

Key Points for Virtual Tests

Video requirements:

If any of these requirements are not met, the video can and most likely will be rejected!

- The video must be filmed in landscape orientation (horizontally)
- The video must be filmed at 60 frames per second
- The video must be filmed at HD resolution (720 pixels) or higher
- Date and time must be shown at the beginning of the video by holding up a phone
- Skater must hold up placard at beginning of test (make sure to fill it out first)
- Must be able to see skater from head to toe during entire video

Documents to submit:

- Performance Affidavit for Virtual Test Submission
- Name and Likeness Release and Consent Agreement (make sure to write the host club's name on the indicated line and sign)
- U.S. Figure Skating Permission Form (if not testing with CFSC)
- Test video (don't forget to rename it as specified in the Virtual Testing Video Recording and Upload Instructions)

Virtual Testing Video Recording and Upload Instructions

PLEASE READ THIS DOCUMENT BEFORE FILMING AND UPLOADING FOR BEST RESULTS

Questions about video recording? Please email testscommittee@usfigureskating.org*

***Note:** This document was created by U.S. Figure Skating to ensure consistency and quality with videos being recorded for virtual test sessions; however, virtual test sessions, like standard test sessions, are run by clubs, so the instructions for how to submit the videos on page 3 are just a template. Specific instructions will be provided by each club that is offering a virtual test session, and any questions about submissions should be sent directly to the applicable club.

Camera/Phone Specs/Setup

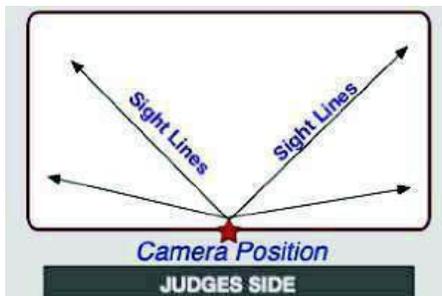
1. Professional video cameras or cell phones with high-definition recording capability are acceptable.
 - a. If using a phone or tablet, film in landscape mode (turn the phone horizontally for a wide view).
2. Videos are preferred to be shot in 1080p60 but must be a minimum of 720p60. **Videos less than 720p60 will not be accepted for review.**
 - a. To adjust video settings on an iPhone, go to Settings/Camera/Record Video
 - b. To adjust video settings on an Android Phone, go to Camera Apps/Settings Options Icon (Gear Icon)/Video Size
3. Switch to Airplane Mode.
4. Make sure there is enough space available on your phone to record. We recommend at least 2GB of available space.
5. Clean your camera lens before you start recording.

Video Format

Video files have various formats that are indicated in the file title. This is automatically added when the video is created. MP4 files work best. If you have saved your file in another format, there could be some loss of resolution (blurry). WAV files are often low resolution and will result in an unclear picture. AVI files (often the default on a Mac computer) should be changed to MP4.

Recording Instructions

1. Videographer should stand at center ice, with the camera elevated above the boards to capture all corners of the rink. Stand in a location to reduce obstructions as much as possible.



2. If available, mount your phone on a tripod or steady mount. If handheld, the videographer should follow the athlete as smoothly as possible.
3. Zoom in enough to have the skater fill a good amount of the screen but remain in focus. **IMPORTANT: Keep the skater head to toe in the center of the screen (i.e. the frame) when following them during their performance.**



4. Record a test video, preferably a full run through of the performance to get comfortable with the flow of the program. Watch it back and see how the recording looks, and make any necessary adjustments accordingly for the final video.
5. **Include a date and time stamp at the beginning of the final video** by holding up a phone in front of the camera that shows the date and time. Videos that do not include this will not be accepted.
6. Announce the skater and test being performed or hold up a copy of the test paper prior to the start of the test.
7. Make sure the music is loud enough for the officials to hear when they replay the videos during the judging process. We recommend you turn up the music when you record the program being skated on the ice.
8. If you are recording a moves in the field test, make sure the audio is being recorded so the judges will be able to hear the skater's edges.
9. **IMPORTANT:** Keep frame clear of other skaters.

