



## HIGHLIGHTING KEY

Information must be modified by LOC

Event Management System (EMS) Information:

- If you are interested in using EMS, email [productsupport@usfigureskating.org](mailto: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 sanction submission

Resource links and best practices to be removed by LOC

After completing this template, a sanction application must be submitted via the [Event Management System](#) (EMS). The Competitions Committee representative will review this document and most importantly, your competition dates via the sanction review process. The committee balances nonqualifying competitions to ensure that events are spread throughout the calendar in a region.

**As of August 2, 2021, face coverings are required to be worn indoors by ALL persons (including fully vaccinated persons) attending any U.S. Figure Skating sanctioned event or activity despite of local, state or facility policies. Signage templates can be found [here](#). Exceptions:**

- Athletes practicing or competing on the ice.
- Warming up outside.

## COMPETITION CHECKLIST

- Complete Announcement Template
- Submit Sanction Application via the [Event Management System \(EMS\)](#) or [Learn to Skate USA Portal](#)
  - Sanction may be approved at any time but maintaining this status and opening registration is contingent on meeting the requirements below.
- Create Event Operations and Safety Plan
  - Note: you are NOT required to submit as a part of your sanction
- Generate Communication Plan for ALL Attendees so they are aware of YOUR competition environment.
  - ["Know Before You Go"](#)
  - [Athlete/Coach Zoom Call](#)
- Additional LOC Planning Resources
  - Contract Tip Sheets: [Arena](#) & [Hotel](#)
  - Event Medical
    - [U.S. Figure Skating Standard of Care](#)
      - [Sample Event Medical Plan](#)
    - [Medical Incident Report](#)
  - [LOC Sponsorship Guide](#)
  - Event Signage
    - [Mask Policy \(as of July 31\)](#)
    - [Full Room Sign Package](#)





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**Colonial Classic Compete USA Competition**  
**March 26-27, 2022**  
**Tidewater Figure Skating Club/Tidewater Skating Academy**  
**Chilled Ponds Ice Sports Complex**  
**1416 Stephanie Way**  
**Chesapeake, VA 23320**  
<https://www.skatetidewater.org/>

The Colonial Classic Compete USA 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 that have been posted on the U.S. Figure Skating [website](#).

This competition is open to all eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules, and who are currently registered member of a U.S. Figure Skating member club, a Learn To Skate USA member club, a collegiate club or who is an individual member in accordance with the current rulebook. Please refer to the current rulebook for non-U.S. citizens.

**COVID-19 EVENT POLICIES:**

**EFFECTIVE MONDAY, AUGUST 2, face coverings are required to be worn indoors by ALL persons (including fully vaccinated persons) attending any U.S. Figure Skating sanctioned event or activity despite of local, state or facility policies. Review the full update [here](#).**

**Exceptions:**

- Athletes practicing or competing on the ice.
- Warming up outside.

**We will update any covid protocols set forth by the Commonwealth of Virginia on our website but require everyone to wear a mask (including fully vaccinated persons) and to maintain social distancing while in the building.**

Adult 1-6, adult beginner, adult high beginner, adult pre-bronze and adult bronze program/free skate events that meet Adult Competition Series guidelines are offered at this competition. Adult Competition Series participants must submit a photo, scanned copy, email attachment or screenshot of the results sheet to [adultcompetitionseries@gmail.com](mailto:adultcompetitionseries@gmail.com) by the deadline published in the most recent [Adult Competition Series Handbook](#) to receive credit and series points.

**ELIGIBILITY/TEST LEVEL:**

**Test Level:** Competition level is the highest test passed as of the entry deadline in the discipline the skater is entering. Athletes may 'skate up' one level or skate at their test level but may not skate down in any event.

**Age restrictions/requirements:** Singles free skate events (well-balanced program) have the following requirements:

Adults must be 21 years or older

Skaters entering pre-juvenile and lower events will be divided as closely as possible by age should the number of entries warrant more than one group.

