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# ATHLETE AND COACH HANDBOOK

## OVERVIEW

The 2022 U.S. Figure Skating Championship Series presented by Toyota is scheduled to take place Oct. 4 – Nov. 20, 2021, in eight locations, permitting athletes to compete at up to two competitions in the location of their choice. Like the U.S. Figure Skating National Qualifying Series, results from the Championship Series events will be uploaded to U.S. Figure Skating's Event Management System (EMS) following each event, resulting in sectional and national rankings for participants. Information pertaining to conduct of the Championship Series is outlined in this handbook and is subject to change. All attendees are encouraged to regularly check [www.usfigureskatingchampionshipseries.com](http://www.usfigureskatingchampionshipseries.com) and the event specific webpages for the most up-to-date information.

The series is open to all eligible members of U.S. Figure Skating, as outlined in this handbook, for the following events:

- Singles: juvenile, intermediate, novice, junior and senior
- Pairs: juvenile, intermediate, novice, junior and senior
- Ice dance: juvenile, intermediate, novice, junior and senior

*Championship Series competitions may elect to host a nonqualifying competition in conjunction with the qualifying event. Additional information will be announced by each LOC independently.*

## COMPETITION DETAILS

All events are sanctioned by U.S. Figure Skating and conducted according to the most current version of the [U.S. Figure Skating Rulebook](#) (2021-22 edition). Changes and clarifications are posted on the U.S. Figure Skating website and in this handbook. Compliance with these rules as updated or amended is the responsibility of the participants. U.S. Figure Skating reserves the right to incorporate revisions to the international judging system (IJS) made by the ISU for senior events and by U.S. Figure Skating to junior events and below.

### CHAMPIONSHIP SERIES COMPETITIONS

**Blaine, Minnesota** — Oct. 4-8, 2021

Hosted by Northern Blades NSC FSC, [National Sports Center](#)

Disciplines: Singles, Ice Dance

**Henderson, Nevada** — Oct. 12-16, 2021 (SINGLES REGISTRATION CLOSED)

Hosted by Vegas Golden Knights Center of Excellence, [Lifeguard Arena](#)

Disciplines: Singles, Pairs

**Allen, Texas** — Oct. 13-17, 2021  
Hosted by Dallas FSC, [Allen Event Center](#)  
Discipline: Singles

**Leesburg, Virginia** — Oct. 27-30, 2021  
Hosted by Ion FSC & SC of Northern Virginia, [Ion International Training Center](#)  
Discipline: Singles

**Fort Wayne, Indiana** — Nov. 2-5, 2021  
Hosted by Fort Wayne ISC, [SportONE/Parkview Ice House](#)  
Discipline: Singles

**Norwood, Massachusetts** — Nov. 9-13, 2021 (SINGLES REGISTRATION CLOSED)  
Hosted by [The Skating Club of Boston](#)  
Discipline: Singles, Pairs

**Spokane, Washington** — Nov. 17-20, 2021  
Hosted by Lilac City FSC, [Eagles Ice Arena](#)  
Discipline: Singles

**Alpharetta, Georgia** — Nov. 17-20, 2021  
Hosted by the Atlanta FSC, [The Cooler](#)  
Disciplines: Singles, Ice Dance

## COMPETITION WEBSITES AND ADDITIONAL INFORMATION

This handbook will serve as the competition announcement for all Championship Series competitions. The [competition websites](#) use all up-to-date information about each competition. A webpage for each competition linked from this site will contain competition-specific details, including travel accommodations, practice ice information, health and safety plans, etc. The website and [EMS Skater and Coach Portals](#) should be checked regularly for updates.

## SCHEDULES

Tentative schedules will be posted on the event web pages. All schedules are subject to change following the close of entries.

## NONQUALIFYING COMPETITIONS

For the 2021-22 season, Championship Series hosts are permitted to host nonqualifying competitions. For additional information on when the nonqualifying events will be held, registration timelines and events offered, visit the [competition websites](#).

