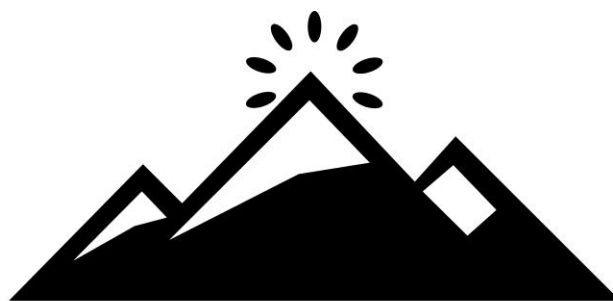




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# 2018 CP Non-Qualifying Competition



2018   
CP NON-QUALIFYING  
COMPETITION - SALT LAKE CITY

**Thursday October 19, 2017**  
**Hosted by Salt Lake Figure Skating**

[Salt Lake City Sports Complex](#)  
645 South Guardsman Way (1580 East)  
Salt Lake City, UT 84108

The 2018 CP Non-Qualifying 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 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.

#### **ELIGIBILITY/TEST LEVEL:**

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.

**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.

**Age restrictions/requirements:** Skaters entering open juvenile free skate events (Well Balanced Program), must be at least 13 years of age at the close of entries.

Skaters entering no test-pre-juvenile events will be divided as closely as possible by age should the number of entries warrant more than one group.

#### **ENTRIES: \$100.00/event + credit card processing fee**

Online registration is the **ONLY** method available for entry into the 2018 CP Non-Qualifying Competition and must be submitted online via Members Only ([www.usfsaonline.org](http://www.usfsaonline.org)) by **11:59 pm on September 1, 2017**. To enter, please follow the steps below:

- Log on to [www.usfsaonline.org](http://www.usfsaonline.org)
- Input your membership number and password
  - If you do not already have a password, go to [www.usfsaonline.org](http://www.usfsaonline.org) and follow the online instructions.
- Select 'Events' on the top left menu
  - Select 'Registration/Administration'
- Select 'Event Registration & Information' – '2018 CP Non-Qualifying Competition'

If you are experiencing difficulty with your registration, please e-mail EMS Support; [emssupport@usfigureskating.org](mailto:emssupport@usfigureskating.org)

**Late entries will NOT be accepted under any circumstances.**

**REFUND POLICY:** Entry fees will not be refunded unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals. The online processing fees are not refundable. Contested credit card charges will be issued a \$50 fee. Payment of the fee will be required before the skater can participate in practice ice or events. Notification of competition and practice ice times will be available by via e-mail and by checking your skater portal on U.S. Figure Skating's Event Management System (EMS).

#### **JUDGING SYSTEM**

The 6.0 Majority Judging System will be used all events

## **COMPETITION PROFILE**

All registered competitors are required to complete their competition profile via [www.usfsaaonline.org](http://www.usfsaaonline.org) through the Event Management System (EMS) skater portal beginning Tuesday, August 1, 2017. A skater's competition profile consists of their uploaded competition music. Please note, a skater can also update/verify coach(es) that will be attending the event with them through the "Manage Coaches" button. The Competition Profile for the 2018 NWP Non-Qualifying Competition must be submitted no later than **Thursday, October 12, 2017**.

**MUSIC UPLOAD AND SUBMISSION:** Online music submission is the ONLY accepted method to submit program music. The uploaded program music MUST conform to the following specifications:

### **Programs per File:**

Only one piece of competition program music (e.g. short program, free skate etc.) per file is allowed.

### **File Format: MP3 required**

If you need assistance formatting your file to MP3, please consider the following free applications listed below. *Please note, U.S. Figure Skating/LOC does not endorse any conversion software.*

[Format Factory](#)

*\*\*PC only, not compatible for Apple*

[Audacity](#)

### **Copyright Information:**

U.S. Figure Skating, in compliance with BMI Licensing requirements, must collect the copyright information from each piece of music used in a skater's program. For assistance with this requirement, please click [here](#).

