



2019 Potomac Open

Hosted by the
Washington Figure Skating Club

August 16-18, 2019

LOCATION: Ashburn Ice House
21595 Smiths Switch Road
Ashburn, VA 20147

WEBSITE: <http://www.potomacopen.com/>

E-MAIL: potomacopen@gmail.com

Co-CHAIRS: Judy Reiner and Amy Trevisan

CHIEF REFEREE: Heather Nemier

CHIEF ACCOUNTANT: Jennifer Lyon

TECHNICAL ACCOUNTANT: Michael Wolek

Sanctioned by United States Figure Skating

*This event is a standard U.S. Figure Skating Nonqualifying Competition (EMS)
MC 12/15/18*



The 2019 Potomac Open 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.

SERIES INFORMATION: This competition has been approved for the National Qualifying Series.

ELIGIBILITY/TEST LEVEL:

Test level: Competition level is the highest test passed as of the entry deadline, in the discipline the skater is entering. Entrants may skate one level above that for which they qualify, but they may not skate down in any event. Skaters may only enter one level for each type of event. Skaters who placed in the top four in a final round of the last qualifying competition in their division must move up one level, except for novice, junior or senior.

Age restrictions/requirements: Singles events (IJS) have the following requirements.

Juvenile: Girls - 12 years of age or younger; Boys - 13 years of age or younger
Open Juvenile: Girls - 13 years of age or older; Boys - 14 years of age or older
Intermediate must be under the age of 18
Adults must be 21 years of age or older

Skaters entering pre-juvenile and lower events will be divided as closely as possible by age, should the number of entries warrant more than one group.

NQS Reminder: All NQS events are combined short program and free skate events, except juvenile. If there are more than 24 entries per event, qualifying rounds must be held in accordance with Rule 2460. Qualifying rounds for Intermediate and higher will consist of free skate only. There will be an additional short program only event for those who do not qualify for the final round. See the NQS Handbook for details (pp. 5-7).

ENTRIES: Entries to the competition will only be accepted online via EMS at www.usfsa.org. Online registration will open April 30, 2019 and will close at 11:59 PM EDT July 31, 2019. Skaters wishing to register for the competition will need their U.S. Figure Skating member number and password.

Entries will close at 11:59 PM EDT July 31, 2019

The Local Organizing Committee (LOC) may limit entries at any level, except NQS events. Entries will be accepted on a first-come, first-served basis. Late entries **MAY** be accepted at the discretion of the LOC and will require an additional late entry fee of \$40.

FEES:

NQS Intermediate - Senior: \$275 (includes short program and free skate and qualifying round if needed).

NQS Juvenile: \$190 (includes free skate and qualifying round if needed).

IJS events: \$190 first IJS event -- if **ANY** IJS event is entered, that will be considered the first event.

\$90 for each additional IJS event

6.0 singles or Excel events: \$135 first event, unless an IJS event has also been entered.

\$80 for each additional 6.0 or Excel event

All fees include downloadable video of each performance.

FOREIGN SKATERS: Non-U.S. skaters intending to register for this competition must set up a Non-Member account prior to registering for the competition. This can be done by choosing the “Non-Member? Create Account” option on the Members Only (<https://www.usfsaonline.org>) login page.

REGISTRATION INSTRUCTIONS:

1. Go to www.usfsaonline.org
2. Enter your U.S. Figure Skating or Learn to Skate Member number and password
 - a. If you need assistance with your member number and/or password, contact Member Services at memberservices@usfigureskating.org
3. Select the “Registration/Administration” option under the Events tab
4. Click “Event Registration & Information”
5. Choose “**Potomac Open**” from the list of competitions.
 - a. If you need assistance completing your registration, contact productsupport@usfigureskating.org

EMS SKATER PORTAL: Once online registration has been completed, skaters will gain access to the EMS Skater Portal for this competition. This is where you will manage music and PPC upload as well as purchase practice ice, view the competition schedule (once available) and update coach information. To access your skater portal, click the **BLUE** Event Management System button on the Members Only (www.usfsaonline.org) landing page, then select the competition name from options at the bottom of the screen.

REFUND POLICY: Entry fees will not be refunded after July 31, 2019, unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals. The online credit card processing fees are not refundable. Checks returned for non-sufficient funds and contested credit card charges will be issued a \$25 fee. Payment of the fee will be required before

the skater is allowed to participate in practice ice or events.

SCHEDULE: IJS events will be held on all days of the competition and competitors may be scheduled for any day or time of the announced dates of the competition (August 16, 17 & 18, 2019). 6.0 events will be held on Saturday and possibly Sunday. The competition and practice ice schedule will be available via EMS as soon as possible after the close of entries. All participants will be notified via email once available. The schedule will be posted on the website as soon as possible following the close of entries.

FACILITIES: The competition will be held at the Ashburn Ice House, 21595 Smith Switch Road, Ashburn, VA 20147. Phone: (703) 858-0300. Website: www.ashburnice.com The Ashburn Ice House is a two-rink facility, with both surfaces NHL size (200'x85') with events happening on both rinks. Both rinks have rounded corners and the temperature can be cold in the summer months. Pomodoro's restaurant is on the premises and has pizza and light fare available.