## ELIGIBILITY

The competitions are only open to competitors who meet the following eligibility requirements:

1. Are current members of U.S. Figure Skating for the 2021–22 season.
  - a. Membership eligibility requirements according to U.S. Figure Skating [Rule 2211](#).
  - b. If you have not renewed for the 2021–22 season, you will NOT be permitted to register for the Championship Series (application or a specific competition). Be sure to check your status prior to registration opening on July 15.
2. Meet all age and test requirements pertaining to the event to be entered.
  - a. Skaters may choose to **“register up” one level**, however they must pass the required test(s) to compete at the registered level and test(s) must be fully processed with their home club and U.S. Figure Skating no later than Sept. 1.
  - b. *In consultation with the Chair of the Competitions and Test Committee, if an athlete is utilizing competition test credit or submitting a virtual test, it is recommended they submit their requirements no later than Aug. 15 to ensure there are no challenges meeting the Sept. 1 eligibility deadline.*
3. Meet the citizen and residency requirements as stated in [Rules 2230-2243](#).
  - a. Foreign or released athletes residing in the U.S. who currently represent another ISU federation other than U.S. Figure Skating are not eligible to participate in the Championship Series or any designated Championship Series competition.
    - i. Non-Citizen: [Letter](#), CC-01 [Form](#)
    - ii. Returning Citizen: [Letter](#), CC-02 [Form](#)
    - iii. [Request for Foreign Test Credit](#)
  - b. If you need to verify your citizenship status, email [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).
4. SafeSport athlete requirements:
  - a. Athletes age 18+ as of the competition start date who will be competing on a team (e.g., dance, pairs, synchro, shadow dance, Theatre, etc.) with at least one minor athlete must complete SafeSport training.
  - b. Minor athletes who turn 18 mid-season are encouraged to seek parental consent to take the online SafeSport training early to avoid disruptions in their ability to participate as the training is required upon turning 18. The athlete will not be SafeSport compliant until they have completed the training, and their Members Only portal reflects completion.
  - c. Email [safesport@usfigureskating.org](mailto:safesport@usfigureskating.org) for instructions or questions regarding parental consent.

## SKATER/TEAM LEVELS AVAILABLE

Skaters/teams will only be permitted to enter the series and each competition at ONE designated level for which they are eligible. (ex. if you register for the series in novice, you must compete only in novice at all series competitions.)

- Singles: juvenile, intermediate, novice, junior and senior
- Pairs: juvenile, intermediate, novice, junior and senior
- Ice dance: juvenile, intermediate, novice, junior and senior

## SECTION DETERMINATION (SINGLES)

Athletes are automatically entered in one of the three sections (Eastern, Midwestern or Pacific Coast) for the Championship Series, based on their home club's location, or if an individual member, their home address. Athletes will remain in this section for their ranking and the duration of the Championship Series.

Pairs/dance team standings are based on national rank, not by section.

## SERIES AND EVENT REGISTRATION

All athletes (including potential byes) **MUST** enter both the Championship Series **AND** at least one Championship Series competition within the designated registration windows.

U.S. Figure Skating and the Local Organizing Committee (LOC) reserve the right to close registration to any competition at any time during the two registration windows when maximum entries are reached for each competition. Athletes and coaches are advised to register early and have alternative plans should a preferred event's registration close.

No late entries to individual competitions will be accepted. Additionally, there will be NO wait lists!

### Step 1: Enter the Championship Series

- Log onto [Members Only](#) and select EMS followed by Series Information.
- **The deadline to complete the series application is Sept. 10.**
  - **This deadline was updated on Aug. 31 to ensure all athletes were fully registered for the qualifying season. Note: there will be NOT late registrations permitted at the Championship Series competitions.**
- The application fee to participate in the Championship Series is \$25 (nonrefundable), paid at the time of entry.
- Athletes are NOT required to select their competitions at this point, only to register as an overall participant (as a singles athlete or pairs/ice dance team).

- Note: only ONE member of a pairs and/or ice dance team registers for the series and each competition.
- Athletes may only register for the series at ONE level.

