



**2017 NA Non-Qualifying Figure Skating Championships
Hosted by Ice House of New Jersey Figure Skating Club
Sunday, October 8, 2017**

ENTRY DEADLINE: SEPTEMBER 1, 2017

The 2017 NA Non-Qualifying Figure Skating Championships 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 website.

This competition is open to all eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules, and is a currently registered member of a U.S. Figure Skating member club, a collegiate club or an individual member in accordance with the current rulebook. Please refer to the current rulebook for non-U.S. Citizens.

ELIGIBILITY/TEST LEVEL:

The competition is open to ALL skaters who are currently eligible (ER 1.00) members in good standing of either a Learn to Skate USA Program and/or are full members of U.S. Figure Skating. Eligibility will be based on skill level as of closing date of entries **September 1, 2017 at 11:59pm**.

All Snowplow Sam and Basic Skills 1-6 skaters must skate at highest level passed, or one level higher if they choose to 'skate up' (**NO** U.S. Figure Skating tests may have been passed including Movies in the Field or individual dances, and not both levels in the same event during the same competition).

For the Pre Free Skate, Free skate 1-6, Test Track and Well Balanced levels, eligibility will be based only upon

highest free skate test level passed (moves in the field test level will not determine skater's competitive level). Skaters may skate at highest level passed OR one level higher BUT not both levels in the same event during the same competition. Please note, these eligibility requirements also apply to adult, jumps and spins events!

ENTRIES: Online registration is the **ONLY** method available for entry into the 2017 NA Non-Qualifying Figure Skating Championships and must be submitted online via Members Only (www.usfsaonline.org) by **11:59 pm on September 1, 2017.**

To enter the 2017 NA Non-Qualifying Figure Skating Championships, please follow the steps below:

- Log on to www.usfsaonline.org
- Input your membership number and password
 - If you do not already have a password, go to www.usfsaonline.org and follow the online instructions.
- Select 'Events' on the top left menu
 - Select 'Registration/Administration'
- Select 'Event Registration & Information' – '2017 NA Non-Qualifying Figure Skating Championships'

If you are experiencing difficult with your registration, please email
EMS Support; emssupport@usfigureskating.org

ENTRY FEES:

Online payment via credit card is the ONLY accepted form of payment for the 2017 NA Non-Qualifying Figure Skating Championships entry fees are as follows:

FIRST EVENT: \$70.00

SECOND EVENT: \$ 40.00

THIRD EVENT: \$20.00

**all entries subject to a credit card processing fee*

DUET EVENTS – only ONE partner needs to register for the event (and pay). The team member who completes registration will be the only individual with access to the team's competition profile (music upload) and purchasing of practice ice.

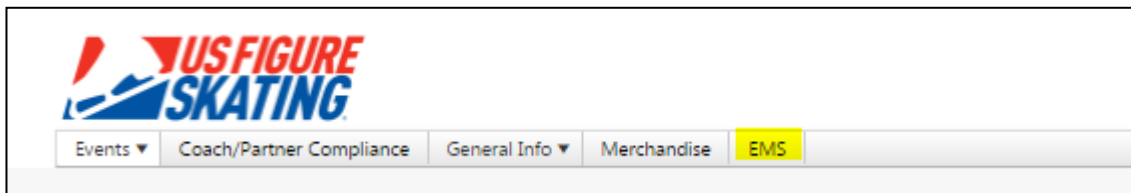
****Late entries will be accepted at the discretion of the Competition Chair through September 8, 2017 and all entry fees will be DOUBLE for the first event only (i.e. First Event: \$140.00, Second Event: \$40.00).**

REFUND POLICY: Per rule 3048 in the U.S. Figure Skating Rulebook, once entries have closed, entry fees are only refundable if the competition is not held. **There will be no refunds for medical withdrawals.** The credit card processing fees are non-refundable.

CHANGE FEE: Please review your entry closely with your coach(es) to ensure you have entered the correct events/levels. After the close of entries on September 1st, any change in registration will be subject to a \$25.00 fee. All change fees must be made by cash to the LOC at the check-in desk onsite for the event or the skater will not receive their competition credential. Please note, after September 8th – **THERE WILL BE NO CHANGES ACCEPTED UNDER ANY CIRCUMSTANCE!**

FACILITIES: The competition will be held at the Ice House, 111 Midtown Bridge Approach, Hackensack, New Jersey 07601. The ice surface is approximately 85' x 200', slightly rounded at the corners. The arena has dressing rooms, snack bar, pro shop and free parking. There are restaurants within walking and driving distance of the arena.

COMPETITION PROFILE: All registered competitors are required to complete their competition profile via www.usfsaonline.org through the Event Management System (EMS) portal beginning August 1, 2017.



A skater's competition profile consists of uploaded competition music and information. Competitors are also able to update their attending coach(es) through the "Manage Coaches" button. The Competition Profile for the 2017 NA Non-Qualifying Figure Skating Championships must be submitted no later than Monday, October 1, 2017.

