



2022 Theatre On Ice Spring Challenge Cup
The Skating Club of Boston
750 University Avenue, Norwood, MA 02062
April 20-23, 2022
www.scboston.org/toichallengecup

The 2022 Theatre On Ice Spring Challenge Cup 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 Theatre On Ice 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.

COVID-19 INFORMATION:

- At the present time, attendees are required to properly wear face masks over their nose and mouth and secured under their chin while in a facility (skaters may remove when on the ice). This is not only for your protection, but for the protection of others and is applied to all attendees. **Any changes to this policy will be posted on the event website.**
- Social distancing must be maintained at all times. The CDC recommends a distance of 6 feet and separate pathways will be established within the venue (minimizing crossover and contamination).
- **Spectators:** Tickets can be purchased starting March 10 at <https://scboston.universitytickets.com/>.

ELIGIBILITY / TEST AND AGE REQUIREMENTS: Skaters must meet the age requirements by January 1st preceding this competition. Moves in the Field test requirements are as of the entry deadline.

ENTRIES: Entry deadline: March 20, 2022 at 11:59PM ET

EVENTS OFFERED & ENTRY FEES: To see the current Theatre On Ice guidelines: [CLICK HERE](#) or on the event offered below.

Event Offered (CE & FS)	Judging System	Team Fee
Adult Combined	CJS	\$700.00
Adaptive/Unified (FS only)	CJS	\$300.00
Open Combined	CJS	\$700.00
Preliminary Combined	CJS	\$700.00
Intermediate Combined	CJS	\$700.00
Novice Combined	CJS	\$700.00
Junior Combined	CJS	\$700.00
Senior Combined	CJS	\$700.00

COMPETITION REGISTRATION:

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.

Foreign Teams: contact ProductSupport@usfigureskating.org for additional instructions on how to register for this competition.

1. Go to www.usfsaonline.org
2. Use your personal member number and password to login.
3. Click the **BLUE** "EMS Event Management System" button in the middle of the Members Only landing page.

4. Choose "Competition Registration – Teams" from the menu
5. Click the "Register Now" button next to the competition name.

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

6. Walk through the on-screen registration process which will include:
 - a. Team Selection: identify which team you are registering for the competition
 - b. Team Verification: confirm the team's information is accurate
 - c. Registration Overview: review general information about the competition & registration
 - d. Event Selection: Confirm the event you are registering the team for is accurate
 - e. Competition Roster Selection: Click the "**Update Roster**" button. A pop up window will appear with all skaters listed in your Main Roster from your Team Profile in Members Only. Check the box next to a skater's name to add them to the competition roster.
 - f. Coach Information: Only the coaches who will be attending this competition should be listed. You will only be able to add coaches who are also listed in your Team Profile in Members Only. Click "**Update**" to add attending coaches. This information can also be updated from your EMS Team Portal.
 - g. Team Service Personnel Information: Only the team service personnel who will be attending this competition should be listed. You will only be able to add team service personnel who are also listed in your Team Profile in Members Only as a Team Manager or Team Service Personnel. Click "**Update**" to add attending TSP. This information can also be updated from your EMS Team Portal.
 - h. Prop Crew Information: Only the prop crew who will be attending this competition should be listed. You will only be able to add prop crew personnel who are also listed in your Team Profile

in Members Only. Click **"Update"** to add attending prop crew. This information can also be updated from your EMS Team Portal.

7. Payment via credit card will be required to complete your registration as it is the only accepted form of payment for registration in EMS. All registrations are not considered complete until an invoice confirmation via email has been received.

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.

REFUND POLICY: Entry fees will not be refunded after the close of entries unless the competition is cancelled OR if there is no other team registered to compete against in your event. Online credit card processing fees are non-refundable.

