



Essex Synchro Classic
Hosted by the Essex Skating Club of NJ, Inc.
Saturday, November 10, 2018

The Essex Synchro 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 which have been posted on the U.S. Figure Skating web site.

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 Rulebook. Refer to the current rule book regarding eligibility of non-U.S. Citizens.

This event is proud to participate in the National Synchronized Skating Challenge Series. Participation in this series is open to all Snowplow Sam Synchro, Synchro Skills 1, 2, or 3 teams and preliminary, pre-juvenile, open juvenile, open collegiate, open adult and open masters teams. Visit www.usfigureskating.org for more information on this series. Results of this event for participating teams will be reported to U.S. Figure Skating for calculation of the series results.

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

ENTRIES:

Entries will only be accepted through Entryeeze. Entry deadline is Sunday, September 16, 2018. All applications must be received no later than midnight, September 16, 2018. Late entries will be accepted at the discretion of the Chief Referee. Entry fees are \$300 per team and \$30 per skater. Combined Junior and Senior Long and short programs the fee are \$350 per team and \$30 per skater. Snowplow Sam and Synchro Skills entry fees are \$50 per team and \$10 per skater Synchro Skills 1-3 and Snowplow Sam Synchro events will run in accordance to the Learn to Skate USA Competition Manual (a maximum of 6 teams per group).

For Synchro Skills levels, if a team fits into one level age-wise, but would like more of a challenge, they should be able to "skate-up" one level (for example, team has majority of skaters under 9 years old but would like to skate in the Synchro Skills 2, they should be allowed).

REFUND POLICY:

Entry fees will not be refunded after the entry deadline unless no competition exists or is canceled. The online processing fees are not refundable. Checks returned for contested credit card charges will be assessed a \$25 processing fee. Payment of the fee will be required before

the team is allowed to participate in practice ice or events.

FACILITIES: The competition will be held at Richard J. Codey Arena at South Mountain, 560 Northfield Avenue West Orange, NJ 07052 (973)731-3828. The rinks are 200' x 85' Both ice surfaces will be used for the competition. Eight locker rooms will be used. Separate areas will be available for hair and makeup. **NO HAIR AND MAKEUP IS TO BE DONE IN THE ARENA LOBBY AND THIS WILL BE STRICTLY ENFORCED.** Rink 2, which will be used as the 6.0 rink can be cold and there is limited seating in this arena. Rink 1 is typically comfortable and has a seating capacity for 3000.

HAIR AND MAKEUP ARE NOT TO BE DONE IN EITHER RINK OR THE ARENA LOBBY. Rooms for hair, makeup and off ice warm-up will be available in our Educational Center on Saturday, November 10 from 9am until 5pm. The Educational Center is across the parking lot from the arena and the rooms may be reserved for \$75 per half hour slot. Reservations will be accepted through Entryeze only. Space is limited and will be scheduled on a first come, first served basis.

Unofficial practice ice will be available on Friday evening between 4pm and 9pm and will be available for purchase. Sessions will be 20 minutes each and cost \$75 per session. Please indicate preferred time and number of sessions requested. Unofficial practice ice will be scheduled on a first come first served basis.

LOCKER ROOMS AND CHANGING AREAS: This event will be following the Locker Rooms and Changing Area policy included in the SafeSport Handbook.

MUSIC:

For the **online music submission is the ONLY acceptable method to submit program music. We will NOT accept CDs!** After you have paid for your events, the system will prompt you to upload your music for each event that requires music. If your music is not available at that time, you can log out of your account and return later to upload your music by going to the "Competition" tab and then selecting "My Music." Please be sure you are uploading the correct music for the correct event segment. Be careful, for example, not to mix up your short program and your free skate! **All music must be uploaded by September 16, 2018 11:59PM ET. Please confirm the exact date on EntryEeze.**

The uploaded program music MUST conform to the following specifications:

Programs per file:	One (1) - Only one event segment program music (e.g. short program, free skate, short dance, free dance, etc.) per file is allowed.
File Format:	mp3 - The uploaded file music must be an mp3 file (MPEG-1 or MPEG-2 Audio Layer III). Simply changing the file extension to "mp3" from another file format is not acceptable.
Bit Rate:	192 kbps is requested (bit rates between 128 and 320 kbps will be accepted).
Maximum file size:	10 MB
Maximum run time:	Five (5 minutes)
ID3 Metadata (tags):	None - The Chief Music Coordinator strongly requests that mp3 files DO NOT contain any ID3 metadata, commonly called tags. This is especially true of any embedded images such as album cover art, picture of the skater, etc. Please, NO EMBEDDED IMAGES!
Maximum leader:	The Chief Music Coordinator requests that there be NO leader. The leader is the silence between the start of the track and the actual start of the program music.
Maximum trailer:	The Chief Music Coordinator requests that there be NO trailer. The trailer is the silence between the end of the program music and the end of the actual track.

