

## CONTACTS

### U.S. TEAM DIRECTOR

Denise Thomas  
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After hours (weekend): 719.896.0081

### SPORT RESOURCES COORDINATOR

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### TRAVEL COORDINATOR

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### INTERNATIONAL COMMITTEE CHAIR

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### ATHLETE ADVISORY COMMITTEE

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### SENIOR DIRECTOR OF SPORT RESOURCES

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### DIRECTOR OF MEDIA RELATIONS

Lindsay DeWall  
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### WEBSITE

U.S. FIGURE SKATING  
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Director of Online Services for  
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Laura Fawcett  
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### SPORTS MEDICINE COMMITTEE CHAIR

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### SPORTS MEDICINE COMMITTEE VICE CHAIR

John Lalonde, M.D.  
1305 W Wendover Ave., Bldg. A  
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### U.S. FIGURE SKATING HEADQUARTERS

20 First Street  
Colorado Springs, CO 80906  
Main Number: 719.635.5200  
Fax: 719.635.9548

## Travel

### **UNITED AIRLINES OLYMPIC TRAVEL DESK**

Monday–Friday 8 a.m.–5 p.m. MST

After hours/weekends: 1.800.841-0460

1.800.841.0460

E-mail: [united.com](mailto:united.com)

*Note: After hours staff is not familiar with U.S. FIGURE SKATING travel, so be patient when asking for assistance.*

## **GENERAL INFORMATION FOR COACHES AND ATHLETES**

**The Team:** The U.S. Figure Skating Team consists of athletes, their primary coaches, team leaders, judges and medical staff selected to represent the U.S. FIGURE SKATING and the United States in the following competitions:

- International Competitions (i.e. Nebelhorn Trophy, Smart Ones Skate America, NHK, etc.)
- ISU Championship Events
  - Four Continents Championships
  - World Junior Championships
  - World Championships
- Olympic Winter Games

While attending your international assignment you will be recognized as an ambassador for U.S. FIGURE SKATING and the United States of America. Not only is it a great honor to be selected, it is a tremendous opportunity for you to gain valuable experiences as an international competitor. These experiences will contribute to your success as an athlete.

**The Team Leader:** The team leader has been selected based on their knowledge of the sport, their ability to manage and organize and their ability to work with all delegation members. Their primary responsibility is to organize the logistics, as well as monitor the technical aspects of the competition, i.e. making sure the competition is being run in accordance with the rules of the fairness of our athletes. As "leaders" these individuals will work to develop a sense of unity and a supportive network amongst the U.S. Team. The team is under the team leader's direction and leadership from the time of departure to the time of return.

### **Passport:**

***IMPORTANT: Your passport must be valid for 6 months from the date of entry into another country. If you have a passport, please check the expiration date on your passport before you depart for you international competition.***

### **I. Applying for your U.S. Passport**

- A. You will need a valid passport for travel outside the United States, including Canada.
- B. You can apply for a passport at many federal, state and probate courts and some post offices as well as passport agencies.
- C. Go to the place authorized to accept your passport application and present the following:
  1. Completed DSP-11 application forms - do not sign until instructed to do so.
  2. Proof of U.S. citizenship -
    - a. a previous U.S. passport, or
    - b. if born in the U.S., a certified copy of your birth certificate issued by the state, city, or county;
    - c. if born abroad, a Certificate of Naturalization, Certificate of Citizenship, Report of Birth Abroad of a U.S. Citizen, or a Certificate of Birth.
  3. Two recent photographs (taken within the past six months)
    - a. identical 2 x 2 inches, and either color or black/white.
  4. Proof of identity
    - a. a previous U.S. passport,
    - b. Certificate of Naturalization or Citizenship, or
    - c. valid drivers license, government or military I.D. or corporate I.D.

D. Fees (subject to change)

1. \$85 for ten-year passport
2. \$70 for five-year passport for persons under 16 years of age

Social Security number is not required for issuance of passport, but the IRS requires passport applicants to provide this information.

F. Apply for your passport IMMEDIATELY. Allow at least 3 months for processing.

G. Applications are processed according to the departure date indicated on your application form.

**II. If your Passport is lost or stolen**

- A. In the U.S., report the loss or theft in writing to Passport Services, 1425 K Street, NW., Department of State, Washington, D.C. 20522-1705.
- B. If you lose your passport outside the U.S., you can get a new passport in one day at the nearest U.S. Consulate, if you can prove who you are.
- C. In extreme emergencies, you can get a Washington D.C., Consular officer on call 24 hours a day to help. Call 202/647-4000.
- D. If you are on a team trip, report the loss immediately to your team leader.

**III. In a hurry...**

If you are leaving on a trip within 5 working days, apply in person at the nearest agency and present your airline tickets or travel itinerary, as well as the above mentioned items. An extra \$30 will be required for expediting your passport. You should include a self addressed, pre-paid envelope for the return of your passport (usually Federal Express or overnight delivery).

**IV. Copying your Passport**

You should have three copies of the picture page of your passport made. One copy should be left at home with family or friends, one you should carry with you at all times and the other copy should be sent to the U.S. FIGURE SKATING to be kept on file at Headquarters.

**Visas:** In the event we attend a competition in a foreign country that requires visas, you will receive the necessary forms to apply for a visa. The Sport Resources Department will be responsible for sending the applications, passports, passport photos and visa fees to the appropriate processing office.

If visas are required for individuals who are not U.S. citizens, and the entire team is not required to obtain visas, the individual is responsible for applying for their visa.

**Insurance:** Athletes, their primary coaches, judges, medical staff, and team leaders assigned to international competitions are covered through U.S. FIGURE SKATING with medical and travel insurance for the dates of the official event. Although U.S. FIGURE SKATING provides medical and travel coverage for these individuals, you should also ensure that you have sufficient personal primary health and accident coverage.

**Travel Arrangements:** United Airlines is the official U.S. FIGURE SKATING sponsor. All travel will be scheduled on United Airlines unless there is a significant fare savings or considerable time and convenience savings by using another airline. You must call the United Travel Desk at 1.800.841.0460 to make your travel arrangements. United will not be able to make arrangements on any other airline carriers unless United Airlines or code share airlines is used for part or all of the travel arrangements.

Generally, overseas travel requires a seven (7) day stay in order to obtain the lowest airfare. Therefore, teams will generally depart a couple of days before the first official practice day and return on the day following the end of competition. Brenna Walsh, U.S. FIGURE SKATING

travel coordinator, can be reached at 719.228-3428 for questions regarding your travel.