FACILITIES: The competition will be held at:

[The Skating Club of Boston](#)

750 University Avenue
Norwood, MA 02062

The Skating Club of Boston has three (3) heated ice rinks. Surfaces measure 100'x200' (Competition Rink) and 85'x200' (Practice Rinks – East and West). The facility has locker rooms, the 1240 Café and Performance Center concessions, and Home Ice skate shop. The Performance Center and West Rink have no hockey lines or glass.

There is limited parking available at the facility. More information about parking will be available on the event website.

LOCKER ROOMS AND CHANGING AREAS: Locker rooms will be used for official practice and competition. Unofficial practice ice will not have locker rooms but prep areas in the practice rink. This event will follow the Locker Rooms and Changing Area policy included in the [SafeSport Handbook](#).

MUSIC: All teams are required to upload their competition music (both CE and FS) to their Team Portal in EMS by Music Deadline as indicated below. All music submissions must be made via the Team Portal in the Event Management System (EMS) under the Music & Program Content Tab. After the deadline, music can no longer be uploaded online. Questions regarding upload? Email ProductSupport@USFigureSkating.org.

MUSIC DEADLINE: 04/01/2022 at 11:59 PM ET

PLEASE HAVE ALL NECESSARY CORDS TO CONNECT TO AUX CORD FOR PRACTICE

PROGRAM DESCRIPTIONS: All teams are required to email both their CE and FS Descriptions to events@scboston.org by the Program Description Deadline as indicated below. All Program Description submissions must be made via email with TEAM NAME AND TEAM LEVEL indicated in the subject line. In the body of the email teams must clearly identify their CE description and their FS description.

PROGRAM DESCRIPTION DEADLINE: 03/20/2022 at 11:59 PM ET

TEAM PHOTOGRAPH: All teams should submit a team photograph to events@scboston.org by the Photograph Deadline as indicated below to be included in Event program. Photographs should be 300dpi high resolution. The competition roster from EMS will be used for the program.

TEAM PHOTOGRAPH DEADLINE: 3/20/2022 at 11:59 PM ET

LIABILITY: Per Rule 1600: U.S. Figure Skating and the clubs or organizers of competitions undertake no responsibility for damages or injuries suffered by the skaters or officials. As a condition of and in consideration of the acceptance of their entries or participation therein, all entrants, their parents and guardians and officials will be deemed to agree to assume all risks of injury to their person and property resulting from, caused by or connected with, the conduct and management of the competition, and to waive and release any and all claims which they may have against any officials, U.S. Figure Skating, the club hosting the competition and its officers; and their entries shall be accepted only on such condition.

ON-SITE CHECK IN: Check in will begin on April 19, 2022, one hour prior to the first practice ice session of the day and end Saturday, April 23 one hour after the last practice begins and/or last competition event of the day. One team representative should check in on behalf of the team, as soon as the team arrives at the competition. Team Personnel (coaches, team managers, and team service personnel) must check in separately to receive their credential (see requirements below).

COMPLIANCE AND CREDENTIALING: Each team will receive a maximum of two coach credentials, one team service personnel credential, and two prop crew credentials as well as one credential for each skater on the competition roster. In order to receive a credential at the competition team personnel (coaches and team service personnel) and any mandatory athletes must meet all compliance requirements for the current season.

All team personnel and skaters must be listed in the Team Portal for the competition. The local organizing committee/club will have a list of team personnel who are cleared for a credential at the competition. Team personnel will need to check in at the event registration desk and show a government issued photo ID to receive a credential. Team personnel who are **NOT** on the list will need to show proof of compliance, as required by your role with the team, and a photo ID at check in.

If a team personnel 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 team personnel to have their compliance cards with them. Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events including practice sessions. Non-credentialed team personnel will not be permitted in any team designated areas.

The local organizing committee/club will also have a list of mandatory athletes who are cleared for a credential at the competition. Mandatory athletes will not be required to check-in independently from the team, but the athletes credentials should be pulled and the team flagged for review at check-in. Any mandatory athlete that cannot provide proof of SafeSport completion will not be allowed a credential or participation in the competition – no exceptions. We strongly urge all team managers and mandatory athletes to maintain a copy of proof of compliance with them at the time of check-in.

