



2023 DIAMOND CLASSIC SYNCHRONIZED SKATING COMPETITION

November 3-4, 2023

Mentor FSC

Mentor, Ohio

I. COMPETITION OVERVIEW

The 2023 DIAMOND 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 LEVEL:

Synchronized Skating Requirements: 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	\$75	\$10
Aspire 2	6.0	\$75	\$10
Aspire 3	6.0	\$75	\$10
Aspire 4	6.0	\$75	\$10
Preliminary	IJS	\$135	\$25
Pre-Juvenile	IJS	\$135	\$25
Open Juvenile	IJS	\$135	\$25
Juvenile	IJS	\$135	\$25
Intermediate	IJS	\$135	\$25
Novice	IJS	\$135	\$25
Junior Short Program	IJS	\$135	\$25
Junior Free Skate	IJS	\$135	\$25
Junior Combined (Short & Free)	IJS	\$230	\$25
Senior Short Program	IJS	\$135	\$25
Senior Free Skate	IJS	\$135	\$25
Senior Combined (Short & Free)	IJS	\$230	\$25
Collegiate	IJS	\$135	\$25
Adult	IJS	\$135	\$25
Masters	IJS	\$135	\$25
Open Collegiate	6.0	\$135	\$25
Open Adult	6.0	\$135	\$25
Open Masters	6.0	\$135	\$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 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>.

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.

There can be up to four coaches per registered team

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.

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

Registration Deadline: Sept. 22, 2023 11:55PM ET

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 AND THEATRE ON ICE 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

On-Ice Critiques will be available for an additional cost of \$125/15 minute session. Please email Sue Clemente at sueclemente@att.net for further information. Competition feedback will be available for all teams.

MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: All teams are required to upload their music to EMS no later than **Oct. 13, 2023 11:55PM ET**. After this date, teams will be locked out of this feature and subject to a **\$25 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 OCT. 13, 2023

LATE FEE: \$25.00

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

If you need assistance, email productsupport@usfigureskating.org

Coaches must also have available a backup copy of their team's 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) – Competitors participating in IJS events are required to submit PPC in EMS no later than **OCT. 13, 2023 11:55 PM ET**. After this date, teams will be locked out of this feature in EMS and subject to a **\$25 late fee**. The late fee will automatically be added to each team's cart that 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 OCT. 13, 2023

LATE FEE: \$25.00

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

If you need assistance, email 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®, Mentor Figure Skating Club and the Mentor Civic Arena 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:

Mentor Civic Arena
8600 Munson Rd.
Mentor, Ohio 44060
440-974-5730

www.mentoricearena.com

The Mentor Civic Arena is a dual surface facility with eleven locker rooms. The rinks measure 85'X200'. Facility includes a snack bar and community rooms above competition rink which will be utilized for team warmups and off-ice.

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:

Official Website: www.mentorfs.com

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

RESULTS: Link for online, live results will be shared when available.

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 segments will be available on the competition rink Friday, Nov. 4, 2022 from 9:00am until 6:00pm; Friday evening following the competition and Saturday morning before competition begins, if time allows, on a first-come, first-served basis. **The fee will be \$125 per 12 min. segment.**

Official Practice Ice

Junior and Senior teams should purchase a practice ice segment for each event. Official practice ice will be scheduled prior to the short program on Friday and prior to the free skate on Saturday. OPI for Synchronized Skating Teams-Refer to Rulebook Rule 2940

How to Purchase Practice Ice:

1. Purchase Practice ice via EMS for the total number of segments requested
 - a. The practice ice tab will become available during the configured “pre-purchase” window. The total number of segments your team purchases cannot be guaranteed. Any segments that cannot be scheduled by the LOC will be refunded to the team.
2. Complete the Mandatory Team Information form:
 - a. Upon purchasing your practice ice; please email Sue Clemente at sueclemente@att.net with your team date and time of arrival, any cross – skaters and any special requests. Every effort will be made to try and accommodate the team’s request. .

ONSITE CHECK-IN:

Check-in will open on Friday, **November 3, 2023 on hour prior to the start of the beginning of Practice Ice and end at the start of the last event on Saturday, November 4, 2023. The check-in table will be located in the rink lobby. 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**

AWARDS:

Awards will be made on the basis of placement. All team members of teams placing first through fourth will be awarded medals. Medals will be picked up at the Awards table on the second floor of the arena.

Aspire Synchro events will be run in accordance with the Learn to Skate USA Compete USA Manual (a maximum of 6 teams per group). All Aspire levels teams will receive a medal.

PHOTO/VIDEO:

Photography and Videography will be provided by 828 Studios. Teams will be emailed further information on ordering video and photos closer to the event. The event will be livestreamed. This information will be added to the Mentor FSC website, and emailed to teams once finalized.

ADDITIONAL INFORMATION:

ACCOMODATIONS: A hotel list will be posted at the MFSC website at www.mentorfsc.org under Synchro/Diamond Classic for your convenience.

FOOD: Information about the concession stand will be available closer to the event date. Maps for area restaurants will also be available on-line

TENTATIVE SCHEDULE:

Friday, Nov. 3, 2023: Junior and Senior Short Program

**Saturday, Nov. 4, 2023: Junior and Senior Free Skates
Remaining Free Skate Events**

CONTACT INFORMATION:

Competition website: www.mentorfsc.com

For questions, please contact the following individuals:

Competition Chair:	Sue Clemente	sueclemente@att.net	216-978-5072
Chief Referee:	Steve Wolkin	Sew454@aol.com	216-832-3288
Practice Ice Chair:	Sue Clemente	sueclemente@att.net	216-978-5072