Age classes for all free skate and showcase events:

- Young Adult: 18 years through 20 years
- Class I: 21 years through 35 years
- Class II: 36 years through 45 years
- Class III: 46 years through 55 years
- Class IV: 56 years through 65 years
- Class V: 66 years and older

All age classes may be divided or combined depending on the number of entries and at the discretion of the chief referee and/or the competition committee.

### **COMPETITION REGISTRATION:**

Entries will only be accepted online at [www.entryeeze.com](http://www.entryeeze.com) with credit card only. Please complete your registration carefully; any changes that must be made to a skater's registration will be assessed a \$25 change fee.

**Registration Deadline: March 4, 2022 at 10pm ET**

**Late Registration Deadline: March 11, 2022 at 10pm ET + \$50 Late Fee**

### **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](#)). This can be done by choosing the "Create Account (Non-Member)" option on the [Members Only](#) login page.

### **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.**

**Mandatory Athletes:**

Athletes age 18+ as of the competition start date who will be competing on a team (i.e. synchro, 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 SafeSport compliant until they have completed the training and their Members Only portal reflects completion. Please email [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org) for instructions or questions regarding parental consent.

**REFUND POLICY:** Entry fees will not be refunded after March 4, 2022 unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals.

**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 approximately 10 days after the close of entries. All participants will be notified via email once available.

**FACILITIES:** The competition will be held at Chilled Ponds Ice Sports Complex, 1416 Stephanie Way, Chesapeake, VA 23320. This is a two-surface facility, both NHL size surfaces with slightly rounded corners, as well as 8 locker rooms and a snack bar. Rink is generally cold! There is adequate free parking in front of Complex.

**MUSIC UPLOAD:**

**DEADLINE: March 16, 2022 at 10pm ET (\$25 late fee)**

Competitors participating in events with music are required to upload their music to EntryEze no later than **March 18, 2022 at 10pm ET**. After this date, skaters will be locked out of this feature and subject to a **\$25 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.

All music must meet the following criteria. If you have questions about what format you have, please contact your coach and get a new version of your music that meets the criteria listed below.

**MUSIC CRITERIA:**

- File Format: MP3
- Bit Rate: 192 kbps or higher and Sample Rate: 44,100 kHz

- This will be verified by the music chair and they may request you upload a corrected file.
- Leaders and trailers (the silence or "dead space" before and after the actual start and end of the program music) may not exceed two (2) seconds. We prefer that there be NO leaders or trailers at all. Excessive leaders and trailers may disrupt the playing of the music during competition.

Competitors must also bring a copy of their competition music on CD as a backup in case of technical difficulties and must be available rink side during the competition. Only CDs (standard CD-R format only) will be accepted for backups and must be clearly marked with the competitor's name, event, and running time.

**LIABILITY:** U.S. Figure Skating, the Tidewater Figure Skating Club and the Chilled Ponds Ice Sports Complex 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.

**ONSITE CHECK-IN:** Check-in will open on Saturday, March 26, 2022, one hour before the first competitive event, in the lobby of Chilled Ponds Ice Sports Complex.

**LOCKER ROOMS AND CHANGING AREAS:**

Locker rooms and changing areas will not be available at this competition. All athletes are expected to arrive at the rink ready (costumes, hair, make-up, etc...)

**PRACTICE ICE:** Practice ice will be available for pre-purchase online only through Entryeze. Phone, email and walk-in reservations will not be accepted. The fee to pre-purchase practice ice is \$15 Per 20-minute session if arranged by the entry deadline, March 4, 2022 at 10pm. Skaters will need to go online after the entry deadline during the 'selection period' to select their practice time. After the designated 'selection period' but before the start of the competition, skaters may go online to purchase practice ice at a rate of \$20 Per 20-minute session and may select from sessions with remaining availability. No walk-on practice ice available. Practice ice will be limited to 20 skaters.

