



2023 Boston Synchronized Skating Classic
Hosted by Team Excel and The Skating Club of Boston
Norwood, MA
November 17-19, 2023

I. COMPETITION OVERVIEW

The Boston 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](#), 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.

- For synchronized skating teams, moves-in-the-field test requirements are as of the entry deadline.

EVENTS OFFERED:

[Program requirements for the events listed below can be found here: usfigureskating.org – Skate – Compete – Program Requirements](#)

SYNCHRONIZED SKATING	JUDGING	Team Fee	Skater Fee
Aspire 1	6.0	\$60	\$14
Aspire 2	6.0	\$60	\$14
Aspire 3	6.0	\$60	\$14
Aspire 4	6.0	\$60	\$14
Preliminary	IJS	\$300	\$37
Pre-Juvenile	IJS	\$300	\$37
Open Juvenile	IJS	\$300	\$37
Juvenile	IJS	\$300	\$37
Intermediate	IJS	\$300	\$37
Novice	IJS	\$300	\$37
Junior Combined (Short & Free)	IJS	\$400	\$37
Senior Combined (Short & Free)	IJS	\$400	\$37
Senior Elite 12 (Short & Free)	IJS	\$400	\$37
Collegiate	IJS	\$300	\$37
Adult	IJS	\$300	\$37
Masters	IJS	\$300	\$37
Open Collegiate	6.0	\$300	\$37
Open Adult	6.0	\$300	\$37
Open Masters	6.0	\$300	\$37

OUR COMMUNITY:

U.S. Figure Skating is dedicated to fostering a culture of belonging and community that is welcoming for all individuals. We are committed to championing diversity, equity and inclusion and understand its value in combating discrimination and challenging inequalities necessary to develop champions both on and off the ice. We are actively working toward developing equitable practices and policies that foster safety and empower all individuals to authentically pursue their unique path in all areas of our sport. We stand firmly on the belief that our members are the most important asset to our organization and that our differences are meaningful and strengthen our sport. We believe that skating is for everyone.

NON-DISCRIMINATION:

U.S. Figure Skating commits in policy, principle and practice to sustain a non-discriminatory approach on and off the ice for all members. We strive to provide equal opportunity for all despite their varied backgrounds, experiences and identities, and want all members to feel valued and respected at every level of organization. U.S. Figure Skating's SkateSafe® Program received, investigates and addresses allegations of discrimination or harassment throughout its membership and the organization. Please refer to the [SkateSafe® Program Handbook](#) for further definition of harassment, discrimination and abuse.

By attending this event, all participants are willingly committing to upholding U.S. Figure Skating's Code of Ethics (*GR 1.01*) and Code of Conduct (*GR 1.02*), as detailed within the [U.S. Figure Skating Rulebook](#).

To report a concern of discrimination or harassment to U.S. Figure Skating, please visit www.USFigureSkating.org/SkateSafe or email SkateSafe@USFigureSkating.org.

COMPLIANCE:

For full details about participant compliance requirements, refer to the U.S. Figure Skating SkateSafe® webpage: <https://www.usfigureskating.org/skatesafe#compliance>.

Each team will receive a maximum of four coach credentials and two team service personnel credentials, as well as one credential for each skater on the competition roster. In order to receive a credential at the competition, team personnel (coaches and team service personnel) and any mandatory athletes must meet all compliance requirements for the current season, as described below.

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 two categories, Coach Compliance (includes choreographers) and Learn to Skate USA® Instructor Compliance. 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.

Coaches of foreign athletes: If you are a coach of a foreign athlete only, you are not subject to U.S. Figure Skating coach compliance and will only be asked to provide a letter of good standing for the federation your athlete represents.

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.

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 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 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

The Registration Deadline is 09/19/2023 at 11:50 p.m. ET.

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 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/FEEDBACK:

Critiques will be offered following each division’s skate.

MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: Teams are required to upload their music to EMS no later than **11/10/23 at 11:59 p.m. ET.**

EMS 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 team 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) – Teams participating in IJS events are required to submit PPC in EMS no later than **11/10/23 at 11:59 p.m. ET.**

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

If you need assistance, email productsupport@usfigureskating.org

REFUND POLICY

Entry fees will not be refunded after September 18, 2023, unless the event is canceled. The online processing fees are non-refundable. There will be no refunds for medical withdrawals.

LIABILITY:

U.S. Figure Skating, Learn to Skate USA®, Team Excel and The Skating Club of Boston 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 Skating Club of Boston
750 University Avenue, Norwood, MA 20262
617.782.5900
<https://scboston.org/the-facility/>

The Tenley E. Albright Performance Center will be used for competition and the Performance Center and the West Rink will be used for practice ice. The Performance Center is Olympic-sized (200' x 100') with 2,500 upholstered seats, while the West Rink is an NHL surface (200' x 85'). The West Rink has seating for 1,500 spectators, and the Performance Center and West Rink have no hockey lines or glass. This state-of-the-art facility includes the 1240 Café and Performance Center concessions, Home Ice skate shop, and ticket office.

