



**Essex Synchronized Skating Classic**  
**Essex Skating Club of NJ, Inc.**  
**November 13, 2021**  
**Richard J. Codey Arena at South Mountain**  
**560 Northfield Ave, West Orange, NJ**

The Essex Synchronized Skating Classic 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](#).

**SERIES INFORMATION:** This event is proud to participate in the National Synchronized Skating Series. Participation in this series is open to all levels. Teams must register for the series prior to the competition start date if they wish for that competition's results to be counted towards the series. Visit [usfigureskating.org](http://usfigureskating.org) for more information on this series. Results of this competition for participating teams will be reported to U.S. Figure Skating for generation of the series results.

**COVID-19 INFORMATION:**

- Masks are not required for fully vaccinated people unless specifically required by the facility hosting the event.
- Masks are required by people not fully vaccinated regardless of facility policies.
- Coaches and Team Service personnel may not exceed 6 persons (max. 4 coaches and 2 TSP).
- Spectators: Spectators will be allowed into the arena at fifth (50%) capacity, with a maximum number of spectators being 1,000. This is subject to change. Please check our website for updates.
- Please refer to our club website at [essexskatingclub.org](http://essexskatingclub.org) for updates. For any inquiries, you can email us at [essexsynchroclassic21@gmail.com](mailto:essexsynchroclassic21@gmail.com).
- All updates regarding COVID will be available on the Essex Skating Club of NJ website at [essexskatingclub.org](http://essexskatingclub.org).
- Snack Bar availability will be determined by the Richard J. Codey Arena at South Mountain, Essex County Department of Parks and Recreation and Essex County Department of Health regulations at the time of the event subject to Covid-19 protocols.

## **ELIGIBILITY/TEST AND AGE REQUIREMENTS:**

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 U.S. Figure Skating Rulebook. Refer to the current rulebook regarding eligibility of non-U.S. citizens.

Skaters must meet the age requirements by the July 1 preceding this competition.

- Moves in the field test requirements are as of the entry deadline.

## **COMPETITION REGISTRATION:**

- Entry Deadline for the competition is October 15, 2021 at 11:59pm
- The deadline for any roster changes is November 1, 2021 at 11:59pm
- All entries must be submitted via the Event Management System (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.

#### EVENTS OFFERED AND ENTRY FEES:

To see the current synchronized skating handbook/technical information and current ISU communications: [CLICK HERE](#) or on the event offered below. Entry Fees include official practice ice and scheduled time in the South Mountain Educational Center prior to scheduled competition time. Teams will be escorted into the arena from the South Mountain Educational Center to their designated area to put on their skates.

Aspire Synchro events will be run in accordance with the Learn to Skate USA Compete USA Manual (a maximum of 6 teams per group).

For Aspire levels, teams may choose to skate up one level if they would like more of a challenge.

<b>Aspire Synchro Events</b>			
<b>Event Offered</b>	<b>Judging System</b>	<b>Team Fee</b>	<b>Skater Fee</b>
<a href="#">Snowplow Sam</a>	6.0	\$150	None
<a href="#">Aspire Beginner</a>	6.0	\$150	None
<a href="#">Aspire Pre-Preliminary</a>	6.0	\$150	None
<a href="#">Aspire Preliminary</a>	6.0	\$150	None
<b>6.0 Events</b>			
<b>Event Offered</b>	<b>Judging System</b>	<b>Team Fee</b>	<b>Skater Fee</b>
<a href="#">Open Collegiate</a>	6.0	\$250	\$35
<a href="#">Open Adult</a>	6.0	\$250	\$35
<a href="#">Open Masters</a>	6.0	\$250	\$35
<b>IJS Events</b>			
<b>Event Offered</b>	<b>Judging System</b>	<b>Team Fee</b>	<b>Skater Fee</b>
<a href="#">Preliminary</a>	IJS*	\$250	\$35
<a href="#">Pre-Juvenile</a>	IJS	\$250	\$35
<a href="#">Open Juvenile</a>	IJS	\$250	\$35
<a href="#">Juvenile</a>	IJS	\$250	\$35
<a href="#">Intermediate</a>	IJS	\$250	\$35
<a href="#">Novice</a>	IJS	\$250	\$35
Junior Combined ( <a href="#">Short</a> & <a href="#">Free</a> )	IJS	\$250	\$35
Senior Combined ( <a href="#">Short</a> & <a href="#">Free</a> )	IJS	\$250	\$35
<a href="#">Collegiate</a>	IJS	\$250	\$35

<a href="#">Adult</a>	IJS	\$250	\$35
<a href="#">Masters</a>	IJS	\$250	\$35

**REFUND POLICY:** There will be no refunds of entry fee, unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals.

**FACILITIES:**

Richard J. Codey Arena at South Mountain  
560 Northfield Avenue, West Orange, NJ

Website: [www.essexcountyparks.org/south-mountain/codey-arena](http://www.essexcountyparks.org/south-mountain/codey-arena)

The arena has a seating capacity of 2,000. Indoor space will be scheduled in our South Mountain Educational Center for your team to use at their discretion. Warm-up, makeup and hair preparations prior to your scheduled competition time will not be allowed in the arena itself and will be strictly enforced. There is a snack bar in the arena.