The following important travel policy points taken from U.S. FIGURE SKATING's Travel Policy:

1. Reservations must be made at least 30 days prior to the team departure date during regular business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.). If not made within 30 days prior to the team's travel dates, any increase in airfare will be your responsibility.
2. If the athlete is under 18 years of age, the coach will be required to travel with the athlete (same dates, flights, etc.), unless the athlete will be traveling with his/her parent or guardian. Coaches are also expected to stay at overseas competitions for a minimum of seven days in order for U.S. FIGURE SKATING to obtain the lowest airfare possible. Coaches who wish to travel separately and return earlier than the seven days may do so, provided they pay the added expense of the increased airfare rate.
3. Air travel will be booked roundtrip from your home/training city to the competition, back to same home/training city. If you plan to stay longer than the official team travel dates, or plan to take any side trips resulting in additional expenses, you must notify the U.S. team director immediately. You will be responsible for the additional expenses incurred due to a deviation from the team travel plans. Upon making your reservations, you will be expected to present a Visa or Master Card number to pay for the additional expenses.
4. Ground transportation to and from the airport in your city, as well as any parking fees, are NOT reimbursable items.
5. Air travel will be arranged on the airline carrier that provides the lowest fare (United Airlines does not always have to be the carrier), which will vary from country to country. When booking your travel, U.S. FIGURE SKATING will take into consideration the number of stops and layovers. When U.S. FIGURE SKATING has the opportunity and deems it necessary to use a free certificate, it will in order to receive the best price.
6. Tickets booked strictly on United Airlines may be booked as Electronic-tickets (E-tickets). If you are issued an E-ticket you will receive an itinerary detailing your travel. However, paper tickets may be issued for travel on other airlines. Make sure you CHECK what type of ticket you have before you arrive at the airport! If you are issued a paper ticket, and arrive at the airport without it you may be required to purchase another ticket at your own expense!
7. When you receive your ticket or itinerary (if using an E-ticket), please review it immediately. If it is incorrect, it is your responsibility to notify U.S. FIGURE SKATING right away. Also, if the ticket has already been mailed, you are responsible for contacting U.S. FIGURE SKATING directly with any changes.
8. U.S. FIGURE SKATING will not be responsible for lost airline tickets. Replacement will be at your own expense. If you lose your ticket, notify the U.S. FIGURE SKATING immediately.
9. In the event that illness or injury prevents you from going to the competition, you must obtain a physician's letter stating your condition. The letter and your airline ticket must be returned to the U.S. FIGURE SKATING immediately so that we can apply for a refund. If you do not return your airline ticket and physician's letter to U.S. FIGURE SKATING within a timely manner, you will be charged for the full price of the airline ticket.
10. If you have made prior arrangements to book your own ticket because you were able to obtain a lower fare, and better connections, you must provide a copy of the travel itinerary with a receipt for the amount paid to receive reimbursement upon completion of travel.

11. All airline tickets are purchased at the lowest APEX fare, which are non-transferable, non-refundable. If your ticket has been booked and you cancel due to various reasons, you will be charged for the ticket, which may include a cancellation fee of \$150. In the event you do cancel, please contact the FIGURE SKATING immediately so we may inquire about getting credit for the ticket for future use; however, you will still be responsible for the purchase price of the ticket.

12. If U.S. FIGURE SKATING is unable to get a refund for a ticket that has been cancelled, you will be responsible for purchasing that ticket. Generally, any ticket may be used up to one year for any travel scheduled for the future.

13. If you or your partner quit skating, they will be responsible for the expense of all tickets involved. In addition, if an athlete decides to change coaches after the tickets have been issued the skater and/or the coach will be responsible for the ticket expense. Any added expenses due to late charges or lack of space in the economy seats for the other coach's ticket will be your responsibility.

14. If you decide to upgrade with your own miles, and the fare is not an upgradeable fare, U.S. FIGURE SKATING will pay up to 25% of the low fare toward the upgradeable fare. Any difference beyond 25% is the traveler's responsibility.

15. On rare occasions, U.S. FIGURE SKATING has the opportunity to upgrade U.S. Team Members to business or first class; however, this is not standard policy of the U.S. FIGURE SKATING. If you are lucky enough to be upgraded, be thankful but don't expect it all the time.

**Note: When traveling abroad, remember that food, time change, lodging, language, monetary system and local customs may present problems at times. Be prepared to adjust quickly and easily. In times of frustration, maintain a sense of humor. Please be a good representative of the United States and remember to respect traditions and customs of other countries.**

**Housing Arrangements:** The team leader and the U.S. team director make hotel arrangements and roommate selections. They will try to accommodate roommate requests from the athletes and coaches.

1. Athletes will be assigned to room with other U.S. athletes. It is not possible to allow athletes to room with accompanying family members and/or coaches, except in unusual situations.

**NOTE: If an athlete chooses to room alone, neither U.S. Figure Skating nor the competition organizers are responsible for the room expenses. The athlete will be expected to pay for all room expenses.**

2. Coaches will be required to room with other U.S. coaches. (Please refer to the Coaches Information section).

**Please note the following important point:**

**If, under any circumstances, an athlete or coach leaves the competition early, he or she will be responsible for any remaining expenses for meals, housing and possibly airfare that have already been paid for the athlete or coach by U.S. FIGURE SKATING.**

**The athlete or coach will be responsible for reimbursing U.S. FIGURE SKATING for the expenses of any days not in attendance.**

**Luggage:** Luggage is **YOUR** responsibility. Most airlines only allow two (2) pieces of luggage for check in. The FAA recommends, if possible, avoiding taking any carry-on luggage. However, you should carry-on your practice and competition outfits, your music, passport and airline tickets. **REMEMBER: Skates are no longer allowed as a carry-on item. You must pack your skates in your check-in luggage.** For a list of current carry-on items not allowed, please visit [www.tsa.dot.gov](http://www.tsa.dot.gov).

Do not pack money, jewelry, medication, perishable items, documents or flammable materials in your checked baggage.

**Standard Immunization:** see your doctor or community health clinic for more information. The following immunizations are recommended:

Tetanus Booster – Tetanus is a highly infectious disease of the nervous system. Tetanus occurs when wounds are contaminated, especially with street dirt. A tetanus booster is due every 10 years.

MMR (Mumps, Measles, and Rubella) – Mumps, Measles, and Rubella are caused by a highly contagious virus. Consult your physician to see if you are current with this immunization.

Hepatitis A – Hepatitis A is a liver infection caused by contaminated food or water. A relatively new vaccine is available that your insurance may not cover but is important for international travelers (especially when traveling to underdeveloped countries). The vaccine includes a series of usually two shots over a 6-month period.

Hepatitis B – Hepatitis B is transmitted through transmission of bodily fluids, such as through unclean needle usage. A series of three shots over a 6-month period is now required in most states to enter school.

Influenza – All team staff members are encouraged to have an influenza immunization each fall prior to the international season.

***NOTE: Team members are responsible for any expenses incurred for standard immunizations.***

**Additional Immunizations:** Additional immunizations are sometimes recommended when traveling abroad. U.S. FIGURE SKATING will cover the cost of such additional immunizations when prescribed, not very likely to happen, by the team physician. Immunizations are recommended, not prescribed. Consult the center for Disease Control at [www.healthfinder.gov](http://www.healthfinder.gov).

**Money:** Exchanging U.S. dollars into foreign currency can be done at most international airports. You don't always receive the best exchange rate at the airport, so be aware of rates when using airport booths to exchange large sums of money. You may receive a better rate at a bank or even at some hotels.

Any significant amounts of money should be in the form of travelers' checks. Remember that major credit cards and/or travelers' checks are not always accepted in other countries. It is advisable that you bring a combination of credit cards, travelers' checks and some cash.

**Team pins and Trading Pins:** The U.S. Team Pin will be issued to each athlete and coach participating in an international competition. A small quantity of trading pins will also be issued to each person. The team leader will distribute these at the team meeting.

