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**23rd Annual Kick-off Classic Synchronized Skating Competition  
November 17 - 19, 2023**

**Hosted by the Greater Kalamazoo Skating Association**

**Wings Event Center, Kalamazoo MI**

**Sanctioned by U.S. Figure Skating**

**Chief Referee - Hannelore Murphy**

## **I. COMPETITION OVERVIEW**

The 23rd Annual Kick-off Classic Synchronized Skating Competition 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.

## **II. ELIGIBILITY**

### **TEST LEVELS:**

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](#)

<b>SYNCHRONIZED SKATING</b>	<b>JUDGING</b>	<b>Team Fee</b>	<b>Skater Fee</b>
Aspire 1	6.0	90	15
Aspire 2	6.0	90	15
Aspire 3	6.0	90	15
Aspire 4	6.0	90	15
Preliminary	IJS	150	25
Pre-Juvenile	IJS	150	25
Open Juvenile	IJS	150	25
Juvenile	IJS	150	25
Intermediate	IJS	150	25
Novice	IJS	150	25
Junior Short Program	IJS	150	25
Junior Free Skate	IJS	150	25
Junior Combined (Short & Free)	IJS	250	25
Senior Short Program	IJS	150	25
Senior Free Skate	IJS	150	25
Senior Combined (Short & Free)	IJS	250	25
Senior Elite 12 Short Program	IJS	150	25
Senior Elite 12 Free Skate	IJS	150	25

Senior Elite 12 Combined (Short & Free)	IJS	250	25
Collegiate	IJS	150	25
Adult	IJS	150	25
Masters	IJS	150	25
Open Collegiate	6.0	150	25
Open Adult	6.0	150	25
Open Masters	6.0	150	25

### **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 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 (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 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.

### **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 (Synchro and TOI 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.

#### **ON-ICE JUDGES' CRITIQUES**

Judges' critiques are available for purchase through the link provided in the Forms section of your Team's EMS portal on a first come, first serve basis for \$135 for a 15-minute segment.

#### **MUSIC SUBMISSION/UPLOAD:**

All teams are required to upload their music to EMS no later than **November 4, 2023 at 11:59PM ET**. All music must be made via the Team Portal in EMS under the Music and Program Content Tab. After the deadline, music can no longer be uploaded online.

**DEADLINE: November 4, 2023 AT 11:59PM ET**

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

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

### **PLANNED PROGRAM CONTENT (PPC) SUBMISSION/UPLOAD – FOR IJS EVENTS ONLY:**

EMS PLANNED PROGRAM CONTENT (PPC) – All teams participating in IJS events are required to submit PPC in EMS no later than **November 4, 2023 AT 11:59PM ET**. All PPC must be made via the Team Portal in EMS under the Music and Program Content Tab. After the deadline, PPCs can no longer be uploaded online.

**DEADLINE: November 4, 2023 AT 11:59PM ET**

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 of September 30, 2023, unless no competition exists or the event is canceled. Online processing fees are nonrefundable. Payment of all fees will be required before a team is allowed to participate in any event, including practice ice. There will be no refunds for medical withdrawals.

### **LIABILITY:**

U.S. Figure Skating, Learn to Skate USA®, Greater Kalamazoo Skating Association and Wings Event 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:**

The competition will be held at the Wings Event Center (3600 Vanrick Drive, Kalamazoo, MI 49001, (269) 345-1125, [www.wingseventcenter.com](http://www.wingseventcenter.com)). The competition will take place in the 5,000 seat arena. Competition and practice ice surfaces all measure 85x200 ft. Teams will enter the competition ice at section 18 with the officials to their right, and exit at section 15 with officials to their left (see attached rink map). Concession stands will be open throughout the duration of the event.

### **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.

### **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:**

An official bulletin board will be maintained at the registration desk. It is the responsibility of the team personnel to check the bulletin board, their emails, the Facebook event page or website frequently for any schedule changes and/or additional information.

