

**REMOVE THIS PAGE FROM YOUR FINAL ANNOUNCEMENT**

**STANDARD NONQUALIFYING ANNOUNCEMENT & SANCTION/APPROVAL PROCESS**

Before beginning your announcement, contact your Competitions Committee representative to confirm your dates for the upcoming season. Competitions may not submit an application until their dates are approved. The committee balances nonqualifying competitions to ensure that events are spread throughout the calendar within each region.

The following Standard Nonqualifying Announcement Template is required to be utilized and submitted each year by competitions. This standard template ensures information about requirements for you as a host, as well as your attendees, is clearly outlined and can easily be enforced at your competition.

If you are interested in using EMS, email productsupport@usfigureskating.org prior to beginning work on your announcement.

The template contains information about:

* Eligibility requirements per the [U.S. Figure Skating Rulebook](https://online.flippingbook.com/view/375134/)
* SkateSafe® compliance policies per the [U.S. Figure Skating SkateSafe® Handbook](https://www.usfigureskating.org/sites/default/files/media-files/SkateSafe%20Handbook.pdf)
* The U.S. Figure Skating Standard Event List with links to current program requirements
* If your competition is using EMS, registration and skater portal instructions
* Liability verbiage to protect you and your host facility
* Community inclusion statement and non-discrimination policy
* And more!

**TEMPLATE HIGHLIGHTING KEY**

* Yellow: Information must be modified by LOC
* Blue: Event Management System (EMS) Information
	+ If you are interested in using EMS, email productsupport@usfigureskating.org prior to beginning work on your announcement.
	+ EMS Admin/User Guide notes can be found throughout this announcement template; please remove notes prior to submission.
* Green: Best practices/LOC requirements - refer to the U.S. Figure Skating Event Host Handbook for more best practices and competition requirements.
* No highlight: standard verbiage that must be included in all competition announcements.

After completing this template, a sanction application must be submitted via the [Event Management System](http://www.usfsaonline.org/) (EMS) OR if you are hosting a stand-alone Compete USA competition, you will upload your announcement via the Learn to Skate USA® Management System for approval. The Competitions Committee representative will review your application and announcement and you will receive an email confirmation when your competition has been approved.

Keep in mind, the announcement is not only the marketing for your competition but also the playbook for your attendees. If you have any questions, email events@usfigureskating.org.

**​​​​**

  **Competition Logo**

**Competition Name & Dates**

**Host Club/Program**

**Arena Name/Host City, ST**

**I. COMPETITION OVERVIEW**

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](https://www.usfigureskating.org/about/rules), and/or current Compete USA handbook as well as any pertinent updates that have been posted on the U.S. Figure Skating [website](https://www.usfigureskating.org/members-only/members/technical-notifications).

This competition is open to all eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules.

Skaters must be a currently registered member of a U.S. Figure Skating member club, (if offering compete USA events) Learn to Skate USA® member, a collegiate club or who is an individual member in accordance with the current rulebook. For non-U.S. citizens, please refer to the [rulebook](https://www.usfigureskating.org/about/rules) for more information.

**SERIES INFORMATION**:

If your competition is participating in a series, insert the required verbiage here.

For information about how your competition can participate in a U.S. Figure Skating Series:

* [National Qualifying Series](https://www.usfigureskating.org/members-only/skating-opportunities/national-qualifying-series)
	+ This competition has been approved as a National Qualifying Series (NQS) event. Phased registration for Juvenile – Senior <approved disciplines> will be managed separately on EMS, click [here](https://www.usfigureskating.org/sites/default/files/media-files/NQS_announcement.pdf) for additional information.
* [National Synchronized Skating Series](https://www.usfigureskating.org/members-only/skating-opportunities/synchronized/series-info)
* [Solo Dance Series](https://www.usfigureskating.org/members-only/skating-opportunities/solo-dance/series-info)
* [Excel Series](https://www.usfigureskating.org/members-only/skating-opportunities/excel/series-info)
* [Adult Competition Series](https://www.usfigureskating.org/sites/default/files/media-files/2021-22%20ACS%20Handbook.pdf)