**Reading materials:** The following books offer additional in-depth information on international travel to assist you with your travel needs:

The Best European Travel Tips – John Whitman  
Travelers Guide to European Customs and Manners  
Overcoming Jet Lag – Charles F. Ehret

**Various web sites for traveling internationally:**

- [faa.gov](http://faa.gov)
- [tsa.dot.gov](http://tsa.dot.gov)
- [x-rates.com](http://x-rates.com)
- [worldclimate.com](http://worldclimate.com)
- [travel.state.gov](http://travel.state.gov)
- [checkmytrip.com](http://checkmytrip.com)



## ATHLETES' INFORMATION

It is an honor to represent U.S. FIGURE SKATING and your country in international competitions. Athletes should be prepared to do their best in international competitions. Being selected to compete are both a reward, and an incentive for athletes to achieve higher levels of success in international competition i.e., the ultimate goal being selected to compete at the World Championships and/or the Olympic Winter Games. Also, as an athlete on the U.S. Team, it is your responsibility to cooperate with the team leader and fellow team members. Your behavior will have a direct impact on your future consideration for international competitions.

**Accompanying Chaperones/Family Members:** See page 19.

**Additional coaches, choreographers, trainers, etc.:** See page 15.

**Apparel:** Team apparel and team warm-ups may be supplied by U.S. FIGURE SKATING when possible. The amount of team apparel supplied, if any, is subject to change from year to year. Athletes will receive information regarding team apparel and warm-ups from National Headquarters. Athletes selected for World Juniors or World Championships may also receive additional items such as skate bags or outerwear.

As athletes, you are required to wear team apparel as designated by the U.S. FIGURE SKATING or the team leader. The U.S. Team warm-ups MUST be worn during any and all press conferences, television interviews, newspaper photos, and any other official activities associated with the competition. Please note that during the Olympic Games, the USOC requires that official team apparel is worn during all the events mentioned above, as well as in the "kiss and cry" area.

***NOTE: Team apparel issued to athletes is for their use only. Under no circumstances should team apparel be loaned, traded or sold to anyone. Lost or stolen items may be replaced, subject to availability, at the expense of the team member.***

**Bye Policy:** A copy of the 2004-05 "Bye Policy" has been provided to all athletes. Specific questions regarding byes may be directed to the Bette Snuggerud, chair of U.S. FIGURE SKATING Competition Committee.

**Competition Information:** About one month prior to departure to your selected competition, you will receive general information about the competition, i.e. announcement, schedule, team roster, etc. You will also receive a letter from your team leader specifying more detailed information regarding the competition.

**Drug Testing/Doping:** The ***United States Anti-Doping Agency (USADA) Guide to Banned Medications*** and other similar information regarding drug testing was provided to all athletes and coaches. Doping may be conducted at your competition, so it is important that you read the USADA Guide and follow it explicitly. Remember there are ramifications for taking banned substances.

Any athlete may be required to be drug tested at any time during the year and at your competitive event. At a competition the organizing committee responsible does all of the administrative and technical work. The usual procedure is as follows:

The top three or four finishers are usually selected for drug testing.  
Other athletes may be randomly selected for drug testing.

Athlete is escorted to the testing site by an official drug testing escort.

At the testing site, the athlete will sign in and complete the paperwork, including any medications he/she may be taking.

Replacement fluids in individual sealed containers are provided at the drug testing station.

An athlete should be very careful never to eat or drink anything that does not come from a sealed container.

When the athlete is ready to produce a specimen (urine sample), the drug testing official of the same sex only will accompany the athlete while they produce a specimen. **NO ONE ELSE!**

When the athlete is finished producing the specimen, the athlete should be the only one handling the specimen until it is placed in the sealed containers. It is also very important that close attention is paid to all specimens belonging to the athlete.

It is highly recommended that a U.S. FIGURE SKATING representative (either the primary coach, team leader or team physician) accompany the athlete through the drug testing process.

Blood doping may now be performed at I.S.U. events.

**Athletes taking any medications are recommended to call the USA DA Drug Referral Line at 1.800.233.0393. Athletes are requested to alert the team leader or team physician to any medication they may be taking. If a U.S. team physician is part of your delegation, this responsibility should be discussed with her/him and the responsibility can ultimately become her/his concern. If you have any questions, please feel free to contact:**

Dr. George Shybut,  
513.732.6001  
Fishlin19@fuse.net

or

Dr. John Lalonde  
336.275.6445  
Jlalonde50@aol.com

**Note: Restricted substances must be declared on an ISU Medical Notification Form prior to the competition.**

**Expenses:** The U.S. FIGURE SKATING will pay for the following expenses for athletes:

1. Round trip airfare, economy (APEX) rate.
2. Hotel and tax (double room occupancy ONLY). Non-allowable expenses include local/long distance phone calls, room service, mini bar, movies, or any other expense beyond the room rate and tax.
3. Meals - either a meal per diem or coupon vouchers will be issued, or the team leader will pay the meal expenses. Expenses for meals will be based on the number of days spent at the competition site.
4. Per Diem (to cover incidental expenses, i.e., snacks, beverages, etc.):  
Athletes attending international competitions will receive \$10.00 per day for the number of days at the competition site.

Or

Athletes attending the World Junior Championships, the Four Continents Championships or the World Championships will receive \$15.00 per day for the number of days at the competition site.

Athletes will not receive a per diem if the competition offers appearance fees, per diems or participation fees.

**Note: If an athlete is unable to attend a competition for a reason beyond illness**

***or injury, and their non-refundable, non-changeable airline ticket has been booked, they will be responsible for the expense of that ticket.***

**Food:** If you have any special dietary needs, please alert the U.S. team director or the assigned team leader before your planned departure. Every country's meal provisions are different, and some foods that you may be accustomed to may not be available. Therefore, it is recommended that you take some food with you for those situations in which a balanced diet cannot be provided.

**Funding Sources:** U.S. Team members may be eligible for support from the following resources. Contact Sharon Morgan, sport resources coordinator, for additional information.

- Athlete Support Program (ASUPP)
- Vice President Emergency Fund
- Memorial Fund (CSAP and Academic)
- Scholastic Honors Team
- Women's Sports Foundation

**Media:** During international competitions, it is possible that the members of the media will directly approach some of the team members with requests for interviews. For the smaller competitions, you should notify the team leader of these requests so that the team leader may schedule a time that is appropriate for such matters. Lindsay DeWall, director of media relations, manages this at the larger competitions, i.e., Skate America, World Juniors, Worlds, Olympics, etc. Please refer any media requests to Lindsay for scheduling.

**Medical Registry Form:** It is important to complete and return the Medical Registry Form to Dr. John Lalonde. This information is helpful to the team leader and/or team physician traveling with you. This form is provided to all athletes and coaches at the beginning of each season.

**Mentoring Program:** At your request, you can have a national/international judge meet you prior to your international selection. The judge will review your programs and offer any assistance you may need in relation to your training and preparation for international competition. Please contact Lucy Brennan, chair of the International Committee for scheduling.

**Prize Money/Acknowledgements:** If the competition you attend offers prize money and you place for prize money, you will be asked to sign an Acknowledgement of Prize Money Form. This form may be available to you for your signature at the event, or you may receive it in the mail from U.S. FIGURE SKATING after your event. In any case, it must be signed in order for you to receive prize money. Generally, it can take up to 60 days or longer before the U.S. FIGURE SKATING receives the prize money from the competition organizers.

