

FREQUENTLY ASKED QUESTIONS FOR THEATER ON ICE

Welcome to the 2018 Cardinal Classic competition! Here are some Frequently Asked Questions that should help you during the competition.

Q: How do I submit my team's music?

For the 2018 Cardinal Classic competition, we have transitioned to online music submission. After you have paid for your events, you should upload your music in the EntryEeze system for each event that requires music.

If your music is not ready at the time of registration, you can return to your EntryEeze competition account and upload your music prior to the deadline of music submission, March 16th. You can 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. Be careful, for example, not to mix up your CE program and your free skate music.

The file name must include the team's name and event level. Example: SCNV-IntermediateCE

Deadline for uploading is: March 16 at 11:59 pm.

Q: How do I purchase Team Practice Ice?

Exclusive team practice Ice is available for purchase for Saturday and Sunday of the competition. Sessions are for 30 minutes, cost \$220.00 and will only be available for purchase prior to the close of registration, **February 23**. Props and music are permitted during team practice. A club that has more than one team can share the 30-minute session.

Q: When do I need to submit my Team's Planned Program Content?

With the rule change no longer requiring teams to submit an ordered list of CE elements (axes) in their CE programs (Rule G.3), there is no need to submit a formal Planned Program Content form. However, a description of the theme or story (for both CE and Free program) are required, as defined in Rule G.1. Because the Cardinal Classic prints team information including story line, skater and coaches' names for each team in the competition program, we request the teams send an email with the following information:

- Team Name and Level
- Coaches and Assistant Coaches Names for this Team
- Theme or Story for this Team
- Team Logo

Skater names will be pulled from the registration. The email should be sent to melissa@scnv.org no later than **March 2nd**.

Q: When will I know my team's detailed schedule?

One week before the competition, we will send the coach a detailed schedule that will include information on locker rooms, team flow, critique times and awards presentation. We hope that by

sending it out early, questions can be answered and problems identified, to enable the coach and skaters to concentrate on their performance and not logistics.

Q: How do I pre-purchase team video or photos at a discount?

ProEventPhoto is offering a special discount for team video and photos for pre-orders. All orders must be placed online by 5:00pm on **April 5th** to receive this special offer. At the event pricing will be higher. ProEventPhoto pre-order link: <http://store.proeventphoto.com/product/CARDINALCLASSIC.html>

Q: How can I purchase a “Good Luck” ad for my team?

Once you have registered, we encourage you to wish your Theater on Ice team good luck in the souvenir program. It is not too late to purchase a “Good Luck” message for the program. Log into the competition EntryEeze portal. Under the “Competition” drop-down menu, select “Merchandise” and then “Personal Message Ad.” Messages are limited to 20 words, cost \$5.00 and the deadline is **February 26 at 11:59pm**.

If you wish to make a bigger splash, purchase a full page (\$75.00) or half-page (\$40.00) black-and-white ad, also available through the Merchandise page. Send finished artwork by February 26 to melissa@scnv.org.

Q: Do I need to bring backup music?

In addition to submitting the music online, all teams should bring least one (1) backup copy of their competition music on CD, to held AT RINKSIDE by the coach, during the competition event.

CDs must meet the following requirements:

- Standard audio CD format. Other formats, including mp3, are not acceptable.
- CDs must be clearly marked with a permanent marker with the name of the team, event and music length
- Each CD must have only one (1) music track on it. Any disk with more than 1 track will not be played.

The 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.

Q: How do I register for the Test Session during the competition?

SCNV will be hosting a test session for singles free skate, moves in the field and dance during the competition. The test session will be on Friday, April 6, 6:00pm-9:15pm. Please share this information with your team should individual members have an interest in testing while at the competition. Visit <http://comp.entryeeze.com/Membership/Welcome.aspx?cid=78> to register for the test session.

Q: What do I need to know about the facilities and area?

Prince William Ice Center is a “cold” rink. Bring warm ups for on the ice and coats for the stands. There is limited parking around the ice rink complex and an overflow parking lot a short walk away (with a climb up from the lower overflow parking to the rink area).

The rink's snack bar has a selection of ready-made and prepared to order food. There are restaurants and shopping nearby (including the factory outlets at Potomac Mills). The National Cherry Blossom Festival in D.C. will be on-going during the competition, with evening fireworks and other attractions.

The official hotel is the Courtyard by Marriott Potomac Mills, located at 14300 Crossing Place, Woodbridge, VA 22192. Call for group rate under “Cardinal Classic” at 703-491-4525.

Q: What hours will the registration desk will be open during the competition?

The registration desk will be open from 5:30pm – 9:30pm on Friday, 6:30am – 7:30pm on Saturday and 6:30am to 6:30pm on Sunday for team check-in, practice ice check-in and event information.

