



2025 Colonial Classic Synchronized Skating Competition

Hosted by Colonial Figure Skating Club, Inc.

January 3-5, 2025

Tsongas Center, Lowell, MA

REGISTRATION OPENS: OCTOBER 1, 2024

ENTRY DEADLINE: NOVEMBER 15, 2024



I. COMPETITION OVERVIEW

The 2025 Colonial Classic will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the [current rulebook](#), and/or 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 [rulebook](#) for more information.

II. ELIGIBILITY

For synchronized skating teams, skating skills test requirements are as of the entry deadline.

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

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

EVENTS OFFERED:

SYNCHRONIZED SKATING	JUDGING	Team Fee	Skater Fee
** TEAM FEE DOES NOT INCLUDE OFFICIAL PRACTICE ICE for all 6.0 level teams. Practice Ice will need to be purchased separately.			
Aspire 1	6.0	\$80 **	\$15
Aspire 2	6.0	\$80 **	\$15
Aspire 3	6.0	\$80 **	\$15
Aspire 4	6.0	\$80 **	\$15
Open Collegiate	6.0	\$250 **	\$40
Open Adult	6.0	\$250 **	\$40
Open Masters	6.0	\$250 **	\$40
TEAM FEE INCLUDES OFFICIAL PRACTICE ICE for all IJS Teams.			
Preliminary	IJS	\$350	\$40
Pre-Juvenile	IJS	\$350	\$40
Open Juvenile	IJS	\$350	\$40
Juvenile	IJS	\$350	\$40
Intermediate	IJS	\$350	\$40
Novice	IJS	\$350	\$40
Junior Combined (Short & Free)	IJS	\$675	\$40



Senior Combined (Short & Free)	IJS	\$675	\$40
Senior Elite 12 Combined (Short & Free)	IJS	\$675	\$40
Collegiate	IJS	\$350	\$40
Adult	IJS	\$350	\$40
Masters	IJS	\$350	\$40

PRACTICE ICE:

OFFICIAL PRACTICE ICE will be held at the competition rink. Teams competing under the IJS system will have official practice ice included in registration fees and will be grouped together.

OFFICIAL PRACTICE ICE SEGMENTS		
Team	Official Practice Length	Cost
6.0 Teams		
Aspire Teams	5 minutes	\$65.00
Open Collegiate, Open Adult, Open Masters	8 minutes	\$100.00
IJS Teams		
Preliminary	7 minutes	Included in registration
Juvenile, Open Juvenile, Pre-Juvenile, Adult, Masters	8 minutes	Included in registration
Novice, Intermediate	10 minutes	Included in registration
Junior & Collegiate	10 minutes (Short Program) 11 minutes (Free Skate)	Included in registration
Senior and Senior Elite 12 Teams	10 minutes (Short Program) 12 minutes (Free Skate)	Included in registration

1. Purchase Practice ice via EMS for the total number of segments requested
 1. In the event there is extra practice ice available, teams will be contacted and provided the option to purchase additional slots.
 2. Practice ice schedules will be posted on the competition website as soon as available.
 3. **For all IJS events: Official practice ice is mandatory. Your ice will be assigned in a BLOCK, by event, by the LOC.** At your official practice ice, the team is obliged to skate the whole (entire) competition program (short program and free skate) either in one entire run-through or two halves. The music will be played twice. No stopping of music once it has started.
2. Complete the [Mandatory Team Information form](#).

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 or email SkateSafe@USFigureSkating.org.

COMPLIANCE:

For full details about SkateSafe® compliance at U.S. Figure Skating competitions, refer to the U.S. Figure Skating SkateSafe® webpage: www.usfigureskating.org/skatesafe.

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 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:

- [Team Management Guide](#)

TEAM SERVICE PERSONNEL:

Teams are permitted a maximum of two team service personnel. Team service personnel must have a current U.S. Figure skating or Learn to Skate USA® membership, 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 for the competition (Team Personnel for coaches and team managers; Competition Roster for skaters and alternates). In order 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 who will be competing on a team (i.e., synchro, ice dance, pairs, shadow dance, theatre, etc.) 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 SkateSafe® compliant until they have completed the training and their Members Only portal reflects completion. Please email skatesafe@usfigureskating.org for instructions or questions regarding parental consent.

III. REGISTRATION INFORMATION

- Entry deadline: November 15, 2024
- If entries exceed the maximum number that can be scheduled, teams may be placed on a waitlist for entry into the competition.
- Roster change deadline: December 1, 2024

ONLINE REGISTRATION VIA EMS (Synchro and TOI teams):

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 SYNCHRO TEAMS:

Additional steps are required to complete your registration. For a full guide to registering foreign teams, [CLICK HERE](#). Email productsupport@usfigureskating.org if you require assistance.

CRITIQUES

Critiques will not be offered at the competition.



MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: Teams are required to upload their music to EMS no later than **DECEMBER 15, 2024**. After this date, teams will be locked out of this feature and subject to a **\$25 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 team's credential onsite.

DEADLINE: DECEMBER 15, 2024

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

If you need assistance, email productsupport@usfigureskating.org

Teams must also have available a backup copy of their competition music on a cell phone and it must be immediately available rinkside whenever the team 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.