**Radix Pins (World/Olympic Team Members only):** U.S. Team athletes who attend the World Championships and/or the Olympic Games and place in the top three are awarded a Radix pin. Mr. Harry E. Radix of Chicago was a Past President of the Chicago Figure Skating Club and a longtime member of U.S. FIGURE SKATING Executive Committee. It was his belief, that a winner should receive recognition in the form of a tangible memento. During his lifetime, he created and presented the gold skate blade pins to winners of major championships (Top 4 U.S. Championships, Top 3 Worlds and Olympics). Before his death, he established a trust fund in his will to continue the award of the pins in perpetuity.

**Roommates:** The team leader and U.S. team director will arrange the housing list and select roommates for each participant (athletes to room with other athletes and coaches to room with other coaches). You will be expected to respect your roommate's space as well as their

belongings. Misbehavior by way of being unusually loud or obnoxious, or presenting yourself in someone else's room uninvited will not be tolerated, and may result in your being withdrawn from the competition and/or sent home.

**Team Unity:**

***"The strength of the team is each individual member...the strength of each member is the team."* – Coach Phil Jackson, Chicago Bulls**

While traveling abroad, it is important to unify as a team and give each team member the support needed to be successful during the practice sessions, and most importantly the competition itself. It is a U.S. Team policy that you attend your team members' competition events, as long as it does not interfere with your own schedule.

**Thank you notes:** Athletes will receive a package of blank U.S. FIGURE SKATING note cards from Headquarters. While at the event or upon your return home from your competition, please remember to send thank you notes to anyone who made your competition experience successful or memorable.

**U.S. Team Forms:** It is your responsibility to complete and submit the forms to U.S. FIGURE SKATING (Acceptance Form, Team Leader Release, Music Form, etc.) in a timely manner. Please do not delay in returning these forms to Headquarters. (Please refer to U.S. Team Form information for further details)

**Vacation:** While an international competition is an excellent opportunity for a vacation abroad, it must be remembered that your responsibility is first and foremost to the U.S. FIGURE SKATING, the team and the competition. Vacation plans should only be considered after the competition is over, thus having no interference with the competition.

## **ATHLETES' GUIDELINES AND RESPONSIBILITIES**

Being named to the United States Figure Skating Team places you in an illustrious group of figure skating athletes who have proudly represented themselves, the United States and the U.S. FIGURE SKATING in past international competition, among them Todd Eldredge, Kristi Yamaguchi, Brian Boitano, Kyoko Ina and John Zimmerman, and Elizabeth Punsalan and Jerod Swallow. In addition to their competitive accomplishments, these athletes served as ambassadors for our sport and displayed the highest degree of respect and sportsmanship for their teammates, fellow athletes, team staff, association, country and sport, both on and off the ice.

You too have worked hard to achieve this elite level of skating and U.S. FIGURE SKATING is relying on you to be prepared for your international competition, and to conduct yourself in a mature and responsible manner before, during and after all aspects of an international competition. The rules and guidelines outlined in the U.S. FIGURE SKATING rulebook and the U.S. FIGURE SKATING/Athlete Agreement must be strictly followed. Please take special notice of **GR 1.02**, **GR 1.03**, and **ICR 2.033**.

It is the policy of U.S. Figure Skating that, in the event of injury, illness or other circumstances prior to leaving for an assigned international competition that could reasonably be expected to adversely affect your participation or performance at such competition, it is mandatory that you inform the chair of the U.S. Figure Skating International Committee or the U.S. team director immediately. Failure to comply with this obligation may affect your assignment to future international competitions. The International Committee Management Sub Committee (ICMS) has the right to withdraw your team assignment in the event any such circumstance should it deem it necessary or advisable.

The ICMS has the right to withhold or withdraw selection of a competitor from any team assignment for failure to abide by the applicable training rules, policies and procedures of U.S. FIGURE SKATING and if applicable the USOC, or for conduct in violation of **GR 1.02** or **GR 1.03** of the U.S. FIGURE SKATING rules or for any false statements, or misrepresentations on documentation, contracts and/or agreements and/or act in a manner not deemed appropriate of a member of the United States Figure Skating Team.

### **GR 1.02 - Policy**

**GR 1.021** - It shall be the responsibility of all officials in sanctioned figure skating events, registered members of member clubs, registered members of the faculty, administration or students of associate members and individual members to be thoroughly familiar with the rules of U.S. FIGURE SKATING, to comply with them in full and to exemplify the highest standards of fairness, ethical behavior and genuine good sportsmanship in any of their relations with others. Any person whose acts, statements or conduct is considered detrimental to the welfare of figure skating is subject to the loss of the privilege of registration by U.S. FIGURE SKATING in accordance with the procedure outlined in **Article XXVII**, Section 3 of U.S. FIGURE SKATING Bylaws relating to the loss of membership privileges, suspension and expulsion.

### **GR 1.03 - Code of Conduct**

The following code of conduct applies to all participants in all competitions, exhibitions, and training camps hosted, supported, or sponsored by U.S. FIGURE SKATING:

I recognize that my participation in all competitions, exhibitions, and training camps hosted, supported or sponsored by U.S. FIGURE SKATING is an honor and privilege that carries certain responsibilities. I agree to fully abide by the rules and guidelines set forth by U.S. FIGURE SKATING or its properly designated agents. As a precondition to participation in U.S. FIGURE SKATING hosted, supported, or sponsored events, I will adhere to the following tenets in good faith:

I will exhibit the highest standards of fairness, ethical behavior, and genuine good sportsmanship in all of my relations with others.

I will not damage public or private property. I understand that I may be held financially responsible for damage deemed to be wantonly or willfully executed on my part, and that I may be subject to further disciplinary action by U.S. FIGURE SKATING.

I will not use or possess illegal drugs and I will not engage in criminal activity. I understand that, if I am found to use or possess illegal drugs, or if I am found to engage in any criminal activity during any U.S. FIGURE SKATING sanctioned, or sponsored competition, exhibition, or training camp, I may be subject to criminal penalties as well as penalties imposed by U.S. FIGURE SKATING.

I will adhere to the rules of U.S. FIGURE SKATING and the host organization at all U.S. FIGURE SKATING hosted, sponsored, or supported training camps, competitions, and exhibitions.

I will conduct myself in a manner not detrimental to the welfare of figure skating. I understand that my actions reflect on U.S. FIGURE SKATING and the sport of figure skating both positively and negatively. I understand that if my acts, statements, or conduct are considered detrimental to the welfare of figure skating by the appropriate authority, I may be subject to penalties imposed by U.S. FIGURE SKATING pursuant to **GR 1.021**.

I understand that the penalties that may be imposed may include, but are not limited to, loss of future international selections, loss of financial support from the U.S. FIGURE SKATING, the Memorial Fund, or the USOC and loss of participation in U.S. FIGURE SKATING sponsored events.

I understand that all disciplinary proceedings will be conducted pursuant to **Article XXVII**, Section 3, Paragraph C of the U.S. FIGURE SKATING Bylaws and that my rights and remedies are derived therefrom.

The Amateur Sports Act, the USOC Constitution and By Laws, and the U.S. FIGURE SKATING By Laws and Rules provide that certain procedures be followed in the event of an athlete's opportunity to compete has been infringed upon by U.S. FIGURE SKATING. The USOC Constitution and the U.S. FIGURE SKATING By Laws provide basic protection concerning an athlete's opportunity to compete. **Article IX** of the USOC Constitution provides a process for prompt settlement of athlete disputes with NGBs on the issue of competition selections through use of USOC intervention and arbitration. U.S. FIGURE SKATING By Laws **Article XXVII** also provides procedures under which athletes may file a grievance against U.S. FIGURE SKATING and under which U.S. FIGURE SKATING may engage in disciplinary actions against athletes. All three procedures provide athletes with a forum in which to present their case. Athletes with questions concerning these procedures should contact the Chair of the Athletes Advisory Committee and their attorney.