**II. ELIGIBILITY**

**Singles: Excel and Well-Balanced Events**:

* Skaters must meet at least the minimum singles test requirements for the event’s level. A skater’s singles test level may be higher than the minimum requirement.
	+ Skate Up (If allowed at your competition): skaters may skate up one level higher than their minimum test requirement allows.
* Skaters may not register for an event level lower than allowed by their competitive floor. An athlete’s competitive floor is set by one of the following scenarios:
	+ If an athlete has a paid EMS series application for the NQS series, the event level registered for in the most recent NQS will become the lowest level they may compete at in any U.S. Figure Skating sanctioned event.
	+ If an athlete has a paid EMS series application for the Excel Series, the event level registered for in the most recent Excel series will become the lowest level they may compete in any Excel event. For Well-Balanced and Specialty events the skater will be permitted to register at one level lower than the “floor” set by their excel series entry.
	+ If an athlete has never had a paid EMS series application in the NQS or Excel series, the athlete may select their level based on their goals and technical skills as long as the minimum test requirements are met.
* Skaters are not permitted to enter an Excel free skate and a Well-Balanced free skate event at the same competition (example: Juvenile Girls Free Skate and Juvenile Girls Excel Free Skate). However, they are permitted to enter an Excel and a Well-Balanced event of different types such as a short program (if stand-alone event option), specialty or showcase events (example: Intermediate Women Short Program and Intermediate Women Excel Free Skate).
* For more details about establishing event levels, refer to information sheet [HERE](https://www.usfigureskating.org/sites/default/files/media-files/2023-24SeasonUpdates.pdf) or email events@usfigureskating.org.

**All other singles and partner events (such as Adults, Pairs, Ice Dance):**

* Skaters must meet the minimum test requirements for the events level, but not exceed the maximum permissible test requirement.

**Synchronized Skating**:

For test requirements, please select the statement below that best applies to your competition.

* For synchronized skating teams, skating skills test requirements are as of the entry deadline.

OR

* For synchronized skating teams, this competition is not requiring that skating skills test requirements for the team’s level be met, except for the maximum allowed at the Compete USA levels (Snowplow Sam Synchro and Aspire levels).

**EVENTS OFFERED:**

* U.S. Figure Skating Program Requirements: [usfigureskating.org --> Skate --> Compete --> Program Requirements](https://www.usfigureskating.org/program-requirements)
* Compete USA Program Requirements: [learntoskateusa.com/competeusa](https://learntoskateusa.com/CompeteUSA)

On the program requirements page linked above, competitions that fall within the date range beside the program requirements must use those requirements.

Delete the rows of events/categories that you are **NOT** offering at your competition. Leave only the events your competition is offering.

