

# First Information Team Packet



Peoria Civic Center  
March 1 – 4, 2023

[www.ussynchrochampionships.com](http://www.ussynchrochampionships.com)

## First Information Overview

The information in this packet is meant to help teams move through advancement to the 2023 U.S. Synchronized Skating Sectional Championships. This packet outlines all steps a team should make upon advancing to the Championships. A final information packet including all details for awareness on-site will be released closer to the competition dates.

If you have any questions regarding this information:

- General competition inquiries: [events@usfigureskating.org](mailto:events@usfigureskating.org)
- Housing inquiries: [housing@usfigureskating.org](mailto:housing@usfigureskating.org)
- Website: [www.ussynchrochampionships.com](http://www.ussynchrochampionships.com)

If your team advances by placement but does not intend to compete at the 2023 U.S. Synchronized Skating Championships, please contact Megan Romeo at U.S. Figure Skating by emailing [mromeo@usfigureskating.org](mailto:mromeo@usfigureskating.org) and any applicable alternates will be contacted.

## Important Dates & Deadlines

1. Advancement Day: Monday, Jan. 30
  - a. [2023 Advancement Chart](#)
2. UPI Purchase in EMS: Friday, Feb. 3 at 11:59 p.m. ET
3. Mandatory Team Form ([HERE](#)): Friday, Feb. 3 at 11:59 p.m. ET
  - a. Must complete UPI purchase in EMS prior to submitting this form.
4. Update Coaches & Team Personnel: Wednesday, Feb. 8
5. Roster Substitution Requests: Wednesday, Feb. 15
6. Know Before You Go Calls: Tuesday, Feb. 21 at 8:00 p.m. ET
7. Music & PPC Upload: Wednesday, Feb. 22
8. First available unofficial practice: Tuesday, Feb. 28
9. 2023 U.S. Synchro Championships: Mar. 1-4

## Advancement

All teams that earn [advancement by placement](#) at the sectional championships will receive an email confirming their advancement from U.S. Figure Skating no later than 8:00 p.m. ET on Monday, January 30.

Teams will have their registration advanced from the sectional events to the championships on this date. No additional registration steps are required, however your team will be responsible for submitting additional forms and information within a very tight timeline. Please read all details of this packet carefully to assure your team completes all required steps.

## Schedule

A tentative schedule has been posted on the event website:

[www.ussynchrochampionships.com](http://www.ussynchrochampionships.com).

This schedule is subject to change pending final advancement. An updated detail schedule including start orders will be made available as soon as possible but no later than 2 weeks prior to the start of the competition.

## Arena Information

### Peoria Civic Center

201 SW Jefferson Ave.

Peoria, Illinois 61602

<https://www.peoriaciviccenter.com/>

The ice surface at this arena is NHL size and seats over 10,000 persons.

### Owens Center (Primary Practice Facility)

1019 W Lake Ave.

Peoria, Illinois 61614

<https://peoriaparks.org/places/owens-center/>

This facility will serve as the primary practice facility for the competition and features two ice sheets. Tickets or credentials are not required to access this facility.

Additional facilities may be added for unofficial practice ice based on demand.

## Housing Information

U.S. Figure Skating will be managing all housing directly via a request and place process. Teams may NOT contact hotels directly, they will only redirect you to U.S. Figure Skating. Teams will be required to stay within the hotel block provided; any teams who do not stay in the event room blocks will be subject to penalties. All teams eligible for advancement should have submitted a housing request form by January 6.

If for any reason you advance to the Championships and you did not complete a hotel request form, email [housing@usfigureskating.org](mailto:housing@usfigureskating.org) immediately.

After January 30 (Advancement Day) teams who completed the form will receive their housing placement on a rolling basis. When you receive your housing assignment, you will be required to complete booking by providing detailed room and payment information within 48 hours via the provided housing portal link.

All details about the housing process can be found in the [Housing Policy and Process document](#) for this event.

## Practice Ice Sales

Official practice ice (OPI) is included with advancement for all teams and will appear in your EMS profile after the team is advanced.

Unofficial practice ice (UPI) sales will be a two-step process:

- Step 1: Purchase credits for the number of desired UPI segments in EMS. Save your invoice for submission with scheduling preferences in Step 2.
- Step 2: Provide UPI scheduling preferences on the Mandatory Form. You must upload the invoice for the purchase of your credits from EMS to this form with your preferences.

UPI segments will be available for purchase in 10-minute segments for \$120/segment. Ice will be available beginning Tuesday, Feb. 28 through Saturday morning, Mar. 4. UPI will primarily be scheduled at the Owens Center and additional facilities based on demand.

**There is NO GUARANTEE that you will be assigned the number of sessions that you request.** Every effort will be made to accommodate as many teams as possible before assigning extra ice to any one team. Refunds will only be issued if segment requests cannot be accommodated.

## Mandatory Team Form

All teams are required to complete the Mandatory Team Form by Friday, Feb. 3 at 11:59pm.