## COACHES' INFORMATION

You are a valued member of the team and your expertise in coaching is respected and appreciated. U.S. FIGURE SKATING considers the coaches as an integral element of the U.S. team and relies on you in playing an active role in the success of your athletes at international competitions.

**Additional coaches, choreographers, trainers, etc.:** U.S. FIGURE SKATING will only be responsible for the arrangements for the primary coach. It is strongly recommended that only the primary coach accompanies their athlete(s) to an international competition. Additional personnel will be responsible for making their own arrangements, as well as be responsible for their own expenses. Credentials for extra personnel may be requested through U.S. FIGURE SKATING, however, no guarantees can be made that the competition host will grant additional credentials.

**Apparel:** Team apparel will be made available to primary coaches whenever possible. However, items and availability may change from year to year. Additionally, some items may be available for purchase, including team apparel from World Junior Championships and/or World Championships.

**Athlete Information:** Please review the Athlete Information contained in this handbook, as the information that applies to the athletes is also valuable information for you.

**Expenses:** (One coach per athlete or pair/dance team)

**Travel Arrangements:** (See Travel Arrangements under the General Information for Athletes and Coaches Section of this Handbook)

**Meal per diem:** This amount is to be calculated on first full day at the competition through the last day of which your athlete is competing. If the competition organizers are providing per diem, U.S. FIGURE SKATING will not. Primary coaches will receive a meal per diem of \$50 per day (one-half for travel days).

**Housing:** The U.S. FIGURE SKATING will **ONLY** pay one half of the double occupancy room rate for coaches' housing expenses at all international competitions, World Junior Championships, Four Continents Championships, World Championships and/or Olympic Games. Coaches are expected to share housing with other coaches, which will reduce hotel expenses. They will receive housing per diem of one half of the double occupancy room rate per day. If the estimated per diem for housing is low, you can submit your hotel bill to the U.S. FIGURE SKATING for reimbursement of the difference.

***IMPORTANT: When a U.S. FIGURE SKATING coach will be coaching or assisting any athletes from other countries, U.S. FIGURE SKATING policy is to divide expenses equally among other federations. Please advise the U.S. team director in advance if you are coaching non-U.S. athletes at the international competition being considered.***

**I.S.U. Regulations and Procedures:** It is the responsibility of the coach to be thoroughly familiar with the most current rules that apply to international competitions. The ISU Constitution and General Regulations, and Special Regulations for Figure Skating and Ice Dancing are the official rulebooks of the ISU that are available for purchase from U.S. FIGURE SKATING. It is highly recommended that you purchase these books (published every two years). The coach will automatically receive all new ISU Communications that occur between printings.

**Media:** If you have any media questions, please contact Lindsay DeWall, U.S. FIGURE SKATING director of media relations.

**Medical Registry Information:** To provide medical information to the team leader and/or traveling physician, it is important you complete the Medical Registry Form. These are generally sent out the beginning of the international season.

**Injury or Illness:** Your attention is drawn to your athlete's obligation to immediately inform the chair of the U.S. FIGURE SKATING International Committee or the U.S. team director in the event of injury, illness or other circumstance prior to leaving for an assigned international competition that could reasonably be expected to adversely affect the athlete's participation or performance at such competition. Your assistance in assuring compliance with this important obligation is essential. Sending an athlete unprepared to an international competition can be detrimental to you, U.S. FIGURE SKATING, and to the athlete.

**Opening Reception:** Coaches are encouraged to attend the official Opening Reception and the team party.

**Practice sessions:** During practice sessions at the competition, observe the music and timing of your athlete's program. If there are any discrepancies, notify the team leader immediately so that he/she may contact the music coordinators (you should bring a stopwatch for this purpose). Also, please bring any stones, screws, laces, sewing materials etc. to anticipate any potential problems with your athlete's equipment.

**Reimbursements:** Requests for any reimbursements must be submitted to National Headquarters within 60 days of the completion of the event. Any expenses that are reported after the 60-day period will not be reimbursed. Receipts and explanation of expenses accompany such requests.

**Selection of Coaches:** U.S. FIGURE SKATING prefers that the coach selected to accompany an athlete and/or pair/dance team to a competition is the primary coach or assistant coach. If this is not possible, it is advisable that the primary coach seeks the assistance of another coach who will be attending the same competition to coach their athlete and/or pair/dance team. Please notify the U.S. team director if this is the case. U.S. FIGURE SKATING does not encourage more than one person (generally this is the primary coach) to travel with the athlete and/or pair/dance team.

**Significant Others:** If your significant other and/or family members plan on attending the international competition with you, he/she will be responsible for making their own travel arrangements and they will be responsible for their own hotel expenses.

**U.S. Team Forms:** While it is the responsibility of the athlete to complete the U.S. Team Forms (Acceptance Forms, Team Leader Release, Music Forms, etc.) and submit them to U.S. FIGURE SKATING by specific deadlines, it would be appreciated if you would check with your athlete to verify that this has been completed. Alternate selections will be considered if the forms are not received by their specific deadline (See page 24 for a description of U.S. Team forms).



## COACHES' RESPONSIBILITIES

Traveling, especially to foreign countries, presents many situations that must be addressed to ensure that the athlete is as well prepared as possible for competitive success, both mentally and physically. A great deal of preparation is the responsibility of the coach. Some critical areas that require your attention are:

**Coach's Role:** As the coach of an athlete selected to represent the United States and U.S. FIGURE SKATING in an international competition, it is important that you are aware of your critical role. As a U.S. Team member, U.S. FIGURE SKATING expects that *you* conduct yourself in a responsible and appropriate manner at all times. Your responsibilities include, but are not limited to:

- The advance preparation of your athlete for international competition.
- Preparation of your athlete for the event.
- Enforcing that the athletes behave in an appropriate manner at all times.

Any activity that is detrimental to the skater or the team in general will be dealt with by the team leader, who has been given the authority by U.S. FIGURE SKATING to discipline as they feel appropriate. Any inappropriate action by a coach or athlete may jeopardize the selection of either to future international events.

U.S. FIGURE SKATING considers you to be a part of the U.S. Team and as such, you may be called upon for assistance. You may be asked to take total responsibility of your athlete(s). (**See Discipline**) You may also be called upon to assist the team leader. Show your support for the team efforts by being available during the course of the event, and by attending the team functions (team meetings, draw ceremony, banquet, etc.)

**Nutrition:** Many of the necessary foods your athlete may be accustomed to may not be available at your foreign destination. It is advisable that you do some basic research to find out what types of food are available in the country you will be visiting. If necessary, determine a plan that provides for foods and/or substitutes you can take with you to ensure that your athlete can fulfill his/her nutritional requirements. Fresh fruits and vegetables are sometimes not readily available. Meat is also an issue at times.

Consult with a nutritionist for ideas on items you can take to help get by. Some suggestions are peanut butter, crackers, energy bars (like Power Bars), dried fruit, dried pasta, canned tuna or chicken, dried soup mixes, powdered breakfast beverages, powdered milk, and cereal or granola bars.

