

# **PLANNED PROGRAM SHEETS FAQ**

## **WHAT IS IT?**

Planned Program Sheets are designed to assist the Technical Panel to accurately identify the order of the elements being performed. It is a sheet that must be submitted, that lists each element performed in the short program, free program and STAR program using ISU/Skate Canada Codes. If you are unsure of what codes to use for the elements, ask a coach or your skater, or refer to the “cheat sheet” of codes that is detailed on the Planned Program Sheet.

## **WHY IS IT IMPORTANT?**

Planned Program Sheets are an essential part of the process on the technical panel. Having the accurate list of elements listed in the correct skating order for each program helps the panel process run smoothly and efficiently. If a Planned Program Sheet is not submitted by the correct submission date your registration **could** be considered incomplete.

## **WHY DOES IT NEED TO BE HANDED IN ON TIME?**

When organizing a competition, volunteers have hundreds of registrations to review, process, and sort into many different categories. This can take many hours. When planned program sheets are missing or handed in late, it can create confusion and extra work for organizers to spend time trying to track the sheets down, make sure it gets into the proper category in the proper order. For every skater that is missing their planned program sheet and then must be tracked down or is received late, it will add about 15 minutes of work for organizers. If 50 skaters out of 500 forget or are late, it would now result in 12.5 hours of extra work for a volunteer. This also applies to handing in a revised Planned Program Sheet upon registration. It creates a lot of unnecessary work for volunteers and still may not get to the proper place in time for the event.

## **HOW TO FILL IN YOUR SHEET**

If your skater just has one program, then you will fill in the Free Program rows on the right hand side of the sheet. If skater is competing in competitive events, Pre Novice and up, and has two programs, you will fill in the elements for each program on the same sheet. Short program on the left, free program on the right. You will begin with the first technical element in the skaters' program and then continue to list the elements in order. The following are two examples of completed Planned Program Sheets, the first for a Pre Novice skater with a short and long program, the second for a STAR 5 skater with just one program. Download a blank Planned Program Sheet from the Section Website, save it to your computer, input your skater's information and program, then save. When online registrations ask you to upload the Planned Program Sheet it will be readily available. Please update it as necessary.

# Planned Program Sheet

Name:

Event: Pre Novice Ladies Singles

*List elements in order to be skated. Please use element codes.*

SHORT PROGRAM		FREE PROGRAM/STAR PROGRAM		Element Codes			
				Jumps		Sequences	
1	1A	1	2Lz+2T+C	Waltz Jump	1W	Step Sequence	StSq
2	2Lz+2T+C	2	2Lo+2Lo+C	Toe loop	1T	Spiral Sequence	SpSq
3	LSp	3	FCCoSp	Salchow	1S	Choreography Sequence	ChSq
4	2F	4	2F+2T+C	Loop	1Lo		
5	StSq	5	ChSq	Flip	1F		
6	CCoSp	6	1A	Lutz	1Lz		
7		7	FSSp	Axel	1A	<b>Spins</b>	
8		8	2F	DoubleToeLoop	2T	Upright Spin	USp
		9	2Lz	Double Salchow	2S	Layback Spin	LSp
		10	CCoSp	Double Loop	2Lo	Camel Spin	CSp
		11		Double Flip	2F	Sit Spin	SSp
		12		Double Lutz	2Lz	Flying Upright Spin	FUSp
		13		Double Axel	2A	Flying Layback Spin	FLSp
		14		Triple Toe Loop	3T	Flying Camel Spin	FCSp
		15		Triple Salchow	3S	Flying Sit Spin	FSSp
				Triple Loop	3Lo	Change Foot Upright Spin	CUSp
				Triple Flip	3F	Change Foot Layback Spin	CLSp
				Triple Lutz	3Lz	Change Foot Camel Spin	CCSp
				Triple Axel	3A	Change Foot Sit Spin	CSSp
				Spin Combo w/ change of position & no change of foot			CoSp
				Spin Combo w/change of position & change of foot			CCoSp
				Flying Spin Combo w/ change of position & no change of foot			FCoSp
				Flying Spin Combo w/ change of position & change of foot			FCCoSp

Jump Combinations are written as Jump+Jump+C

Example: Single Axel+ Double Toe Loop Combination = 1A+2T+C