### **File Specifications:**

- Maximum File Size: 12MB
  - Sound Quality: Set up Medium or High!
- Maximum Running time: Five (5) minutes
- Maximum Leader/Trailer: The leader is the silence between the start of the track and the actual start of the program music and the trailer is the silence between the end of the music and track. The Music Committee prefers that neither are included on the file but if necessary, are no more than two (2) seconds respectively.

### **BACKUP MUSIC AT EVENTS (CD's ONLY)**

In addition to submitting music online, all competitors must have at least one (1) backup CD rink-side.

**SCHEDULE:** A schedule will be posted on the Salt Lake Figure Skating website ([www.saltlakefigureskating.org](http://www.saltlakefigureskating.org)) as soon as possible following the close of entries.

Tentative schedule is as follows:

- Unofficial practice Ice on Wednesday October 18 from 8AM-5PM
- Competition on Thursday October 19 starting at 8AM

**FACILITIES:** The competition will be held at the Salt Lake City Sports Complex (SLCSC).

Address: 645 Guardsman Way (1580 South), Salt Lake City, UT 84108.

Phone: 385-468-1925.

[www.slco.org/recreation/slcsports](http://www.slco.org/recreation/slcsports).

The Sports Complex has two Olympic size rinks. The surface is 200' x 100' with rounded corners. Each rink has 4 locker rooms, which may be used as dressing rooms. The facility has a snack bar which will be open to the public during the event. Parking is free and plentiful. Hotels are 2-4 miles from the rink. There are several eating establishments within driving distance.



entrance to the West Rink.

**CREDENTIALS:** Each athlete will receive complimentary credentials for 1 chaperone and 1 designated approved coach.

The credentials are marked with the individual's name and are non-transferable. You must have credentials to enter West Rink or East Rink, the warm-up area, and the locker rooms. One additional chaperone and coach credential may be purchased at the registration desk. Additional chaperone and coach credential badges are \$45. **Please complete the necessary info for credentials online at EMS.**

At the time of registration, AFTER competition music has been turned in, each competitor will receive their credential badges for themselves and their chaperone(s). The competitor's coach will pick up their credential badge separately at check-in.

**A photo ID must be shown by all chaperones and coaches when the credential is picked up.**

BADGES are non-transferable! Badges must be worn always while in West Rink or East Rink. **Any lost badges will be replaced for an additional charge of \$50 per badge**

**BULLETIN AND OFFICIAL NOTICES:** An official bulletin board will be maintained main lobby of the Salt Lake City Sports Complex and will contain official information only. The official schedule of events will be posted on the official bulletin board and will supersede all other schedules. 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. Notices posted here are considered sufficient notice to all. All skaters must check the official board frequently.

**PRACTICE ICE:**

**Practice ice for the 2018 CP Non-Qualifying Competition can only be purchased online through [EMS](#).**

- Please plan on unofficial ice beginning for the event on Wednesday, October 18, 2017
- Unofficial practice ice will be 30 minutes in duration and NO music will be played

**PRE-PURCHASE:**

Skaters can pre-purchase a la carte credits for unofficial practice ice (UPI) sessions (max. of two) for \$35.00/each or pre-purchase a practice ice package which consists of ONE unofficial practice ice session and a souvenir program for \$50.00, a savings of \$10.00

\*\*package only available during pre-purchase

**Opens:** August 15, 2017

**Closes:** September 15, 2017

After the close of entries and the competition schedule has been finalized, those who pre-purchased credits may self-schedule their sessions.

**Opens:** September 18, 2017

**Closes:** September 25, 2017

**PRE-PURCHASE (cont.):**

All open sessions after the pre-purchase selection period will be available for sale during **Open Sales** beginning September 26, 2017 through October 13, 2017.

If availability permits, remaining UPI sessions will be sold on site for \$40.00/session at the practice ice desk.

