



Competition Logo
Name of Competition
Name of Host Club
Dates of Competition

(This may be a separate cover page)

The **Name of Competition** will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the current Rulebook as well as any pertinent updates which have been posted on the U.S. Figure Skating web site.

This competition is open to all synchronized teams comprised of members who are eligible, restricted, reinstated, or readmitted persons, as defined by the Eligibility Rules, and currently registered members of a U.S. Figure Skating member club, a collegiate club or an individual member in accordance with the current Rulebook. Refer to the current rule book regarding eligibility of non-U.S. Citizens.

This event is proud to participate in the National Synchronized Skating Series. Participation in this series is open to all Snowplow Sam Synchro, Synchro Skills 1, 2, or 3 teams and preliminary, pre-juvenile, open juvenile, open collegiate, open adult and open masters teams. Visit www.usfigureskating.org for more information on this series. Results of this event for participating teams will be reported to U.S. Figure Skating for calculation of the series results.

ELIGIBILITY / TEST AND AGE REQUIREMENTS: Skaters must meet the age requirements by the July 1st preceding this competition.

Select one statement:

- Moves in the Field test requirements are as of the entry deadline.

OR

- This competition is not requiring that Moves in the Field test requirements be met, with the exception of the maximum allowed at the Learn to Skate USA levels (Snowplow Sam Synchro and Synchro Skills 1-3).

ENTRIES: **Modify as appropriate:**

- Method of entries (i.e. mail, on-line, etc.),
- Entry deadline (postmarked versus received),
- Entry fees (per event, combined events, per skater/team).

[NOTE: the registration deadline date shall be no later than 60 days prior to the commencement of the competition.]

Synchro Skills 1-3 and Snowplow Sam Synchro events should be run in accordance to the Learn to Skate USA Competition Manual (a maximum of 6 teams per group).

For Synchro Skills levels, if a team fits into one level age-wise, but would like more of a challenge, they should be able to "skate-up" one level (for example, team has majority of skaters under 9 years old but would like to skate in the Synchro Skills 2).

REFUND POLICY: Modify as appropriate:

Entry fees will not be refunded after **entry deadline** unless no competition exists or is canceled. The online processing fees are non-refundable. Checks returned for non-sufficient funds and contested credit card charges will be assessed a \$ **enter fee** processing fee. Payment of the fee will be required before the team is allowed to participate in practice ice or events.

FACILITIES: The competition will be held at:

name of rink,
address,
telephone number,
website, if applicable.

Enter size of rink and any other pertinent information such as number of locker rooms, temperature of rink especially if very cold, snack bars/restaurants, etc.

A note for LOCs: *It is strongly recommended that competitions provide indoor space for teams to warm-up, to ensure the athletes' safety during competition. Local Organizing Committees should consider the level of teams attending their event. Suitable warmup space with level flooring for group lifts (junior and senior teams) is of utmost importance.*

LOCKER ROOMS AND CHANGING AREAS: **Mandatory to Include** This event will follow the Locker Rooms and Changing Area policy included in the SafeSport Handbook.

MUSIC: Enter how the competitors are to supply music (i.e., CDs [no CD-RWs], MP3s, music upload systems, etc. Suggested language is below, modify as appropriate. The official competition music must be turned in at the registration table at the time of check-in. A duplicate **CD** should be readily available. Music may be picked up at the registration table following each event. Every reasonable care will be taken, but the **enter club name** cannot be responsible for **CDs** left at the end of the competition.

PLEASE HAVE SEPARATE CDs FOR PRACTICE AND COMPETITION.

LIABILITY: U.S. Figure Skating, **Host Club**, and **Name of Arena** accept no responsibility for injury or damage sustained by any participant in this competition. This is in accordance with Rule 1600 of the official U.S. Figure Skating Rulebook.

JUDGING SYSTEM: Suggested events are below. Modify as appropriate.

International Judging System (IJS)	Majority 6.0 Judging System
Juvenile	Snowplow Sam Synchro
Intermediate	Synchro Skills 1-3
Novice	Preliminary
Junior Short Program & Free Skate	Pre-Juvenile
Senior Short Program & Free Skate	Open Juvenile
Collegiate	Open Adult
Adult	Open Masters
Masters	Open Collegiate

All teams competing in a level judged under IJS will be required to complete a Planned Program Content Sheet. Each team's Planned Program Content sheet must be completed via their Member's Only profile at www.usfsaonline.org **at least 7 days** before the start of the event.

