



Potomac Open

Hosted by the
Washington Figure Skating Club

August 16-18, 2024

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

WEBSITE: <https://www.washingtonfsc.org/competitions/>

E-MAIL: potomacopen@gmail.com

CHAIRPERSONS: Sherry Lewis and Amanda Babcock

CHIEF REFEREE: Heather Nemier

CHIEF ACCOUNTANT: Jennifer Lyon

TECHNICAL ACCOUNTANT: Michael Elmaleh

TECHNICAL CONTROLLER: Deborah Weidman

Sanctioned by U.S. Figure Skating

This event is a standard U.S. Figure Skating Nonqualifying Competition – 10/23/2023

I. COMPETITION OVERVIEW

The 2024 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 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, 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.

U.S. Figure Skating Waivers are a requirement for ALL athletes. The online waivers must be completed via [Members Only](#) before the entry deadline.

SERIES INFORMATION:

Adult pre-bronze and adult bronze program/free skate events that meet Adult Competition Series guidelines are offered at this competition. Adult Competition Series participants must submit a photo, scanned copy, email attachment or screenshot of the results sheet to adultcompetitionservices@gmail.com by the deadline published in the most recent [Adult Competition Series Handbook](#) to receive credit and series points.

II. ELIGIBILITY

Singles: Well-Balanced Events:

- Skaters must meet at least the minimum singles test requirements for the event's level. A skater's singles test level may be higher than the minimum requirement.
 - o Skate Up: skaters may skate up one level higher than their minimum test requirement allows.
- Skaters may not register for an event level lower than allowed by their competitive floor. An athlete's competitive floor is set by one of the following scenarios:
 - o If an athlete has a paid EMS series application for the NQS series, the event level registered for in the most recent NQS will become the lowest level they may compete at in any U.S. Figure Skating sanctioned event.
 - o If an athlete has a paid EMS series application for the Excel Series, the event level registered for in the most recent Excel series will become the lowest level they may compete in any Excel event. For Well-Balanced and Specialty events the skater will be permitted to register at one level lower than the "floor" set by their excel series entry.
 - o If an athlete has never had a paid EMS series application in the NQS or Excel series, the athlete may select their level based on their goals and technical skills as long as the minimum test requirements are met.
- For more details about establishing event levels, refer to information sheet [HERE](#) or

email events@usfigureskating.org.

Adult events:

Skaters must meet the minimum test requirements for the event level, but not exceed the maximum permissible test requirement.

Age classes for all free skate events (if number of entrants allows):

- Young Adult: 18 years through 20 years
- Class I: 21 years through 35 years
- Class II: 36 years through 45 years
- Class III: 46 years through 55 years
- Class IV: 56 years through 65 years
- Class V: 66 years and older

All age classes may be divided or combined depending on the number of entries and at the discretion of the chief referee and/or the competition committee.

EVENTS OFFERED:

- U.S. Figure Skating Program Requirements: usfigureskating.org --> [Skate](#) --> [Compete](#) --> [Program Requirements](#)

On the program requirements page linked above, competitions that fall within the date range beside the program requirements must use those requirements.

SINGLES	IJS/6.0	1st EVENT	2nd EVENT
Well Balanced Free Skate (Pre-Juv - Open Juvenile)	IJS	\$230	\$110
Well Balanced Free Skate (Pre-Prelim - Preliminary)	6.0	\$160	\$100
Juvenile Short Program	IJS	\$230	\$110
Adult Free Skate (Adult Pre-Bronze)	6.0	\$160	\$100
Adult Free Skate (Adult Bronze – Master Jr/Sr)	IJS	\$230	\$110

FEES

All fees include downloadable video of each performance.

The following events will be judged using IJS:

- Pre-Juvenile and Open Juvenile Free Skate, and Juvenile Short Program
- Adult Masters, Gold, Silver and Bronze events

The following events will be judged using the 6.0 system:

- Well-balanced Pre-Preliminary and Preliminary free skates
- Adult Pre-Bronze Free Skate

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 receives, 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 be 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:

- [My Competitions](#)
- [My Skaters](#)
- [Coach Schedule](#)

EMS ADMIN: The compliance tab within EMS lists ALL individuals who were declared by skaters at the time of registration or through their EMS Skater Portals (also allows access to skater schedule, music/PPC preview etc.). The compliance requirements are tied to the U.S. Figure Skating database and are updated daily removing the need for the LOC to manually update its list of attending coaches. Further, if a coach is non-compliant, they will receive system-generated emails through the start of the competition. Click [here](#) for additional information.