**PHOTO/VIDEO:** we are working on securing a photographer. More details to follow on the Tidewater Figure Skating Club Website (<https://www.skatetidewater.org/>)

**Note, per U.S. Figure Skating policy, photographing and/or recording of anyone other than your own skater is strictly prohibited.**

**AWARDS:** Medals will be awarded to 1<sup>st</sup> through 4<sup>th</sup> place finishers. Ribbons will be awarded to 5<sup>th</sup> through 8<sup>th</sup> place finishers. Results will be posted on-line. Awards will be presented at scheduled times throughout the day.

**OFFICIAL NOTICES:** An official bulletin board will be maintained in the front lobby of Chilled Ponds. It is the responsibility of each competitor, parent and 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. A tentative schedule of events will be posted prior to the competition.

**IMPORTANT NOTICE FOR ALL COACHES:**

To be a credentialed coach at a sanctioned nonqualifying competition, coaches must meet the compliance requirements listed below and verified by the U.S. Figure Skating.

Coach/Choreographer (domestic/non-foreign):

- ✓ Must be a current full member of U.S. Figure Skating either through a member club or as an individual member.
- ✓ If 18 years or older, must submit information for, proper payment of \$30 and successfully pass a background check. \*
  - The background check will be valid for two seasons, the one in which it was completed plus one additional.
- ✓ If 18 years or older, must complete annual SafeSport Training. \*
  - The training will be valid for 365 days from date of completion and there is no cost for the training/certification.
- ✓ Must complete the Professional Coach/Choreographer Coaching Education Requirement (CER) through the [Professional Skaters Association \(PSA\)](#).
- ✓ Must submit proof of general liability insurance with limits of \$1 million per occurrence/ \$5 million aggregate.
- ✓ Must agree to the U.S. Figure Skating Code of Ethics. \*
- ✓ Must complete three waivers: 1) Assumption of Risk, Waiver and Release and Indemnification Agreement, 2) Medical Consent and 3) Name and Likeness Release and Consent Agreement. \*
- ✓ If attending a qualifying competition or traveling as a part of Team USA and/or International Selection Pool (ISP), must be a full member of the [Professional Skaters Association \(PSA\)](#).

Learn to Skate USA Coach:

- ✓ Must be a current full member of U.S. Figure Skating either through a member club or as an individual member OR Learn to Skate USA instructor membership
- ✓ If 18 years or older, must submit information for, proper payment of \$30 and successfully pass a background check. \*
  - The background check will be valid for two seasons, the one in which it was completed plus one additional.
- ✓ If 18 years or older, must complete annual SafeSport Training. \*
  - The training will be valid for 365 days from date of completion and there is no cost for the training/certification.

- ✓ Learn to Skate USA Instructor Certification completed OR U.S. Figure Skating compliance coach (details above)

\* Accessible via U.S. Figure Skating Members Only Website:

[www.usfsaonline.org](http://www.usfsaonline.org) → Person Icon or Account → Member Profile → Compliance

#### Foreign Coach/Choreographer:

- ✓ Required to present the LOC with a letter from their federation verifying they are a member in good standing.

For more information regarding Coach Compliance, please visit the [Coach Compliance](#) page.

**VOLUNTEER INFO:** It takes a village to run a skating competition! A complete list of Volunteer positions will be available on the Tidewater FSC website (<https://www.skatetidewater.org/>)

#### **VOLUNTEER COMPLIANCE:**

Reminder: compliant positions at all U.S. Figure Skating sanctioned events include key LOC members, locker room monitors and ALL medical event personnel. To be considered compliant, an approved volunteer serving in one of these positions must:

- ✓ Must submit information for, proper payment of \$30 and successfully pass a background check\*
  - The background check will be valid for two seasons, the one in which it was completed plus one additional
- ✓ Must complete annual SafeSport Training
  - The training will be valid for 365 days from date of completion and there is no cost for the training/certification \*

\* Accessible via U.S. Figure Skating Members Only website:

[www.usfsaonline.org](http://www.usfsaonline.org) → Person Icon or Account → Member Profile → Compliance

**CONTACT INFO:** If you have questions, please contact: Hannah Gubanc, *Local Organizing Committee Chair*. 610-220-2050/hms5075@gmail.com

**ADDITIONAL INFORMATION:** There are many hotels located in the Greenbrier Section of Chesapeake, VA (some within walking distance to Chilled Ponds). We are also located about 30 minutes from the Virginia Beach Oceanfront.

