



# Potomac Memorial Open

Hosted by the  
Washington Figure Skating Club

**August 15-17, 2025**

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

**WEBSITE:** [www.washingtonfsc.org/competitions](http://www.washingtonfsc.org/competitions)

**E-MAIL:** PotomacOpen@gmail.com

**CHAIRPERSONS:** Sherry Lewis and Amanda Babcock

**CHIEF REFEREE:** Heather Nemier

**CHIEF ACCOUNTANT:** Amy Fairchild

**TECHNICAL ACCOUNTANT:** Michael Wolek

**TECHNICAL CONTROLLER:** Deborah Weidman

Sanctioned by U.S. Figure Skating

# POTOMAC MEMORIAL OPEN

## NQS ADDITIONAL INFORMATION

### **I. COMPETITION OVERVIEW**

The 2025 Potomac Memorial 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 U.S. Figure Skating 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**

The 2025 Potomac Memorial Open is part of the National Qualifying Series (NQS). Series information can be found here:

[www.usfigureskating.org/sites/default/files/media-files/2025-26%20NQS%20Participant%20Handbook\\_1.pdf](http://www.usfigureskating.org/sites/default/files/media-files/2025-26%20NQS%20Participant%20Handbook_1.pdf)

### **II. ELIGIBILITY**

#### **EVENTS OFFERED**

<b>SINGLES</b>	<b>Judging</b>	<b>Event Price</b>
Intermediate through Senior Combined	IJS	\$360
Juvenile Free Skate	IJS	\$240

All fees include downloadable video of each performance.

### **COMPLIANCE**

For full details about participant compliance requirements, refer to the U.S. Figure Skating SkateSafe® webpage: [www.usfigureskating.org/skatesafe#compliance](http://www.usfigureskating.org/skatesafe#compliance)

**Coaches** – Please read Coaches Compliance information found here: [www.usfigureskating.org/support/coach/coach-compliance](http://www.usfigureskating.org/support/coach/coach-compliance)

### **III. REGISTRATION INFORMATION**

#### **ONLINE REGISTRATION VIA EMS**

Entries will **OPEN** on **June 11, 2025 at 12:00 pm Eastern Time (ET)**.

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 ET July 17, 2025**

**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 on July 23, 2025 and will include a \$75 late fee.**

1. Go to [m.usfigureskating.org](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](mailto:memberservices@usfigureskating.org)
3. Click EMS then "Competition Registration"
4. Choose "**NQS - 2025 Potomac Memorial Open**" from the list of competitions
  - a. If you need assistance completing your registration, contact [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).

#### **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 \$25 fee for the test credit packet. Please include your email. Signups will not be taken at the competition. **Test credit packet will be printed after the free skate and must be picked up at the registration desk before the end of the competition.** Test credit packets not collected by the close of the competition will be forfeited.

*Skaters: Please remember that your test credit packet needs to be submitted to your home club test chair for processing.*

#### **MUSIC**

**DEADLINE: August 1, 2025 at 11:59 pm ET.**

Competitors must upload their music no later than **August 1, 2025 at 11:59 pm ET**. After this date, skaters will be locked out of this feature 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 onsite.

#### EMS SKATER MUSIC UPLOAD HOW TO:

[public.3.basecamp.com/p/ycj6D89r1GruJVv8oTSWXUqW](https://public.3.basecamp.com/p/ycj6D89r1GruJVv8oTSWXUqW)

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

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)**

**DEADLINE: August 1, 2025 at 11:59 pm ET.**

All competitors participating in IJS events are required to submit PPC no later than **August 1, 2025 at 11:59 pm ET**. 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 onsite.

#### EMS PPC UPLOAD HOW TO:

[public.3.basecamp.com/p/bJNALQ6nPYrJUH2YKAjQ2tMB](https://public.3.basecamp.com/p/bJNALQ6nPYrJUH2YKAjQ2tMB)

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

#### **REFUND POLICY**

Entry fees will not be refunded after the entry deadline (**July 17, 2025**), unless no competition exists or the event is canceled. There will be no refunds for skater withdrawals under any reason, including medical. Credit card processing fees will not be refunded under any circumstances.

All fees, including late fees, must be paid. If a skater has unpaid fees, the LOC may withdraw the skater from all entered events. No refund will be available if the LOC withdraws a skater due to unpaid fees.

Contested credit card charges will incur a \$25.00 fee. This fee is nonrefundable.

#### **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 Rd, Ashburn, VA 20147  
[www.ashburnice.com](http://www.ashburnice.com)  
(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**

All athletes should arrive at the arena ready (costumes, hair, make-up etc.). Athletes will be provided with ready rooms to put skates on but changing will not be permitted in these spaces.

### **OFFICIAL WEBSITE AND UPDATES**

Information can be found on the competition website at:  
[www.washingtonfsc.org/competitions](http://www.washingtonfsc.org/competitions)

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. A tentative schedule of events will be posted online prior to the competition.

Updates during the event will be on the white board located at the registration desk. It is the responsibility of each competitor, parent and coach to check the white board frequently for any schedule changes and/or additional information pertaining to the competition.

### **SCHEDULE AND OFFICIAL NOTICES**

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 15, 16, or 17, 2025). Competitors may be scheduled on any day or time during the announced dates of the competition.

The overall competition schedule is as follows:

- Friday, August 15, 2025                      8:00 AM – 11:00 PM ET
- Saturday, August 16, 2025                6:00 AM - 11:00 PM ET
- Sunday, August 17, 2025                 6:00 AM - 3:00 PM ET

The competition and practice ice schedule will be available after the close of entries. All participants will be notified via email once available.