## **Step 2: Register for a Championship Series Competition**

### **OPEN Registration (COMPLETED ON AUG. 6 AT 11:59 P.M.)**

~~July 15 at 12 p.m. ET – Aug. 6 at 11:59 p.m. (\*in the time zone of your home club)~~

- ~~● All competitions will be open for registration.~~
- ~~● Registration fee:
 
  - ~~○ \$250 for singles~~
  - ~~○ \$350 for pairs/ice dance teams~~
  - ~~○ \$10 admin fee per entry (non-refundable)~~~~
- ~~● Singles skaters may register for ONE competition.~~
- ~~● Pairs/dance teams may register for one or both competitions designated for their discipline.
 
  - ~~○ Teams intending to participate in more than one competition are strongly encouraged to register for both events during the open window to assist with preliminary scheduling.~~~~

### **LIMITED Registration:**

**Aug. 10 at 12 p.m. ET – Sept. 1 at 11:59 p.m. (\*in the time zone of your home club)**

- Competitions with remaining availability will be open for registration on Aug. 10.
  - Check the series webpages to confirm if registration is still available: [www.usfigureskatingchampionshipseries.com](http://www.usfigureskatingchampionshipseries.com).
    - Reminder: a competition may close their registration at any time during this window if they meet their max. entries. Additionally, no late entries or waiting lists will be accepted for closed competitions or after the deadline of Sept. 1.
- Singles:
  - May register for ONE additional competition (two total).
  - May register for ONE competition, if you have not registered during OPEN registration (one total).
  - May register for TWO competitions, if you have not registered during OPEN registration (two total).
- Pairs/Dance:
  - May register for up to two pairs or dance competitions if you have not registered during OPEN registration.

- Important Notice for Pairs/Ice Dance: : If competition registration is closed for singles, the LOCs are permitted to accept partnered registration (due to limited competitions). To complete your team’s registration, email [events@usfigureskating.org](mailto:events@usfigureskating.org) and copy your coach(es) with the following information:
  - Names and U.S. Figure Skating Member Numbers
  - Discipline/Level
  - Competition Name(s)

### Online Registration via EMS

1. Log on to [www.usfsaonline.org](http://www.usfsaonline.org).
2. Select EMS.
3. Choose COMPETITION REGISTRATION.
4. Click “REGISTER” under the competition of your choice.

If you need assistance with EMS at any time, contact [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).

### **Step 3: Manage EMS Skater and Coach Portal**

- The EMS Skater and Coach Portals will be the primary hub of communication for all relevant competition information, guidelines and procedures.
- Music upload and planned program content (PPC)
  - All skaters entering the Qualifying Season are required to upload their competition music and submit their planned program content at least one week prior to competition start date (see [competition websites](#) for specific dates). All music and PPC submissions must be made via the EMS Skater Portal. Follow these links for directions: [music](#); [PPC](#).
  - Under no circumstances will skaters be allowed to turn in music or PPC on site.
    - Note: coaches cannot submit music or PPC through EMS on behalf of the skaters.
- All skaters attending a qualifying event are required to list any attending coaches in the [“My Coaches”](#) within EMS. By listing a coach in this portal, you allow a coach to receive their event credential and access to view your event schedule, your music and planned program submission status.
  - EMS Coach Resources: [My Competitions](#), [My Skaters](#), [Coach Schedule](#)

# TECHNICAL CONDUCT OF SERIES AND EVENTS

## CONDUCT OF COMPETITION

If more than 24 athletes enter an event (e.g. novice ladies) at a competition, skaters will be seeded per [Rule 2460](#) in the U.S. Figure Skating Rulebook. However, a chief referee may request permission from the Chair of Competitions to hold the event as one group. A skater added to an event due to unforeseen circumstances will be added to one of the groups (which group will be at the discretion of the chief referee) up to 24 hours before the start of the first qualifying group in that event.

No reseeding or reassignments between groups will be made after the competitors are notified of their qualifying groups. If an event is divided into groups based on entries, no qualifying or final rounds will be held for any level.

If only one skater is entered in any event at a Championship Series competition, the skater has the following options: skate in the event as a single entry and receive a score for the Series OR move entry to a Championship Series competition where event is being held and there is availability for skater or receive a refund for their entry.

