



**Essex Synchronized Skating Classic
November 12, 2022**

Hosted by the Essex Skating Club of NJ, Inc.

560 Northfield Avenue, West Orange NJ 07052

I. COMPETITION OVERVIEW

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](#), 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.

COVID-19 INFORMATION:

For the most recent U.S. Figure Skating COVID-19 policy requirements, [CLICK HERE](#). We will be following either the Essex County Department of Health or the USFS Covid-19 protocols, whichever is more stringent. Please check the club website (www.essexskatingclub.org) closer to the competition date to confirm which policy will be strictly enforced.

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 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.



EVENTS OFFERED:

Click [HERE](#) to view the program requirements for the current season. [Competing | U.S. Figure Skating \(usfigureskating.org\)](#)

SYNCHRONIZED SKATING	JUDGING	Team Fee	Skater Fee
Snowplow Sam	6.0	\$150	\$1
Aspire Beginner	6.0	\$150	\$1
Aspire Pre-Preliminary	6.0	\$150	\$1
Aspire Preliminary	6.0	\$150	\$1
Preliminary	IJS	\$325	\$20
Pre-Juvenile	IJS	\$325	\$20
Open Juvenile	IJS	\$325	\$20
Juvenile	IJS	\$325	\$20
Intermediate	IJS	\$325	\$20
Novice	IJS	\$325	\$20
Junior Short Program	IJS	\$325	\$20
Junior Free Skate	IJS	\$325	\$20
Junior Combined (Short & Free)	IJS	\$450	\$20
Senior Short Program	IJS	\$325	\$20
Senior Free Skate	IJS	\$325	\$20
Senior Combined (Short & Free)	IJS	\$450	\$20
Collegiate	IJS	\$325	\$20
Adult	IJS	\$325	\$20
Masters	IJS	\$325	\$20
Open Collegiate	6.0	\$325	\$20
Open Adult	6.0	\$325	\$20
Open Masters	6.0	\$325	\$20

UNOFFICIAL PRACTICE ICE AND CRITIQUES

We will be offering unofficial practice ice on a first come first serve basis for \$100 per 10 minutes. Critiques will also be available for any team that is competing in the Essex Synchro Skating Classic for \$100 per 15 minute session on a first come first serve basis.

II. ELIGIBILITY**TEST LEVEL:**

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



SKATESAFE COMPLIANCE:

For full details about SkateSafe compliance at U.S. Figure Skating competitions, refer to the U.S. Figure Skating SkateSafe webpage: www.usfigureskating.org/skatesafe.

COACHES

To be an eligible coach at a nonqualifying competition, coaches must meet the applicable compliance requirements and verified by U.S. Figure Skating. Coach compliance falls into three categories, Coach/Choreographer, Learn to Skate USA Instructor, or Foreign Coach/Choreographer. Details regarding compliance requirements can be found [HERE](#). All compliance requirements must be met at the time of check-in to access the competition, no exceptions.

Each team will receive credentials for two coaches and two team service personnel.

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 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.

IF USING EMS: 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 SkateSafe compliant until they have completed the



training and their Members Only portal reflects completion. Please email skatesafe@usfigureskating.org for instructions or questions regarding parental consent.



III. REGISTRATION INFORMATION

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.



FOREIGN SYNCHRO AND THEATRE ON ICE TEAMS:

Additional steps are required to complete your registration. For a full guide to registering foreign teams, [CLICK HERE](#). Email productsupport@usfigureskating.org if you require assistance.

CRITIQUES

Critiques will be offered for any team registered to compete in the Essex Synchronized Skating Classic. An additional \$100 per team will be charged for any team requesting critique.

MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: Teams participating in events with music are required to upload their music to EMS no later than November 1, 2022 at 11:59PM ET. After this date, teams will be locked out of this feature and subject to a \$35 late fee. The late fee will automatically be added to each team'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.

DEADLINE: DATE November 1, 2022 Late submissions will incur a \$35 late fee.