Water is also a consideration. Upon arrival at the competition site, the team leader generally finds bottled water. However, you may want to consider carrying over a few bottles of your own to cover the first day.

**Psychology for good performance:** Is this your first international trip for your athlete? Is this the first time away from home or family? Does your athlete have homework to complete on his/her trip? These and other factors can create a great deal of stress for an athlete, which can adversely affect his/her competitive performance. Talk about the issues prior to departure. Set up a plan on how you will deal together with stressful situations. For example, if the parents are not accompanying the athlete, set up a calling schedule where the athlete can call home at a pre-determined time.

If the parents are attending, determine before departure, how and when they will contact the athlete at the competition site, so as not to distract from the athlete's practices and competition. Review logistics so that the athlete does not feel "responsible" for his/her parents, i.e., do they have transportation, did they get their event tickets, do they know how to get to the rink, etc. It is important to minimize outside distractions so that the athlete is able to focus on his/her performance.

If your athlete is working with a sport psychologist, you may want to talk with this person prior to departure, or even have the athlete call him/her from the competition, if needed.

**On the road training:** Many of the hotels and/or rinks used for international competitions do not offer gym facilities (weight room/weights, bikes, treadmills, etc.) Therefore you must plan ahead as you have an event schedule, set up a plan with your athlete as to when and where stretching will take place, as well as practice and competition warm-up and cool down. Also consider how you will accomplish this and/or determine what items you need to bring: jump rope, Breg kit (surgical tubing used for resistance training) and light jogging (has your athlete packed his/her running shoes?), etc.

**Discipline:** Selection of an athlete to an international competition is an important matter. U.S. FIGURE SKATING has invested a great deal of time, money, and resources in the development of the athlete. Encourage your athletes to take the "high road" at all times during his/her international competition experience. Discuss your expectations as far as discipline, keeping in mind U.S. FIGURE SKATING guidelines. Once at the site, team leaders will establish ground rules. Support the team leader in his/her decisions about team policy. In the event that an athlete does not follow the directions of the team leader, you or the parents of the athlete may be asked to take responsibility for the athlete. The athlete may also be sent home for inappropriate actions and behavior.

**Post Competition Report Form:** Per the contractual agreement between the athlete and U.S. FIGURE SKATING, it is mandatory to complete this form. Please discuss and complete this form with your athlete, as you are required to sign the form. The form is due to the U.S. team director within 10 days after the competition.

## **TRAVEL GUIDELINES FOR CHAPERONES/ACCOMPANYING FAMILY MEMBERS OF US TEAM MEMBERS**

The number of persons accompanying each athlete should be limited to two.

In the event accompanying members plan to attend the competition, travel arrangements will be their own responsibility. Meals and lodging arrangements are also their responsibility (see #7 below for more information on making lodging arrangements). Accompanying members may contact the United Airlines Olympic Travel Desk at 1.800.841.0460 for travel arrangements. Please have your credit card available at the time of booking.

Food vouchers, when issued to athletes at a competition, are for use by the ATHLETE ONLY.

Ground transportation to and from the hotel, to the airport, and to and from the hotel to the rink is provided for the official U.S. Team delegation only and may not accommodate accompanying members. **Please be prepared to arrange separate ground transportation.**

The team leader is responsible only for the official team members (athletes, coaches, and judges), and should not be expected to assist in the confirmation of airline tickets, luggage handling, ground transportation, hotel arrangements, chaperone credentials etc., for accompanying parents/family members.

The team is under the direction and leadership of the team leader, from the time of departure from the United States to the time of return. Parents or coaches may be asked to accept total responsibility of any athlete not following the team leaders' directions and/or the athlete may be asked to leave the competition.

As soon as your travel plans are complete, it is important that you provide a copy of your travel itinerary to the U.S. team director at Headquarters.

Please be advised that rooms for parents/family members may not be available in the same hotel as the athletes. The organizing committee will usually book an entire hotel to be used strictly for athletes, officials and coaches. Parents/family members will not be allowed to share a room with the athlete. Accompanying members are responsible for making their own hotel arrangements. Contact U.S. FIGURE SKATING Headquarters for a possible listing of hotels for each event (we do not always receive hotel information, other than the official hotel information). Hotel rates may vary from the rates provided to the U.S. Team.

Before departing, individual medical and travel insurance should be verified to see that appropriate coverage is in place. U.S. FIGURE SKATING does not provide coverage for accompanying persons who are not part of the official U.S. FIGURE SKATING delegation.

In the event of a medical emergency, it is recommended that you have sufficient insurance coverage for hospital treatment or medical evacuation. If evacuation insurance is not provided through your medical insurance policy, you should contact your agent and inquire about purchasing it. The team physician and/or physiotherapist are only responsible for the official delegation of athletes, coaches, and team staff.

Each athlete can name one chaperone who is eligible to purchase tickets at half price. Any additional people will be required to purchase tickets at full price. Event tickets are available for purchase at the competition site. Tickets for Worlds, World Juniors and other major ISU championship events will be available for purchase from the U.S. team director.

Team functions are for the official delegation only. Only plan on attending if the team leader invites you.

## **TRAVELING TO A FOREIGN COUNTRY**

1. Know enough of the language of a foreign country to ask for a policeman and a doctor. Know how to use the telephone and have the proper change or token on hand. Memorize emergency phone numbers. Keep exact change in the local currency. Keep a list of key phrases and telephone numbers.
2. External identification of the sports, and your country, should be kept at a minimum.
3. Keep a low profile and avoid loud conversation or arguments. Do not discuss travel plans or other personal matters in crowds or around strangers.
4. Do not accept packages from unknown or unexpected people or places. Do not open an unusual looking package, they could contain an explosive device. If suspicious, ask the bearer to open.
5. Do not give out your address. All correspondence should be directed to the U.S. FIGURE SKATING Headquarters if necessary.
6. Learn the uniforms of the public agents and be able to recognize credentials in the language. Carry with you identification, list of medical problems, medication, blood type and allergies (in English and local language). Take extra eyeglasses or contact lens (take your lens prescription) and have a photocopy of your passport in a separate location.
7. When identification is requested, only give the minimum and try to stay with it (not be separated from passport, etc).
8. Know the location of U.S. government and friendly government facilities.
9. Keep some money with you separate from your wallet, but avoid carrying large amounts of cash.
10. Be cautious of pickpockets in large crowds.
11. Travel in pairs or groups. Always let someone know where you are going.
12. Do not allow taxi drivers to deviate from the requested route. Get familiar with the city.
13. If calling for an emergency, give your location and address first.
14. Never use stairs if an elevator is available. On an elevator, stand near the control panel. When leaving an elevator, check hallways first.
15. While alcohol maybe legal in Europe at a younger age, the U.S. laws prevail while competing in an international competition. The use of drugs or alcohol may result in the immediate suspension for the team and/or future selections.

## INTERNATIONAL TRAVEL PRECAUTIONS

The enclosed travel precautions, taken from the State Department Special Committee on Combating Terrorism and from Reber and Shaw's Executive Protection Manual are very important for anyone planning to travel outside the United States. Please review them carefully. Although the likelihood of serious emergency is very minimal, the possibility does exist.

### Precautions before departure:

- Be aware of events transpiring through the news media.
- Learn a bit about local customs.
- Don't take illegal drugs into a foreign country.
- Don't take large amounts of cash. Use instead!
- Credit cards (record numbers, be aware of credit limit)
- Travelers' checks (record numbers).
- Don't take any expensive jewelry or valuable items.
- Leave detailed itinerary and hotel phone numbers with friends or relatives.
- Lock luggage and put name and address inside.