#### **SECTION 2: Events Offered and Entry Fees:**

SEE CURRENT [RULEBOOK](#) OR [U.S. FIGURE SKATING WEBSITE](#) FOR RULES/REQUIREMENTS.

<b>U.S. FIGURE SKATING EVENTS</b>				
<b>SINGLES</b>	<b>IJS/6.0</b>	<b>1<sup>st</sup> EVENT</b>	<b>2<sup>nd</sup> EVENT</b>	<b>3<sup>rd</sup> + EVENT</b>
<b>SPECIALTY</b>	<b>JUDGING</b>	<b>1<sup>st</sup> EVENT</b>	<b>2<sup>nd</sup> EVENT</b>	<b>3<sup>rd</sup> + EVENT</b>
<a href="#">Compulsory Moves</a> (No Test–Preliminary)	6.0	\$60	\$30	\$30
<a href="#">Excel Compulsory Moves</a> (Excel Beg.–Excel Prelim.)	6.0	\$60	\$30	\$30
<a href="#">Adult Compulsory Moves</a> (Adult Beginner-Adult Bronze)	6.0	\$60	\$30	\$30
<b>SHOWCASE – NEW EVENT IMPLEMENTATION**</b>	<b>JUDGING</b>	<b>1<sup>st</sup> EVENT</b>	<b>2<sup>nd</sup> EVENT</b>	<b>3<sup>rd</sup> + EVENT</b>
<a href="#">Individual Entertainment</a> (No Test – Preliminary, Adult Beginner-Adult Bronze)	6.0	\$60	\$30	\$30
<a href="#">Duets</a> (No Test – Preliminary, Adult)	6.0	\$60	\$30	\$30
<a href="#">Interpretive</a>	6.0	\$60	\$30	\$30
<a href="#">Mini Production Ensemble</a>	6.0	\$50 per team plus \$10 per skater		
<a href="#">Production Ensemble</a>	6.0	\$50 per team plus \$10 per skater		
<b>COMPETE USA EVENTS</b>				
<a href="#">Snowplow Sam-Basic 6 Program w/ Music</a>	6.0	\$60	\$30	\$30
<a href="#">Pre-Free Skate – Free Skate 1-6 Program w/ Music</a>	6.0	\$60	\$30	\$30
<a href="#">Excel Free Skate</a> (Beg. – Preliminary Plus)	6.0	\$60	\$30	\$30
<a href="#">No Test – Preliminary Free Skate</a> (*offer if LTS only)	6.0	\$60	\$30	\$30
<a href="#">Adult 1-6 Program w/ Music</a>	6.0	\$60	\$30	\$30
<a href="#">Adult Free Skate</a> (Beg. – Bronze)	6.0	\$60	\$30	\$30
<a href="#">Snowplow Sam – Basic 6 Elements</a>	6.0	\$60	\$30	\$30
<a href="#">Pre-Free Skate – Free Skate 1-6 Compulsory Moves</a>	6.0	\$60	\$30	\$30
<a href="#">Excel Compulsory Moves</a>	6.0	\$60	\$30	\$30
<a href="#">Adult 1-6, Beginner – Bronze Compulsory Moves</a>	6.0	\$60	\$30	\$30
<a href="#">Compete USA – Hockey 1-4 Elements &amp; Skills Challenge</a>	6.0	\$60	\$30	\$30
<a href="#">Compete USA - Theatre On Ice</a>	6.0	\$60	\$30	\$30
<a href="#">Compete USA – Showcase</a>	6.0	\$50 per team plus \$10 per skater		
<a href="#">Compete USA – Solo Dance</a>	6.0	\$60	\$30	\$30
<a href="#">2021-22 Compete USA Manual</a>				