- File Format: MP3
- Bit Rate: 192 kbps or higher and Sample Rate: 44,100 kHz o . 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.
- The competition and official practice will use the music uploaded to EMS, with the music on a cell phone as backup if there is a problem with the EMS upload. For any unofficial practices, coaches will play their own music using an aux cord off a personal phone or tablet.

PLANNED PROGRAM CONTENT (PPC) SUBMISSION/UPLOAD – FOR IJS EVENTS ONLY:

EMS PLANNED PROGRAM CONTENT (PPC) – Teams participating in IJS events are required to submit PPC in EMS no later than **DECEMBER 15, 2024**. After this date, teams 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 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 team's credential onsite.

DEADLINE: DECEMBER 15, 2024

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

If you need assistance, email 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®, Colonial Figure Skating Club and Tsongas Arena 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 competition will be held at:

Tsongas Center
300 Arcand Dr, Lowell, MA 01852
(978) 934-5760 | www.tsongascenter.com

Ticket Purchase #: (866) 722-8780 – Box Office #: (978) 934-5738

The venue capacity is 6,496. The competition surface is 200' x 85'. Vendors will be located on the concourse level. The Tsongas Center is a fully accessible facility with accessible parking, elevators and accessible seating.

The facility has a [strict policy](#) and no outside food or drinks are allowed.

LOCKER ROOMS AND CHANGING AREAS:

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 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:

Our official website and event info can be found on the Colonial FSC website, <https://www.colonialfsc.com/colonialclassic>. Please use ONLY this site for up to date information. It is the responsibility of each team, team service personnel, and/or coach to check the bulletin board frequently for any schedule changes and/or additional information.

The official schedule of events will be posted no later than 14 calendar days prior to the start of 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.

ONSITE CHECK-IN:

Check in will be open one hour before the first event and run through the last event of the day. The registration table will be located on the concourse level of the Tsongas Center, behind section 110.

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.

One team representative should check in on behalf of the team as soon as the team arrives at the competition. Team personnel (coaches, team managers and team service personnel) must check in separately to receive their credential.

Skaters must enter the arena at the skater's entrance for their event(s). Skaters entering the arena to watch an event may enter as a spectator at the main entrance. All spectator guidelines will apply.

The local organizing committee/club will have a list of team personnel who are cleared for a credential at the competition. Team personnel will need to check in at the event registration desk and show a government issued photo ID to receive a credential. Team personnel who are **NOT** on the list will need to show proof of compliance, as required by your role with the team, and a photo ID at check-in.

If a team personnel cannot provide a photo ID 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 team personnel to have their compliance cards with them. Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events, including practice sessions. Non-credentialed team personnel will not be permitted in any team designated areas.



AWARDS:

Places 1 through 4 will receive medals, with a trophy for first place in each event. There will be no awards for preliminary rounds, if held. Junior and Senior Short and free skate programs are considered combined events. In the event of a tie, awards will be mailed to the teams as soon as possible after the event.

Awards will be given out off-ice in the lobby area at set intervals during the competition. If a team is unable to stay to pick up their awards, a \$50 fee to cover postage and handling will be charged to mail the awards within 2 weeks after the conclusion of the competition.

PHOTO/VIDEO:

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.

Professional photographers will be covering the competition and photos will be available for pre-sale. Please note that no commercial photography will be allowed. No photographs, other than those by the official photographers for the event, shall be made available for sale either during or following the event.

V. ADDITIONAL INFORMATION:

Skaters are requested to arrive one hour prior to the scheduled time of their event (practice or competition). The official schedule of events will be posted no later than 14 calendar days prior to the commencement of the competition.

Official Practice ice will be held at the competition rink. No other practice facility is directly associated with the event however, local arenas include:

Nashoba Valley Olympia – 30 min.
34 Massachusetts Avenue
Boxborough, MA 01719

PROGRAM & JUMBOTRON PHOTOS:

Team photos will be included in the event program and in our welcome video on our jumbotron. Use the [Mandatory Team Information Form](#) to submit your team photo.

PROGRAM ADS:

If you would like to submit an ad in the program to cheer on your team, club, or as an advertisement for your business, you can view the [program ad options here](#).



SPECTATORS / ADMISSION:

All individuals/spectators accompanying the team must purchase tickets to the event. Details will be posted on our website as well as on our social media pages. Tickets can also be purchased at the box office at the competition.

RESULTS:

All results will be posted online. The link will be posted on our website, and we will have QR codes throughout the arena for easy access.

OFFICIAL HOTEL ACCOMMODATIONS:

Provided by Avanti Travel, please see our [website](#) for more details.

AIRPORT INFORMATION:

Logan International Airport (BOS) - Boston, MA (Estimated drive time: 45 minutes)

Manchester Airport (MHT) - Manchester, NH (Estimated drive time: 30 minutes)

T.F. Green Airport (PVD) - Warwick, RI (Estimated drive time: 1 hour, 30 minutes)

TENTATIVE SCHEDULE:

The tentative schedule will be posted on the event website and emailed to team contacts as soon as possible AFTER the *final* CLOSE OF ENTRIES deadline.

CONTACT INFORMATION:

Competition website: <https://www.colonialfsc.com/colonialclassic>

For questions, please contact the following individuals:

Competition Chair:	Heather Plotkin	events@colonialfsc.com
Chief Referee:	Robin Greenleaf	robin.s.greenleaf@gmail.com