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## **22<sup>nd</sup> Annual Terry Conners Synchronized Skating Open**

**Saturday-Sunday, December 2-3 2023**

**Terry Conners Ice Rink  
Cove Island Park, Stamford, CT**

**Entry Deadline: November 1, 2023**

**Hosted by:**

**Skating Club of Southern Connecticut &  
Southern Connecticut Synchronized Skating**

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

*This event is a standard U.S. Figure Skating Synchronized Skating Nonqualifying Competition*

## **I. COMPETITION OVERVIEW**

The Terry Connors Synchronized Skating Open (“Terry Connors 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 rule book [Rules | U.S. Figure Skating \(usfigureskating.org\)](#) for more information.

## **II. ELIGIBILITY**

### **TEST LEVEL:**

For synchronized skating teams, moves-in-the-field test requirements are as of the entry deadline.

### **EVENTS OFFERED:**

Please refer to the U.S. Figure Skating website to view the program requirements for the current season.

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

<b>Synchronized Skating Level</b>	<b>Judging</b>	<b>Team Fee</b>	<b>Skater Fee</b>
Aspire 1	6.0	\$110	\$45
Aspire 2	6.0	\$110	\$45
Aspire 3	6.0	\$110	\$45
Aspire 4	6.0	\$110	\$45
Special Olympics Unified Synchronized Skating Level 1	IJS	\$275	\$45
Special Olympics Unified Synchronized Skating Level 2	IJS	\$275	\$45
Preliminary	IJS	\$275	\$48

Pre-Juvenile	IJS	\$275	\$48
Open Juvenile	IJS	\$275	\$48
Juvenile	IJS	\$275	\$48
Intermediate	IJS	\$275	\$48
Novice	IJS	\$275	\$48
Junior Short Program	IJS	\$275	\$48
Junior Free Skate	IJS	\$275	\$48
Junior Combined (Short & Free)	IJS	\$400	\$48
Senior Short Program	IJS	\$275	\$48
Senior Free Skate	IJS	\$275	\$48
Senior Combined (Short & Free)	IJS	\$400	\$48
Senior Elite 12 Short Program	IJS	\$275	\$48
Senior Elite 12 Free Skate	IJS	\$275	\$48
Senior Elite 12 Combined (Short & Free)	IJS	\$400	\$48
Collegiate	IJS	\$275	\$48
Adult	IJS	\$275	\$48
Masters	IJS	\$275	\$48
Open Collegiate	6.0	\$275	\$48
Open Adult	6.0	\$275	\$48
Open Masters	6.0	\$275	\$48

**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 most current [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.

There will be a limit of 2 credentialed coaches permitted per registered team. Coaches must be listed in the team's profile for the competition in EMS to receive a credential.

**EMS Coach Resources:**

- [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 in EMS for the competition (Team Personnel for coaches and team managers; Competition Roster for skaters and alternates). 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 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**

**DEADLINE TO REGISTER: Nov 1st 2023, 11:59 pm ET.** Any registrations after this date will be subject to a \$50 late fee and at the discretion of the Competition Co-chairs.

#### **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 SKATERS:**

Non-U.S. skaters intending to register for this competition must set up a non-member account prior to registering for the competition ([click here for HOW TO](#)). This can be done by choosing the “Non-Member? Create Account” option on the [Members Only](#) login page.

**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.

**CRITIQUES:**

Time will be available after the completion of each day’s events to meet with officials for critiques. The Terry Connors Open will do its best to accommodate critique requests, but, due to time constraints, it cannot be guaranteed.

Information will be shared with available time slots and location.

**MUSIC SUBMISSION/UPLOAD:**

Online music submission is the ONLY acceptable method to submit program music. We will NOT accept CDs.

EMS Skater Music Upload How To: [CLICK HERE](#)

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

After you have paid for your events, the system will prompt you to upload your music for each event that requires music. If your music is not available at that time, you can log out of your account and return later to upload your music by going to the "Competition" tab and then selecting "My Music." Please be sure you are uploading the correct music for the correct event segment. Be careful, for example, not to mix up your short program and your free skate! **All music must be uploaded by Nov 25, 2023 at 11:59PM ET.**

Competitors 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 skater 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.

