



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 **(Fill in section)** **National** Synchronized Skating Challenge 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, they should be allowed).

REFUND POLICY: **Suggested language/modify as appropriate:**

Entry fees will not be refunded after **entry deadline** unless no competition exists or is canceled. The online processing fees are not refundable. Checks returned for non-sufficient funds and contested credit card charges will be assessed a **enter \$** 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 enter 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. Please note, 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 that this event will be following the Locker Rooms and Changing Area policy included in the SafeSport Handbook.

MUSIC: Enter how the competitors are to supply music (i.e., CD's [no CD-RW's], 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 CD'S 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 language is below. Modify as appropriate to your event.

The International Judging System (IJS) will be used for the following events:

- Juvenile
- Intermediate
- Novice
- Junior Short Program & Free Skate
- Senior Short Program & Free Skate
- Collegiate
- Adult
- Masters

The majority 6.0 Judging System will be used for the following events:

- Snowplow Sam Synchro
- Synchro Skills 1-3
- Preliminary
- Pre-Juvenile
- Open Juvenile
- Open Adult
- Open Masters
- Open Collegiate

All teams competing in a level judged under the 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 coaching 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 LOC's: 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 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 that practice ice will be held at and the size of the ice surface. Also list:

- 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.). Also 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.

A coaches' requirements chart can be found here:

<http://usfsa.org/content/Coach%20Requirements%20Chart.pdf>.

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 I.D. to receive a credential. Coaches who are NOT on the list will need to show proof of membership in U.S. Figure Skating, a Coaches Registration card, proof of compliance, and a photo I.D. at check in. **If a coach cannot provide a photo I.D. 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:	name	e-mail	phone

ADDITIONAL INFORMATION: Use this space to include any information you have for competitors traveling to your event, including:

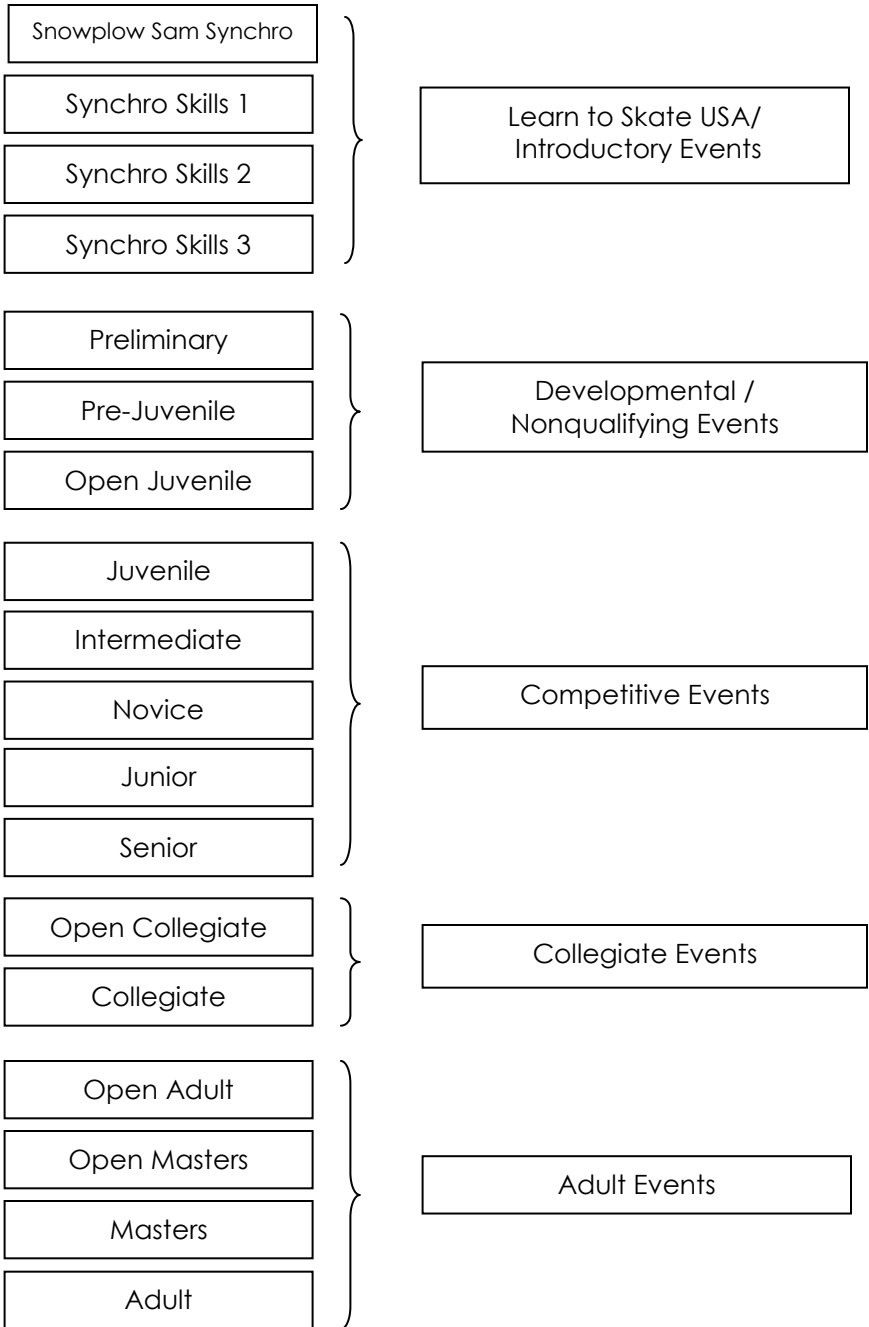
- Official hotel accommodations (are there special rates?)
- Airport information
- Ground transportation information
- Merchandise pre-orders
- Web site
- Tentative schedule