Backup Music at Event (CDs)

In addition to submitting the music online, **all competitors/teams must also have at least one (1) backup copy of their competition music on CD, AT RINKSIDE, during the actual competition event segment or official practice.** CDs must meet the following requirements:

- In standard Audio CD format (Compact Disc Digital Audio). Other formats, including mp3 are NOT acceptable.
- Clearly marked with a permanent marker (e.g. Sharpie, do NOT use a label or tape) as follows: First Name, Last Name, (Club – Optional but requested), Event, Event Segment and Music Length (e.g. Jane Smith, Acme FSC, Novice Ladies, Free Skate, 3:10 or Synchro Team, Widget FSC, Preliminary, Free Skate, 1:59)
- Each CD may have only ONE (1) music track on it. In the case where a skater competes in both a short program/dance and a free skate/free dance, two (2) separate discs must be available. Any disc with more than one (1) track is NOT acceptable.
- Lead in time (time before the music begins) on CDs may not exceed two (2) seconds.
- Due to the compatibility and reliability reasons, music may NOT be submitted on re-recordable “CD-RW” discs. **PLEASE, no CD-RWs!!**

The Local Organizing Committee (“LOC”), competition officials, and volunteers exercise reasonable care when handling CDs. However, they are not responsible for damage to or loss of any CDs. The LOC is not responsible for CDs not picked up by the end of the competition. Those CDs will be destroyed.

Interruption in Music – U.S. Figure Skating Rule 1403

If, after the competitor/team’s name has been called to compete, there is an issue with the downloaded music or CD provided at the event, the competitor will have up to 3 minutes to rectify the situation with a backup copy of the music on CD. After 3 minutes, the competitor/team will be considered withdrawn.

Administrative Fee for Incorrect/Changed Music or Failure to Upload Music

The LOC may assess each competitor/team an additional charge, up to \$25.00 per event segment, to manually handle a competitor/team’s music, if the competitor/team: 1) fails to submit their music prior to the close of online music submission, 2) submits files that do not follow the specifications above, 3) uploads the incorrect music for a given event segment (e.g. uploads short program music instead of the free skate), or 4) requests a change of music after the music upload deadline. In the event the LOC decides to assess an administrative fee, the competitor/teams will not receive their credentials at registration until they pay the fee and turn in their music on CD, conforming to the requirements above.

. PLEASE HAVE SEPARATE CD’S FOR PRACTICE ICE AND OFF ICE WARMUPS. .

LIABILITY: U.S. Figure Skating, The Essex Skating Club of New Jersey, Inc. , The Richard j Codey Arena at South Mountain and 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.

JUDGING SYSTEM:

The International Judging System (IJS) will be used for the following events:

- Juvenile
- Intermediate
- Novice
- Junior Short Program & Free Skate
- Senior Short Program & Free Skate
- Collegiate
- Adult
- Masters

The majority 6.0 Judging System will be used for the following events:

- Snowplow Sam Synchro
- Synchro Skills 1-3
- Preliminary
- Pre-Juvenile
- Open Juvenile
- Open Adult
- Open Masters
- Open Collegiate

All teams competing in a level judged under the IJS will be required to complete a planned program content sheet. Each team's Planned Program Content sheet must be completed via their Member's Only profile at www.usfsaonline.org **at least 7 days** before the start of the event.

REGISTRATION: Registration will begin Friday, November 9, 2018 at 3:00pm for those teams with who purchased unofficial practice ice and on Saturday, November 10 2018. The registration table will be located in the lobby of the Codey Arena immediately in front of Rink 1. Registration will be open two hours before the first event and run through the last event of the day. One team representative should register on behalf of the team, as soon as the team arrives at the competition. Coaches, team managers, and team service personnel must register separately to receive their credential (see coaching requirements below).

ADMISSION: Credentials will be given to each team member, one coach and one adult team service personnel. Admission for spectators will be \$15 for adults and teens 14 and over. Children under age six are free. Pre-paid discount tickets must be purchased through Entryeeze. Tickets may also be purchased at the arena on the day of the competition for \$20 per ticket.

In order to receive a chaperone credential, each team manager and team service personnel must have completed the SafeSport Training and successfully passed a background check. Those that cannot produce proof that these have been successfully completed will not be provided a chaperone credential.