|  |  |  |  |
| --- | --- | --- | --- |
| **SINGLES** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Excel Free Skate  | *IJS or 6.0* |  |  |
| Well Balanced Short Program  | IJS |  |  |
| Well Balanced Free Skate  | *IJS or 6.0* |  |  |
| Combined: Short Program & Free Skate | IJS |  |  |
| Adult Free Skate (Adult Pre-Bronze – Master Jr/Sr)  | *IJS or 6.0* |  |  |
| Adult Beginner & High Beginner Free Skate | *IJS or 6.0* |  |  |
| **PAIRS** | **JUDGING**  | **1st Event Price** | **2nd Event Price** |
| Short Program  | IJS |  |  |
| Free Skate  | IJS |  |  |
| Combined Short Program & Free Skate | IJS |  |  |
| Adult Pairs Free Skate  | *IJS or 6.0* |  |  |
| **PARTNERED ICE DANCE** | **JUDGING**  | **1st Event Price** | **2nd Event Price** |
| Pattern Dance  | *IJS or 6.0* |  |  |
| Open Pattern Dance | *IJS or 6.0* |  |  |
| Rhythm Dance  | IJS |  |  |
| Free Dance  | IJS |  |  |
| Combined Rhythm Dance & Free Dance | IJS |  |  |
| Adult Pattern Dance  | *IJS or 6.0* |  |  |
| Adult Free Dance | *IJS or 6.0* |  |  |
| **SPECIALTY** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Compulsory Moves (Preliminary–Senior)  | *IJS or 6.0* |  |  |
| Excel Compulsory Moves (Excel Beg.–Excel Prelim.)  | *IJS or 6.0* |  |  |
| Adult Compulsory Moves (Adult Beginner–Masters Jr/Sr) | *IJS or 6.0* |  |  |
| Jumps Challenge (Beginner–Senior)  | *IJS or 6.0* |  |  |
| Adult Jumps Challenge (Adult Beginner–Masters Jr/Sr) | *IJS or 6.0* |  |  |
| Spins Challenge (Beginner–Senior)  | *IJS or 6.0* |  |  |
| Adult Spins Challenge (Adult Beginner–Masters Jr/Sr) | *IJS or 6.0* |  |  |
| Step Sequence (Pre-Pre.–Senior) | *IJS or 6.0* |  |  |
| Adult Step Sequences (Adult Pre-Bronze–Masters Sr) | *IJS or 6.0* |  |  |
| Skating Skills (Pre-Pre.–Gold)  | *IJS or 6.0* |  |  |
| Partnered Moves Challenge (Bronze – Gold)  | *IJS or 6.0* |  |  |
| Adult Skating Skills (Adult Pre-Bronze–Masters Sr) | *IJS or 6.0* |  |  |
| **SHOWCASE** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Emotional Performance (Preliminary – Senior, Adult)  | *CJS or 6.0* |  |  |
| Choreographic Artistry (Preliminary - Senior, Adult) | *CJS or 6.0* |  |  |
| Lyrical Pop (Preliminary - Senior, Adult) | *CJS or 6.0* |  |  |
| Character Performance (Preliminary - Senior, Adult) | *CJS or 6.0* |  |  |
| Comedic Impressions (Preliminary - Senior, Adult) | *CJS or 6.0* |  |  |
| Duets/Trios (Preliminary – Senior, Adult)  | *CJS or 6.0* |  |  |
| Theme Event | *CJS or 6.0* |  |  |
| Inflatables | *CJS or 6.0* |  |  |
| Mini Production Ensemble | *CJS or 6.0* |  |  |
| Production Ensemble | *CJS or 6.0* |  |  |
| Adaptive Individual Showcase | *CJS or 6.0* |  |  |
| Adaptive Unified Partner Showcase | *CJS or 6.0* |  |  |
| **SOLO DANCE** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Solo Pattern Dance (not participating in series)  | *IJS or 6.0* |  |  |
| Solo Pattern Dance (participating in series)  | IJS |  |  |
| Solo Open Pattern Dance | *IJS or 6.0* |  |  |
| Solo Free Dance | *IJS or 6.0* |  |  |
| Solo Combined Dance | *IJS or 6.0* |  |  |
| Shadow Dance | *IJS or 6.0* |  |  |
| Adult Solo Pattern Dance | *IJS or 6.0* |  |  |
| Adult Solo Free Dance  | *IJS or 6.0* |  |  |
| **COMPETE USA EVENTS** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Snowplow Sam-Basic 6 Program w/ Music  | *6.0* |  |  |
| Pre-Free Skate – Free Skate 1-6 Program w/ Music | *6.0* |  |  |
| Aspire 1-4 Program w/ Music | *6.0* |  |  |
| Excel Free Skate (Beg. – Preliminary Plus) (\*offer Aspire OR Beg/High Beginner Levels) | *6.0* |  |  |
| Pre-Preliminary – Preliminary Free Skate (\*offer here if LTS only)  | *6.0* |  |  |
| Adult 1-6 Program w/ Music | *6.0* |  |  |
| Adult Free Skate (Beg. – Bronze)  | *6.0* |  |  |
| Snowplow Sam – Basic 6 Elements  | *6.0* |  |  |
| Pre-Free Skate – Free Skate 1-6 Compulsory Moves | *6.0* |  |  |
| Excel Compulsory Moves  | *6.0* |  |  |
| Aspire 1-4 Compulsory Moves | *6.0* |  |  |
| Adult 1-6, Beginner – Bronze Compulsory Moves  | *6.0* |  |  |
| Compete USA – Spin Challenge | *6.0* |  |  |
| Compete USA – Jump Challenge | *6.0* |  |  |
| Compete USA – Hockey 1-4 Elements & Skills Challenge | *6.0* |  |  |
| Compete USA – Team Compulsory  | *6.0* |  |  |
| Compete USA - Theatre On Ice  | *6.0* |  |  |
| Compete USA – Showcase  | *6.0* |  |  |
| Compete USA – Solo Dance | *6.0* |  |  |
| **ADAPTIVE** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Special Olympics Badges | *IJS or 6.0* |  |  |
| Special Olympics – Free Skate Program, Pairs & Dance | *IJS or 6.0* |  |  |
| Skate United Badges | *IJS or 6.0* |  |  |
| **THEATRE ON ICE** | **JUDGING** | **Team Fee** | **Skate Fee** |
| TOI/CE (1 - 4) | *CJS or 6.0* |  |  |
| Preliminary | *CJS or 6.0* |  |  |
| Juvenile | *CJS or 6.0* |  |  |
| Intermediate | *CJS or 6.0* |  |  |
| Novice | *CJS or 6.0* |  |  |
| Junior | *CJS or 6.0* |  |  |
| Senior | *CJS or 6.0* |  |  |
| Open | *CJS or 6.0* |  |  |
| Adult | *CJS or 6.0* |  |  |
| Adaptive/Unified | *CJS or 6.0* |  |  |
| **SYNCHRONIZED SKATING** | **JUDGING** | **Team Fee** | **Skater Fee** |
| Aspire 1 | 6.0 |  |  |
| Aspire 2 | 6.0 |  |  |
| Aspire 3 | 6.0 |  |  |
| Aspire 4  | 6.0 |  |  |
| Preliminary | *IJS or 6.0* |  |  |
| Pre-Juvenile | IJS |  |  |
| Open Juvenile | IJS |  |  |
| Juvenile | IJS |  |  |
| Intermediate | IJS |  |  |
| Novice | IJS |  |  |
| Junior Short Program | IJS |  |  |
| Junior Free Skate | IJS |  |  |
| Junior Combined (Short & Free) | IJS |  |  |
| Senior Short Program | IJS |  |  |
| Senior Free Skate | IJS |  |  |
| Senior Combined (Short & Free) | IJS |  |  |
| Senior Elite 12 Short Program | IJS |  |  |
| Senior Elite 12 Free Skate | IJS |  |  |
| Senior Elite 12 Combined (Short & Free) | IJS |  |  |
| Collegiate | IJS |  |  |
| Adult  | IJS |  |  |
| Masters | IJS |  |  |
| Open Collegiate | 6.0 |  |  |
| Open Adult | 6.0 |  |  |
| Open Masters | 6.0 |  |  |
| **HIGH SCHOOL TEAM MANEUVERS** | **JUDGING** | **1st Event Price** | **2nd Event Price** |
| Beginner Team Maneuvers | *6.0* |  |  |
| Low Team Maneuvers | *6.0* |  |  |
| Intermediate Team Maneuvers | *6.0* |  |  |
| High Team Maneuvers | *6.0* |  |  |

