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## REFLECTIONS SYNCHRO INVITATIONAL

### CENTRAL PENNSYLVANIA FSC

### GIANT CENTER- HERSHEY, PA

#### **I. COMPETITION OVERVIEW**

The **REFLECTIONS SYNCHRO INVITATIONAL** will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the [current rulebook](#), and/or 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**

- For Synchronized skating teams, moves-in-the-field (skating skills) test requirements are as of the entry deadline: DECEMBER 1, 2023

#### **EVENTS OFFERED:**

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

SYNCHRONIZED SKATING	JUDGIN	Team Fee	Skater Fee
Aspire 1	6.0	\$120	\$20
Aspire 2	6.0	\$120	\$20
Aspire 3	6.0	\$120	\$20
Aspire 4	6.0	\$120	\$20

Preliminary	IJS	\$300	\$30
Pre-Juvenile	IJS	\$300	\$30
Open Juvenile	IJS	\$300	\$30
Juvenile	IJS	\$300	\$30
Intermediate	IJS	\$300	\$30
Novice	IJS	\$300	\$30
Junior Short Program	IJS	\$300	\$30
Junior Free Skate	IJS	\$300	\$30
Senior Short Program	IJS	\$300	\$30
Senior Free Skate	IJS	\$300	\$30
Collegiate	IJS	\$300	\$30
Adult	IJS	\$300	\$30
Masters	IJS	\$300	\$30
Open Collegiate	6.0	\$300	\$30
Open Adult	6.0	\$300	\$30
Open Masters	6.0	\$300	\$30

**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:**

### **COACHES**

To be an eligible coach at a non-qualifying 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.

**CREDENTIALS: Each Registered Coach will receive 1 credential - not 1 credential per registered team.**

**Each Competitor will receive 1 Credential.**

- [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.

**EACH TEAM PERSONNEL WILL RECEIVE 1 CREDENTIAL**

## 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:**

**TEAM ENTRY DEADLINE: DECEMBER 1, 2023 @11:59 PM**

**MUSIC SUBMISSION DEADLINE: JANUARY 18, 2024 @11:59 PM**

**ROSTER DEADLINE: JANUARY 18, 2024 @11:59 PM**

**\$50 Late Fee if after the deadline**

### **ONLINE REGISTRATION VIA EMS (Synchro teams):**

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: TEAMS are required to upload their music to EMS no later than **JANUARY 18, 2024 @11:59 PM**. After this date, TEAMS will be locked out of this feature and subject to a **\$50 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 TEAM’S credentials onsite.

EMS TEAM 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 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 **FEBRUARY 1, 2024 @11:59 PM**. After this date, TEAMS will be locked out of this feature in EMS and subject to a **\$50 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 TEAM'S credential onsite.

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®, CENTRAL PENNSYLVANIA FSC and GIANT CENTER 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:**

#### **GIANT CENTER**

550 E. Hersheypark Drive- Hershey, PA 17033

[www.giantcenterhershey.com](http://www.giantcenterhershey.com)

GIANT CENTER ICE IS 200 X 85

The building is a comfortable temperature with 10,500 seats. Snacks and refreshments will be available the day of the event. NO outside food permitted. BE PREPARED TO ENTER THRU SECURITY CHECKS.

### **LOCKER ROOMS AND CHANGING AREAS: 8 DRESSING ROOMS**

[SkateSafe® Handbook](#).

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.

**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:**

GO TO [www.centralpennfsc.org](http://www.centralpennfsc.org) for any schedule changes or important information about the event. CLICK on the REFLECTIONS PAGE. You may also follow us on Facebook and Instagram. 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.

**SCHEDULE- LATE ENTRIES WILL DELAY SENDING OUT THE SCHEDULE - 12/1/23 DEADLINE**

The official schedule will be posted and emailed to the teams by 1/1/24. For the purpose of travel and hotel reservations the block schedule will be as follows:

**SUNDAY: ASPIRE 1, ASPIRE 2, PRELIMINARY, PRE-JUVENILE, JUVENILE, INTERMEDIATE, NOVICE, OPEN ADULT, ADULT, OPEN MASTERS, MASTERS, OPEN COLLEGIATE, COLLEGIATE, JUNIOR, SENIOR**

**MONDAY: ASPIRE 3, ASPIRE 4, OPEN JUVENILE**

**PRACTICE ICE: Practice Ice will be in a "Practice-Compete" Format**

*Aspire Levels: \$50 per 5 minutes*

*Preliminary: \$60 per 6 minutes*

*Pre- Juvenile, Open Juvenile, Juvenile, Open Adult, Adult, Open Masters, Masters: \$80 per 8 minutes*

*Intermediate, Novice, Jr & Sr Short: \$90 per 10 minutes*

*Collegiate & Jr Short: \$100 per 11 minutes*

*Senior Short: \$110 per 12 minutes*

**PURCHASE PRACTICE ICE VIA EMS WHEN REGISTERING YOUR TEAM(S)**

**ONSITE CHECK-IN:**

Check-in will open on SUNDAY 2/18 @6:00 AM -REGISTRATION TABLE will be located inside the Main Doors to the right of the Admissions Table on the Main Concourse.

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](mailto:skatesafe@usfigureskating.org) at least 2 business days prior to the competition for assistance.

**AWARDS:** Team Placements of 1-4 in all divisions will receive a Medal. Medals can be picked up at the Registration Table / Awards may be given out and Photos taken in the Awards Area in Section 116 on the Main Concourse.

**VOLUNTEER INFO:**

If you are interested in being a volunteer for our event please email us: [skate@centralpennfsc.org](mailto:skate@centralpennfsc.org)  
Volunteers must be SAFE SPORT CERTIFIED AND HAVE A CLEAR BACKGROUND CHECK

**PHOTO/VIDEO:** Video Services will be provided by VISION PHOTO & VIDEO. Teams may purchase a performance video - link will be provided.

**HOTEL RESERVATIONS PARTNER: TRAVEL CHAMPS**

For help with securing hotel blocks please contact Mark for assistance.  
[mark@travelchamps.com](mailto:mark@travelchamps.com) 717-256-9435

**CONTACT INFORMATION:**

Competition website: [www.centralpennfsc.org](http://www.centralpennfsc.org)

Competition Chair: Becky Hilgers ([hersheyett@aol.com](mailto:hersheyett@aol.com)) 717-319-8711

Chief Referee: Cheryl Litman ([cheryllitman@gmail.com](mailto:cheryllitman@gmail.com)) 703-303-3310