III. REGISTRATION INFORMATION

Online registrations will be accepted via [EMS Competition Portal](#) and must be made by credit card only. Each transaction includes a non-refundable 3% transaction fee.

Entries will close at 11:59 PM EDT July 21, 2024

The LOC reserves the right to close at any time if maximum capacity is reached. Please register in a timely manner.

Late entries may be accepted if space allows. Late registration deadline is 11:59pm July 24, 2024 and will include a \$75 late fee.

1. Go to <https://m.usfigureskating.org>
2. Enter your U.S. Figure Skating or your Learn to Skate USA member number and password
 - a. If you need assistance with your member number and password, contact Member Services at memberservices@usfigureskating.org.
3. Click EMS then "Competition Registration"
4. Choose "**Potomac Open NonQual**" from the list of nonqualifying competitions.
 - a. If you need assistance completing your registration, contact productsupport@usfigureskating.org.

Online registration will close at 11:59 PM EDT on July 21, 2024.

The competition committee also reserves the right to limit entries to any event, to combine event levels and to cancel any event. The chief referee and competition chairpersons reserve the right to combine women's and men's/girls' and boys' events where permitted by U.S. Figure Skating Rules. Late entries MAY be accepted at the discretion of the LOC and will require an additional late entry fee of \$75.

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 "Create Account (non-member)" on the login page.

TEST CREDIT

Skaters who meet the requirements for test credit may sign up for Test Credit in EMS. **Test credit EMS availability will close at registration deadline.** There is a \$15 fee for the test credit packet. Please include your email. Signups will not be taken at the competition.

MUSIC

DEADLINE: August 7, 2024 at 11:59 pm ET.

Competitors must upload their music no later than **August 7, 2024 at 11:59 pm ET.** After this date, skaters will be **locked** out of this feature and subject to a **\$25 late fee.** Music must be uploaded to the [EMS Competition Portal](#). The late fee will automatically be added to each participant'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 credential(s) onsite.

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

If you need assistance, email productsupport@usfigureskating.org

All music must meet the following criteria. 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.

MUSIC CRITERIA:

- File Format: MP3
- Bit Rate: 192 kbps 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 two (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 must also have available a backup copy of their competition music on a cell phone and it must be immediately available rinkside 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.

PLANNED PROGRAM CONTENT (PPC) SUBMISSION for IJS events only.

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All competitors participating in IJS events are required to submit PPC in [EMS Competition Portal](#) no later than **August 7, 2024 at 11:59 PM EST**. After this date, skaters 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 participant'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 credential(s) onsite.

EMS PPC UPLOAD HOW TO: [CLICK HERE](#)
If you need assistance, email productsupport@usfigureskating.org

REFUND POLICY

Entry fees will not be refunded after **July 21, 2024**, unless no competition exists or the event is canceled. There will be no refunds under any circumstances, including for medical withdrawals. The online credit card processing fees are not refundable. 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.

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.

SCHEDULE

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, or 18, 2024). The competition and practice ice schedule will be available via the [EMS Competition Portal](#) as soon as possible after the close of entries. All participants will be notified via email once available.

IV. COMPETITION DETAILS

FACILITY:

Ashburn Ice House
21595 Smith Switch Road
Ashburn, VA 20147
(703) 858-0300

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.

LOCKER ROOMS AND CHANGING AREAS

Locker rooms and changing areas, **if any**, at U.S. Figure Skating competitive events are for athletes only, will be labeled with regard to specific use and where identified will be gender specific. An exception can be made for athletes 11 years old and

younger that will allow for one parent of the same gender to assist their child immediately prior to and after their skating event(s). Please review the Locker Room and Changing Area Policy and the SkateSafe Handbook (both found on the [U.S. Figure Skating SkateSafe](#) page).