**OUR COMMUNITY:**

U.S. Figure Skating is dedicated to fostering a culture of belonging and community that is welcoming for all individuals. We are committed to championing diversity, equity and inclusion and understand its value in combating discrimination and challenging inequalities necessary to develop champions both on and off the ice. We are actively working toward developing equitable practices and policies that foster safety and empower all individuals to authentically pursue their unique path in all areas of our sport. We stand firmly on the belief that our members are the most important asset to our organization and that our differences are meaningful and strengthen our sport. We believe that skating is for everyone.

**NON-DISCRIMINATION:**

U.S. Figure Skating commits in policy, principle and practice to sustain a non-discriminatory approach on and off the ice for all members. We strive to provide equal opportunity for all despite their varied backgrounds, experiences and identities, and want all members to feel valued and respected at every level of organization. U.S. Figure Skating’s SkateSafe® Program receives, investigates and addresses allegations of discrimination or harassment throughout its membership and the organization. Please refer to the [SkateSafe® Program Handbook](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usfigureskating.org%2Fskatesafe&data=05%7C01%7Ckhenneman%40usfigureskating.org%7C3d46996269404c60c77408db2af61421%7C964257e804cb48ecab7c63de46e7cfd4%7C0%7C0%7C638151008614852312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Dxq4uo%2BKBJRf8oE0YjduTi0FzQaQ8AHfQHJ5lBvulaQ%3D&reserved=0) for further definition of harassment, discrimination and abuse.

By attending this event, all participants are willingly committing to upholding U.S. Figure Skating’s Code of Ethics (*GR 1.01*) and Code of Conduct (*GR 1.02*), as detailed within the [U.S. Figure Skating Rulebook](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usfigureskating.org%2Fabout%2Frules&data=05%7C01%7Ckhenneman%40usfigureskating.org%7C3d46996269404c60c77408db2af61421%7C964257e804cb48ecab7c63de46e7cfd4%7C0%7C0%7C638151008614852312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=kRhLoR9DIBqmdPGj5KWYkXC1on1g7YF1yB5kYrXtcH0%3D&reserved=0).

To report a concern of discrimination or harassment to U.S. Figure Skating, please visit [www.USFigureSkating.org/SkateSafe](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.usfigureskating.org%2FSkateSafe&data=05%7C01%7Ckhenneman%40usfigureskating.org%7C3d46996269404c60c77408db2af61421%7C964257e804cb48ecab7c63de46e7cfd4%7C0%7C0%7C638151008614852312%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=laQ2mj%2FodL4soL5DIrbU%2BfkPbZpEGCVeyYRgE82gQ0U%3D&reserved=0) or email SkateSafe@USFigureSkating.org.

**COMPLIANCE:**

For full details about participant compliance requirements, refer to the U.S. Figure Skating SkateSafe® webpage: <https://www.usfigureskating.org/skatesafe#compliance>.

**COACHES**

To be an eligible coach at a nonqualifying competition, coaches must meet the applicable compliance requirements and verified by U.S. Figure Skating. Coach compliance falls into two categories, Coach Compliance (includes choreographers) and Learn to Skate USA® Instructor Compliance. Details regarding compliance requirements can be found [HERE](https://www.usfigureskating.org/support/coach/coach-compliance). All compliance requirements must be met at the time of check-in to access the competition, no exceptions.

Coaches of foreign athletes: If you are a coach of a foreign athlete only, you are not subject to U.S. Figure Skating coach compliance and will only be asked to provide a letter of good standing for the federation your athlete represents.

If limited number of coach credentials per athlete/team, include here (i.e., ONE coach credential per registered athlete; four coaches per registered team).

With EMS, coaches must be included within a skater/team’s registration or updated through their EMS Skater Portal via “[My Coaches](https://public.3.basecamp.com/p/3uMsvDUa7FL8Y2EDqZyD2UAZ)” or “Team Personnel.” All coaches declared at the time of registration will be included on the registration confirmation email. Note: There is no registration approval process within EMS as the data (membership and test level) is tied to the U.S. Figure Skating database. Non-compliant coaches will receive automated email reminders through the start of the competition.