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 sessions will be held on the Arena, Valley or Zoo surfaces of the Wings Event Center. All surfaces are 85 x 200 feet. Ice time will be sold in 15-minute segments on a first come, first serve basis for \$125 per segment. Teams will be notified of their assigned time(s) by email.

Pre-Purchase Selection: After the close of entries and shortly after the competition schedule is published, skaters will receive an email with notice of the practice ice schedule and the date/time when pre purchased credits can be scheduled via EMS.

- [Click Here for a Selection How-To Document](#)
- Open: **August 15, 2023 AT 11:59PM ET**
- Close: **September 30, 2023 AT 11:59PM ET**

### **ONSITE CHECK-IN:**

Check in will be open one to two hours before the first event and run through the last event of the day. 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 credential (see requirements earlier in Announcement).

### **AWARDS:**

Awards will be made on the basis of placement. All team members of teams placing first through fourth will be awarded medals. All Aspire level teams will be awarded a medal. Medals can be picked up by a coach or team manager at the Medals table located on the concourse near the front entrance between Doors 1 and 10.

### **VOLUNTEER INFO:**

If you are interested in volunteering at the competition, please contact the event Volunteer Coordinators at [volunteer@skatekalamazoo.org](mailto:volunteer@skatekalamazoo.org).

**VOLUNTEER COMPLIANCE:**

Reminder: Compliant positions at all U.S. Figure Skating events include LOC leadership, locker room monitors and emergency medical providers . [Click here for volunteer compliance information.](#)

**PHOTO/VIDEO:**

Photography and Videography will be provided at this event. Team contacts will be emailed further information closer to the event.

**PROGRAMS:**

All teams will be represented in the program. If team pictures for the program are desired, please submit them no later than **October 15, 2023**. There will be no exceptions. Pictures must be submitted electronically in a jpg, png or eps high resolution file. Pictures should be at least a 5” x 7” size, with a resolution of 300 dpi. Minimum pixel size should be 1500x2100. Please send pictures and text to: gksaphoto@gmail.com. Greater Kalamazoo Skating Association is not responsible for the quality of the image if it is not sent in with the requested format and resolution.

**ADDITIONAL INFORMATION:**

Please see the event website for a list of Kalamazoo area hotels are offering a discounted rate for the 2023 Kick-off Classic Synchronized Skating Competition. Please contact the hotel directly and ask for the event rate. The rates listed are based availability and do not include local and state taxes.

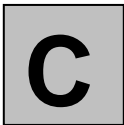
**CONTACT INFORMATION:**

Competition website: <https://skatekalamazoo.org/kick-off-classic/>

For questions, please contact the following individuals:

Competition Co-Chair:	Kristen Crandle	koc@skatekalamazoo.org	(269)720-2347
Competition Co-Chair:	Amy Wood	koc@skatekalamazoo.org	(269)598-9184
Chief Referee:	Hannelore Murphy	hannelore389@gmail.com	(810)798-8807
Registrar:	Stacy Lightfoot	koc@skatekalamazoo.org	(269)744-2648





**SYNCHRONIZED SKATING CERTIFICATION BY COLLEGE REGISTRAR –  
COLLEGIATE & OPEN COLLEGIATE TEAMS ONLY**

Collegiate and open collegiate teams must comply with Rule 9400. Athletes on both open collegiate and collegiate teams must be considered full-time students by the institution they attend, as of the entry deadline of the registration deadline for the competition (refer to competition announcement). Students do not need to attend the same school. Use a separate form for each institution the members attend, collect all of the forms and send them together. Collegiate or open collegiate teams that do not submit this completed form or other proof of student status for every athlete may be withdrawn from the event.

Team Name:	U.S. Figure Skating Number:
Level (circle one):	Collegiate                      Open Collegiate

STUDENT NAME LAST NAME, First name	Registered as a current full time student	Registered as a current part-time student
1.		
2.		
3.		
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24.		

**TO BE COMPLETED BY THE REGISTRAR:**

I certify that the students listed above are considered students by the following institution:  
\_\_\_\_\_ and that their student status is marked in the appropriate column.

Name of Registrar: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Refer to the competition announcement for  
submission instructions and deadlines.**