MUSIC: All competition music should be electronically submitted via the EMS Skater Portal through the Music & Program Content tab no later than August 2, 2019. All music must meet the criteria below. If you have questions about what format you have, please contact your coach and get a new version of your music that meets the criteria listed below. Skaters who have not uploaded their music by the deadline will be charged a \$20 late fee AND must bring their music on a CD or thumb drive and turn in to the registration desk.

If you need assistance, email productsupport@usfigureskating.org

MUSIC CRITERIA:

File Format: MP3 (only format EMS will accept)

Bit Rate: 192kbps or higher and Sample Rate: 44,100 kHz

This will be verified by the music chair and they may request you upload a corrected file.

Leaders and trailers *the silence or "dead space" before and after the actual start and end of the program music) may not exceed 2 seconds. We prefer that there be NO leaders or trailers at all. Excessive leaders and trailers may disrupt the playing of the music during competition.

Competitors should also bring CDs or thumb drives for backup—ONLY one track per CD or thumb drive.

LIABILITY: U.S. Figure Skating, the Washington Figure Skating Club and the Ashburn Ice House 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.

JUDGING SYSTEMS:

The International Judging System (IJS) will be used for the following events: Pre-Juvenile, Open Juvenile, Juvenile, Intermediate, Novice, Junior, Senior; all short programs; Adult Masters, Gold and Silver events. All competitors skating in these events need to submit the Planned Program Content (PPC) form online. This form is found under the “Music & Program Content” tab of your EMS for the competition. The deadline to submit the form is **August 9, 2019**. If you need assistance with PPC, please email: productsupport@usfigureskating.org.

The 6.0 Judging System will be used for all Preliminary and lower free skating events, all Excel events, all compulsory move events and Adult Bronze and lower events.

CRITIQUES: Time permitting, there will be critiques for all IJS Short Program and Free Skating events for Juvenile, Intermediate, Novice, Junior and Senior. Coaches and competitors only are invited to attend. When possible, critiques will begin approximately 15 minutes after the conclusion of each event, except for combined events which will be held after the end of the event. Please note that events will take priority over critiques. In the event a technical controller and/or judge are scheduled on back-to-back events, the critique will be scheduled at the soonest practical time. Information on location and time changes can be found at the information desk.

REGISTRATION: Registration will begin on Friday, August 16, 2019 approximately one hour prior to the start of events and will remain open throughout the competition. The registration table will be located in the lobby of the Ashburn Ice House. Please register promptly upon arrival.

LOCKER ROOMS AND CHANGING AREAS: Please click here to review the [Locker Rooms and Changing Area policy](#). More detailed information can be found in the [SafeSport Handbook](#).

PRACTICE ICE: Unofficial practice ice will be available for purchase online through the EMS Skater Portal. A timeline for practice ice sales periods will be available for viewing on the Main page of your skater portal. The number of practice ice sessions will be determined after the event schedule is set; practice will be 15 minutes. At the time of registration, each skater will be able to reserve and purchase one session per event entered at \$15 per session and will be able to select the date and time from the published practice ice schedule **after the close of registration**. Some sessions will be restricted to certain events. Some sessions will be reserved for final rounds—no advance registration will be allowed for final round practices. As soon as the schedule is posted, you will receive an email with the start date and time for reserved unofficial practice ice selection. After the end time of reserved selection, unofficial practice ice will be open to all entrants for \$18 per session. Additional ice may also be available for purchase during the competition for \$18 per session. There will be no official practice ice scheduled.

No program music will be played during practice ice sessions.

SCHEDULE: The overall competition schedule is as follows:

- Friday, August 16, 3:00-9:30pm
- Saturday, August 17, 8:00am-10:00pm
- Sunday, August 18, 8:00am-2:00pm

As soon as possible after the close of entries, the schedule will be available at your skater portal. Please check for changes to the schedule periodically. The LOC does not assume responsibility for changes in travel plans that may result from schedule changes.

Once the competition begins, the on-line schedule may no longer be valid, and skaters should check for changes in events and times, which will be posted in the same area as the starting orders and results—on the second floor of the Ashburn Ice House, opposite the elevator. Skaters should check in with the ice monitor of their event *between 30 and 60 minutes* prior to the scheduled start time of their event. Events may start either *earlier or later* than originally scheduled.

WITHDRAWALS: Withdrawals should be e-mailed to potomacopen@gmail.com. Please be courteous to your fellow skaters and notify us of withdrawals in advance of the start of your event. As noted herein, there are no refunds for withdrawals, as your entry reserves ice time.

PHOTOGRAPHY/VIDEOGRAPHY: Videography by Looking Glass Productions, website www.figureskate.video. No preordering necessary, videos are included in the entry fee. All skaters will be videoed, and videos will be accessible in a downloadable format at www.figureskate.video. Details on how to access will be available at registration.

AWARDS: Medals will be presented to all 1st, 2nd, 3rd, and 4th place winners in each event with at least two competitors who skate their programs.