EMS Coach Resources (not SYS or TOI):

* [My Competitions](https://public.3.basecamp.com/p/rXE1uyVQqyg3xA7hzXAjpudM)
* [My Skaters](https://public.3.basecamp.com/p/w79NH9tSWWwJ17EjeUhdpy1V)
* [Coach Schedule](https://public.3.basecamp.com/p/3UXnPmqVfktsb1qEwg6AHR2h)

EMS Coach Resources (SYS or TOI only):

* [Team Management Guide](https://public.3.basecamp.com/p/zrJdNdXfA5V9y45GLgt1fxmj)

EMS ADMIN: The compliance tab within EMS lists ALL individuals who were declared by skaters at the time of registration or through their EMS Skater Portals (also allows access to skater schedule, music/PPC preview etc.). The compliance requirements are tied to the U.S. Figure Skating database and are updated daily removing the need for the LOC to manually update its list of attending coaches. Further, if a coach is non-compliant, they will receive system-generated emails through the start of the competition. Click [here](https://public.3.basecamp.com/p/6wx1FoKpG3e3EQDJh6wdFsW5) for additional information.

**(Required if you are offering any team events) TEAM SERVICE PERSONNEL**

Teams are permitted a maximum of two team service personnel. Team service personnel must have a current U.S. Figure Skating membership, a green lighted background check and completed SafeSport™ Training. All compliance requirements must be met at the time of check-in to access the competition, no exceptions. Team service personnel is defined as those indicated as a team manager and/or team service personnel planning to attend the competition with the team.

IF USING EMS: All team personnel and skaters who will need to receive a credential must be listed in the Team Portal for the competition (Team Personnel for coaches and team managers; Competition Roster for skaters and alternates). In order to be added in EMS, the individual must first be added in the team’s profile through Member’s Only.

**(Required if you are offering any team or partner events) MANDATORY ATHLETES**

Athletes age 18+ as of the competition start date who will be competing on a team (i.e., synchro, ice dance, pairs, shadow dance, theatre, etc.) with at least one Minor Athlete must complete SafeSport™ Training. **\***

Minor athletes who turn 18 mid-season are encouraged to seek parental consent to take the online SafeSport™ Training early to avoid any disruptions in their ability to participate as the training is required upon turning 18. The athlete will not be compliant until they have completed the training and their Members Only portal reflects completion. Please email skatesafe@usfigureskating.org for instructions or questions regarding parental consent.

**III. REGISTRATION INFORMATION**

Please provide details about your registration process here. If you are using EMS, please utilize the instructions provided below. Be sure to include information about music/PPC submission and all relevant deadlines.

If you are interested in using EMS for your competition, please contact ProductSupport@usfigureskating.org. NOTE: if your competition is offering both synchro/TOI and singles/pairs/ice dance events, these will need to be housed in two separate EMS competitions.

**ONLINE REGISTRATION VIA EMS (does not include SYS and TOI team registration):**

Online registrations will be accepted via [EMS](https://m.usfigureskating.org/competition-registration/). Payment must be made at the time of registration by credit card only. Each transaction includes a 3% transaction fee.

Registration Deadline: XX/XX/XXXX at XX:XX ET

Late Registration Deadline: XX/XX/XXXX at XX:XX ET + $XX Late Fee

\*The host club reserves the right to close registration at any time if event capacity is met

1. Go to [www.usfsaonline.org](http://www.usfsaonline.org)
2. Enter your U.S. Figure Skating or if Compete USA events are offered, your Learn to Skate USA® member number and password
	1. If you need assistance with your member number and password, contact Member Services at memberservices@usfigureskating.org.
3. Click EMS then “Competition Registration”
4. Choose “YOUR COMPETITION NAME” from the list of nonqualifying competitions.
	1. If you need assistance completing your registration, contact productsupport@usfigureskating.org.

**PARTNERED EVENTS**:

Only one partner will complete registration for the team. During the registration process, you will be asked to identify your partner and verify their test information. **The registered partner will be responsible for managing all aspects of the competition for the team including music/PPC upload, practice ice sales, etc.**

**FOREIGN SKATERS:**

Non-U.S. skaters intending to register for this competition must set up a non-member account prior to registering for the competition ([click here for HOW TO](https://public.3.basecamp.com/p/GwrcZ9DuXrqkxKykKbYQxJGn)). This can be done by choosing the “Non-Member? Create Account” option on the [Members Only](https://m.usfigureskating.org/account/login/) login page.

**ONLINE REGISTRATION VIA EMS (Synchro and TOI teams):**

All teams are required to register online via the U.S. Figure Skating Event Management System (EMS). Anyone listed as a team manager or coach for a team in their Members Only Team Profile will be able to access the registration system. Registration for the competition is not considered final until online payment has been received. Online payment via credit card is the only form of accepted payment for registration in EMS.

1. Go to <https://m.usfigureskating.org>.
2. Use your personal member number and password to login.
3. Click the **BLUE** “EMS Event Management System” button.
4. Choose “Competition Registration – Teams” from the menu.
5. Select the team you would like to register for competition.
6. Click the REGISTER NOW button next to your competition’s name.