Team managers and team service personnel will be asked to pick up their own credentials. These credentials are only to be used by the team manager and team service personnel who originally picked them up and may not be shared. Anyone found using a credential, not on the approved compliance list, will have their credential privileges revoked for the duration of the competition and be brought to the attention of U.S. Figure Skating and the Ethics Committee.

Please see the [U.S. Figure Skating SafeSport Handbook](#) for more details.

PRACTICE ICE: Practice ice will be available for purchase at the Richard J. Codey Arena at South Mountain, 560 Northfield Ave, West Orange, NJ 07052 on Friday, November 9, 2018 between 4pm and 9pm ONLY. Each session will be 20 minutes in length All practice ice will be scheduled on a first come first served basis. Team managers and coaches will be notified by email with their assigned sessions. Each session will be \$75 and will be purchased through Entryeeze only.

PHOTOGRAPHY / VIDEOGRAPHY: Video and still photography will be available for purchase on the day of the competition.

AWARDS: Medals will be given to each team member and alternate for first, second, third and fourth place finishes

OFFICIAL NOTICES: An official bulletin board will be maintained in the lobby of the arena outside of Rink 1. It is the responsibility of each competitor, parent, and/or 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. **The official schedule of events will be posted no later than 14 calendar days prior to the commencement of the competition on both Entryeze and the Essex Skating Club website (essexskatingclub.org).**

INFORMATION REGARDING ALL COACHES:

To coach at a U.S. Figure Skating nonqualifying competition, a professional coach or choreographer must be:

- ✓ Must be a current full member of U.S. Figure Skating- either through a member club or as an individual member.
- ✓ If 18 years of age or older, must submit the proper payment of \$20 through the U.S. Figure Skating Members Only website, and submit information for and successfully pass an annual background check.
- ✓ Must complete the CER SafeSport training course and any additional courses as required in MR 5.12 effective starting July 1, 2018.
- ✓ Must submit proof of general liability insurance with limits of \$1 million per occurrence/ \$5 million aggregate.

A coaches' requirements chart can be found here:

<http://usfsa.org/content/Coach%20Requirements%20Chart.pdf>.

The local organizing committee/club will have a list of coaches who are cleared for a credential at the competition. Coaches will need to check in at the event registration desk and show a government issued photo I.D. to receive a credential. Coaches who are NOT on the list will need to show proof of membership in U.S. Figure Skating, a Coaches Registration card, proof of compliance, and a photo I.D. at check in. **If a coach cannot provide a photo I.D. 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* coaches to have their cards with them. Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events including practice sessions**

Foreign coaches will be required to present the LOC with a letter, from their Federation, verifying they are a member in good standing.

CONTACT INFORMATION:

Competition web site:

For questions, please contact the following individuals:

Competition Chair:	Michele Blatt	essexsynchroclassic18@gmail.com
Chief Referee:	Ann Buckley	adbuckley@comcast.net
Practice Ice:	Cindy Lee	essexsynchroclassic18@gmail.com

ADDITIONAL INFORMATION: The Zenith Group is the provider for the teams' hotel accommodations. To make team arrangements, please call 1-800-476-0542 or email Ken Broadbent at the Zenith Group. For more detailed information email Kent Broadbent at kbroadbent@thezenithgrp.com.

The Codey Arena and South Mountain Reservation is 15 minutes from Newark Liberty International Airport and 45 minutes by mass transportation into New York City. Community Coach Bus Line number 77 stops and the arena directly and goes into the Port Authority Bus Terminal in Manhattan

The Richard J Codey Arena at South Mountain is a cornerstone of the South Mountain Reservation, a 2110 acre recreational area. The Turtle Back Zoo, hiking trails, miniature golf and the Tree Top Experience are all available For more information go to the Essex County Department of Parks and Recreation website <https://www.essexcountyparks.org/parks/south-mountain-reservation/about>