REGISTRATION: Registration will begin on enter day, date and time and end at enter day and time. The registration table will be located enter place (i.e., lobby of the rink, hotel, outside).

Suggested language: Registration will be open one to two hours before the first event and run through the last event of the day. One team representative should register on behalf of the team, as soon as the team arrives at the competition. Coaches, team managers, and team service personnel must register separately to receive their credential (see requirements below).

ADMISSION: How many credentials will each team receive? Is there an admission fee for family members / spectators? How much? Can tickets be purchased at the door, or should they be pre-ordered?

A note for LOCs: U.S. Figure Skating recommends that each team receives two chaperone credentials (one team manager and one team service personnel). This is in addition to the coaches (see below for information regarding coaches).

In order to receive a chaperone credential, each team manager and team service personnel must have completed the SafeSport Training and successfully passed a background check. Those that cannot produce proof that these have been successfully completed will not be provided a chaperone credential.

Team managers and team service personnel will be asked to pick up their own credentials. These credentials are only to be used by the team manager and team service personnel who originally picked them up and may not be shared. Anyone found using a credential, not on the approved compliance list, will have their credential privileges revoked for the duration of the competition and the violation will be brought to the attention of U.S. Figure Skating and the Ethics Committee.

Please see the U.S. Figure Skating SafeSport Handbook for more details.

PRACTICE ICE: Name the facility at which practice ice will be held and the size of ice surface.

- The times that will be available, and how it will be scheduled,
- The length of the sessions,
- How it will be sold (i.e., first come-first served, one per team, etc.),
- When and how teams will be notified of their assigned slots,
- The cost per segment,
- How to purchase it.

PHOTOGRAPHY / VIDEOGRAPHY: If this service will be offered, please describe it here.

AWARDS: List awards here (i.e., medals for all team members for 1st – 3rd place, etc.). List where teams should pick-up/receive their awards.

OFFICIAL NOTICES: An official bulletin board will be maintained enter location.

Recommended language: It is the responsibility of each competitor, parent, and/or coach to check the bulletin board frequently for any schedule changes and/or additional information.

Skaters are requested to arrive 45 minutes prior to the scheduled time of their event. The official schedule of events will be posted no later than 14 calendar days prior to the commencement of the competition.

INFORMATION REGARDING ALL COACHES:

To coach at a U.S. Figure Skating nonqualifying competition, a professional coach or choreographer must be:

- ✓ Must be a current full member of U.S. Figure Skating- either through a member club or as an individual member.
- ✓ If 18 years of age or older, must submit the proper payment of \$20 through the U.S. Figure Skating Members Only website, and submit information for and successfully pass an annual background check.
- ✓ Must complete the CER SafeSport training course and any additional courses as required in MR 5.12 effective starting July 1, 2018.
- ✓ Must submit proof of general liability insurance with limits of \$1 million per occurrence/ \$5 million aggregate.

The local organizing committee/club will have a list of coaches who are cleared for a credential at the competition. Coaches will need to check in at the event registration desk and show a government issued photo ID to receive a credential. Coaches who are **NOT** on the list will need to show proof of membership in U.S. Figure Skating, proof of compliance, and a photo ID at check in.

If a coach cannot provide a photo ID and is not on the list or cannot produce the necessary documents, he or she will not be allowed a credential – no exceptions. We strongly urge all coaches to have their cards with them. Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events including practice sessions.

Foreign coaches will be required to present the LOC with a letter, from their federation, verifying they are a member in good standing.

CONTACT INFORMATION:

Competition web site:

For questions, please contact the following individuals:

Competition Chair:	Name	E-mail	Phone
Chief Referee:	Name	E-mail	Phone
Practice Ice Chair:	Name	E-mail	Phone
Additional Contact:	Name	E-mail	Phone

ADDITIONAL INFORMATION:

Use this space to include any information you have for competitors traveling to your event.

- Official hotel accommodations (are there special rates?)
- Airport information
- Ground transportation information
- Merchandise pre-orders
- Web site
- Tentative schedule

RULES/ISU COMMUNICATIONS:

See the current rulebook/website for current rules and ISU communications.

<http://www.usfigureskating.org/story?id=84114>