[Click here to access the Mandatory Team Form.](#)

You will be asked to create login information to access this form. This will allow you to save and return to the form multiple times until your final submission by the Feb. 3 deadline. This form will request the following information/purchases:

- Practice Ice Preferences
  - o You will be asked to submit your invoice from purchase in EMS.
  - o Scheduling preference and conflict information will be requested.
- Team Photo Upload and Program Information
  - o \$25 to include your team's photo in the event program
- Bus Parking Pass for arena
  - o Optional and also available for purchase on-site with credit card.
  - o \$10/day
- Team Information Table purchase
  - o Optional: \$100 for unmanned, undressed table
- Program Ads Purchase
  - o Full Page Ad - \$500
    - Bleed: 8.626" x 11.125"

- Trim: 8.375" x 10.875"
  - Copy should be at least .25" from the trim edge
- Half Page Ad - \$275
  - 7.375" x 4.875"
- If you need assistance designing a program ad, email [design@usfigureskating.org](mailto:design@usfigureskating.org).
- Media Request Information
  - Program Themes
  - Contact for media inquiries
  - Fun/interesting facts about your team

## Rosters and Team Personnel

Upon advancement, you will be asked to verify your competition roster as well as listed coaches and team service personnel in your EMS team portal by Wednesday, Feb. 8.

If you would like to request a substitution to your roster, you must submit a Roster Change Request form no later than Wednesday, Feb. 15 at 11:59pm ET.

[CLICK HERE for the Roster Substitution Request form.](#)

## Know Before You Go Call

All teams should have at least one representative attend the Know Before You Go Call on Tuesday, Feb. 21 at 8:00 p.m. ET.

Register in advance for this meeting: <https://usfigureskating-org.zoom.us/meeting/register/tZEtc--trjlpG9NTwh1-aFc4TLeOilQgWBLB>

## Music & PPC Submission

Your music & PPC will NOT carry over from sectionals. You must upload and submit these items via EMS by the submission deadline of Wednesday, Feb. 22.

## Ticket Information

Tickets are available now through Ticketmaster and the Civic Center box office [HERE](#).

Pricing for tickets is as follows, all tickets are subject to applicable taxes and fees.

- Single Day Ticket (Available for Wednesday, Thursday, Friday, Saturday) - \$45/day
- All Event Ticket (Access Wednesday - Saturday) - \$110
- \*Discounted tickets for children 5 and under, senior citizens, and military are available.

## Important Spectator Policies

PLEASE share the following policies with all friends and family attending the competition.

Spectators and any attendee accessing the facility through the spectator entry will be subject to the Civic Center's clear bag policy. Each guest will be allowed to carry in one (1) clear plastic, vinyl, or PVC bag that does not exceed 12" x 6" x 12" or one (1), one-gallon clear plastic bag. In addition to a clear plastic bag each guest will be allowed to carry in one (1) small clutch that does not exceed 4.5" x 6.5". Diaper bags (with a child age 3 and under) and bags carrying medically necessary items will be allowed after a visual inspection inside the bag is completed by security.

Credentialed attendees that access through the team entry on Jefferson St will not be subject to the clear bag policy or security search. This is where teams should plan to enter/exit the facility.

## Arena Diagrams & Information

Ice Surface Map: [CLICK HERE](#)

Bus Map: [CLICK HERE](#)

Car Parking Map: [CLICK HERE](#)

### Entering the Civic Center

The team entrance for the Civic Center is located at the bus pull off on Jefferson St. The registration desk and warm up area check-in is located just inside these doors. Teams will not be subject to a bag search or the Civic Center's clear bag policy at this entry.

### Parking Information at the Civic Center

Buses waiting for teams at the Civic Center are welcome to park at the Fulton lot. Parking in this lot will cost \$10/day. Parking passes may be purchased via the Mandatory Team Form OR on-site at the lot with a credit card.

Any team traveling by car should use the downtown parking map [HERE](#). Teams coming to the arena with skate bags should still enter through the Jefferson St. entry.

## Credential Pick-up & Check-In

Prior to accessing the arena for the first time, teams must pick up their credentials. Credentials are not required for practice facilities. Registration is located just inside the Jefferson St. entrance. It is requested that teams send one representative in to pick up their team's credentials. Coaches and Team Managers will need to check themselves in as a form of ID is required as compliance must be verified. Accreditation Hours will be provided closer to the competition, but will be available Tuesday evening – Saturday morning.

## Live Streaming, Video, & Photography

Live stream of the junior, senior, senior elite 12 and collegiate events will be available on [Peacock Premium](#). All other events will be live streamed to the [U.S. Figure Skating Fan Zone](#). A live results link will be available on the event website.

KRPhotogs will be taking action photos at the competition. Pre-order information will be available on the event website soon: [www.ussynchrochampionships.com](http://www.ussynchrochampionships.com).

## Volunteer

If you or members of your team are interested in volunteering for this event, they may sign up via EMS under [Volunteer Opportunities](#). All volunteers must be a member of U.S. Figure Skating or have a [non-member account](#) to access the [Volunteer Opportunities](#) section of EMS.

## Intent to Compete/Withdrawals

If your team does not intend to compete at the U.S. Synchronized Skating Championships, please email [events@usfigureskating.org](mailto:events@usfigureskating.org) as soon as possible.

## Local Information

The Peoria Civic Center is located within walking distance of a wide range of shops, restaurants, and museums. Teams are encouraged to reach out to local restaurants to arrange reservations for any group dining needs. For details about local things to do, visit <https://www.peoria.org/>.