### Precautions while traveling

#### General:

- Remember that you will be a guest in another country and subject to their laws.
- Pay attention to the quality of both drinking water and the food, and avoid eating from street vendors.
- Drug penalties can be stiff.
- Deal only with authorized agents for money exchange, souvenirs or airline tickets.
- Be wary about selling any of your personal effects.
- Keep track of newsworthy events in the country you're in.
- Be especially alert to your surroundings in:
  - Transportation, terminals and elevators.
  - Other crowded public areas.
  - Follow recommendations of the Embassy regarding places to avoid.
- Keep your appearance:
  - Low profile.
  - Not loud. Don't call attention to yourself.
  - Avoid wearing expensive clothing and jewelry and clothes that identifies you as an American or affluent.
- Make note of emergency numbers:
  - Police
  - Fire
  - Hotel
  - Embassy or Consulate.
- Learn a few phrases in local language.
- Be aware of what you discuss with strangers or what might be overheard.

**Hotels:** Hotels may be quite different from those to which you are accustomed. Here are a few helpful tips:

- Be careful when turning on the water on – 'C' could stand for chaud (hot).
- Familiarize yourself with the door lock. Sometimes they can be tricky.
- If the elevator has a folding gate, be sure to close it completely when you exit, otherwise you inactivate the elevator.

- Calling from the hotel phone can be quite expensive. It's usually less expensive if you use a pay phone and call collect or use a calling card.
- Acquaint yourself with the doorkeeper. They will be able to help you if you have any questions.
- Obtain a card from the hotel with its address, name and phone. This will help you if you ever get lost and need instructions to return to the hotel.
- Be aware of any strangers loitering
- If you are alone, avoid getting on the elevator if there is a suspicious-looking person inside.
- Do not answer the phone with your name first or open the door for strangers.
- To protect your privacy and for security reasons, the team leader may want to put a block on all incoming calls to your room. You will be informed in the event that this takes place.
- Do not leave money or valuables in your room while you are away. Use the hotel safe.
- Keep hotel keys/card on person. Don't display keys/card in public or carelessly leave them on restaurant tables, at the swimming pool, or other places where they can be stolen.
- Don't give hotel room number to strangers. Meet all visitors in the lobby.
- Keep hotel room locked at all times. Use all of the locking devices provided.
- Be sure of identity of visitors before opening the door of hotel room.
- Refuse unexpected packages.
- Give your passport to the team leader. She/he will secure it in the hotel safe.
- Don't leave identifying information on your door.
- Check to see that any sliding glass doors or windows and any connecting room doors are locked.
- If you see any suspicious activity, please report your observations to the management
- Read the fire safety instructions in your room.

**Fire:** You are at a greater risk in a hotel fire than at home because of unfamiliar surroundings. Listed below are a few helpful hints in case of a fire:

- Familiarize yourself with the exit routes.
- Never use an elevator during a fire.
- Smoke and gases rise, therefore stay close to the floor.
- Read any fire instructions that are in your room.
- Make it a habit to place your key, passport and wallet in the same location in your room. This enables you to find them instantly.
- If the alarm rings, grab your key and check the door before you open it – if it is hot, DON'T OPEN IT!
- If you must take refuge in your room fill the tub (or basin) with cool water, which can be used to soak towels and place them at the base of the door to keep smoke from entering. Open the window to obtain fresh air if possible. Call the front desk to let them know you are in your room or call the fire department. Soak sheets and towels to breathe through. Hang a bed sheet out the window to indicate the room is occupied. Stay by the window and wave something to attract attention. DON'T JUMP! It is highly unlikely you will survive the fall if you are above the third floor.
- If you are able to make it to the stairs and smoke is rising, go up. Your best escape may be the roof.
- Remember, stay calm, more people die because they panic than because they burn to death.

**At Airport:**

- Get daim check for each piece of luggage checked.
- Don't leave bags unattended.
- Minimize time in public area of airport. On arrival, leave airport as quickly as possible.

- Keep eye out for abandoned packages or briefcases. Report them immediately to the authorities and leave the area promptly.

**When traveling around town:**

- Don't travel alone, particularly at night.
- Don't use short cuts, narrow alleys, or poorly lit streets.
- Distribute valuables to several places to preclude easy theft.
- Don't flash large amounts of cash when paying bills.
- Keep valuables in carry-on bags, on person, or in hotel safe. Avoid leaving valuables or personal papers unattended in hotel room.
  - Men carry wallet in front trousers pocket (wrap with rubber band).
  - Women keep tight grip on handbag.
  - Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse snatches.
  - Walk away from street on sidewalk.
  - Be alert to the possibility of street gangs operating in large cities.
  - Watch for surveillance.
  - Avoid predictable times and routes of travel.
  - Report suspicious activity to police and Embassy or Consulate.
  - Select taxis at random.
  - Don't take a cab that is not clearly identified as a taxi. Beware of unmarked cabs.
  - Do not be afraid to alert authorities if you feel threatened in any way.

**In the event of theft or confrontation:**

- Report it immediately to the Team Leader.
- Don't fight attackers. Give up valuables.
- Report theft of valuables to local authorities.
- Report missing travelers' checks to nearest office of issuing company.
- Report lost airline tickets to airline.
- Report lost passport to nearest U.S. Diplomatic facility.

## U.S. TEAM FORMS

Athletes must complete the Competition Forms and return them promptly to National Headquarters by the date specified on the forms. Below is a brief description of each form.

◆ **Acceptance of Selection** - Indicates whether or not an athlete will accept or decline to participate in the competition for which they are selected.

◆ **U.S. FIGURE SKATING/Athlete Agreement** - The guidelines an athlete agrees to follow as a member of the U.S. Team and as a representative of U.S. FIGURE SKATING.

◆ **Team Leader Release** - Athlete is subject to the authority of the team leader in matters relating to athlete's travel, conduct and participation in an international competition.

◆ **Medical Registry Form** – The medical information provided on the form is important for the team leader and/or team physician traveling with the U.S. Team. In case of any medical emergencies, the team leader and/or team physician will have to update most medical information on the team members. This form should be returned directly to Dr. John Lalonde, M.D. to protect the confidentiality of the information.

◆ **Music Forms** - The organizing committees of the competitions usually need this information no later than three weeks prior to the date of the competition. These forms should be submitted as soon as the athlete has finalized their music selections.

◆ **Declaration Form** –Athletes, judges and officials are required to complete a Declaration Form when required by the ISU.

◆ **Media Form** – All team envelope athletes will receive media questionnaires from Lindsay DeWall, director of media relations. From this information, Lindsay is able to build biographies for media use and for U.S. FIGURE SKATING's official web site, [www.usfigureskating.org](http://www.usfigureskating.org), create media notes and write story ideas. These forms are very important to U.S. FIGURE SKATING because it is our way to promote each individual athlete and promote a team that will be representing the U.S. at international competitions. The more information the athletes provide, the more we can do. We also depend on these forms and the photographs that each athlete submits with the forms to complete the U.S. FIGURE SKATING media guide and contribute to all event programs (U.S. Championships, World Championships, international competitions, etc.). The forms are usually mailed or distributed in late June and are due back to U.S. FIGURE SKATING mid July. At any time throughout the competitive season, if you would like any changes or additions made to your biography, please contact Lindsay. We depend on you – the athlete – to provide the most up-to-date information.

