



# The Skating Club of Boston®

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## 2023 New England Synchronized Skating Open

December 8 - 9, 2023

The Skating Club of Boston

Norwood, MA

### I. COMPETITION OVERVIEW

The 2023 NEW ENGLAND SYNCHRONIZED SKATING OPEN will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the [current rulebook](#), and/or current Compete USA handbook 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.

Skaters must be a currently registered member of a U.S. Figure Skating member club, 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](#) for more information.

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

The 2023 NEW ENGLAND SYNCHRONIZED SKATING OPEN will offer a unique format where teams (all levels *except* Aspire) will compete twice and receive a score for both performances, as well as a combined score for the event. See Competition Details, page 6.

## **EVENTS OFFERED**

[Program requirements for the events listed below can be found here: usfigureskating.org – Skate – Compete – Program Requirements](https://usfigureskating.org/Skate-Compete-Program-Requirements)

This event will follow program requirements for the 2023-2024 season.

<b>SYNCHRONIZED SKATING</b>	<b>JUDGING</b>	<b>Team Fee</b>	<b>Skater Fee</b>
Aspire 1	6.0	\$250.00	N/A
Aspire 2	6.0	\$250.00	N/A
Aspire 3	6.0	\$250.00	N/A
Aspire 4	6.0	\$250.00	N/A
Preliminary	IJS	\$1,200.00	N/A
Pre-Juvenile	IJS	\$1,200.00	N/A
Open Juvenile	IJS	\$1,200.00	N/A
Juvenile	IJS	\$1,200.00	N/A
Intermediate	IJS	\$1,200.00	N/A
Novice	IJS	\$1,200.00	N/A
Junior Combined (Short & Free)	IJS	\$1,200.00	N/A
Senior Combined (Short & Free)	IJS	\$1,200.00	N/A
Senior Elite 12 Combined (Short & Free)	IJS	\$1,200.00	N/A
Collegiate	IJS	\$1,200.00	N/A
Adult	IJS	\$1,200.00	N/A
Masters	IJS	\$1,200.00	N/A
Open Collegiate	6.0	\$1,000.00	N/A
Open Adult	6.0	\$1,000.00	N/A
Open Masters	6.0	\$1,000.00	N/A

## **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](#) 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](#).

To report a concern of discrimination or harassment to U.S. Figure Skating, please visit [www.USFigureSkating.org/SkateSafe](http://www.USFigureSkating.org/SkateSafe) or email [SkateSafe@USFigureSkating.org](mailto: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**

For full details about participant compliance requirements, refer to the U.S. Figure Skating SkateSafe® webpage: <https://www.usfigureskating.org/skatesafe#compliance>. All compliance requirements must be met at the time of check-in to access the competition, no exceptions.

Each team will receive a maximum of four coach credentials and two team service personnel 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, as described below.

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.

With EMS, coaches must be included within a skater/team's registration or updated through their EMS Skater Portal via "[My Coaches](#)" 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: [Team Management Guide](#)

## **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.

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.

### **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](mailto:skatesafe@usfigureskating.org) for instructions or questions regarding parental consent.

### **III. REGISTRATION INFORMATION**

#### **REGISTRATION DEADLINE: OCTOBER 20, 2023 AT 11:59 PM ET**

Late entries may be accepted (subject to availability) through October 25, 2023 at 11:59 PM ET. A \$100.00 late fee will be assessed.

#### **ONLINE REGISTRATION VIA EMS**

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.
7. Walk through the on-screen registration process which will include:
  - a. **Team Verification:** Confirm the team's information is accurate.
  - b. **Registration Overview:** Review general information about the competition.
  - c. **Event Selection:** Confirm the event you are registering the team for is accurate.
  - d. **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.
  - e. **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.

- f. 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.
8. 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.