The facility controlling temperature is 64 degrees. That is an average from four different sensors in the facility, two on ice level (colder) and two over the fixed seating to read closer to the mezzanine level (warmer).

Vendors will be located in the Performance Center on the mezzanine level.

The Skating Club of Boston facility is handicap-accessible, with parking, elevators, and handicap seating available.

Please note that outside food and beverages may not be brought into the building.

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. The team coach, team manager, and team service personnel should remove themselves from the Locker Room/Changing Area while any Minor Athlete(s) are actively changing or undressing. 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.

Locker rooms and changing areas will not be available for any practice ice sessions in the West Rink. All athletes are expected to arrive at the arena ready (costumes, hair, make-up, etc.). Athletes will be provided with an area to put skates on but changing will not be permitted in these spaces.

Skate bags will not be allowed in the stands. Teams will be provided skate bag storage space when they arrive for practice and/or competition.

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:

The official competition website is <http://www.bostonsynchroclassic.org>. Event information, including practice ice and competition schedules, will be posted on the website. It is the responsibility of each competitor, parent and coach to check the website frequently for any schedule changes and/or additional information pertaining to the competition.

The official schedule of events will be posted no later than 14 calendar days prior to the start of the competition.

SCHEDULE:

Teams 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:

Practice ice will be available Friday morning, afternoon, and evening; Saturday morning and evening; and Sunday morning. All practice ice sessions will be held at The Skating Club of Boston, either in the Performance Center or in the West Rink. The fee for practice ice is:

- \$90 per 6-minute session (Aspire levels only)

- \$97 per 7-minute session (Preliminary)
- \$105 per 8-minute session (Pre-Juvenile, Open Juvenile, Juvenile, Open Collegiate, Adult, Open Adult, Masters and Open Masters)
- \$125 per 10-minute session (Intermediate, Novice, Junior short program, Senior, and Senior Elite 12 short program)
- \$130 per 11-minute session (Collegiate, Junior free skate)
- \$135 per 12-minute session (Senior, Senior Elite 12 free skate)

Teams must follow the time segments for their division when purchasing practice sessions.

Teams competing under the IJS system are required to purchase competition practice ice and will be grouped together.

If not all practice ice is in use for official practice, teams may purchase additional segments for unofficial practice. Teams should sign up for all desired practice ice and will be informed if not all sessions are available.

Those teams booking rooms at the hotels listed on the competition website, as noted later in this announcement, by September 18, 2023, will receive priority in the scheduling of unofficial practice ice.

Teams should purchase practice ice via EMS for the total number of segments requested. The practice ice tab will become available during the pre-purchase window. The total number of segments a team purchases cannot be guaranteed. Any segments that cannot be scheduled by the LOC will be refunded to the team.

ONSITE CHECK-IN:

Check-in will open each day (Friday, November 17; Saturday, November 18; Sunday, November 19) one hour before the first practice ice of the day and will remain open through the end of the last competition/practice ice for each day.

The check-in desk will be located at The Skating Club of Boston office, just to the left of the main entrance doors.

One team representative should check in on behalf of the team as soon as the team arrives at the competition. Team personnel (coaches, team managers, and team service personnel) must check in separately to receive their credentials (see requirements below).

If you are participating in a role requiring compliance, please be sure to [download or print your compliance card](#) to verify your compliance status on-site, if requested. If you believe your compliance card does not accurately reflect your compliance status, please contact skatesafe@usfigureskating.org at least 2 business days prior to the competition for assistance.

AWARDS:

Medals will be awarded to all skaters and alternates for first, second, third and fourth place teams. If the number of entries necessitates preliminary rounds, medals will be awarded to the first through fourth place teams in the final round. The Junior, Senior, and Senior Elite 12 short program and free skates are considered combined events. Awards will be given out off-ice at intervals during the competition. All teams should check the website and registration desk for the timing and location of

award presentations.

ADDITIONAL INFORMATION:

Suggested Hotels

Hotel information can be found on the competition website, at <https://bostonsynchroclassic.org/visitor-info/accommodations>

Airport Information

The Skating Club of Boston is approximately 45-60 minutes from major airports in Boston (MA), Providence (RI), and Manchester (NH).

Merchandise Pre-Orders

Competition pins will be available for pre-order via EMS during team registration. A small number of pins may be available at the competition, but their availability during the competition is not guaranteed.

Tentative Schedule

A tentative schedule will be posted on the website as soon as it is available.

CONTACT INFORMATION:

Competition website: www.bostonsynchroclassic.org

For questions, please contact the following individuals:

Competition Chair:	Deanne Benson	chair@bostonsynchroclassic.org	781.721.2127
Chief Referee:	Laura Days	lekdays@gmail.com	617.529.2120