◆ **Measurement Form** - This information is very important, and is kept on file at U.S. FIGURE SKATING. If you do not have a form on file or if you have any changes, please contact Denise Thomas.



◇ **ISU and USOC Medication Information Forms** – In the event you are taking a prescribed medication that may be classified as a “banned substance,” both the ISU and USADA form must be completed. These forms along with doping education materials are provided to all athletes and coaches.

◇ **Bye Policy (if applicable)** – Athletes who are assigned to an international competition that conflicts with dates for his/her regional or sectional qualifying events (seven days before or seven days after) will automatically receive a bye from the U.S. FIGURE SKATING Competitions Committee. However, every athlete must submit an entry for the U.S. FIGURE SKATING qualifying competitions each year. (Sept. Deadline)

◇ **Additional items to submit:**

Copy of birth certificate (if not on file at U.S. FIGURE SKATING)

Copy of the most recent picture page of passport (if not on file at U.S. FIGURE SKATING)

## **The Flag, National Anthem, and Pledge of Allegiance – Etiquette and Conduct**

As a U.S. Team member, it is essential that you know and are familiar with appropriate etiquette in regards to the U.S. Flag, National Anthem, and Pledge of Allegiance. It is important to demonstrate proper conduct when standing on the medal podium, at opening and/or closing ceremonies, and during team presentations. It is also important to realize that representing your country in international competition is a tremendous honor and something of which you should be proud. Therefore, your conduct at all times, and especially during flag presentation, should be appropriate and respectful. This includes having respect for not only the U.S. Flag but for those of other countries. Whenever any country's flag is presented or national anthem is played, you should silently stand at attention, honoring that country.

Being a U.S. Team member means that you accept the responsibility to serve as an ambassador of your country. Remember that the United States Flag is a symbol to the world of our country's independence, liberty, and unity as a nation. When you respect the flag, you respect the men and women who sacrificed to build this country and protect its freedom. It is imperative that you, as a representative of the United States, show proper behavior in regards to the U.S. Flag and the National Anthem.

During the U.S. National Anthem when the flag is displayed, all U.S. representatives present should stand at attention facing the flag with the right hand over their heart. If the athlete is not a U.S. citizen, he/she should stand at attention facing the flag.

### **The National Anthem – Star Spangled Banner**

*Oh say can you see by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming?  
Whose broad stripes and bright stars through the perilous fight,  
O'er the ramparts we watched were so gallantly streaming?  
And the rockets' red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
Oh, say does that Star-Spangled Banner yet wave.  
O'er the land of the free and home of the brave?*

### **The Pledge of Allegiance**

I PLEDGE ALLEGIANCE TO THE FLAG  
OF THE UNITED STATES OF AMERICA,  
AND TO THE REPUBLIC FOR WHICH IT STANDS,  
ONE NATION UNDER GOD, INDIVISIBLE,  
WITH LIBERTY AND JUSTICE FOR ALL.

### **General Etiquette**

**It is critical that you always remember the importance of proper etiquette, manners, and behavior. Because different countries have different standards for what are considered appropriate gestures and behavior, the following web sites provide helpful hints for both foreign and domestic etiquette.**

1. [www.etiquettegirls.com](http://www.etiquettegirls.com)
2. [www.etiquettesource.com](http://www.etiquettesource.com)



◆ PLANE TICKET/PASSPORT (and Visa paper, if applicable) and photocopy of your passport.

## **2004-2005 International Competitions**

JUNIOR GRAND PRIX – August 26-30, 2004  
Lyon, France

NEBELHORN TROPHY - September 3-5, 2004  
Oberstdorf, Germany

JUNIOR GRAND PRIX - September 3-5, 2004  
Budapest, Hungary

JUNIOR GRAND PRIX - September 9-12, 2004  
Long Beach, California

JUNIOR GRAND PRIX - September 16-19, 2004  
Harbin, China

JUNIOR GRAND PRIX – September 23-26, 2004  
Belgrade, Serbia/Montenegro

JUNIOR GRAND PRIX – September 26-October 1, 2004  
Kiev, Ukraine

FINLANDIA TROPHY - October 7-10, 2004  
Helsinki, Finland

JUNIOR GRAND PRIX - October 7-10, 2004  
Chemnitz, Germany

JUNIOR GRAND PRIX - October 14-17, 2004  
Bucharest, Romania

VIENNA CUP - October 14-17, 2004  
Vienna, Austria

GP - SKATE AMERICA - October 21-24, 2004  
Pittsburgh, Pennsylvania

GP - SKATE CANADA - October 28-31, 2004  
Halifax, Canada

GP - NHK TROPHY - November 4-7, 2004  
Nagoya, Japan

GP – CUP OF CHINA - November 11-14, 2004  
Beijing, China

TROPHEE ERIC BOMPARD CACHEMIRE - November 18-21, 2004  
Paris, France

CUP OF RUSSIA - November 25-28, 2004  
Moscow, Russia

JUNIOR GRAND PRIX FINAL - December 2-5, 2004  
Helsinki, Finland

GRAND PRIX FINAL - December 2-5, 2004  
Beijing, China

FOUR CONTINENTS CHAMPIONSHIPS – February 7-13, 2005  
Seoul, Korea

EUROPEAN CHAMPIONSHIPS - February 2-8, 2005  
Torino, Italy

WORLD JUNIOR CHAMPIONSHIPS - March 1-6, 2005  
Kitchener, Ontario, Canada

WORLD CHAMPIONSHIPS - March 14-20, 2004  
Moscow, Russia

GARDENA SPRING TROPHY - March 31-April 4, 2005  
Ortisei, Italy

TRIGLAV TROPHY - April 14-18, 2005  
Jesenice, Slovenia

#### **UNITED STATES CHAMPIONSHIPS**

U.S. JUNIOR FIGURE SKATING CHAMPIONSHIPS - December 1-4, 2004  
Jamestown, New York

U.S. FIGURE SKATING CHAMPIONSHIPS - January 9-16, 2005  
Portland, Oregon

U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS – February 22-26, 2005  
West Acton, Massachusetts

U.S. ADULT CHAMPIONSHIPS - April 14-17, 2005  
Kansas City, Missouri

#### **QUALIFYING COMPETITIONS REGIONALS**

EASTERN GREAT LAKES - October 12-16, 2004  
Strongsville, Ohio

NEW ENGLAND - October 11-16, 2004  
Falmouth, Maine

NORTH ATLANTIC - October 18-23, 2004  
Amherst, New York

SOUTHWESTERN - October 12-16, 2004  
Wichita, Kansas

SOUTHWEST PACIFIC - October 12-17, 2004  
Burbank, California

CENTRAL PACIFIC - October 11-16, 2004  
San Jose, California

SOUTH ATLANTIC - October 5-9, 2004  
Charleston, South Carolina

UPPER GREAT LAKES - October 5-9, 2004  
Cedar Rapids, Iowa

NORTHWEST PACIFIC - October 19-23, 2004  
Mountlake Terrace, Washington

### **SECTIONALS**

EASTERN - November 17-20, 2004  
Boxborough, Massachusetts

PACIFIC COAST - November 10-13, 2004  
Escondido, California

MIDWESTERN - November 18-20, 2004  
Fargo, North Dakota