### **MUSIC SUBMISSION/UPLOAD**

EMS MUSIC UPLOAD: Teams are required to upload their music to EMS no later than **NOVEMBER 1, 2023 AT 11:59 PM ET**. After this date, teams will be locked out of this feature and subject to a **\$50.00 late fee**. The late fee will automatically be added to each team’s cart if they do not meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving the team credentials onsite.

**DEADLINE: NOVEMBER 1, 2023 AT 11:59 PM ET | \$50.00 LATE FEE**

EMS SKATER MUSIC UPLOAD HOW TO: [CLICK HERE](#)

*If you need assistance, email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org)*

Teams 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**

EMS PLANNED PROGRAM CONTENT (PPC) – Teams participating in IJS events are required to submit PPC in EMS no later than **NOVEMBER 1, 2023 AT 11:59 PM ET**. After this date, skaters will be locked out of this feature in EMS and subject to a **\$50.00 late fee**. The late fee will automatically be added to each team’s cart if they do not meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving the team credentials onsite.

**DEADLINE: NOVEMBER 1, 2023 AT 11:59 PM ET | \$50.00 LATE FEE**

EMS PPC UPLOAD HOW TO: [CLICK HERE](#)

*If you need assistance, email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org)*

## **REFUND POLICY**

Entry fees will not be refunded after October 25, 2023, unless the event is canceled. The online processing fees are non-refundable. There will be no refunds for medical withdrawals.

## **LIABILITY**

U.S. Figure Skating, Learn to Skate USA® and The Skating Club of Boston 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**

### **COMPETE TWICE**

Registered teams in Preliminary through Novice, Collegiate, Adult, Masters, Open Collegiate, Open Adult and Open Masters events will compete twice and earn a placement and small medal for each performance, based on each score. The scores will then be combined and the overall medalists (1st - 4th) will receive a large medal. A sample schedule is below. Teams will warm-up off-ice once.

#### **SAMPLE SCHEDULE**

Enter Warm-up Area  
Enter Locker Room  
Compete (1st Runthrough)  
Return to Locker Room  
Compete (2nd Runthrough)  
Exit Locker Room

#### **SKATE ORDER (ex. 4 teams)**

Team 1 (1st Runthrough)  
Team 2 (1st Runthrough)  
Team 3 (1st Runthrough)  
Team 4 (1st Runthrough)  
Team 1 (2nd Runthrough)  
Team 2 (2nd Runthrough)  
Team 3 (2nd Runthrough)  
Team 4 (2nd Runthrough)  
Ice Cut

Junior and Senior teams will compete (standard format) a short program and free skate.

Aspire teams will compete once.

### **CRITIQUES/FEEDBACK**

Critiques will be offered to teams but must be requested in advance. [Please click here to request a critique](#) (there is no fee). Requests made after October 27th will be considered but subject to availability.

### **FACILITIES**

The Skating Club of Boston  
750 University Avenue, Norwood, MA 20262  
617.782.5900  
<https://scboston.org/the-facility/>

The Tenley E. Albright Performance Center will be used for competition and the Performance Center and the West Rink will be used for practice ice. The Performance Center is Olympic-sized (200' x 100') with 2,500 upholstered seats, while the West Rink is an NHL surface (200' x 85'). The West Rink has seating for 1,500 spectators, and the Performance Center and West Rink have no hockey lines or glass. This state-of-the-art facility includes the 1240 Café and Performance Center concessions, Home Ice skate shop, and ticket office.



The facility controlling temperature is 64 degrees. That is an average from four different sensors in the facility, two on ice level (colder) and two over the fixed seating to read closer to the mezzanine level (warmer).

The Skating Club of Boston facility is handicap-accessible, with parking, elevators, and handicap seating available.

## **LOCKER ROOMS AND CHANGING AREAS**

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.

## **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](#).

## **OFFICIAL WEBSITE & UPDATES**

Visit EMS and the official competition page [scboston.org/nesynchroopen](http://scboston.org/nesynchroopen), for important information and competition updates. It is the responsibility of team management or coach to check the competition website and EMS frequently for any schedule changes and information updates.