#### **PRACTICE ICE REMINDERS:**

- Waiting lists will be established for all full sessions. Empty slots on a session will be filled in the order the names appear on the waiting list. If a skater is not present when a spot is to be filled, the next skater on the waiting list will be granted the spot.
- If a practice ice session is full, a skater's place on that session will be held for 5 minutes after the beginning of the session only. Skaters should check in with the Ice Monitor at least 10 minutes prior to the start of their session.
- Practice ice fees are non-refundable. Practice sessions may not be transferred to other skaters.

**Please note, unofficial practice ice is NOT included with your registration!**  
**Once purchased, there will be NO refunds or transfers of any practice ice sessions regardless of circumstance.**

All skaters must check in with the ice monitor prior to skating any unofficial practice ice session. Skaters will not be permitted on their unofficial practice ice sessions if they have not submitted their competition music via the Members Only section of [www.usfsa.org](http://www.usfsa.org). Safety on any unofficial practice ice session is the responsibility of the skater. The size and makeup of unofficial practice ice groups is at the discretion of the Chief Referee and Local Organizing Committee. Skaters are expected to follow usual rink etiquette. Coaching shall be from behind the side boards. Coaches are not permitted to be in the music box or on the officials' platform. Skaters who are not skating shall leave the ice surface to rest or converse. Only credentialed coaches and credentialed athletes will be permitted in the restricted areas with access to the ice

**PHOTOGRAPHY/VIDEOGRAPHY:** Action photos as well as still awards photos will be available for purchase at the event.

- Quicksilver Shots

***Please note: Flash photography of the competition, including practice ice, is strictly prohibited per U.S. Figure Skating policy.*** The flash may cause distraction leading to error or injury. Taking photos of any skater other than your own is prohibited without their express written consent, a copy of which must be provided to the host organization

**VIDEOGRAPHY** the U.S. Figure Skating Production Team will serve as the official video provider for all qualifying competitions this season. To order video for the 2018 qualifying season, please visit [www.usfigureskatingvideos.com](http://www.usfigureskatingvideos.com) and enter your email address. All competitors will be notified when videos are available to preview and purchase. Please note: videotaping of the competition, including practice ice, in any form is strictly prohibited per U.S. Figure Skating policy.

**AWARDS:** Skaters placing 1st, 2nd, 3rd and 4th in each event will receive medals. Awards will be presented at times designated on the official bulletin board.



## **SPECTATOR CONDUCT**

- The Salt Lake City Sports Complex is a non-smoking facility.
- **NO** items are to be thrown onto the ice at any time (even if wrapped).
- Flash photography is not permitted at any time the competitors are on the ice, including the warm up and practice sessions.
- Videotaping of the competition, including practice ice, in any form is strictly prohibited.
- Spectators must turn off all audible tones on their electronic media devices.

Violation of any of the above rules may subject the offender to ejection from the arena. THANK YOU for your cooperation and compliance with these policies, and we hope you enjoy the event.

**PROGRAM INFORMATION:** If you would you like your photo in the event souvenir program, email a photo to [melissa@warnerink.com](mailto:melissa@warnerink.com) no later than **September 1, 2017**. Photos should be a "yearbook style" headshot in JPEG or PNG format with a pixel resolution of at least 600 x400 pixels.

The e-mail should include:

- Subject Line: 2018 CP NQ – Skate Name, Event
  - Photo submissions not following the guidelines above are subject to not being published in the program.

Photographs and media forms will be used for the program and publicity at the event.

Submission of a competition entry automatically grants permission to use all accompanying information, including photographs, for publicizing these Championships. Programs may be pre-purchased at the cost of \$25 per program on the Program Order Form. A very limited number of programs will be available for purchase at the door for \$30 each.