Sample Video Upload Instructions for Clubs

Deadline: We encourage you to complete your video and upload as soon as possible after you register. Videos cannot be accepted after the deadline regardless of circumstances.

REMINDER: Videos may only be uploaded one time and must be uploaded no later than the video submission deadline specified by the host club.

File Name: All files **MUST** be renamed to reflect the skater/team name, level and discipline. Each video should be titled with Skater First and Last Name, Level Event.

| Example | Label (should match registration signup) |
|------------------------------------|--|
| Solo Pattern Dance | Suzy Skater_Silver Solo Dance_Tango |
| Solo Pattern Dance – Adult | Suzy Skater_Silver Solo Dance_Tango_Adult21 Suzy Skater_Silver Solo Dance_Tango_Adult50 |
| Partnered Pattern Dance – Standard | Suzy Skater_Silver Partnered Dance_Tango |
| Partnered Pattern Dance – Adult | Suzy Skater_Silver Partnered Dance_Tango_Adult21 Suzy Skater_Silver Partnered Dance_Tango_Adult50 |
| Free Skate – Standard | Suzy Skater_Novice_Freeskate |
| Free Skate – Adult | Suzy Skater_Adult_Gold_Freeskate_Adult21 Suzy Skater_Adult_Gold_Freeskate_Adult50 |
| Free Skate – Pairs | Cain-Leduc Senior_Pairs_Freeskate |
| Free Dance – Standard | Davis-White_Senior_Free_Dance |
| Free Dance – Solo – Standard | Suzy Skater_Solo_Senior_Free_Dance |
| Free Dance – Solo – Adult | Suzy Skater_Solo_Senior_Free_Dance_Adult21 Suzy Skater_Solo_Senior_Free_Dance_Adult50 |

Verification: The final submission by the athlete MUST be verified using the affidavit to be one continuous video and not edited to any extent. Video submissions will not contain any editing, splicing and must be recorded from one angle. Any videos that are deemed edited will be automatically revoked and refunds will not be issued.

Confirmation: After you upload your video per the links below, please send a confirmation email to the Test Chair of the host club and CC: your coach.

Upload Location

Videos should be uploaded to the skater's video sharing platform of choice (Google Drive, Dropbox, Box, One Drive, etc.). Skaters will provide a link to the video when submitting their registration; video sharing settings should be set to allow anyone with the link to view and download.

Once all videos are received, the Test Chair will upload the videos to the Club's sharing platform (Google Drive, Dropbox, Box, One Drive). There should be a separate folder for each test. The folders will need to be shared with all officials.

Skater Virtual Test Placard



SKATER NAME:

TEST TAKEN:

HOST CLUB:

DATE OF TEST:



Performance Affidavit for Virtual Test Submission

This form must be completed by the athlete(s) submitting a video for virtual test credit, in addition to their coach, the videographer, and the proctor on the day of the performance. In completing this form, all parties certify the information on this form is accurate and all rules of Virtual Testing were abided by. (Videographer and proctor do not need to be U.S. Figure Skating members.)

Athlete Information

| | | | |
|-----------------|--|-----------------------|--|
| Name | | U.S. Figure Skating # | |
| Email Address | | Phone | |
| Tests Submitted | | | |

Recording Details

| | | | |
|------------------|--|-------------------------|--|
| Arena/Rink Name: | | Arena/Rink City, State: | |
| Recording Date: | | Recording Time: | |

Athlete Signature

| | |
|-------|---|
| _____ | <input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission. |
|-------|---|

Coach Information

| | | | |
|---------------|--|-----------------------|--|
| Name | | U.S. Figure Skating # | |
| Email Address | | Phone | |

Coach Signature

| | |
|-------|---|
| _____ | <input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission. |
|-------|---|