Coaches should check in their teams and pick up their instruction packets no later than one hour before their event. Please note that music will not be accepted at the Registration Desk and must be **submitted online no later than March 16th** (see above).

Teams have special needs. We will have a designated TOI coordinator available on Saturday and Sunday to assist you and your team. You can connect with the TOI coordinator through the registration desk.

Q: Where should my team put their bags during the competition?

The TOI tent, located outside the rink in the side parking lot, is the designated location for team bag storage and prep area. Locker rooms are small and few in number, and are for clothing changes and bag storage for all competitors while competing. Please refrain from leaving your bags in the snack bar area or lobby for fire safety reasons.

Q: Where should my team store its props?

If your team has props, we have a prop master who will be on-site on Sunday from 7:00am. Props should be taken to the rear entrance of the arena (drive around back), to the “garage door” entry. Props will be stored in this area before repositioning at ice edge for the competition.

Q: Where are the locker rooms located?

The locker rooms are accessed from rinkside, behind the stadium seating. Boys’ and Girls’ locker rooms will be marked for costume changing.

The Cardinal Classic will adhere to all SafeSport guidelines on team locker room use, permitting the team coach, team manager, one additional team service personnel and athletes competing at the skating event in the locker rooms at the times when the team is putting on or taking off skates at the time of competition. Team meetings should not be held in the locker rooms, but in the TOI tent.

Q: Where should my team do hair and makeup?

Tables will be set up in the TOI tent for team preparations. Space is limited so we suggest that teams consider completing hair and makeup before arriving at the rink. The Cardinal Classic will adhere to all

SafeSport guidelines on locker room use, including the prohibition of parents from locker rooms with the exception for athletes 11 years old and younger that will allow for one parent of the same sex to assist their child immediately prior to and after their skating event(s).

Q: Where can skaters stretch and warm up?

Skaters can stretch or warm up in the rink area or outside. There is no warming up or stretching on the stairs or upstairs rooms.

Q: When will awards be given out?

TOI awards will be presented on ice on Sunday after the completion of the Free Skate event. Teams should remain in costume for the awards ceremony, with skates on. Both FS and CE medals will be awarded at this time. Medals will be awarded to the first-, second-, third- and fourth-place teams in each event. The CE and FS will be judged separately. Teams in single-entry events will be awarded medals.

In addition, the SpyGirls Press “Most Entertaining” performance trophy will be awarded at the conclusion of the awards ceremony. All teams competing with FS programs (included Learn to Skate teams) will be considered by the jury.

Additional information on the awards ceremony flow will be included in the detailed schedule sent in advance to the coaches.

Q: Will there be a critique and where will it be?

Critiques for both the CE and FS will be held for all team coaches in the Critique Room (located upstairs, between the two ice surfaces) shortly after the completion of the TOI events on Saturday and Sunday. The critique schedule will be posted on the announcement board at the registration desk, and coaches with multiple teams will receive their critiques in the same critique session, assuming the officials are available.

Q: How do I register for the seminar?

The Cardinal Classic will be hosting an educational seminar on Saturday, April 7, at 3:00pm. There will be two sessions: Understanding the IJS Scoring System and Introduction to Solo Ice Dance. The seminar is open to all registered skaters, chaperons and coaches.

Q: Where is the Lost and Found located?

Lost and Found is located at the Prince William Ice Center skate desk.

Q: Will First Aid be available?

We will have a First Aid kit at the registration desk for minor injuries. For more serious injuries requiring emergency medical services, Prince William Ice Center personnel will assist. Information on local hospitals and medical services will be available at the registration desk.

Q. Where can my team purchase 2018 Cardinal Classic souvenir programs and merchandise?

Souvenir programs can be purchased at the registration desk for \$3.00. Each team will receive two complimentary programs at the time of coach check-in. We will have several vendors onsite where you can purchase t-shirts, accessories, active wear and competition dresses.

Q: What is your Inclement Weather Policy?

In case of inclement weather, we will inform competitors via email and social media. Please follow our Facebook page <https://www.facebook.com/cardinalclassic2018/> and Twitter <https://twitter.com/SCNVCardinal> for the latest information about the competition and for weather updates.

If the facility is open, the event will go on. Please make any necessary travel arrangements so that you will not have any problems making it to the event on time. No special accommodation or performance times will be granted to those who arrive late for any reason (weather or otherwise). Please keep an eye on the local and national weather forecasts so that you are prepared for any inclement weather.

Q: How will you communicate last-minute changes and announcements?

We will inform competitors via social media and the announcement board located at the registration desk. Please follow our Facebook page <https://www.facebook.com/cardinalclassic2018/> and Twitter <https://twitter.com/SCNVCardinal> for the latest information about the competition.

Good luck to all competitors! We look forward to seeing you soon!