**MERCHANDISE:** Event merchandise will be available for purchase at the venue.

## **OFFICIAL HOTEL:**

Marriott University Park  
480 Wakara Way  
Salt Lake City, Utah 84108  
Hotel is entirely non-smoking  
Located less than 5 minutes from the venue  
Less than 15 minutes from Salt Lake International Airport  
Swimming pool and whirlpool spa  
Onsite restaurant and sports bar

Discounted Rooms: \$124 per night

Reservations made online: [Book your group rate for 2018 Central Pacific Regional Figure Skating Championships](#)



**TRANSPORTATION:**

Salt Lake International Airport (SLC) to Salt Lake County

Sports Complex: 10.3 Miles ~ 16 minutes

Express Shuttle from Airport, UBER and Lyft all operate out of the Airport.

Contact Express Shuttle at 1-800-397-0773 or <http://www.expressshuttleutah.com/>

The Hotel offers a complementary shuttle to and from the rink. You will need to schedule directly with the hotel.

**INFORMATION REGARDING COACHES:**

U.S. Figure Skating Rule MR 5.11 Coach Registration

To be granted access to work within U.S. Figure Skating sanctioned activities, each coach must complete the following requirements on an annual basis by July 1:

- A. Must be a current full member of U.S. Figure Skating - either through a member club or as an individual member;
- B. Must complete the coach registration process through the U.S. Figure Skating Members Only site, submit proper payment for the annual registration fee and, if 18 years of age or older, successfully pass the background screen.
- C. Must complete the appropriate CER courses (A, B, C or D) depending on the highest level of students being coached as of July 1, See rule MR 5.12.
- D. Must submit proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate.

The local organizing committee/club will have a list of compliant coaches who are cleared for 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 – no exceptions. We strongly urge *all* coaches to have their cards with them. Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events including practice sessions. Coaching at U.S. Figure Skating events without proper registration is an ethics violation which is reported to U.S. Figure Skating and PSA.

For more information regarding Coach Compliance, please refer to:

<http://www.usfigureskating.org/Content/Coaching%20Compliance%20Toolkit.pdf>

SECTION 2: Events Offered: No Test – Open Juv. Skaters may skate up one level.



**EVENT: Singles Well Balanced Free Skate**

General event parameters:

1. Skaters will skate to the music of their choice. Vocal music is permitted.
  2. Level will be determined by the highest free skate test passed. Skaters may compete at the highest level they have passed, or skate up to one level higher.
  3. All relevant and appropriate rules will be used. Coaches and athletes are expected to be aware of these rules by reading the documents on [www.usfigureskating.org](http://www.usfigureskating.org) , under "Technical Information," then "Singles/Pairs"
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- A. No Test - Rule 4280
  - B. Pre-Preliminary - Rule 4270
  - C. Preliminary - Rule 4260
  - D. Pre-Juvenile - Rule 4250
  - E. Juvenile/Open Juvenile - Rule 4240
  - F. Intermediate – Rule 4230
  - G. Novice – Rule 4220
  - H. Junior – Rule 4210
  - I. Senior – Rule 4200

## LOCAL ORGANIZING COMMITTEE – CONTACT INFORMATION

Please contact Event Chairs via email and allow up to 48 hours for responses to be provided.

<b>Competition Chair(s):</b>	Nicole Moreno	<a href="mailto:nicolemoreno1975@gmail.com">nicolemoreno1975@gmail.com</a>
<b>Registrar:</b>	Nicole Moreno	<a href="mailto:nicolemoreno1975@gmail.com">nicolemoreno1975@gmail.com</a>
<b>Practice Ice:</b>	Nicole Moreno	<a href="mailto:nicolemoreno1975@gmail.com">nicolemoreno1975@gmail.com</a>
<b>Program:</b>	Melissa Warner	<a href="mailto:melissa@warnerink.com">melissa@warnerink.com</a>
<b>Advertising &amp; Sponsorship:</b>	Melissa Warner	<a href="mailto:melissa@warnerink.com">melissa@warnerink.com</a>
<b>Chief Referee:</b>	Bruce Bell	<a href="mailto:bruce.bell@itvcom">bruce.bell@itvcom</a>
<b>Event Website:</b>		<a href="http://www.cpreregionals.com">www.cpreregionals.com</a>

**Money will be collected at the registration desk when you pick up your credentials.**

We will accept cash and credit cards (VISA, MC, AMEX, Discover).

