



3rd ANNUAL CHUCK COPE SYNCHRONIZED SKATING COMPETITION

OCTOBER 18-19, 2024

HOSTED BY

DEARBORN FIGURE SKATING CLUB

DEARBORN ICE SKATING CENTER

DEARBORN, MICHIGAN

I. COMPETITION OVERVIEW

The 3rd Annual Chuck Cope Synchronized Skating Competition 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

Synchronized Skating:

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

EVENTS OFFERED:

- 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.

SYNCHRONIZED SKATING	JUDGING	Team Fee	Skater Fee
Aspire 1	6.0	\$90	\$15
Aspire 2	6.0	\$90	\$15
Aspire 3	6.0	\$90	\$15
Aspire 4	6.0	\$90	\$15
Preliminary	IJS	\$175	\$25
Pre-Juvenile	IJS	\$175	\$25
Open Juvenile	IJS	\$175	\$25
Juvenile	IJS	\$175	\$25
Intermediate	IJS	\$175	\$25
Novice	IJS	\$175	\$25
Junior Short Program	IJS	\$175	\$25
Junior Free Skate	IJS	\$175	\$25
Junior Combined (Short & Free)	IJS	\$400	\$25
Senior Short Program	IJS	\$175	\$25
Senior Free Skate	IJS	\$175	\$25
Senior Combined (Short & Free)	IJS	\$400	\$25
Senior Elite 12 Short Program	IJS	\$175	\$25
Senior Elite 12 Free Skate	IJS	\$175	\$25
Senior Elite 12 Combined (Short & Free)	IJS	\$400	\$25
Collegiate	IJS	\$175	\$25
Adult	IJS	\$175	\$25
Masters	IJS	\$175	\$25
Open Collegiate	6.0	\$150	\$25
Open Adult	6.0	\$150	\$25
Open Masters	6.0	\$150	\$25

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 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. Teams are permitted a maximum of two coaches per registered team.

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 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.

MANDATORY ATHLETES

Athletes age 18+ as of the competition start date who will be competing on a team 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 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

ONLINE REGISTRATION VIA EMS:

Registration Deadline: 08/31/2024 at 11:59 PM ET

Late Registration Deadline: 09/07/2024 at 11:59PM ET + \$25 Late Fee

*The host club reserves the right to close registration at any time if event capacity is met

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/FEEDBACK

On ice critiques are available for purchase on a first come, first serve basis for \$125/ 15 minute segment. Fill out the following [Form](#) to request your on ice critique for your team(s). The critique schedule will be made available with the competition schedule. Payment is due at registration.

MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: Teams participating in events with music are required to upload their music to EMS no later than **09/21/2024 at 11:59PM 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 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 credential packets onsite.

DEADLINE: 09/21/2024 at 11:59PM ET, a \$25 fee will be applied for late submissions.

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 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.

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

EMS PLANNED PROGRAM CONTENT (PPC)

Competitors participating in IJS events are required to submit PPC in EMS no later than **09/21/2024 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.

DEADLINE: 09/21/2024 at 11:59PM ET, a \$25 fee will be applied for late submissions.

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 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®, Dearborn Figure Skating Club and Dearborn Ice Skating Center 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 Chuck Cope Synchronized Skating Competition will be held at the Dearborn Ice Skating Center, 14900 Ford Rd., Dearborn, Michigan 48126. There are two NHL regulation size ice surfaces. There are eight locker rooms. Warm up space and time will be incorporated into the competition schedule for each team. Snack/concession is available onsite.

LOCKER ROOMS AND CHANGING AREAS:

There are eight locker rooms at the Dearborn Ice Skating Center. Locker rooms will be available for changing into/out of costumes and ice skates. All athletes are expected to arrive at the ice arena with their hair/make-up completed. Locker rooms, public restrooms and spectator stands will not be available for skate bags, hair/make-up application.

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

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:

All updates can be found on the competition website. It is the responsibility of each competitor, parent and coach to check the website frequently for any schedule changes and/or additional information pertaining to the competition.

Competition results will be posted online utilizing Live Scoring. The link to results will be posted on the competition website, and QR codes will be posted throughout the venue during the event.

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.

UNOFFICIAL PRACTICE ICE:

Unofficial practice ice (UPI) will be available in 12 minute segments on the evening of Friday, October 18, 2024 and the day of the competition, Saturday, October 19, 2024. The cost of UPI is \$120 per 12 minute segment.

The Dearborn Ice Skating Center is a dual ice surface facility. Practice ice must be purchased on EMS. A schedule of available times will be posted on our website, www.dearbornfsc.com, once the schedule is available. Practice ice is subject to availability.

ONSITE CHECK-IN:

Check-in will open two hours prior to the first event in the lobby of the Dearborn Ice Skating Center. One team representative should check in on behalf of the team, as soon as the team arrives at the competition. Team personnel (coaches, team service personnel) must check in individually to receive their credentials. Please have a copy of your compliance card and identification for check in.

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:

Awards will be awarded to all skaters and alternates for first through fourth place teams. The Junior, Senior and Senior Elite 12 short and free skates are considered combined events. The awards will be located in the lobby of the Dearborn Ice Skating Center. Awards may be picked up for the team by coach or team service personnel at the end of the flight.

VOLUNTEER INFO:

A signup Genius is available on the competition website if you are interested in volunteering opportunities.

PHOTO/VIDEO:

Professional videography and photography will be provided by 828 Studios. Team contacts will be emailed further information by the vendor closer to the event date. Order information can also be found on the event website.

ADDITIONAL INFORMATION:

SPECTATOR ADMISSION

The Dearborn Ice Skating Center has seating for 1,500 spectators.

General admission is \$15.00.

Seniors over 65 years and children are \$10.

Children under 5 years of age are free.

EVENT PROGRAM

All teams will be represented in the event program. Please submit, in paragraph form, the names of all team members and coaches in the order in which you would like them to appear in the program. Team pictures should be sent to kristincauchon@gmail.com 09/21/2024.

Photos should be in jpg, png, or eps high resolution format. Minimum pixel size should be 1500x2100. Dearborn Figure Skating Club is not responsible for the quality of the image.

PROGRAM ADS

Information to submit an ad for the competition program to cheer on your club/team, or as an advertisement for your business can be found on the competition website.

HOTEL INFORMATION

Please see the event website for a list of hotels in/around the Dearborn area.

AIRPORT

Detroit Metropolitan Wayne County Airport (DTW) is the closest airport to the Dearborn Ice Skating Center.

MERCHANDISE

Merchandise for the 3rd Annual Chuck Cope Synchronized Skating Competition will be available for purchase at the event including event apparel and pins.

VENDOR & SPONSORSHIP OPPORTUNITIES

All vendors and sponsorship inquiries can be made via email, kristincauchon@gmail.com

CONTACT INFORMATION:

Competition website: www.dearbornfsc.com

For questions, please contact the following individuals:

Competition Chair:	Kristin Cauchon	kristincauchon@gmail.com	810-626-8883
Chief Referee:	Hannelore Murphy	Hannelore389@hotmail	586-703-1370
Practice Ice Chair:			