqualifying competitions.
- Participate in the selection process for adult-track qualifying competitions.
- Serve as a liaison with the Chair of the Competitions Committee and Adult Skating Committee to with regard to rules and issues related to adult skating.

**Responsibilities of the Nonqualifying Competitions Subcommittee**

- In partnership with headquarters, review and maintain the standard nonqualifying competition announcement.
- Develop best practices for hosting nonqualifying competitions and support clubs in carrying these out; advocate for consistency among nonqualifying competitions

**Responsibilities of the Technology Subcommittee**

- In partnership with headquarters, certify and maintain software and hardware used in competitions.

**Responsibilities of the Synchronized Skating Competitions Subcommittee**

- With the direction of the Events Dept., oversee the placement and conduct of qualifying synchronized skating competitions.
- Review and approve nonqualifying competition sanctions for synchronized skating.

## **COMMITTEE: Domestic Officials Committee**

### **Overview**

The Domestic Officials Recruitment and Management Committee is responsible for recruiting enough officials to staff U.S. Figure Skating competitions and test sessions. In addition to the appointment/progression of officials, setting standards and qualifications for service, and managing a transparent, objective and understandable process for the development and assessment of officials so they can serve successfully.

### **Structure of the Committee**

<b>Chair</b>				
Judges and Referees Management Subcommittee	Technical Panel Management Subcommittee	Scoring Officials Subcommittee	Music Officials Subcommittee	Announcers Subcommittee

Each subcommittee should have adequate members to carry out the necessary statement of work, including representatives from the appropriate disciplines/types of officials. The committee must include 33.3% athletes and 15% coaches, who may fulfill multiple roles.

### **Responsibilities of the Chair**

The chair serves as a connection between the subcommittees concerning their process and procedures to ensure a standard among all types of officials; provides oversight for the work being planned and completed by the committee.

- Appoint the NVCs of each subcommittee. Support the NVCs in completing their rosters.
- Appoint vice chairs to oversee the appointment, assessment and promotion of announcers and music coordinators
- Lead committee to define goals and strategies for the recruitment, appointment, assessment and promotion of officials.
- Serve as a connection to the chairs of other committees that are supporting officials and athletes to ensure necessary information is being disseminated and communicated.
- Support and guide the national vice chair for recruitment in managing a welcoming on-boarding process for interested officials and managing the list of prospective officials.
- Support and guide to the national vice chair for officials' review. Work with the national vice chair for review to establish and track Key Performance Indicators for success in the development and fair assessment of officials.

### **Responsibilities of the Scoring Officials Management Subcommittee**

- Appoint, assess, and promote scoring officials and technical accountants. SVCs oversee and decide on applications for appointments and promotions of accountants.
- Oversee the rules related to accountants and technical accountants and the standards to serve at competitions.
- Manage conflict of interest issues related to accountants.



### **Responsibilities of the Judges and Referees Management Subcommittee**

- Appoint, assess, and promote judges and referees. SVCs oversee and decide on applications for appointments and promotions of test and competition judges and referees.
- Oversee the rules related to judges and referees and the standards to judge tests and judge or referee competitions.
- Select the competitions to hold trial judging
- Manage conflict of interest issues related to judges.
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- Partner with Tests Committee to resolve situations where a judge judges a test they weren't qualified to judge.

### **Responsibilities of the Technical Panel Management Subcommittee**

- Appoint, assess, and promote technical panel officials.
- Oversee the rules related to technical panel officials and the standards to officiate at competitions.
- Manage conflict-of-interest issues related to technical panel officials.

#### **Responsibilities of the Officials Recruitment Subcommittee**

- Develop and manage a welcoming onboarding process for interested officials that includes a review of interest forms, personal communication, and information on how to get started.
- Manage a list of prospective officials (reach out, welcome, refer to the appropriate subcommittee, etc.).
- Coordinate with the appropriate subcommittee to ensure candidates move forward.
- Manage a viable mentoring program – be it one-on-one or through group and online support and tools to help interested officials navigate the appointment and promotion process.

## **COMMITTEE: Domestic Selections Committee**

### **Overview**

The Domestic Selections Committee is responsible for the selection of officials for all qualifying competitions and U.S. Championships within the maximum number set by the Competitions Committee and for the final approval of officials' selections made by clubs hosting NQS competitions. This committee will partner with the Domestic Officials Recruitment and Management and International Officials Committees to ensure adequate experience and activity are being provided for maintaining appointments and pursuing advancement.

### **Committee Structure**

<b>Chair</b>		
Judges Subcommittee	Technical Panel Subcommittee	Event Management Subcommittee

*The committee should have adequate members to carry out the necessary statement of work, including representatives from the appropriate disciplines/types of officials. The committee must include 33% athletes and 15% coaches, who may fulfill multiple roles.*

### **Responsibilities of the Chair**

The chair serves as a connection between the subcommittees for process and procedures to ensure a comparable standard among all official types and as an oversight for the work being planned and completed by the committee.