NOTE: Only the competitions for which your team(s) are eligible will appear.

1. Walk through the on-screen registration process which will include:
	1. Team Verification: Confirm the team’s information is accurate.
	2. Registration Overview: Review general information about the competition.
	3. Event Selection: Confirm the event you are registering the team for is accurate.
	4. Competition Roster Selection: Click the “**Add Skaters**” link. The screen will display all skaters listed in your Main Roster. Check the box next to each skater’s name to add them to the competition roster.
	5. Coach Information: Click the “**Add Coaches**” link. The screen will display all coaches listed in your Team Profile. Check the box next to each coach’s name to add them. Only the coaches who will be attending this competition should be listed. This information can also be updated from your EMS Team Portal. You will only be able to add coaches who are listed in your Team Profile.
	6. Team Service Personnel Information: Click the “**Add Team Service Personnel**” to add attending team service personnel. The screen will display team managers and team service personnel listed in your Team Profile. Check the box next to each name to add them. Only the team service personnel who will be attending this competition should be listed. This information can also be updated from your EMS Team Portal. You will only be able to add team service personnel who are listed in your Team Profile.
2. Payment via credit card will be required to complete your registration as it is the only accepted form of payment for registration in EMS. Registrations are not considered complete until an invoice confirmation via email has been received. A 3% processing fee will be assessed at check-out.

NOTE: Payment must be submitted individually for each team’s registration. If you are planning on registering multiple teams in a short period of time, it is recommended that you contact your credit card company to prevent anti-fraud systems from being activated.

**FOREIGN SYNCHRO AND THEATRE ON ICE TEAMS:**

Additional steps are required to complete your registration. For a full guide to registering foreign teams, [CLICK HERE](https://public.3.basecamp.com/p/XQYik4pC9CUPxXzsmLhUxi2t). Email productsupport@usfigureskating.org if you require assistance.

**TEST CREDIT:**

IF offering test credit at your competition, review the [IJS Protocol for Test Credit](https://public.3.basecamp.com/p/ic2keg3nTiMYSvT3UUZLPqhm) document and consult with your Chief Accountant on process (advance applications/providing results etc.) and timeline. An online form, in advance of the competition, is recommended (example form [HERE](https://fs12.formsite.com/USFSAIT/ryngaeqtnv/index.html)) vs. paper at the competition or you can use EMS for registration. Be sure to include details about eligible levels for test credit, post-competition paperwork processing, deadlines, etc.

**CRITIQUES/FEEDBACK**

If you are interested in offering critiques or feedback at your competition, provide information here.

**MUSIC SUBMISSION/UPLOAD:**

Include instructions as to how attendees will provide your competition with their music. Include details about any online uploads including deadlines or where music is to be dropped off on-site.

EMS MUSIC UPLOAD: Competitors participating in events with music are required to upload their music to EMS no later than **DATE TIME ET**. After this date, skaters will be locked out of this feature and subject to a **$XX late fee**. The late fee will automatically be added to each skater's cart who doesn't meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving the skater credential onsite.

DEADLINE: DATE \*INCLUDE LATE FEE IF APPLICABLE

EMS SKATER MUSIC UPLOAD HOW TO: [CLICK HERE](https://public.3.basecamp.com/p/ycj6D89r1GruJVv8oTSWXUqW)

*If you need assistance, email* *productsupport@usfigureskating.org*

Competitors must also have available a backup copy of their competition music on a cell phone and it must be immediately available rinkside whenever the skater competes. If the phone does not have the standard round headset connector, an appropriate adapter, such as an Apple Lightning connector or Samsung USB-C adapter is required to be attached. The phone should be presented to the music person with the file ready to play, phone in airplane mode and volume turned to maximum.

**PLANNED PROGRAM CONTENT (PPC) SUBMISSION/UPLOAD – FOR IJS EVENTS ONLY:**

Include instructions as to how attendees will provide your competition with their Planned Program Content (PPC). Include details about any online uploads including deadlines or where PPC is to be dropped off on-site. PPC Paper form, [click here](https://www.usfigureskating.org/system/files/Planned%20Program%20Content%20Sheet.pdf).

EMS PLANNED PROGRAM CONTENT (PPC) – Competitors participating in IJS events are required to submit PPC in EMS no later than **DATE TIME ET**. After this date, skaters will be locked out of this feature in EMS and subject to a **$XX late fee**. The late fee will automatically be added to each skater’s cart who doesn’t meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving the skater credential onsite.

DEADLINE: DATE \*INCLUDE LATE FEE IF APPLICABLE

EMS PPC UPLOAD HOW TO: [CLICK HERE](https://public.3.basecamp.com/p/bJNALQ6nPYrJUH2YKAjQ2tMB)

*If you need assistance, email* *productsupport@usfigureskating.org*

**REFUND POLICY**

Suggested language, modify as appropriate: Entry fees will not be refunded after entry deadline unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals.