OFFICIAL WEBSITE AND UPDATES

All updates will be on the white board located at Registration. Information prior to the competition can be found on the competition website at:

<https://www.washingtonfsc.org/competitions/>

An official bulletin board will be maintained in the rink near registration for competition notifications such as schedule modifications. **Skating orders and event results will be posted online only.** The link to starting orders and results will be available on the competition website and onsite at the event. It is the responsibility of each competitor and coach to check the bulletin board for any schedule changes and/or additional information. A tentative schedule of events will be posted online prior to the competition. Please do not arrive late or it may affect your ability to participate in your event. Event results will be posted online.

SCHEDULE AND OFFICIAL NOTICES

Competitors may be scheduled at 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.

The overall competition schedule is as follows:

- Friday, August 16, 2024 8:00AM - 10:30PM
- Saturday, August 17, 2024 6:00AM - 10:00PM
- Sunday, August 18, 2024 6:00AM - 3:00PM

All times are in Eastern Standard Time (EST). 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 online schedule may no longer be valid and skaters should check for changes in events and times, which will be posted at registration.

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.

ONSITE CHECK-IN: Registration will begin on **Friday, August 16, 2024** 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. **If you are participating in a role**

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requiring compliance, please be sure to [download or print your compliance card](#) to verify your compliance status on-site, if requested. If you believe your compliance card does not accurately reflect your compliance status, please contact skatesafe@usfigureskating.org at least 2 business days prior to the competition for assistance.

PRACTICE ICE

Unofficial practice ice will be available for purchase online through the [EMS Competition Portal](#). A timeline for practice ice sales periods will be available for viewing on the Main page of your skater portal. The length and number of practice ice sessions will be determined after the event schedule is set. Practice will be 15 minutes or more depending on the schedule. Longer practice sessions are at the discretion of the chief referee and may be in less desirable time slots.

At the time of registration, each skater will be able to reserve and purchase one session per event entered at \$20 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. 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 \$25 per session. Additional ice may also be available for purchase during the competition for \$25 per session.

There will be no official practice ice scheduled.

No program music will be played during practice ice sessions.

EMS (SKATER) PRACTICE ICE RESOURCES:

Information on how to pre-purchase and choose practice ice:
Skater: [Pre-Purchase](#) and [Selection | Open Sales](#)

AWARDS

Medals for 1st, 2nd, 3rd and 4th places will be presented in all events with 2 competitors or more who skate their programs. Award ceremonies will be held at the arena and times will be posted at registration.

PHOTOGRAPHY/VIDEOGRAPHY

Video is included in the registration fee. Professional video is provided by Looking Glass Productions, and information for downloading the video will be sent out after the competition. There will be no livestream.

Action photos by Melanie Heaney Photography are provided for an additional fee. Skaters will receive an email about pre-orders before the competition.

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Spectators are reminded that **flash photography is dangerous to skaters and is strictly prohibited. Personal video cameras are permitted but may only be used to film your skater's performance and for personal use only.** Only hand held video units are allowed; electrical cords, tripods (or similar devices) are not permitted in the arena. **PERSONAL VIDEO FILMING IS ONLY PERMITTED FROM THE AUDIENCE STANDS. FILMING FROM THE COACHING AREA OR HOCKEY BOXES IS NOT ALLOWED.**

Note, per U.S. Figure Skating policy, photographing and/or recording of any one other than your own skater is strictly prohibited.

MERCHANDISE

Remember to pre-order a Potomac Open t-shirt while registering on EMS. Additional Potomac Open merchandise will be available for pre-order at <https://chesapeakedistribution.com/collections/2022-potomac-open>

TRAVEL:

Official Hotel

WFSC has partnered with HBC to provide competitors a portal with discounted hotel rates near Ashburn Ice House. Link here:

<https://groups.alliancereservations.com/group.aspx?id=71001>

Air Travel

There are a couple of options for flying into the Washington DC area. The closest airport, Dulles International Airport (IAD), is approximately 10 miles from Ashburn Ice House.

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.

CONTACT INFO:

Up-to-date information can be found at:

Direct all inquiries to potomacopen@gmail.com

Competition Chairs: Sherry Lewis and Amanda Babcock
Chief Referee: Heather Nemier