Maximum run time: Five (5 minutes)

**ID3 Metadata (tags):** None - The Chief Music Coordinator strongly requests that mp3 or m4a files DO NOT contain any ID3 metadata, commonly called tags. This is especially true of any embedded images such as album cover art, picture of the skater, etc. Please, NO EMBEDDED IMAGES!

**Maximum leader:** The Chief Music Coordinator requests that there be NO leader. The leader is the silence between the start of the track and the actual start of the program music.

**Maximum trailer:** The Chief Music Coordinator requests that there be NO trailer. The trailer is the silence between the end of the program music and the end of the actual track.

#### **Administrative Fee for Incorrect Music or Failure to Upload Music**

The LOC may assess each competitor/team an additional charge, up to \$25.00 per event segment, to manually handle a competitor/team's music, if the competitor/team: 1) fails to submit their music prior to the close of online music submission, 2) submits files that do not follow the specifications above, or 3) uploads the incorrect music for a given event segment (e.g. uploads short program music instead of the free skate). In the event the LOC decides to assess an administrative fee, the competitor/teams will not receive their credentials at registration until they pay the fee and turn in their music on CD, conforming to the requirements above.

**EMS MUSIC UPLOAD:** Competitors participating in events with music are required to upload their music to EMS no later than **Nov 25, 2023 at 11:59 PM ET**. After this date, skaters 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 skater credential onsite.

#### **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 **Nov 1 2023 11:59 PM ET**. After this date, skaters 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 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: Nov 1, 2023 at 11:59 PM 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 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®, Southern Connecticut Synchronized Skating, Skating Club of Southern Connecticut and Terry Conners Rink 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 Terry Conners Open will be held at the Terry Conners Ice Rink ([www.tcrink.com](http://www.tcrink.com)) located at 1125 Cove Road, Stamford, CT, 06902. The rink number is 203-977-4514.

The rink is situated in Cove Island Park, just minutes off of CT Interstate 95, exit 9. The rink is 85x200 feet. The temperature is average for an ice rink. There is a snack bar on premises. There are many local restaurants within a short driving distance from the rink. The front parking lot of the rink is reserved for buses, visitors with disabilities, judges, officials and vendors.

***FREE and ample parking is available adjacent to the rink.***

Terry Conners Rink is a municipal building which prevents use of tents to facilitate traditional warm up areas for teams. Weather permitting, teams can use the softball field and the basketball courts neighboring the rink for any off-ice warm ups.

**LOCKER ROOMS AND CHANGING AREAS:**

All athletes are expected to arrive at the arena **“competition ready” (costumes, hair, make-up etc.)**. Locker rooms will be provided but only for pre-performance touch ups and to put skates on. **Changing will not be permitted in these spaces.**

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:**

All information pertaining to the competition will be available and updated regularly at <https://www.southernctsynchro.com/tco> . This includes any official announcements, updates, and schedule changes. This will also include links to see Live Results as they are posted. 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**

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:**

Practice ice will be available for all participating teams at the Terry Conners Rink. All practice ice must be pre-paid online at the time of registration. If the Terry Conners Open is not able to provide the number of sessions requested, teams will be notified and will receive a refund at registration.

**Note: The program music submitted online will be used for practice ice. All teams must have at least one backup music CD available rink-side for practice sessions. (See MUSIC section for specifications.)**

#### **Practice for IJS Teams:**

Practice ice is not mandatory, but highly recommended, for teams competing in events judged under the IJS and will be offered at various times on both days of the competition. Official practice ice will be scheduled by the Chief Referee per the specific time slots listed below in accordance with the U.S. Figure Skating Rule 2940 and as described in this announcement.