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

If you need assistance, email 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 rink-side 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) – Competitors participating in IJS events are required to submit PPC in EMS no later than November 1, 2022 at 11:59pm ET. **After this date, skaters will be locked out of this feature in EMS and subject to a \$50 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.

DEADLINE: DATE: November 1, 2022 at 11:59pm. Late fee of \$50 will be charged.

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

REFUND POLICY

Entry fees will not be refunded after entry deadline unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals.



LIABILITY:

U.S. Figure Skating, Learn to Skate USA, The Essex Skating Club of NJ, Inc., the Essex County Department of Parks and Recreation and The Richard J. Codey Arena at South Mountain 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

FACILITIES:

The Richard J. Codey Arena at South Mountain
560 Northfield Avenue West Orange, NJ 07052

<https://essexcountyparks.org/south-mountain/codey-arena>

Rink 1 is 200' by 85' and has arena seating for 2500 spectators. Rink 2 is 185' x 85' and has seating for approximately 250. Rink 1 is a comfortable rink, but Rink 2 can be quite cold. A full snack bar is in the arena itself, and there are fast food restaurants directly across the street from the arena.

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. 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.

Preparation areas will also be scheduled for competing teams in the Educational Center which is directly across the parking lot from the arena. Hair and makeup applications are prohibited in the lobby and arena and this will be strictly enforced.

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:

All information can be found on the Essex Skating Club of NJ, Inc., website at www.essexskatingclub.org and will be continually updated.

It is the responsibility of coach or team manager to check the club website frequently for any schedule changes and/or additional information pertaining to the competition. You may also email us at essexsynchroclassic2022@gmail.com with any questions.



Practice and competition schedules will be available on line approximately one week prior to the start of the competition. QR Codes will be provided at the competition for the competition schedule and all event results.

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 after the close of entries. All participants will be notified via email once available.

PRACTICE ICE

Official practice ice is included in the team's entry fee. Unofficial practice ice will be available on a first come first serve basis, based on the number of teams entered and ice time available.

ONSITE CHECK-IN:

Check-in will open on Saturday, November 12, 2022 approximately two hours prior to the start of practice ice in the lobby of the Education Center. Teams will be allowed into the arena all together only after the coach or team manager check in the team.

Admission for spectators is \$20 per person ages 12 and over. Children under the age of 12 are free.

AWARDS:

Medals will be awarded to all skaters and alternates in teams that finish in first through fourth place.

VOLUNTEER INFO:

Volunteers are always welcome. If you would like to volunteer as an ice monitor, locker room attendant, registration, hospitality and ALL medical personnel please log into SignUp Genius at <https://www.signupgenius.com/go/60B0F4BAAA622A7F49-synchro1> to secure your slots. For every two hours slot volunteered, one credit towards skating on an Essex Skating Club session will be awarded. Competition times are tentatively 7am to 6pm on November 12, 2022. The schedule will be posted one week prior to the Competition.

VOLUNTEER COMPLIANCE:

Compliant positions at all U.S. Figure Skating events include key LOC members, locker room monitors and ALL medical event personnel. Click here for mandatory USFS Compliance training: [Complete General Compliance.pdf \(usfigureskating.org\)](#)

PHOTO/VIDEO:

Video will be available and the event will be live-streamed. The link for the live streaming will be provided the week before the event.



ADDITIONAL INFORMATION:

- Email essexsynchroclassic2022@gmail.com for participating local hotels
- Newark Liberty Airport is the most convenience airport, only 20 minutes from the arena
- Vendors will not be at this competition
- Website for the competition is Essexskatingclub.org
- Tentative schedule will be available approximately one week prior to the competition.

CONTACT INFORMATION:

Essexskatingclub.org

For questions, please contact the following individuals:

Competition Chair:	Michele Blatt	Essexsynchroclassic2022@gmail.com	
Chief Referee:	Ann Buckley	adbuckley81@gmail.com	
Practice Ice Chair:	Cindy Lee	Essexsynchroclassic2022@gmail.com	
Additional Contact:			