**LOCKER ROOMS AND CHANGING AREAS:** This event will not provide locker rooms for the teams. Skaters must come to the arena in full costume with hair and makeup already completed. Skates will be put on inside the facility. Restrooms may not be used as changing rooms. This will be strictly enforced.

**MUSIC AND PPC:**

All teams are required to upload their competition music, and if competing in an IJS event, submit their planned program content to their Team Portal in EMS *by* music and PPC deadline as indicated below. All music and PPC submissions must be made via the Team Portal in the Event Management System (EMS) under the Music and Program Content Tab. After the deadline, music and PPCs can no longer be uploaded online. Questions regarding upload? Email [productsupport@USFigureSkating.org](mailto:productsupport@USFigureSkating.org).

**MUSIC DEADLINE:** November 1, 2021 11:59PMET

**PPC DEADLINE:** November 1, 2021 11:59PM ET

**\* PLEASE HAVE SEPARATE CDs FOR PRACTICE AND COMPETITION BACKUP\***

**LIABILITY:** U.S. Figure Skating, Essex Skating Club of NJ, Inc., The Richard J. Codey Arena at South Mountain, and The Essex County Department of Parks and Recreation 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.

**ON SITE CHECK IN:** Check in will begin on Saturday, November 13, 2021, two hours prior to the start of the competition, and end at the completion of the competition. The check-in table will be located in the South Mountain Education Center, across the parking structure from the arena. 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. The teams will not be granted access to the arena until they have been checked in and the credentials to the team members, coaches and team service personnel are readily visible. The teams will enter the arena through the main entrance, and exit through the door next to the locker room under the stands.

## COMPLIANCE AND CREDENTIALING:


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. 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 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).

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.

**\* Items noted with a red star below are accessible via U.S. Figure Skating Members Only Website: [www.usfsaonline.org](http://www.usfsaonline.org) → Person Icon  or Account → Member Profile → Compliance**

### 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, pay 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](mailto:safesport@usfigureskating.org) for instructions or questions regarding parental consent.

**ADDITIONAL PRACTICE ICE:** The practice ice will be available at the Richard J. Codey Arena at South Mountain. The ice surface is 200' X 85'.

- Practice ice time will be determined by the number of teams entered, and scheduled by the LOC prior to the event on a first come, first served basis
- Practice time will be 8 minutes or 10 minutes per segment and will comply with the current USFS Rulebook
- Cost of the additional practice ice is \$75 per session. .
- Additional practice ice may become available and will be scheduled on a first come-first served basis by the LOC. These segments will each be 10 minutes in length
- Practice schedule will be posted on the event website and the Essex Skating Club website ([essexskatingclub.org](http://essexskatingclub.org))

How to Purchase Practice Ice:

1. Purchase additional Practice ice via EMS for the total number of segments requested
  - a. The practice ice tab will become available during the configured "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 Mandatory Team Information form:
  - a. Provide information about how you would like to collect additional information about time requests, conflicts, travel, etc.

**PHOTO/VIDEO:** Video and still photography will be available for purchase at the arena through Vision Photo and Video LLC. They will be available throughout the day of the competition. One video will be delivered to the team manager after the competition.

Note, per [U.S. Figure Skating policy](#), photographing and/or recording of anyone other than your own team is strictly prohibited.

The photo/video policy for posting can be found [here](#).

**AWARDS:** Medals for all team members for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place. The awards will be given out on the far end of the lobby in front of the display cases.

**OFFICIAL NOTICES:** An official bulletin board will be maintained at rink entrance by the office window. It is the responsibility of the team personnel to check the bulletin board frequently for any schedule changes and/or additional information. Check our club website [essexskatingclub.org](http://essexskatingclub.org) for any event updates.

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

All results will be posted in the arena adjacent to the awards staging area, as well as online

**VOLUNTEER INFO:** All volunteer opportunities will be accepted through Sign-Up Genius. Please indicate the times and positions you would like. Please see the Volunteer Compliance information below, as it will be strictly enforced pursuant to Safesport guidelines as stated in the USFS 2021-2022 Rulebook.

**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 (insert icon?) or Account → Member Profile → Compliance

**CONTACT INFORMATION:**

Competition website: [essexskatingclub.org](http://essexskatingclub.org)

For questions, please contact the following individuals:

Competition Chair:	Michele Blatt	<a href="mailto:Essexskatingclassic21@gmail.com">Essexskatingclassic21@gmail.com</a>
Chief Referee:	Ann Buckley	<a href="mailto:Essexskatingclassic21@gmail.com">Essexskatingclassic21@gmail.com</a>
Practice Ice Chair:	Cindy Lee	<a href="mailto:Essexskatingclassic21@gmail.com">Essexskatingclassic21@gmail.com</a>
Additional Contact:	Lynn Biot-Gordon	<a href="mailto:Essexskatingclassic21@gmail.com">Essexskatingclassic21@gmail.com</a>

**ADDITIONAL INFORMATION:**

Use this space to include any information you have for competitors traveling to your event.

- For hotel information and reservations, please contact [The Zenith Group \(thezenithgrp.com\)](http://thezenithgrp.com)
- Newark airport is approximately 10 miles from the arena
- If ground transportation is required, please contact the LOC at [essexsynchroclassic21@gmail.com](mailto:essexsynchroclassic21@gmail.com)
- There will be no pre-order of competition clothing available.
- The competition website is [essexskatingclub.org](http://essexskatingclub.org)
- Tentative schedule will be available one week prior to the competition.