



October 2nd, 2016

Dear Coaches and Team Managers,

We are looking forward to your arrival in just 2 weeks! Please continue to check our website as new information will be added as we near the event.

Posting Videos to Social Media: Given the early timing of this event, several teams have requested that we ask spectators to refrain from posting videos of other teams to social media. We will post this message very prominently at the venue but we ask that all teams pass along, to your families/spectators, the message that out of respect for all of the athletes to please NOT post any videos of competing teams to social media. We appreciate your help with this request.

Practice Ice: Practice ice schedules have been emailed to all of our teams. We still have some open sessions but have sold a number of additional slots since sending out the schedule. If you would like any additional ice, please let us know ASAP. Invoices for your ice will be emailed to you separately. Please pay your invoices by check to: Hayden Recreation Center Figure Skating Club. You can mail them to the address provided on the invoice or bring a check to the event. All invoices must be paid in full prior to checking-in your team.

Warm-up and Call to Start: We will be utilizing the ISU rules for warm-up and call to start (please see the attached instructions from the chief referee). As noted in the instructions, alternates must be off the ice prior to the music starting. One alternate should be designated to stand with the ice referee at the ice entrance – all other alternates and chaperones should watch from the ice exit/kiss and cry (see attached diagrams for locations of entry, exit and panel, for your reference).

Registration Hours: Registration will be open on Friday at 10am and Saturday at 9am. Teams with practice ice prior to Friday morning should check in at the front desk for a locker room key. We will provide a cord to connect iPhone/iPod/Boom box to the rink speakers.

Facilities Info: Please see the attached package of information about parking, ice entrances & exits, facility map and local area information.

Parking: Please note that NES is building 2 additional rinks so parking is a bit tricky due to the construction zone. Five improperly parked cars were ticketed and towed this weekend so please encourage parents to carpool from their hotels, to park in marked spots only and to use the overflow parking in the office building across the street from the rink.



Bus Traffic: Buses will be permitted to drop off and pick up in the front circle at the doors of the rink. They will not be permitted to wait or idle in front of the doors. Buses will park in the overflow lot across the street until team managers call for them to let them know the team is fully assembled and the bus coordinator has a spot for the bus to pull into. **Please see attached diagram and pass along to your bus drivers.**

Pre-Ordered Box Lunches: The catering service at the rink is offering box lunches to teams. These must be ordered in advance – please see website for forms.

Spectators: Tickets are required for entry into the competition rink on Friday beginning at 5:30pm and on Saturday beginning at noon. Wrist bands for both days may be purchased at the door.

Please let me know if you have any questions or concerns about any of the above.

We look forward to hosting you in a few weeks!

Kelly Requadt & Joan Jones