## FORMS CHECKLIST FOR COMPETITORS

Competitors Name: \_\_\_\_\_ USFS#: \_\_\_\_\_

	<b>FORMS CHECKLIST</b>	<b>TOTALS</b>
	Program Information –Form C	Email to <a href="mailto:melissa@warnerink.com">melissa@warnerink.com</a>
	Photo Headshot	Email to <a href="mailto:melissa@warnerink.com">melissa@warnerink.com</a>
	Program Advertising – Form D	Email to <a href="mailto:melissa@warnerink.com">melissa@warnerink.com</a> & <a href="mailto:nicolemoreno1975@gmail.com">nicolemoreno1975@gmail.com</a>

**Money will be collected at the registration desk when you pick up your credentials.**

We will accept cash and credit cards (VISA, MC, AMEX, Discover).

<b>Money will be collected at registration desk</b>	<b>Deadline</b>
All forms Due by September 1, 2017	

## Single Skaters Program Information – FORM C

- All Program Information must be submitted electronically in an email to Melissa Warner [melissa@warnerink.com](mailto:melissa@warnerink.com).
- **In subject line** please put "2018 Central Pacific Regionals & the skater's name and event in the subject line"

### Single Skaters –

Competitors Name:	USFS #:
Level/Event:	Date of Birth:
Hometown:	Home Club:
Coach #1:	Coach #2:
Choreographer #1:	Choreographer #2:

PHOTOS: If you wish to be pictured in this program, please submit a **high resolution** digital photograph **Photos must be submitted by email in the following format JPEG file of no greater than 400-600 pixel. The email address is [melissa@warnerink.com](mailto:melissa@warnerink.com)**

The sooner we receive this information, the more time we have to work on the program. We appreciate ALL early arrivals.

\_\_\_\_ I have submitted my program information to [melissa@warnerink.com](mailto:melissa@warnerink.com)

\_\_\_\_ I am NOT sending in a photograph to be included in the program.

<b>All forms Due by September 1, 2017</b>
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**Please email forms to:**  
**Melissa Warner**  
[melissa@warnerink.com](mailto:melissa@warnerink.com)

# Program Advertisement – FORM D

Advertise your business to a crowd of potential customers. Program

_____ BusinessCard	\$40
_____ Quarter Page	\$75
_____ Half Page	\$125
_____ Full Page	\$200
_____ Inside Back Cover	\$300
_____ Inside Front Cover	\$300
_____ Outside BackCover	\$400

format is 8 ½ x 11". Please check the size of the ad you wish to purchase.

**Please send Ad electronically! Congratulate your skaters!**

You can tell your skaters how proud you are of them by placing a personal message in the souvenir program. Personal Ads are approximately 1/8 of a page and are \$20 Please provide the personal message below. For all other ads, please enclose camera ready artwork.

Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Terms:

- The program format is 8 ½ by 11" printed black and white except for the cover and outside back cover.
- Advertisers must submit camera-ready artwork, 300 dpi digital artwork (preferred .jpg or .pdf format) submitted via email to [melissa@warnerink.com](mailto:melissa@warnerink.com)
- The 2018 Central Pacific Reginal Figure Skating Championships reserves the right to position all advertisements.

**Please complete this form and return by September 1, 2017**

Please email [melissa@warnerink.com](mailto:melissa@warnerink.com) & [nicolemoreno1975@gmail.com](mailto:nicolemoreno1975@gmail.com)

**Money will be collected at the registration desk when you pick up your credentials.**

We will accept cash and credit cards (VISA, MC, AMEX, Discover)