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.

### **PRACTICE ICE**

Unofficial practice ice will be available for purchase online through the EMS competition portal of Potomac Memorial Open. A timeline for practice ice sales periods will be available. 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. Some sessions will be restricted to certain events.

**Pre-Purchase: One practice ice credit per event segment** may be purchased starting on **Sunday, June 15, 2025 at 6:00 am ET**, via the EMS Competition Portal. Skaters who purchase credits during the pre-purchase period will be able to select sessions during the selection period, after the schedule has been completed and posted.

- Click Here for a Pre-Purchase How-To Document:
- [public.3.basecamp.com/p/rqAXpFKf535Tp76yZk2dcL1b](https://public.3.basecamp.com/p/rqAXpFKf535Tp76yZk2dcL1b)
- Cost per credit: **\$20**

**Pre-Purchase Selection:** After the close of entries and shortly after the competition schedule is published, skaters will receive an email with notice of the practice ice schedule and the date/time when pre-purchased credits can be scheduled via EMS.

- Click Here for a Selection How-To Document
- [public.3.basecamp.com/p/KbtNr6DhEX1Rpf1ePW8LeUB6](https://public.3.basecamp.com/p/KbtNr6DhEX1Rpf1ePW8LeUB6)

**Open Sales:** After the pre-purchase selection period has ended, practice ice registration will be open to all entrants. If available, additional practice ice sessions per event will be offered during “Open Sales.” The sign up for practice ice in EMS will be available through the end of the competition.

- Click Here for an Open Sales How-To Document
- [public.3.basecamp.com/p/ZFJN9NPbT99REMPExBTRupYX](https://public.3.basecamp.com/p/ZFJN9NPbT99REMPExBTRupYX)
- Cost per session: **\$25**

No program music will be played during practice ice sessions.

### **ONSITE CHECK-IN**

Check-in will open **Friday, August 15, 2025**, about 45 minutes before the first event. On subsequent days, the check-in will open about 30 minutes before the first event of the day. The registration desk will be located at the arena’s main entrance.

If you are participating in a role 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](mailto:skatesafe@usfigureskating.org) at least 2 business days prior to the competition for assistance.

## **AWARDS**

Medals will be awarded to 1st, 2nd, 3rd, and 4th places of each event, and will be presented after the official results are certified. Award ceremonies will be held at the arena and times will be posted at registration. Skaters or designees who are not able to make the award ceremony may pick up their medal at the registration desk afterwards. Awards not collected by the close of the competition will be forfeited.

The Washington Figure Skating Club will be presenting the following four (4) trophies in the respective event:

- Everly Livingston Memorial Trophy to the skater with the highest points total in the Intermediate Women Combined event
- Franco Aparicio Memorial Trophy to the skater with the highest points total in the Intermediate Men Combined event
- Inna Volyanskaya Memorial Trophies to the skater with the highest points total in the Juvenile Girls event and the skater with the highest points total in the Juvenile Boys event

## **PHOTO/VIDEO**

Video by Looking Glass Productions (<https://figureskate.video>) is included in the registration fee. Information for downloading the video (no music included) will be sent out after the competition. There will be no livestream.

Action photos by Melanie Heaney Photography ([melanieheaney.com](http://melanieheaney.com)) are provided for an additional fee. Skaters will receive an email about pre-orders before the competition.

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 battery-powered 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.

Live and on-demand streaming, and sales and distribution of U.S. Figure Skating sanctioned and approved events, programs, and activities that include the playback of music is strictly prohibited. This prohibition does not apply to the distribution of footage that does not include music. Questions about this can be directed to [music@usfigureskating.org](mailto:music@usfigureskating.org).

## **MERCHANDISE**

Remember to pre-order your Potomac Memorial Open T-Shirt while registering on EMS. This commemorative t-shirt will include all the skaters' names on the back and will be available for pick up at the competition. Limited number of shirts and other merchandise may be for sale onsite.

The Potomac Memorial Open webstore is available at:  
[chesapeakedistribution.com/collections/2022-potomac-open](https://chesapeakedistribution.com/collections/2022-potomac-open)

## **EMERGENCY MEDICAL STAFF**

AMR® is contracted to provide a professional emergency medical technician rink-side during the event in case of medical emergency.

## **TRAVEL**

### **Hotel**

Washington FSC is proud to partner with HBC Event Services to offer skaters and coaches discounted rates on local hotels. Link is below:

[booking.roomvy.com/events/403a7ba3-a265-497d-95b2-b41b84ab9de0](https://booking.roomvy.com/events/403a7ba3-a265-497d-95b2-b41b84ab9de0)

Please call HBC Event Services at (505) 346-0522 and/or

[support@hbceventservices.com](mailto:support@hbceventservices.com) if you have any questions and/or have any special hotel requests.

### **Airport**

There are a couple of options for flying into the Washington DC area. The closest airport, Washington Dulles International Airport (IAD), is approximately 7 miles (15 minutes) from Ashburn Ice House. Other nearby airports are Washington Reagan National Airport (DCA), which is approximately 32 miles from the arena, and Baltimore/Washington International Airport (BWI), which is approximately 60 miles from the arena.

### **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

([www.usfigureskating.org/sites/default/files/media-files/SkateSafe%20Handbook.pdf](http://www.usfigureskating.org/sites/default/files/media-files/SkateSafe%20Handbook.pdf)).

## **WITHDRAWALS**

Withdrawals should be e-mailed to [PotomacOpen@gmail.com](mailto: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.