EVENTS OFFERED:

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

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

Illustration of Synchronized Skating competitive pipeline and events; age restrictions, test requirements, and program duration are on the next page:



- A. Snowplow Sam Synchro** A team of 5-12 skaters. The majority of the team must be under 7 years old. No skaters may have passed higher than a preliminary test. Program duration: maximum 2 minutes, 10 seconds.
Rules:
<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>
- B. Synchro Skills 1:** A team of 8 to 16 skaters. The majority of the team must be under 9 years old. No skaters may have passed higher than a preliminary test. Program duration: maximum 2 minutes, 10 seconds.
Rules:
<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>
- C. Synchro Skills 2:** A team of 8 to 16 skaters. The majority of the team must be under 12 years old. No skaters may have passed higher than a preliminary test. Program duration: maximum 2 minutes, 10 seconds.
Rules:
<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>
- D. Synchro Skills 3:** A team of 8 to 16 skaters. The majority of the team must be at least 12 years old. No skaters may have passed higher than a preliminary test. Program duration: maximum 2 minutes, 10 seconds.
Rules:
<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>
- E. Preliminary:** A team of 8 to 16 skaters. All skaters must be under 12. The majority of the team must be under 10.
Program duration: 2 minutes.
Well balanced program: Rule 7270
- F. Pre-Juvenile:** A team of 8 to 16 skaters. The majority of the team must be under 12-13.
Program duration: 2 minutes, 15 seconds.
Well balanced program: Rule 7260
- G. Open Juvenile:** A team of 8 to 16 skaters. Skaters must be under 20 and have passed the pre-preliminary moves in the field test.
Program duration: 2 ½ minutes.
Well balanced program: Rule 7250
- H. Juvenile:** A team of 12 to 20 skaters. Skaters must be under 13 and have passed the pre-juvenile moves in the field test.
Program duration: 3 minutes, 2 minutes, 30 seconds
Well balanced program: Rule 7240
- I. Intermediate:** A team of 12 to 20 skaters. Skaters must be under 18 and have passed the juvenile moves in the field test.
Program duration: 3 ½ minutes, 3 minutes
Well balanced program: Rule 7230
- J. Novice:** A team of 12 to 20 skaters. Skaters must be under 16, with the exception that up to 4 team members may be 16 or 17. All must have passed the intermediate moves in the field test.
Program duration: 3 ½ minutes, 3 minutes
Well balanced program: Rule 7220