- Appoint leadership for each area.
- Work with staff lead to create and distribute the availability for qualifying competitions to officials.
- Communicate with the International Officials and DORM chairs to gather information on needed activity and disseminate it to the appropriate vice chair for consideration.
- Receive information from the DORM regarding relevant performance reviews and disseminate it appropriately to guide the application of the information received.
- Ensure an appropriate flow of information across committees serving officials in this group and the International Group.
- Make the final determination of placement of an individual when the officials have been recommended for multiple positions (e.g., as a judge and referee, accountant and data operator, etc.).

### **Responsibilities of the Vice Chairs**

- Make recommendations for judges, technical panel officials, referees, accountants and technical accountants at the U.S. Figure Skating Championships, U.S. Synchronized Skating Championships, Sectional Singles Finals, U.S. Pairs and Ice Dance Finals, Sectional Synchronized Skating Championships, U.S. Adult Championships and U.S. Collegiate Championships as appropriate for the position.
- Consider feedback from DORM and International Officials Management in making these recommendations.

## **COMMITTEE: Tests Committee**

### **Overview**

The Tests Committee has oversight of the rules related to testing, including testing procedures and the conduct of all U.S. Figure Skating tests.

### **Responsibilities of the Chair**

The chair oversees the U.S. Figure Skating test program and communicates with the chairs of the Singles Development and Technical, Pairs Development and Technical, Dance Development and Technical Committee, Synchronized Development and Technical and Adult Skating Committees to review and update test rules and procedures to ensure they are relevant, current and supportive of the needs of athletes.

- Oversee and resolve issues dealing with rule violations and/or complaints about the conduct of test sessions.
- Partner with Judges Management Subcommittee when a judge judges a test they aren't qualified to judge.
- Partner with the Competitions Committee and/or appropriate Development and Technical Committee to determine the placement of foreign athletes in the test structure who wish to compete in U.S. Figure Skating-qualifying competitions.
- Oversight over the administration of test rules and the conduct of tests.

## **SECTION 8: INTERNATIONAL GROUP COMMITTEES**

The International Group is comprised of committees focused on serving international athletes and international officials. The ISU representative, appointed by the president, serves as the International Group coordinator. These committees work in partnership with the High Performance Department at headquarters to develop and implement a comprehensive international strategy based on the High Performance Plan and that supports Team USA athletes in their quest to win medals in the most important international competitions.

**The International Group is comprised of the following committees:**

1. International Committee
2. International Officials Committee

## Committee: International Committee

### Overview

The International Committee is responsible for selecting the athletes and teams that represent U.S. Figure Skating in ISU competitions to win the maximum number of medals. The Staff Lead is the Senior Director, High Performance, and the International Committee works in partnership with the High-Performance Department to provide optimal international exposure for athletes in support of the High-Performance Plan and the International Strategy.

### Committee Structure

Chair		
International Committee Management Subcommittee	International Coaches Subcommittee	Four Subcommittees: Dance, Pairs, Singles and Synchronized Skating, with the same structure
Chair, International Committee Immediate past Chair USOPC AAC Rep ISU Representative Senior Director, High Performance Chair, AAC	NVC 1 – 3 coaches per discipline with international experience Athlete Members	Discipline specific NVC Chair, International Committee Immediate past Chair, International Committee Three discipline-specific athletes: 1. A member of the Board of Directors 2. At least one must have competed at an ISU Championships One discipline-specific ISU official Two discipline-specific representatives The ISU representative, as a non-voting member

### Responsibilities of the Chair

The chair leads by partnering with the ISU representative, High Performance Department and the International Officials Chair to develop an annual International Strategy and leads the subcommittees in selecting athletes for international competitions in support of that strategy.

- Appoint the national vice chairs of each subcommittee.
- Support the Senior Director, High-Performance, in carrying out the International Strategy.
- Support the Senior Director, High-Performance in proposing the criteria used to select and enter athletes and teams in all international competitions, ISU Championships, and the Olympic Winter Games.
- Support the Senior Director, High-Performance in recommendations and selections of international competitions supported by Team USA.
- Support the discipline subcommittee national vice chairs in athlete and team selections.
- Communicate regularly with the Chair of the International Officials Committee and with the High-Performance Department to coordinate activities, including the selection of candidates for team leader assignments and the monitoring of athletes assigned to international competitions.
- In partnership with the ISU representative, provide leadership in developing relationships between U.S. Figure Skating and international federations.

### **Responsibilities of the International Committee Management Subcommittee (ICMS)**

- Provide final approval on selection procedures, competition readiness requirements and the selection of international competitions which will be attended officially by Team USA.
- Provide final approval on the International Selection Pool (ISP) requirements, as presented by the discipline subcommittees.
- Set annual goals for international athlete development and medals
- Provide final approval of disbursement of funds from the U.S. Figure Skating Athlete Support Program (ASUPP).

