



TEAM LEADER/ASSISTANT TEAM LEADER/ MEDICAL STAFF REPORT

Name _____ Competition _____

Location _____ Dates _____

Upon return from the international competition, please complete this form and return it to U.S. Figure Skating Headquarters, along with your expense report form, all receipts and any remaining funds no later than 60 days following the event. Please use additional paper if necessary.

1. **TRANSPORTATION** – Please detail arrival and departure (agency, airlines, ground transportation, meeting points, etc:

2. **HOUSING** - Name of hotel(s), cost, amenities or lack thereof, distance from rink, etc.: _____

3. **MEALS** - Restaurants, type of food offered, cost, buffet style, etc: _____

4. **PRACTICE ARENA/SESSIONS** - Number of rinks, temperature, locker rooms, refreshments, quality of ice, etc.: _____

5. **COMPETITION** - Organization, schedules, etc.: _____

6. **COMPETITION ARENA** - Temperature, facilities, layout, locker rooms, quality of ice, etc.: _____

7. **JUDGES** - U.S. judges, judges from other countries, number of judges per panel etc.: _____

8. **COMPETITORS** - U.S. competitors (health, condition, problems), quality of other competitors, total number, etc.: _____

9. **COACHES** - U.S. coaches (performances, problems, etc.): _____

9a. Were there any U.S. coaches coaching other athletes from different countries? _____

10. **SOCIAL AND SPECIAL EVENTS** - Draw party, banquet, U.S. team party, etc.: _____

11. **INTERNATIONAL COMPETITION GIFTS** - Received by U.S. skaters, judges, T/L, etc. (Provide details of what was received and by whom): _____

12. **U.S. Figure Skating GIFTS** - Detail what was given and to whom: _____

13. **TEAM PRIZE MONEY** - Amount received _____

NOTE: The competition organizers will wire the money directly to Headquarters for distribution.

14. **INDIVIDUAL PRIZE MONEY** - Was any prize money issued directly to the skaters? Yes No

If yes, to whom and how much: _____

Generally all prize money will be wired to U.S. Figure Skating.

15. **EXHIBITIONS** - Were any of the U.S. skaters invited to skate in the Gala Exhibition? Yes No

If **YES**, please list names: _____

Did they receive an:

exhibition gift? Yes No Describe: _____

exhibition money? Yes No How much? _____

16. **GENERAL IMPRESSIONS/COMMENTS**

Signature _____

Date _____