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 \(PSA\)](#)

Foreign Coach/Choreographer:

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

Team Service Personnel (if 18 years of age or older):

- ✓ Submit information for and successfully pass an annual background check through U.S. Figure Skating in Members Only. No other form of background check will be accepted. *
- ✓ Complete SafeSport certification. *

Mandatory Athletes:

Athletes age 18+ as of the competition start date who will be competing on a team (i.e. synchro, dance, pairs, 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 for instructions or questions regarding parental consent.

* Items noted with a red star are accessible via U.S. Figure Skating Members Only Website:

www.usfsaonline.org → Person Icon  or Account → Member Profile → Compliance

PRACTICE ICE: All practice ice will be at The Skating Club of Boston on either the Performance Center (OLY) or West and East Rink (NHL). Teams can purchase unofficial practice ice credits (\$325 for 30 mins) through March 20. In addition, teams must fill out the [unofficial practice ice request form](#) to indicate preferences (time of day, coach conflicts, etc). An unofficial practice ice schedule will be emailed out to the teams and posted on the website.

How to Purchase Practice Ice:

1. Purchase Practice ice via EMS for the total number of segments requested
 - a. The practice ice tab will become available during the pre-purchase window. The total number of segments your team purchases cannot be guaranteed. Any segments that cannot be scheduled by the LOC will be refunded to the team.
2. Complete the unofficial practice ice form found here: <https://fs10.formsite.com/D8iaDf/TOI/index.html>

PHOTOGRAPHY / VIDEOGRAPHY: Photography and videography will be available. More information will be up on the website: <https://scboston.org/toichallengecup/>

AWARDS: Medals will be awarded to each team member for 1st through 4th place in each event. An award schedule will be included in the competition schedule. Final placement is determined by the combination of marks for the CE and FS in all divisions. Teams that compete in the CE only or Free Skate only will not be eligible to receive an award.

OFFICIAL NOTICES: All information will be shared on the event website: <https://scboston.org/toichallengecup/>. It is the responsibility of the Team Personnel to check the website frequently for any schedule changes and/or additional information.

The official schedule of events will be posted no later than 14 calendar days prior to the start of the competition.

CONTACT INFORMATION:

Competition web site: <https://scboston.org/toichallengecup/>

Competition Chair: Theresa Lee, tleeskate@comcast.net

Chief Referee: Rick Perez, rjperez@pacbell.net

Events Director, The Skating Club of Boston: Leslie Graham, Events@scboston.org

Additional Contact: Katharine Steeger, Katharine.steeger@scboston.org

ADDITIONAL INFORMATION:

Additional Information regarding the competition, including hotel accommodations, can be found on the event website: <https://scboston.org/toichallengecup/>

For those flying in, Boston Logan International Airport (BOS) is approximately 22 miles from The Skating Club of Boston in Norwood. The TF Green Airport (PVD) in Providence is approximately 45 miles from Norwood.

The Skating Club of Boston is conveniently located close to shops and dining at Legacy Place (Dedham, MA) and Patriots Place (Foxboro, MA), and is only 20 miles south of Boston. Boston attractions are easily accessible via public transportation from the train station at University Station in Westwood, MA.

Ground Transportation: The Skating Club of Boston has secured event pricing with Academy Bus for teams wishing to use a bus during their time at the competition. If you are interested, contact Tony D'Arcangelo at tdarcangelo@academybus.com.

Apparel will be available for pre-order and on-site. A pre-order link will be available on the event website.

Event pins and event programs can be purchased in advance here:
<https://fs10.formsite.com/D8iaDf/TOIpreorder/index.html>

Program advertisements and program well wishes can be purchased here:
<https://fs10.formsite.com/D8iaDf/TOIpreorder/index.html>