



**South Atlantic Synchro Open**  
**Hosted by the Richmond Figure Skating Club**  
**At Skate Nation Plus – Richmond, Virginia**  
**Saturday December 9th & Sunday December 10th, 2023**

**I. COMPETITION OVERVIEW**

The South Atlantic Synchro Open will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the [current rulebook](#), and current Compete USA handbook 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.

## II. ELIGIBILITY

### Synchronized Skating:

For synchronized skating teams, this competition is not requiring that moves-in-the-field test requirements for the team's level be met, except for the maximum allowed at the Compete USA levels (Snowplow Sam Synchro and Aspire levels).

### EVENTS OFFERED:

[Program requirements for the events listed below can be found here: usfigureskating.org – Skate – Compete – Program Requirements](https://usfigureskating.org/skate-competite-program-requirements)

SYNCHRONIZED SKATING	JUDGING	Team Fee	Skater Fee
Aspire 1	6.0	\$115	\$15
Aspire 2	6.0	\$115	\$15
Aspire 3	6.0	\$115	\$15
Aspire 4	6.0	\$115	\$15
Preliminary	IJS	\$325	\$35
Pre-Juvenile	IJS	\$325	\$35
Open Juvenile	IJS	\$325	\$35
Juvenile	IJS	\$325	\$35
Intermediate	IJS	\$325	\$35
Novice	IJS	\$325	\$35
Junior Short Program	IJS	\$325	\$35
Junior Free Skate	IJS	\$325	\$35
Senior Short Program	IJS	\$325	\$35
Senior Free Skate	IJS	\$325	\$35
Senior Elite 12 Short Program	IJS	\$325	\$35
Senior Elite 12 Free Skate	IJS	\$325	\$35
Collegiate	IJS	\$325	\$35
Adult	IJS	\$325	\$35
Masters	IJS	\$325	\$35

Open Collegiate	6.0	\$115	\$35
Open Adult	6.0	\$115	\$35
Open Masters	6.0	\$115	\$35

#### 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](http://www.USFigureSkating.org/SkateSafe) or email [SkateSafe@USFigureSkating.org](mailto: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>.

#### 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.

Coaches and Team Service personnel may not exceed 6 people (max. 4 coaches and 2 Team Service Personnel)

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 (SYS or TOI only):

- [Team Management Guide](#)

#### TEAM SERVICE PERSONNEL

Teams are permitted a maximum of two team service personnel. Team service personnel must have a current U.S. Figure Skating membership, 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 (i.e., synchro, ice dance, pairs, shadow dance, theatre, etc.) 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](mailto:skatesafe@usfigureskating.org) for instructions or questions regarding parental consent.

### III. REGISTRATION INFORMATION

#### ONLINE REGISTRATION VIA EMS :

Online registrations will be accepted via [EMS](#). Payment must be made at the time of registration by credit card only. Each transaction includes a 3% transaction fee.

Registration Deadline: 10/13/2023 at 11:59 PM ET

Late Registration Deadline: 10/20/2023 at 11:59 PM ET + \$50 Late Fee

If Entries exceed the maximum number that can be scheduled, teams may be place on a waitlist for entry into the competition.

### 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](mailto:productsupport@usfigureskating.org) if you require assistance.

### MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: Competitors participating in events with music are required to upload their music to EMS no later than November 1, 2023, 11:30pm ET. After this date, teams will be locked out of this feature and subject to a \$35 late fee. The late fee will automatically be added to each team's cart who doesn't meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving the skater credential onsite. **DEADLINE: DATE November 1, 2023 11:30pm ET (\$35 Late fee after the deadline)**

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

*If you need assistance, email [productsupport@usfigureskating.org](mailto: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 rinkside whenever the skater competes. If the phone does not have the standard round headset connector, an appropriate adapter, such as an Apple Lightning connector or Samsung USBC 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) – Competitors participating in IJS events are required to submit PPC in EMS no later than November 1, 2023, 11:30pm ET. After this date, skaters will be locked out of this feature in EMS and subject to a \$35 late fee. The late fee will automatically be added to each skater's cart who doesn't meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving the skater credential onsite. **DEADLINE: DATE November 1, 2023 11:30pm ET (\$35 late fee after the deadline)**

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

*If you need assistance, email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org)*

### REFUND POLICY

Entry fees will not be refunded after entry deadline unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals.