Videographer Information

| | | | |
|---------------|--|-----------------------|--|
| Name | | U.S. Figure Skating # | |
| Email Address | | Phone | |

Videographer Signature

| | |
|-------|---|
| _____ | <input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission. |
|-------|---|

Proctor Information

| | | | |
|---------------|--|-----------------------|--|
| Name | | U.S. Figure Skating # | |
| Email Address | | Phone | |

Proctor Signature

| | |
|-------|---|
| _____ | <input type="checkbox"/> I certify that the recording submitted was recorded on the date and time above. I further attest that the performance was one continuous program and was not edited prior to submission. |
|-------|---|

NAME AND LIKENESS RELEASE AND CONSENT AGREEMENT

By registering for the _____ Test Session (as part of U.S.
(name of host club)

Figure Skating), and for good and valuable consideration, I release and grant to U.S. Figure Skating, including its subsidiary and affiliated entities, and U.S. Figure Skating authorized local organizing committees, clubs, and interclub associations (collective, for purposes of this Release and Consent Agreement, "U.S. Figure Skating"), the right to use my name, likeness, image, photograph, voice, video, athletic performance, biographical information and any other indicia of identity, in any format, medium, technology and platforms whatsoever, from any U.S. Figure Skating event or activity in which I participate during the 2024-2025 season, including any international competitions that I participate in as an assigned member of Team USA (collectively, my "Identifications"), and to distribute, broadcast and exhibit (and to permit U.S. Figure Skating's broadcast partner, NBC Universal Media, to distribute, broadcast and exhibit) my Identifications, without charge, restriction or liability, in any media now known or hereafter devised (including, but not limited to, television, internet, web casting, and video streaming) or in various publications (including, but not limited to, *SKATING* Magazine, the U.S. Figure Skating directory or media guide and marketing materials) into perpetuity, unless otherwise specified and agreed upon. I understand that I will not receive any compensation for any such use of my Identifications. It is also agreed, however, that without my written permission: (a) at no time can my Identifications be used by U.S. Figure Skating for any commercial purpose (e.g., use in connection with the promotion of any commercial entity and/or its relationship with U.S. Figure Skating or with me, including one that expresses or implies an endorsement of any company or its products or services) and (b) at no time may U.S. Figure Skating release or authorize the use of my Identifications to an unrelated third party for the purpose of my endorsement of any commercial property, product or service, without my written permission.

I HAVE READ THIS RELEASE AND CONSENT AGREEMENT, FULLY UNDERSTAND ITS TERMS, AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE.

Signature of Parent/Guardian
(if Participant is under 18)

Date

Printed Name of Parent/Guardian

Signature of Participant/Skater

Date

Printed Name of Participant/Skater

U.S. Figure Skating Permission Form

In order for a skater to participate in a U.S. Figure Skating sanctioned event at a club other than his/her home club, this form must be completed by an officer of the skater's home club and sent to the club hosting the event.

TESTS * SHOWS * EXHIBITIONS * ICE SHOWS * COMPETITIONS

Date: _____

This letter certifies that _____ / _____
(name of member) (member #)

is a member in good standing of the _____
(home club)

This permission is for the following USFS sanctioned event(s):

| | | | | |
|--------------------------|-------|-------|--------------|--------------------|
| <input type="checkbox"/> | Tests | _____ | Moves | _____ |
| | | | | (date last tested) |
| | | _____ | Free Skating | _____ |
| | | | | (date last tested) |
| | | _____ | Dance | _____ |
| | | | | (date last tested) |
| | | _____ | Pairs | _____ |
| | | | | (date last tested) |
| | | _____ | Figures | _____ |
| | | | | (date last tested) |

Shows, exhibitions, ice shows

Competitions

To be hosted by _____
(name of club conducting event)

Permission valid through _____

Member/Candidates shall be bound by the U.S. Figure Skating rules.

If skater is taking tests, please send the results to:

Signature of Club Official

Date