## **SCHEDULE**

The competition and practice ice schedule will be available after the close of entries. All participating teams will be notified via email once available.

## **PRACTICE ICE**

**Official Practice Ice** is *optional* and must be purchased on EMS **prior to October 25, 2023**. Practice ice will be available Friday morning, afternoon, and evening; Saturday morning and evening; and Sunday morning. Teams must follow the time segments for their division when purchasing official practice ice:

- \$90 per 6-minute session (Aspire levels only)
- \$97 per 7-minute session (Preliminary)
- \$105 per 8-minute session (Pre-Juvenile, Open Juvenile, Juvenile, Open Collegiate, Adult, Open Adult, Masters and Open Masters)
- \$125 per 10-minute session (Intermediate, Novice, Junior short program, Senior, and Senior Elite 12 short program)
- \$130 per 11-minute session (Collegiate, Junior free skate)
- \$135 per 12-minute session (Senior, Senior Elite 12 free skate)

If not all practice ice is in use for official practice, teams may purchase additional segments for unofficial practice. Teams should sign up for all desired practice ice and will be informed if not all sessions are available.

**Unofficial Practice Ice** is available in 10-minute segments for \$120.00 on Friday evening in the Performance Center and Saturday morning in the West Rink and Performance Center (pending competition start-time). Locker rooms are not available to teams that are scheduled in the *West Rink*.

Teams should purchase practice ice via EMS for the total number of segments requested. The practice ice tab will be available at registration and up until the competition or until practice ice is sold out. The total number of segments a team purchases cannot be guaranteed. Any segments that cannot be scheduled by the LOC will be refunded to the team.

### **ONSITE CHECK-IN:**

Registration will open for on-site check-in on Friday, December 8, 2023. Time TBD after competition/practice schedule is posted.

If you are participating in a role requiring compliance, please be sure to [download or print your compliance card](#) 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](mailto:skatesafe@usfigureskating.org) at least 2 business days prior to the competition for assistance.

### **AWARDS**

Medals will be awarded to 1st, 2nd, 3rd and 4th place teams. Levels competing twice will receive a small medal for both individual performances and a large medal for the final, overall placement as determined by the combined score. Large medals will be presented in an award ceremony approximately 30 minutes after the close of the event. Ceremonies will be held in the Club Library, located on the Mezzanine level. Small medals can be picked up at the registration desk.

### **PHOTO/VIDEO**

The Skating Club of Boston will not offer a live stream of this competition. Additional information about photo/video services will be available on the official competition website.

### **ADDITIONAL INFORMATION**

#### **Important Notice**

Gillette Stadium is located approximately 10 miles (15 minutes) from The Skating Club of Boston and will host the Army vs. Navy football game also on December 8th. Preferred hotels have been secured for teams north of the area (Needham, Newton, Weston, etc.) to help teams avoid traffic but please plan accordingly and leave extra time to travel to and from the Club. Hotel availability will also be impacted by the game.

#### **Preferred Hotels**

Hotel information can be found on the competition website, at [scboston.org/nesynchroopen](http://scboston.org/nesynchroopen).

#### **Airport Information**

The Skating Club of Boston is approximately 45-60 minutes from major airports in Boston (MA), Providence (RI), and Manchester (NH).

#### **Merchandise Pre-Orders**





Inaugural competition pins will be available for pre-order via EMS during team registration. A small number of pins may be available at the competition but availability is not guaranteed.

Tentative Schedule

A tentative schedule will be posted on the website as soon as it is available.

**CONTACT INFORMATION**

Competition website: [scboston.org/nesynchroopen](http://scboston.org/nesynchroopen)

For questions, please contact the following individuals:

Competition Chairs:	Leslie Graham Kelly Flaherty	events@scboston.org	617-783-0103 ext. 207
Chief Referee:	Laura Days	lekdays@gmail.com	
Practice Ice Chair:	Kelly Requadt	kelly.requadt@scboston.org	