### **Responsibilities of the International Coaches Subcommittee**

- Provide input to the International Committee, High Performance and Coaching Depts., to develop strategies for success in international competitions.
- Serve as a resource for each of the discipline subcommittees in carrying out their duties.

### **Responsibilities of the Dance, Pairs, Singles, and Synchronized Skating Subcommittees**

The Dance, Pairs, Singles, and Synchronized Skating discipline subcommittees complete a similar statement of work for their respective discipline. Their mission includes: a) selecting athletes and teams to represent U.S. Figure Skating at international competitions that win the maximum number of medals in the current season; b) selecting athletes and teams to secure the maximum number of berths at ISU champions events and c) identifying the best qualified future prospects for achieving podium results at future ISU championship events and supporting them by strategically providing international experience.

- Approve criteria used to select international competitions to attend.
- Prepare appropriate portions of the international strategy.
- Support the selection of athletes and teams to compete at international competitions, in support of the international strategy. International assignments for athletes should be focused on the athlete's needs; and how the assignments fit according to where the athlete is in the developmental spectrum.
- Participate in video conference meeting and in-person meetings at the U.S. Figure Skating Championships or U.S. Synchronized Skating Championships.
- All members should familiarize themselves with the appropriate portions of the High-Performance Plan.

## Committee: International Officials

### Overview

The International Officials Committee is responsible for overseeing all aspects of U.S. Figure Skating's international officials pool with regards to training, promotions and removals, in addition to the selection of judges and team leaders to serve at international competitions.

The International Officials Committee, in partnership with the International Committee, contributes annually to the development of the International Strategy with respect to officials and establishes a pool of officials to serve as athlete monitors.

### Committee Structure

Chair		
International Officials Management	International Officials Selections	International Team Leaders
NVC Chair, International Officials Chair ISU Representative NVC – International Officials Selections DORM Rep. – Judges / Referees DORM Rep. – Technical Panel Four ISU officials (One each discipline) Five athletes (One each discipline) Immediate past chair – non-voting	NVC Chair, International Officials Chair ISU Representative NVC – International Officials Mgmt. NVC – International Team Leaders Chair, International Committee Four ISU officials (One each discipline) Five athletes (One each discipline) Immediate past chair – non-voting	NVC Chair, International Officials ISU Representative NVC – International Officials Selections NVC – International Coaches Sub. Three current team leaders (Singles / Pairs, Dance, Synchronized Skating) Member – SkateSafe® Committee Member – Sports Sciences & Medicine Committee Five athletes (One each discipline) Immediate past chair – non-voting

### Responsibilities of the Chair

The chair leads the International Officials Committee by partnering with the ISU representative, High Performance Department and International Committee chair to develop an annual International Strategy.

- Appoint the subcommittee national vice chairs.
- Oversee the officials' timeline within the international calendar, in collaboration with the International Committee and High Performance Department.
- Develop an international strategy for officials.
- Oversee athlete evaluations of monitoring officials.
- Manage constructive reports from officials serving at international competitions on U.S. athletes, and coordinate with the High Performance Department on receipt of the information.
- Support the national vice chairs in carrying out their duties related to developing, maintaining and selecting officials and team leaders.
- Ensure communication with Domestic Selections and International Officials Selections to ensure that officials are receiving the appropriate activity to advance or maintain appointments.
- Recommend former international officials who have resigned or retired for honorary designation.

### **Responsibilities of the International Officials Management Subcommittee**

- Develop and maintain a long-range plan to determine the optimal number of international officials, as well as a plan to maintain this number.
- Develop and maintain procedures and policies for how officials will be selected for nomination to the Board of Directors for international appointments.
- Nominate officials to the Board of Directors for international judge, referee and technical panel appointments, as appropriate.
- Develop and maintain an annual review process for the performance of international officials representing U.S. Figure Skating.
- Collaborate with the International Officials Selections Subcommittee and Domestic Selections Committee to ensure officials' activity meets advancement goals and ISU requirements to maintain appointments.

### **Responsibilities of the International Officials Selections Subcommittee**

- Select judges and team leaders for all international competitions and ISU championships per the ISU regulations and U.S. Figure Skating rules.
- Select judges for the Olympic Winter Games per the regulations of the ISU, the U.S. Olympic & Paralympic Committee (USOPC), and U.S. Figure Skating rules.
- Select team managers for nomination to the Board of Directors and USOPC for the Olympic Winter Games.

### **Responsibilities of the International Team Leaders Subcommittee**

- Establish and maintain procedures for the recruitment, vetting and management of a selection pool of team leaders.
- Collaborate with appropriate headquarters staff to oversee a training program for team leaders.
- Review the performance of team leaders, address concerns and manage removal process.
- Collaborate with the International Officials Selections Subcommittee regarding team leader assignments.
- Collaborate with appropriate headquarters staff to develop and maintain administrative procedures and protocols for Team Leaders.