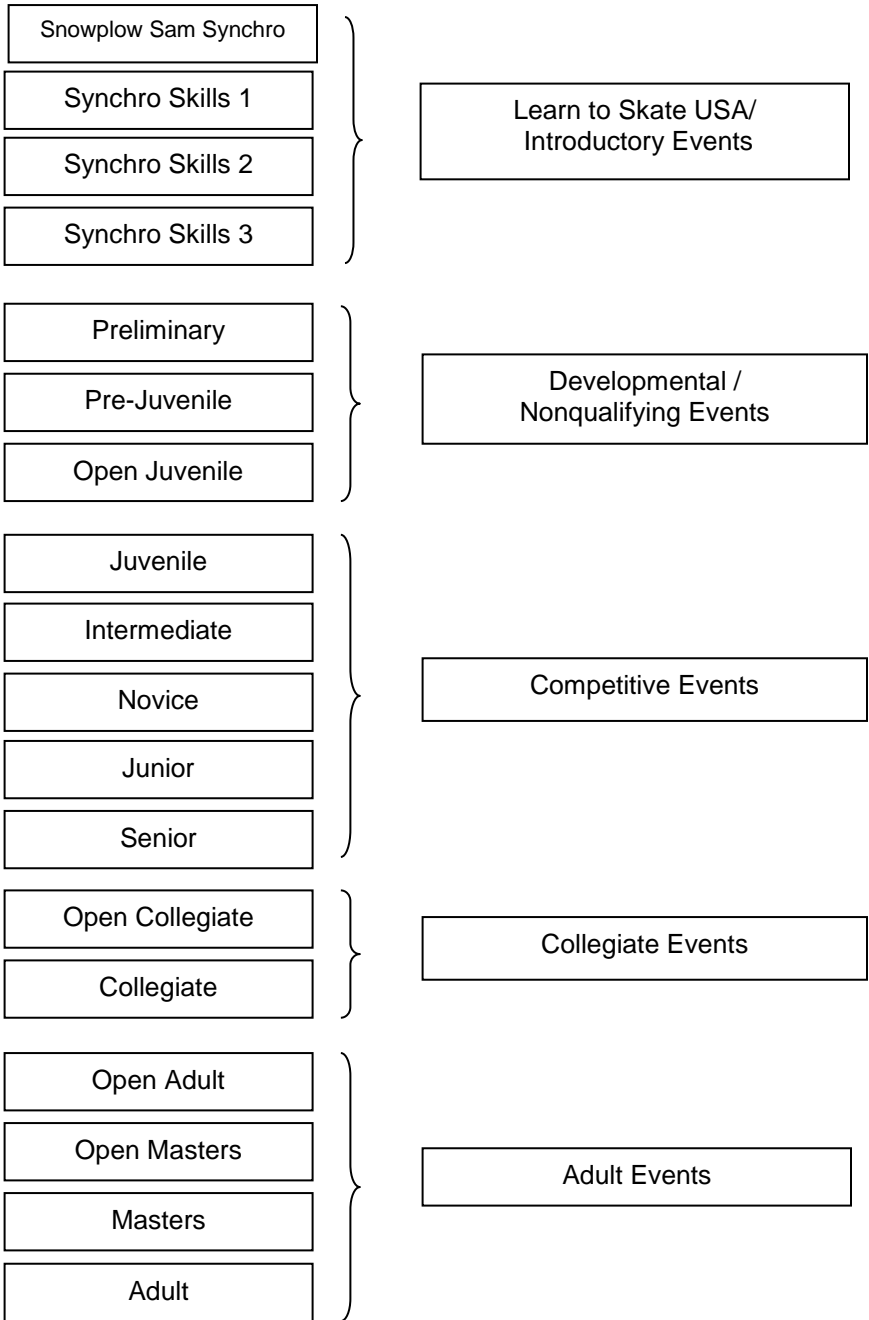
Vendors will be on site and will not be available for pre-order.

EVENTS OFFERED:

See the current rulebook/website for current rules and ISU communications.

<http://www.usfigureskating.org/story?id=84114>)

Illustration of Synchronized Skating competitive pipeline and events; age restrictions, test requirements, and program duration are on the next page:



A. Snowplow Sam Synchro A team of 5-12 skaters. The majority of the team must be under 7 years old. No skaters may have passed higher than a preliminary test.

Program duration: maximum 2 minutes, 10 seconds.

Rules:

<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>

B. Synchro Skills 1:

A team of 8 to 16 skaters. The majority of the team must be under 9 years old. No skaters may have passed higher than a preliminary test.

Program duration: maximum 2 minutes, 10 seconds.

Rules:

<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>

C. Synchro Skills 2:

A team of 8 to 16 skaters. The majority of the team must be under 12 years old. No skaters may have passed higher than a preliminary test.

Program duration: maximum 2 minutes, 10 seconds.

Rules:

<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>

D. Synchro Skills 3:

A team of 8 to 16 skaters. The majority of the team must be at least 12 years old. No skaters may have passed higher than a preliminary test.

Program duration: maximum 2 minutes, 10 seconds.

Rules:

<http://www.usfigureskating.org/programs?id=84096&menu=synchronized>

E. Preliminary:

A team of 8 to 16 skaters. All skaters must be under 12. The majority of the team must be under 10.

