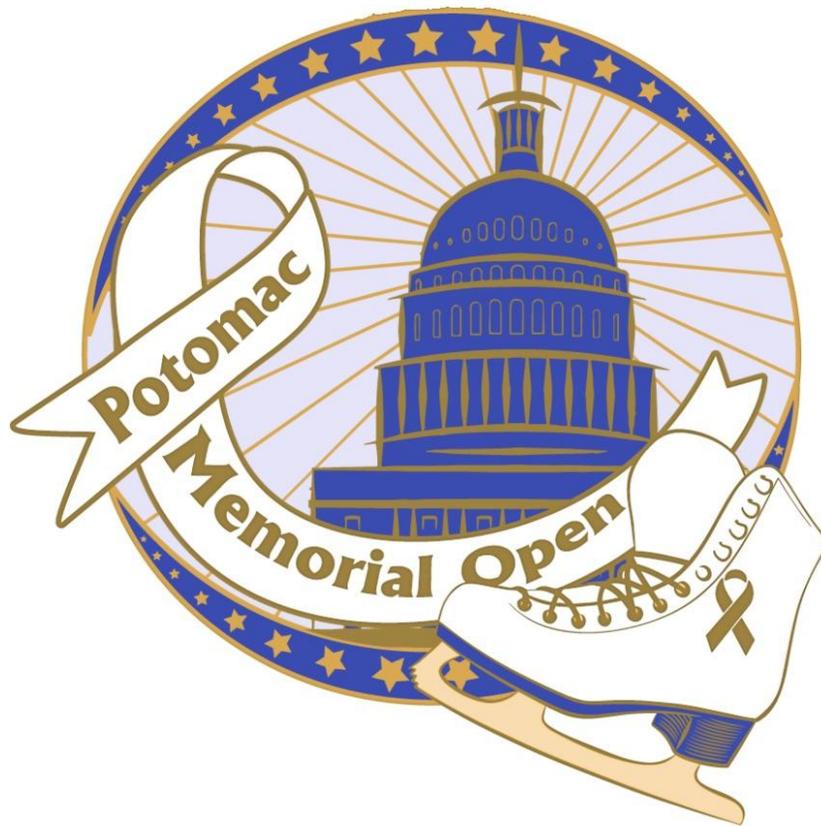


Potomac Memorial Open

August 15-17, 2025



Hosted by:



Located at:

ASHBURN
ICE
HOUSE

21595 Smith Switch Road
Ashburn, VA 20147

Sanctioned by :



2025 Potomac Memorial Open

August 15-17, 2025

Hosted by
Washington Figure Skating Club

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 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.

SERIES INFORMATION

This announcement is for nonqualifying events at the Potomac Memorial Open. For the National Qualifying Series (NQS) events, please see a separate announcement.

II. ELIGIBILITY

Excel and 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.
- Skaters are not permitted to enter an Excel free skate and a Well-Balanced free skate event at the same competition (example: Juvenile Girls Free Skate and Juvenile Girls Excel Free Skate).

However, they are permitted to enter an Excel and a Well-Balanced event of different types such as a short program (if stand-alone event option), specialty or showcase events (example: Intermediate Women Short Program and Intermediate Women Excel Free Skate).

- For more details about establishing event levels, refer to the information sheet [HERE](#) or email events@usfigureskating.org.

Aspire events:

- Skaters must be members of either U.S. Figure Skating or a Learn to Skate USA program.

EVENTS OFFERED

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

On the program requirements pages in the links above, competitions that fall within the date range beside the program requirements must use those requirements.

SINGLES	JUDGING	1st Event Price	2nd Event Price
Well Balanced Free Skate (Pre-Juvenile – Open Juvenile)	IJS	240	160
Well Balanced Free Skate (Pre-Preliminary – Preliminary)	6.0	170	120
Excel Free Skate (Pre-Juvenile Plus – Senior)	IJS	240	160
Excel Free Skate (Pre-Preliminary – Preliminary Plus)	6.0	170	120
Aspire 1-4 Program	6.0	170	120

All fees include downloadable video of each performance.

The following events will be judged using IJS:

- Well-balanced Pre-Juvenile and Open Juvenile Free Skates
- Excel Pre-Juvenile Plus through Excel Senior Free Skates

The following events will be judged using the 6.0 system:

- Well-balanced Pre-Preliminary and Preliminary Free Skates
- Excel Pre-Preliminary through Preliminary Plus Free Skates
- Aspire 1 through Aspire 4 Programs

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.

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 in 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](#)

III. REGISTRATION INFORMATION

ONLINE REGISTRATION VIA EMS

Online registrations will be accepted via [EMS](#). Payment must be made at the time of registration by credit card only. Each transaction includes a 3% transaction fee.

Registration Deadline*: **Thursday, July 17, 2025 @ 11:59 pm Eastern Time (ET)**

Late Registration Deadline^: **Wednesday, July 23, 2025 @ 11:59 pm ET + \$75 Late Fee**

*The local organizing committee (LOC) reserves the right to close registration at any time if event capacity is met, 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 events or 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.

1. Go to www.usfsaonline.org
2. Enter your U.S. Figure Skating 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 Memorial Open" from the list of competitions.
 - a. If you need assistance completing your registration, contact productsupport@usfigureskating.org.

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.

TEST CREDIT

Skaters who meet the requirements for test credit may sign up for Test Credit in EMS (listed as Miscellaneous Merch under IJS). 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 SUBMISSION/UPLOAD

Deadline: **Friday, August 1, 2025 @ 11:59 pm ET**

Late Fee: **\$25**

EMS MUSIC UPLOAD – Competitors are required to upload their music and copyright information to EMS no later than **Friday, 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 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.

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

If you need assistance, email 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) SUBMISSION/UPLOAD – for IJS events only

Deadline: **Friday, August 1, 2025 @ 11:59 pm ET**

Late Fee: **\$25**

EMS PPC – Competitors participating in IJS events are required to submit PPC in EMS no later than **Friday, 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 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.

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

If you need assistance, email productsupport@usfigureskating.org

REFUND POLICY

Entry fees will not be refunded after the entry deadline (July 17, 2025 at 11:59 pm ET) 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, Learn to Skate USA®, 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.

IV. COMPETITION DETAILS

FACILITY

Rink Name: Ashburn Ice House
Address: 21595 Smith Switch Rd, Ashburn, VA 20147
Website: www.ashburnice.com
Phone: (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.

There is a Pro shop and a restaurant onsite.

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 & UPDATES

Information can be found on the competition website at: 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

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 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](#)
- 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](#)

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](#)
- 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 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 NQS Intermediate Women Combined event
- Franco Aparicio Memorial Trophy to skater with the highest points total in the NQS 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](#) is included in the Potomac Memorial Open 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](#) 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.

MERCHANDISE PRE-ORDERS

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:

<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 INFORMATION

HOTEL

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

<https://booking.roomvy.com/events/403a7ba3-a265-497d-95b2-b41b84ab9de0>

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

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 INFORMATION

Competition website: www.washingtonfsc.org/competitions

Direct all inquiries to potomacopen@gmail.com

Competition Chairs: Sherry Lewis and Amanda Babcock
Chief Referee: Heather Nemier
Chief Accountant: Amy Fairchild
Technical Accountant: Michael Wolek
Technical Controller: Deborah Weidman