### LIABILITY:

U.S. Figure Skating, Learn to Skate USA®, Richmond Figure Skating Club and Skate Nation Plus 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:

Skate Nation Plus

4250 Pouncey Tract Road, Glen Allen VA 23060 [www.richmondskating.com](http://www.richmondskating.com)

The competition rink is a 200' x 85' oval

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

### TEAM ROOMS:

The designated team coach, team manager, team service personnel and athletes competing at the skating event are allowed in the Team Room designated for their team. All Team Rooms/Changing Areas will be monitored. Team rooms are limited to putting on/taking off skates. Clothing changes are not permitted in team rooms.

If any concerns arise, immediately contact the 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 Team 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.

### 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:

It is the responsibility of each competitor, parent and coach to check the competition [website](#) frequently for any schedule changes and/or additional information pertaining to the competition.

### SCHEDULE

Competitors 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:

All practice ice will be unofficial and optional. All teams can purchase one practice ice session along with registration. Practice ice purchases should be completed by the close of registration. Additional practice ice sessions may be available and will be communicated to teams.

6.0 levels teams can purchase 6 min ice segments at \$95

IJS level teams can purchase 8 min ice segment at \$100

During practice ice, the competition music volunteers will play the team's music.

Practice Ice will be available for purchase in EMS when completing registration and will be scheduled by the Chief Referee.

#### ONSITE CHECK-IN:

Registration will be open one hour before the first event of each day and run through the last event of the day. The registration table will be located in the lobby of Skate Nation Plus.

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.

Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events, including practice sessions. Non-credentialed team personnel will not be permitted in any team designated areas.

#### AWARDS:

Medals will be awarded to all members of the top four placing teams in each event. Award should be picked up at the registration desk. Award ceremonies will not be held. Space will be provided for teams to pose for photos with their awards.

#### PHOTO/VIDEO:

Videography is included in your registration fee and can be downloaded after the competition.

#### ADDITIONAL INFORMATION:

- All individuals/spectators accompanying the team must purchase tickets to the event. Details will be posted on our website as well as on our social media pages. Tickets can also be purchased at the box office at the competition.

- Hotels less than a 10-minute drive from the rink.

- Home2 Suites by Hilton - 209 Town Center West Blvd 804.956.2990
- Hampton inn Richmond - 12341 W Broad St. Richmond, VA 23233 804.773.7111
- Residence Inn by Marriott Richmond at the Notch - 1800 Wilkes Ridge circle 804.463.5600
- Hilton Homewood Suites - Richmond West End Innsbrook. 4100 Innslake Drive, Glen Allen, VA 23060 804.217.8000
- Hilton Hampton Inn, 10800 West Broad Street, Glen Allen, VA 23060 804.747.7777
- Hilton Garden Inn, 4050 Cox Road, Glen Allen, VA 23060 804.521.2900
- Hyatt Place, 4100 Cox Road, Glen Allen, VA 23060 804.747.9644
- Marriott Courtyard, 3950 Westerre Parkway, Richmond, VA 23233 804.346.5427
- Comfort Suites, 4051 Innslake Drive, Glen Allen, VA 23060 804.217.9200



- Candlewood Suites, 4120 Tom Leonard Drive, Glen Allen, VA 23060 804.262.2240

**CONTACT INFORMATION:**

Competition website: <https://www.richmondsynchro.com/page/show/4223127-south-atlantic-synchoopen>

For questions, please contact the following individuals:

Competition Chair:	Cathy Diskin	<a href="mailto:cmdiskin@me.com">cmdiskin@me.com</a>	8043147940
Chief Referee:	Alyssa Liverette	<a href="mailto:liverettea@gmail.com">liverettea@gmail.com</a>	301-606-6602