STEP 1: ANNOUNCEMENT, SANCTION SUBMISSION & REVIEW

- Local Organizing Committee (LOC):
  1. Develop announcement using the latest standard announcement template.
  2. Submit sanction application in EMS.
     ▪ Note: Compete USA competitions must submit via the LTS Portal by the Program Director.
  3. Adjust announcement as needed from approver feedback.
  4. Review sanction decision and work on next steps.
  5. Set a reminder for 60-45 days out from your competition to complete STEP 2.

NOTE: effective immediately, LOC may NOT begin accepting registrations for your competition until your Safety Plan has been reviewed and approved (STEP 2).

STEP 2: RISK ASSESSMENT & PLAN REVIEW/APPROVAL

- Local Organizing Committee (LOC):
     ▪ From sanction approval through 60-45 days out from your competition, the LOC should be developing an Event Health & Safety Plan for the upcoming competition in accordance with CDC, local/state guidelines, and U.S. Figure Skating Requirements.
       • U.S. Figure Skating requires all attendees at a sanctioned and/or approved competition to always wear their face masks. Additionally, social distancing must be maintained, and it is a requirement for all skaters to complete the U.S. Figure Skating waivers via www.usfsaonline.org (instruction here).
     ▪ Refer to the standardized rubric throughout planning to assure the competition is meeting all key points. This rubric will be the evaluation tool your approver uses when reviewing your risk assessment and plan.
     ▪ Links to sample plans can be found here.
  2. 60-45 days out from your competition, complete the Risk Assessment Form including submission of your final Safety Plan.
     ▪ Risk Assessment SPD, SYS/TOI (click here to review blank form)
  3. LOCs will receive an email from their approver after the Risk Assessment and Safety Plan have been evaluated. This email will include any areas of concern and adjustment requests OR a final approval of your plan.
     ▪ LOCs should allow up to 72 hours for your approver to review your submitted plan.
  4. Once you have received FINAL APPROVAL of your safety plan, you may open registration for your competition.

Contacts If you have any questions, contact your respective approver or events@usfigureskating.org. A list of approvers can be found in Members Only → Leadership → Directory → Committees → Group 3: Technical Officials → Competitions Committee.