- K. Junior:** A team of 12 to 16 skaters. Skaters must be at least 13 and under 19 on the preceding July 1. All skaters must have passed the novice moves in the field test.
Short program duration: Maximum 2 minutes, 50 seconds
Free skate duration: ~~4 minutes.~~ 3 minutes, 30 seconds
Well balanced program and short program: Rule 7210
- L. Senior:** A team of 16 skaters. Skaters must be at least 15 on the preceding July 1 and have passed the junior moves in the field test.
Short program duration: Maximum 2 minutes, 50 seconds
Free skate duration: ~~4 ½ minutes.~~ 4 minutes
Well balanced program and short program: Rule 7200
- M. Open Collegiate:** A team of 8 to 16 skaters. Skaters must have a high school diploma or equivalent and be enrolled in a college or university as a full-time student, as of the entry deadline.
Program duration: ~~3 minutes.~~ 2 minutes, 30 seconds
Well balanced program: Rule 7290
- N. Collegiate:** A team of 12 to 20 skaters. Skaters must have a high school diploma or equivalent and be enrolled in a college or university as a full-time student, as of the entry deadline, and have passed the juvenile moves in the field test.
Program duration: ~~4 minutes.~~ 3 minutes, 30 seconds
Well balanced program: Rule 7280
- O. Open Adult:** A team of 8 to 16 skaters. The majority of skaters must be at least 19 years or older.
Program duration: ~~2 ½ minutes.~~ 2 minutes
Well balanced program: Rule 7520
- P. Open Masters:** A team of 8 to 16 skaters. Skaters must be at least 25, and the majority of the team must be at least 30.
Program duration: ~~2 ½ minutes.~~ 2 minutes
Well balanced program: Rule 7530
- Q. Masters:** A team of 12 to 20 skaters. Skaters must be at least 25, and the majority of the team must be at least 30.
Program duration: ~~3 minutes.~~ 2 minutes, 30 seconds
Well balanced program: Rule 7510
- R. Adult:** A team of 12 to 20 skaters. All skaters must be at least 21 with the exception that up to four team members may be 18, 19 or 20 years of age. All skaters must have passed either the preliminary moves in the field test, the adult bronze moves in the field test, the preliminary figure test or the preliminary dance test.
Program duration: ~~3 minutes, 15 seconds.~~ 2 minutes, 30 seconds
Well balanced program: Rule 7500

Teams are permitted to have a maximum for four alternates, in addition to the maximum number of athletes allowed on the ice at their level.

Crossover Rules:

No team may be comprised of more than 50% of athletes that are also on any other team. This applies to both the entire roster and the athletes that are skating on the ice at any given competition.

The chart below illustrates the levels where crossover skaters are allowed. The shaded areas indicate no crossovers are allowed. An "X" indicates crossovers are allowed between the two levels, providing all requirements are met as defined Rules 7200 – 7530, in addition to the statement above.

	Snowplow Sam Synchro, Synchro Skills 1, 2 or 3	Preliminary	Pre -Juvenile	Open Juvenile	Juvenile	Intermediate	Novice	Junior	Senior	Open Collegiate	Collegiate	Open Adult	Open Masters	Masters	Adult
Snowplow Sam Synchro, Synchro Skills 1, 2 or 3															
Preliminary															
Pre - Juvenile															
Open Juvenile															
Juvenile						X	X								
Intermediate					X		X	X	X						
Novice					X	X		X	X						
Junior						X	X		X		X				
Senior						X	X	X			X				X
Open Collegiate															
Collegiate								X	X						X
Open Adult															
Open Masters															
Masters															X
Adult									X		X			X	