**LIABILITY:**

U.S. Figure Skating, Learn to Skate USA®, (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.

**IV. COMPETITION DETAILS**

**FACILITIES**:

Facility Name

Facility Address

Facility Website

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.

**LOCKER ROOMS AND CHANGING AREAS:**

IF OFFERING LOCKER ROOMS AND CHANGING AREAS (GENERAL LOCKER ROOMS):

Locker rooms and changing areas at U.S. Figure Skating competitive events are for athletes only, will be labeled with regard to specific use and where identified will be gender specific. An exception can be made for athletes under 11 years old that will allow for one parent of the same sex to assist their child immediately prior to and after their skating event(s). Please review the Locker Room and Changing Area Policy in the [SkateSafe® Handbook](https://www.usfigureskating.org/sites/default/files/media-files/SkateSafe%20Handbook.pdf).

IF OFFERING LOCKER ROOMS AND CHANGING AREAS (TEAM LOCKER ROOMS):

The designated team coach, team manager, team service personnel and athletes competing at the skating event are allowed in the Locker Rooms/Changing Area designated for their team. The team coach, team manager, and team service personnel should remove themselves from the Locker Room/Changing Area while any Minor Athlete(s) are actively changing or undressing. All Locker Rooms/Changing Areas will be monitored. If any concerns arise, immediately contact the Locker Room/Changing Area monitor. If there are concerns regarding this policy, an athlete should change prior to arriving at the competition. The use of any recording and photographic devices inside a Locker Room/Changing Area is strictly prohibited. Any violation of this policy is punishable under the U.S. Figure Skating SkateSafe® policy and U.S. Figure Skating Rulebook.

**IF NOT OFFERING LOCKER ROOMS:**

Suggested verbiage: Locker rooms and changing areas will not be available this competition. All athletes are expected to arrive at the arena ready (costumes, hair, make-up etc.). Athletes will be provided with an area to put skates on but changing will not be permitted in these spaces.

**U.S. Figure Skating Travel Policy:**

All travel must strictly adhere to Two-Deep Leadership requirements. An Adult Participant cannot transport a Minor Athlete one-on-one and Two-Deep Leadership requirements must be adhered to at all times during In-Program travel, by transporting at least two minors or a second Adult Participant. An Adult Participant cannot share a hotel room or other sleeping arrangement with a Minor Athlete(s). Full details of the SkateSafe® Travel Policy and any exceptions can be found starting on page 12 of the [SkateSafe® Handbook](https://www.usfigureskating.org/sites/default/files/media-files/SkateSafe%20Handbook.pdf).

**OFFICIAL WEBSITE & UPDATES:**

What is your official event website? Or will you have an official bulletin board at the competition? How will your competition make any official updates/announcements as it relates to your competition (i.e., schedule changes)? Include information about where your attendees should refer to for this information. Recommended language: It is the responsibility of each competitor, parent and coach to check the bulletin board frequently for any schedule changes and/or additional information pertaining to the competition.

**\*\*All LOCs are encouraged to utilize online results vs. posting results onsite. To request the live results link from U.S. Figure Skating (IJS and 6.0), click** [**here**](https://fs12.formsite.com/USFSAIT/dtbbvwf1qr/form_login.html)**.**

**SCHEDULE**

Competitors may be scheduled on any day or time during the announced dates of the competition. The competition and practice ice schedule will be available after the close of entries. All participants will be notified via email once available.

**PRACTICE ICE:**

Outline practice ice sales plan:

* method of sales, timelines and pricing for all practice ice types (EMS users, see below).
* When do you anticipate practice ice to be available for your competition? Ex. Practice ice will be offered at various times on all days of the competition. OR Practice ice will only be available from 6 – 8 a.m. on competition days on the competition surface.
* What is your refund policy for practice ice? Clearly state it in this section.
* If you are not ready to concretely publish practice ice information, you can direct participants to your event’s website or share when they can expect to receive additional information.

Types of Practice Ice Available

* Unofficial Practice Ice (UPI)
	+ Length of session
	+ Will music be played? If yes, how (CDs, phone dongle requirements, etc.)
	+ Are sessions restricted by number of level of skaters?
* Official Practice Ice (OPI)
	+ Consider referring to the rulebook for conduct: Singles/Pairs/Ice Dance – Rule 2701 D Synchronized – Rule 2940
	+ Will OPI sessions be shared with any UPI?
	+ Will music be played? If yes, how (CDs, phone dongle requirements, etc.)
	+ Are sessions restricted by number of level of skaters?
* Pre-Event Warm Ups (WU)
	+ Consider referring to the rulebook for conduct: 2701 E
	+ Will music be played? If yes, how (CDs, phone dongle requirements, etc.)
	+ Will WU be based on start order or assigned in advance?

If you are using EMS for your competition, refer to your EMS milestone emails for additional information, but recommended verbiage based on the sales windows you will be offering is provided below. Any questions, contact ProductSupport@usfigureskating.org.