OFFICIAL NOTICES: An official bulletin board will be maintained on the second floor of the Ashburn Ice House, directly opposite the elevator. It is the responsibility of each competitor, parent and coach to check the bulletin board frequently for any schedule changes and/or additional information. Skaters are requested to arrive 45 minutes prior to the scheduled time of their event. A tentative schedule of events will be posted prior to the competition.

TEST CREDIT: Skaters who meet the requirements for test credit may request their test credit forms at registration. Forms must be picked up at the registration desk for a fee of \$5 prior to the end of the competition.

IMPORTANT NOTICE FOR ALL COACHES:

To be a credentialed coach at a sanctioned nonqualifying competition, coaches must be included within a skater's registration or updated through their EMS Skater Portal. All coach compliance is verified via EMS and is connected to the U.S. Figure Skating database.

U.S. Figure Skating athletes:

- Current member in good standing with U.S. Figure Skating
- Completed background check (green light status)
- Completed SafeSport Training*
- Continuing Education Requirements (CERs) for the 2019-20 Competition Season
- Proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate.

*SafeSport training is available through www.usfsaonline.org for full members of U.S. Figure Skating (through Learn to Skate USA portal for instructors). There is no cost to this training and certification is valid for 2 seasons

The LOC will have a list of compliant coaches via EMS verified through the U.S. Figure Skating database who are approved to receive 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. There are **no exceptions** to this policy.

Foreign coaches coaching only foreign athletes at Potomac Open, are not required to have a background check and SafeSport Training. Instead, the coach must submit a letter from their Federation stating they are a member in good standing.

For more information regarding Coach Compliance, please visit:

<http://usfsa.org/content/Coaches%20Requirements%20Chart.pdf>

CONTACT INFO: If you have questions, please email: potomacopen@gmail.com

ADDITIONAL INFORMATION:

Additional information will be posted on the event website, <http://www.potomacopen.com/>, as available

AIR: For air travel we recommend Dulles International Airport, located less than 10 miles from Ashburn Ice House.

HOTELS: There are numerous hotels located within 3-10 miles of the Ashburn Ice House. The closest are listed below:

Embassy Suites by Hilton Dulles North Loudoun

44610 Waxpool Road, Ashburn, VA 20147

www.Embassysuites3.hilton.com

(703) 723-5300

Hilton Garden Inn Dulles North

22400 Flagstaff Plaza, Ashburn, VA 20148

www.hiltongardeninn3.hilton.com

(703) 723-8989

Homewood Suites by Hilton Dulles—North/Loudoun

44620 Waxpool Road, Ashburn, VA 20147

www.homewoodsuites3.hilton.com

(703) 723-7500

Aloft Dulles Airport North

22390 Flagstaff Plaza, Ashburn, VA 20148

www.marriott.com/hotels/travel/iadal-aloft-dulles-airport-north/

(703) 723-6969

SECTION 2: Events Offered:

See Current Rulebook or click <https://www.usfigureskating.org/story?id=84114> for current rules and requirements.

FREE SKATE & SHORT PROGRAM SINGLES

Excel Free Skate (new for 2019-20 season) (6.0): Beginner - Senior. Info can be found at: <https://www.usfigureskating.org/content/Excel%20Free%20Skate%20Technical%20Information.pdf>

All Singles Events: Skaters may enter short program, free skate or both. If using this competition for NQS points, skaters in intermediate and higher must enter the combined event at the appropriate level. There will not be separate events for non-NQS skaters. If there are qualifying rounds at intermediate or higher, skaters who do not qualify for the final, will be placed in a non-final short program event at their level.

Singles Well Balanced Free Skate (6.0): No Test - Preliminary
<https://www.usfigureskating.org/content/2019-20%20Singles%20FS%20Chart.pdf>

Singles Short Program (IJS): Intermediate - Senior
<https://www.usfigureskating.org/content/2019-20%20Singles%20SP%20Chart.pdf>

Singles Well Balanced Free Skate (IJS): Pre-Juvenile - Senior
<https://www.usfigureskating.org/content/2019-20%20Singles%20FS%20Chart.pdf>

Singles Combined Short Program + Free Skate: Intermediate - Senior *NQS entries only
<https://www.usfigureskating.org/content/2019-20%20Singles%20SP%20Chart.pdf>
<https://www.usfigureskating.org/content/2019-20%20Singles%20FS%20Chart.pdf>
NQS Athletes should refer to the NQS Athlete Handbook for all details on the conduct of events.

Adult Well-Balanced Free Skate (6.0): Adult Pre-Bronze – Adult Bronze
<https://www.usfigureskating.org/content/2018-19%20Adult%20Singles%20WBP%20Chart.pdf>

Adult Well-Balanced Free Skate (IJS): Adult Silver – Masters Junior/Senior
<https://www.usfigureskating.org/content/2018-19%20Adult%20Singles%20WBP%20Chart.pdf>

COMPULSORY MOVES – SINGLES (6.0)

[Excel Compulsory \(Excel Beginner – Excel Preliminary\)](#)
[Compulsory Moves \(No Test – Senior\)](#)