<b>IJS Level*</b>	<b>12 Min</b>	<b>11 Min</b>	<b>10 Min</b>	<b>8 Min</b>	<b>7 Min</b>
PRACTICE ICE FEE	<b>\$150</b>	<b>\$140</b>	<b>\$135</b>	<b>\$110</b>	<b>\$85</b>
Senior – F/Sk	X				
Senior – Short			X		
Senior Elite 12 – F/Sk	X				
Senior Elite 12 - Short			X		
Junior – F/Sk		X			
Junior – Short			X		
Novice			X		
Intermediate			X		
Unified – L1			X		
Unified – L2			X		
Juvenile				X	
Pre-Juvenile				X	
Preliminary					X
Collegiate		X			
Adult				X	
Masters				X	
Open Juvenile				X	
Open Collegiate				X	
Open Adult				X	
Open Masters				X	

*\*Please refer to chart to determine what practice time your level is allocated. Rules on each practice time described below*

Timing will begin when the first skater steps on the ice. Each team will be allowed a short warm up period prior to the start of the music. Program music will be played for the 1st time immediately followed by a 30 second warning to cue the 2nd run through of the music. Any time left in the session will be announced at the completion of the playing of music for second time.

**Practice Ice for Non-IJS Teams:**

Once IJS practice ice has been scheduled, non-IJS teams will be scheduled. The Terry Conners Open will do its best to accommodate practice ice requests, but it cannot be guaranteed. Practice ice is sold on a first come, first serve basis. Practice ice for non-IJS teams will be in ten (10) minute segments at a rate of \$125. Music may be played as many times as desired during the ten (10) minute session without restrictions. Practice Ice Schedules will be available via the web at <https://www.southernctsynchro.com/TCO>.

**Practice Ice Requests and payment MUST be submitted when registering teams on EMS.**

**ONSITE CHECK-IN:**

Check-in will open starting Saturday Dec 2nd at 11:00 am inside the side entrance of the rink. The side entrance is to the left of the main entrance when facing the building. The registration table will be located to the left immediately as you enter the side door. One representative should register on behalf of the team as soon as the team arrives at the competition. Coaches, team managers, and team service personnel must register separately to receive their credential (see coaching requirements below).

This event is a standard U.S. Figure Skating Synchronized Skating Nonqualifying Competition information. Skaters are requested to arrive 45 minutes prior to the scheduled locker room time of their event. **The official schedule of events will be posted no later than 14 calendar days prior to the commencement of the competition.**

**AWARDS:**

All medals will be distributed to Coaches and/or Team Managers. Medals can be picked up at the Registration Area after the official results are posted online. Medals will be given to each rostered skater and alternate finishing in the first through fourth place. Junior and Senior short /free skate programs are treated as separate events.

**RESULTS:**

Results will be posted online. The link will be posted on our website (<http://southernctsynchro.com/TCO>). QR codes will be posted throughout the rink for easy access.

**PHOTO/VIDEO:**

Cinematic Images by Classic Video Productions is the official photographer for the Terry Conners Synchronized Open. Professional photographs and videos will be taken of the teams during the competition and made available after the event for viewing via the company's website.

A photography fee has been included with the entry fees. ***This allows all teams and team members FREE unlimited download access to all digital photographs taken at the event without any additional charges.*** FREE video downloads will also be available. Purchasing a DVD or prints from the vendor is at your own discretion.

**ADDITIONAL INFORMATION:**

We will update our website with information on nearby restaurants, and hotels should they be required for your team. Please check periodically for updates.

**SPECTATORS/ADMISSION:**

All individuals/spectators accompanying the team must purchase tickets to the event. Details will be posted on our website. Tickets can be purchased at the door.

**CONTACT INFORMATION:**

Competition website:

<http://southernctsynchro.com/TCO>

For questions, please contact the following individuals:

Competition Co-Chairs:	Mags Conroy Pam Foster	<a href="mailto:terryconnersopen@gmail.com">terryconnersopen@gmail.com</a>	1-646-732-0637 1-203-253-5276
Chief Referee:	Melissa Christensen	<a href="mailto:melissaaic@icloud.com">melissaaic@icloud.com</a>	
Additional Contact:	Kristen Stops	<a href="mailto:kstops@gmail.com">kstops@gmail.com</a>	1-917-232-0603