**Pre-Purchase:**  Practice ice credits may be purchased after participants complete their event registration, via the EMS Competition Portal.  Skaters who purchase credits during the pre-purchase period will be able to select sessions during the selection period, after the schedule has been completed and posted.

* [**Click Here for a Pre-Purchase How-To Document**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpublic.3.basecamp.com%2Fp%2FrqAXpFKf535Tp76yZk2dcL1b&data=05%7C01%7Cmromeo%40usfigureskating.org%7C674a0d4fa6034d03af0a08db774d0049%7C964257e804cb48ecab7c63de46e7cfd4%7C0%7C0%7C638234944835332286%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wNzfXhmouYKqaE2LlDlrsbSWOGkVU2Bqb7sP4jgGTso%3D&reserved=0)
* Open: date/time
* Close: date/time
* Maximum credits per registered event:
	+ UPI - #
	+ OPI - #
	+ WU - #
* Cost per credit: $XX

**Pre-Purchase Selection:** After the close of entries and shortly after the competition schedule is published, skaters will receive an email with notice of the practice ice schedule and the date/time when pre purchased credits can be scheduled via EMS.

* [**Click Here for a Selection How-To Document**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpublic.3.basecamp.com%2Fp%2FKbtNr6DhEX1Rpf1ePW8LeUB6&data=05%7C01%7Cmromeo%40usfigureskating.org%7C674a0d4fa6034d03af0a08db774d0049%7C964257e804cb48ecab7c63de46e7cfd4%7C0%7C0%7C638234944835332286%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VjHZ7dv2hBH7%2F0C%2FQPvhYyvPcGtllk9ioB6wQQDkiTM%3D&reserved=0)
* Open: date/time
* Close: date/time

**Open Sales**: Practice Ice sessions will be available after the schedule has been published. Skaters will be able to purchase open sessions available to them.

* [**Click Here for an Open Sales How-To Document**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpublic.3.basecamp.com%2Fp%2FZFJN9NPbT99REMpExBTRupYX&data=05%7C01%7Cmromeo%40usfigureskating.org%7C674a0d4fa6034d03af0a08db774d0049%7C964257e804cb48ecab7c63de46e7cfd4%7C0%7C0%7C638234944835332286%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vby6j0VaBVSbyEMdI1vu7Gxv0WKIp6KTM5MFK%2BzYjEE%3D&reserved=0)
* Open: date/time
* Close: date/time
* Maximum sessions per registered event:
	+ UPI - #
	+ OPI - #
	+ WU - #
* Cost per session: $XX

**ONSITE CHECK-IN:**

Check-in will open on day, date and time and will be located........

**EMS ADMIN:** [**Onsite FAQ**](https://public.3.basecamp.com/p/52ezu2cc7mPaopHUCf8VnsTC)**,** [**Onsite Check-In**](https://public.3.basecamp.com/p/DcAYnTRvvbG11yoSTBQD5yPB) **and** [**Onsite Practice Ice Sales**](https://public.3.basecamp.com/p/pYh61jRinEn3nfZbjqeEz8sz)

**If you are participating in a role requiring compliance, please be sure to** [**download or print your compliance card**](https://www.usfigureskating.org/sites/default/files/media-files/Access%20Your%20Digital%20Compliance%20Card.pdf) **to verify your compliance status on-site, if requested. If you believe your compliance card does not accurately reflect your compliance status, please contact** **skatesafe@usfigureskating.org** **at least 2 business days prior to the competition for assistance.**

**AWARDS:**

List award types here and how awards will be distributed onsite (i.e., pick-up at registration vs. traditional ceremony).

NOTE: Compete USA events (including any synchronized skating levels) should have no more than six competitors in a group, and all six should receive an award.

**VOLUNTEER INFO:**

The announcement is a great place to source volunteers – put all available information here for the sign-up process.

**Click** [**here**](https://public.3.basecamp.com/p/5Md9cWDcNRqSjhoDCceWLqWK) **for sample volunteer positions and schedule.**

**VOLUNTEER COMPLIANCE:**

Reminder: Compliant positions at all U.S. Figure Skating events include LOC leadership, locker room monitors and emergency medical providers .

If you are using EMS for volunteer management, request volunteer how-to information from your Product Support team member.

**PHOTO/VIDEO**:

If these services will be offered, please describe them here AND consider whether these vendors will be able to sell onsite or if all orders must be managed online (due to building flow and social distancing needs). If limiting access to the competition, can you offer a live stream? Discuss with your videographer (and arena contact due to Internet needs) and include details here if you can proceed.

**ADDITIONAL INFORMATION:**

Use this space to include any information you have for competitors traveling to your event, such as:

- Official hotel accommodations

- Airport information

- Merchandise pre-orders

- Website

- Vendor & Sponsorship opportunities

- Tentative schedule

**CONTACT INFORMATION:**

Competition website:

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 |