Program duration: 2 minutes.

Well balanced program: Rule 7270

F. Pre-Juvenile:

A team of 8 to 16 skaters. The majority of the team must be under 13.

Program duration: 2 minutes, 15 seconds.

Well balanced program: Rule 7260

G. Open Juvenile:

A team of 8 to 16 skaters. Skaters must be under 20 and have passed the pre-preliminary moves in the field test.

Program duration: 2 ½ minutes.

Well balanced program: Rule 7250

H. Juvenile:

A team of 12 to 20 skaters. Skaters must be under 13 and have passed the pre-juvenile moves in the field test.

Program duration: ~~3 minutes~~ 2 minutes, 30 seconds

Well balanced program: Rule 7240

I. Intermediate:

A team of 12 to 20 skaters. Skaters must be under 18 and have passed the juvenile moves in the field test.

Program duration: ~~3 ½ minutes~~ 3 minutes

Well balanced program: Rule 7230

J. Novice:

A team of 12 to 20 skaters. Skaters must be under 16, with the exception that up to 4 team members may be 16 or 17. All must have passed the intermediate moves in the field test.

Program duration: ~~3 ½ minutes~~ 3 minutes

Well balanced program: Rule 7220

K. Junior:

A team of 12 to 16 skaters. Skaters must be at least 13 and under 19 on the preceding July 1. All skaters must have passed the novice moves in the field test.

Short program duration: Maximum 2 minutes, 50 seconds

Free skate duration: 3 minutes, 30 seconds

Well balanced program and short program: Rule 7210

L. Senior:

A team of 16 skaters. Skaters must be at least 15 on the preceding July 1 and have passed the junior moves in the field test.

Short program duration: Maximum 2 minutes, 50 seconds
Free skate duration:- 4 minutes
Well balanced program and short program: Rule 7200

- M. Open Collegiate:** A team of 8 to 16 skaters. Skaters must have a high school diploma or equivalent and be enrolled in a college or university as a full-time student, as of the entry deadline.
Program duration:- 2 minutes, 30 seconds
Well balanced program: Rule 7290
- N. Collegiate:** A team of 12 to 20 skaters. Skaters must have a high school diploma or equivalent and be enrolled in a college or university as a full-time student, as of the entry deadline, and have passed the juvenile moves in the field test.
Program duration:- 3 minutes, 30 seconds
Well balanced program: Rule 7280
- O. Open Adult:** A team of 8 to 16 skaters. The majority of skaters must be at least 19 years or older.
Program duration:. 2 minutes
Well balanced program: Rule 7520
- P. Open Masters:** A team of 8 to 16 skaters. Skaters must be at least 25, and the majority of the team must be at least 30.
Program duration:. 2 minutes
Well balanced program: Rule 7530
- Q. Masters:** A team of 12 to 20 skaters. Skaters must be at least 25, and the majority of the team must be at least 30.
Program duration:- 2 minutes, 30 seconds
Well balanced program: Rule 7510
- R. Adult:** A team of 12 to 20 skaters. All skaters must be at least 21 with the exception that up to four team members may be 18, 19 or 20 years of age. All skaters must have passed either the preliminary moves in the field test, the adult bronze moves in the field test, the preliminary figure test or the preliminary dance test.
Program duration: 2 minutes, 30 seconds
Well balanced program: Rule 7500

Teams are permitted to have a maximum for four alternates, in addition to the maximum number of athletes allowed on the ice at their level.

Crossover Rules:

No team may be comprised of more than 50% of athletes that are also on any other team. This applies to both the entire roster and the athletes that are skating on the ice at any given competition.

The chart below illustrates the levels where crossover skaters are allowed. The shaded areas indicate no crossovers are allowed. An "X" indicates crossovers are allowed between the two levels, providing all requirements are met as defined Rules 7200 – 7530, in addition to the statement above.

	Snowplow Sam Synchro, Synchro Skills 1, 2 or 3	Preliminary	Pre - Juvenile	Open Juvenile	Juvenile	Intermediate	Novice	Junior	Senior	Open Collegiate	Collegiate	Open Adult	Open Masters	Masters	Adult
Snowplow Sam Synchro, Synchro Skills 1, 2 or 3															
Preliminary															
Pre - Juvenile															
Open Juvenile															
Juvenile						X	X								
Intermediate					X	X	X	X	X						
Novice					X	X		X	X						
Junior						X	X		X		X				
Senior						X	X	X			X				X
Open Collegiate															
Collegiate								X	X						X
Open Adult															
Open Masters															
Masters															X
Adult									X		X			X	