SKATERS WHO DO NOT COMPLETE WILL BE SUBJECT TO A LATE FEE AT THE DISCRETION OF THE LOC AND WILL NOT RECEIVE THEIR CREDENTIALS OR HAVE ACCESS TO PRACTICE ICE UNTIL MATTER IS RESOLVED.

MUSIC UPLOAD AND SUBMISSION: online music submission is the ONLY accepted method to submit program music. The uploaded program music MUST conform to the following specifications:

Programs per File:

Only one piece of competition program music (e.g. short program, free skate etc.) per file is allowed.

File Format: MP3

If you need assistance formatting your file to MP3, please consider the following free applications listed below. Please note, U.S. Figure Skating/LOC does not endorse any conversion software.

[Format Factory](#)

***PC only, not compatible for Apple*

[Audacity](#)

Copyright Information:

U.S. Figure Skating, in compliance with BMI Licensing requirements, must collect the copyright information from each piece of music used in a skater's program. For assistance with this requirement, please click [here](#).

File Specifications:

- Maximum File Size: 12MB
 - Sound Quality: Set up Medium or High!
- Maximum Running time: Five (5) minutes
- Maximum Leader/Trailer: The leader is the silence between the start of the track and the actual start of the program music and the trailer is the silence between the end of the music and track. The Music Committee prefers that neither are included on the file but if necessary, are no more than two (2) seconds respectively.

BACKUP MUSIC AT EVENTS (CD's ONLY)

In addition to submitting music online, all competitors must have at least one (1) backup CD rink-side at practice sessions and during the actual event.

JUDGING SYSTEM:

The 6.0 Majority Judging System will be used for all events.

REMINDERS:

- The LOC reserves the right to combine **any** events after the close of entries. This is inclusive of gender, level, age and event types (including showcase).

- Medals will be presented for first through fourth place in all events.
- There will only be groups, no final rounds.

ONSITE CHECK-IN/INFORMATION DESK: An information desk will be set up in the entrance area of the Ice House during the competition. The hours of the desk will begin at least one hour prior to the first event. All skaters are expected to be in the arena one hour prior to the start of their scheduled event.

Further, an official bulletin board will be maintained in conjunction with the check-in desk. During the competition, updates will be posted on the bulletin board and will supersede all other schedules. Notices posted here are considered sufficient notice to all skaters. Skaters should refer to www.icehouseni.com, in addition to [EMS](#), to access the updated competition schedule after the close of entries.

PRACTICE ICE:

- Practice ice is **not** included in your entry fee & can only be purchased through [EMS](#) and if availability permits, onsite at the competition for a premium price.
- Registered 2017 NA Non-Qualifying Figure Skating Championships competitors will have the opportunity to purchase unofficial practice ice sessions beginning **Tuesday, September 19, 2017 at 12:01 am ET through Saturday, September 30, 2017 at 11:59 pm ET.**
 - **Unofficial Practice Ice Sessions will be \$20.00 for 30 minutes, NO MUSIC WILL BE PLAYED!**
- There are NO refunds, transfers or changes for any practice ice session purchases!
- Questions? Email the LOC; PracticeIceHouse@gmail.com

INFORMATION REGARDING COACHES:

In order to be granted access to work within U.S. Figure Skating sanctioned activities, each coach must complete the following requirements on an annual basis by July 1:

COMPETE USA EVENTS ONLY:

- Current member in good standing with U.S. Figure Skating **OR** current Learn to Skate USA Instructor Membership
- Completed background check ('green light' status)

ALL OTHER EVENTS:

- Current member in good standing with U.S. Figure Skating
- Completed background check ('green light' status)
- CER (B) completed for the 2017-18 Competition Season
- Proof of Liability Insurance

The LOC will have a list of compliant 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.

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. Coaching at U.S. Figure Skating events without proper registration is an ethics violation which is reported to U.S. Figure Skating and PSA.

For more information regarding Coach Compliance, click [here](#).

LOCKER ROOM/CHANGING ROOM POLICIES:

The locker room/changing room policy for the 2017-18 U.S. Figure Skating competition season has been updated. All skaters, parents/guardians and coaches are encouraged to review prior to the competition. Additional information can be found [here](#).

ADDITIONAL INFORMATION WITH REGARD TO ACCOMMODATIONS, ADMISSION, AND MERCHANDISE ETC. CAN BE FOUND ON THE COMPETITION WEBSITE [HERE](#). A COMPETITION SCHEDULE WILL BE POSTED AS SOON AS POSSIBLE FOLLOWING THE CLOSE OF ENTRIES, IN ADDITION TO THE GROUPINGS. PLEASE NOTE, WE CANNOT ACCOMMODATE SCHEDULE CHANGES TO COORDINATE WITH SKATERS OTHER ACTIVITIES FOR THE DAY OF COMPETITION.

COMPETITION CHAIRS:

Edward VanCampen
e-mail: lcesk8boy@aol.com

Maria Morin
e-mail: Mariamorin@icehousenjfc.org

EVENTS OFFERED & REQUIREMENTS ON NEXT PAGE!