All skaters/teams will compete in all segments as outlined below to earn a total score, which will create the series standings. For example: if there are more than 24 athletes in intermediate ladies, all skaters in group A will compete against each other in the short program, then again in the free skate for a total combined score, which is the athlete's total score for that competition.

## SEGMENTS TO BE SKATED

<b>SINGLES (Rules 6400 - 6450)</b>	
Juvenile	Free skate ONLY
Intermediate-Senior	Short program and free skate
<b>PAIRS (Rules 7400 - 7451)</b>	
Juvenile- Intermediate	Free skate ONLY
Novice-Senior	Short program and free skate
<b>ICE DANCE (Rules 8400 - 8452)</b>	



Juvenile-Novice	Pattern dances (2) and free dance
Junior and Senior	Rhythm dance and free dance

## **SERIES STANDINGS**

At the end of each Championship Series competition, all competition results will be uploaded to EMS by the chief accountant as soon as possible following the competition's conclusion. Each skater's total score (see above) is transmitted to the [Series Standings](#). Only a skater's current highest total score is officially recorded. If a skater finishes a competition and beats their previous high score, the score will be updated. If a skater competes but does not beat their current high score, the previous score stands.

Athletes may compete a maximum of two times in the series, with only their highest score counting toward the series ranking and advancement.

The Championship Series standings will be available for viewing in [EMS](#). The standings will display a national rank for all disciplines. Singles events will also display a sectional ranking. To access the standings:

1. Log in to Members Only at [www.usfsonline.org](http://www.usfsonline.org).
2. Select EMS.
3. Click "Series Information."
4. Choose "2022 U.S. Figure Skating Championship Series presented by Toyota."
5. Select "Standings."

## **WITHDRAWS**

All withdraws are considered final. Refunds are not given for any reason. A skater may not re-enter even if the withdrawal occurs before the entry deadline.

If you need to withdraw, you MUST send an email to [events@usfigureskating.org](mailto:events@usfigureskating.org) with your name, U.S. Figure Skating membership number, event you entered (e.g. junior ladies) and the name of the competition from which you wish to withdraw.

## **BYES AND ADVANCEMENT**

Approved bye and advancement criteria for the 2022 Toyota U.S. Figure Skating Championships in Nashville, Tennessee, can be found [here](#).

Qualification criteria to the National High Performance Development Team (NHPDT) is listed below. Note, NHPDT Camp information will be available in Fall 2021.

- Singles (Ladies/Men):
  - o Juvenile & Intermediate: top four athletes from each section, in each level
  - o Novice: top four athletes from each section, in each level
    - NOTE: The top three scoring novice single athletes in the nation will also be invited to compete in Junior at the 2022 Toyota U.S. Figure Skating Championships
- Ice Dance:
  - o Juvenile – novice dance: top nine teams in the nation
- Pairs:
  - o Novice pairs: top six teams in the nation
  - o Plus, three additional invitations from juvenile, intermediate or novice pairs selected based on objective criteria to be determined by the Pairs Development & Technical Committee

*All interested athletes (including potential and known byes) **MUST** enter both the Championship Series **AND** at least one Championship Series competition within the designated registration windows.*

## HEALTH AND SAFETY CONSIDERATIONS

With a continued focus on the overall health and safety of all members, U.S. Figure Skating is working with each LOC and facility partner on the development and implementation of a public health and safety plan in accordance with state and local regulations. Details for all attendees will be advanced via email and mandatory pre-competition Zoom calls will be conducted prior to competition start. *This information includes access for chaperones and spectators.*

## COACH INFORMATION

Any coach attending the competition must be included within a skater's competition registration or updated through their EMS Skater Portal via "[My Coaches](#)" **AT LEAST TWO WEEKS PRIOR TO THE COMPETITION START DATE**. Any coaches declared at the time of registration will be included in the skater's 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. Noncompliant coaches will receive automated email reminders through the start of the competition.

**EMS Coach Resources:** [My Competitions](#), [My Skaters](#), [Coach Schedule](#)

### **Coach/Choreographer (domestic/non-foreign):**

- Must be a current full member of U.S. Figure Skating either through a member club or as an individual member.
- If 18 years or older, must submit information for, proper payment of \$30 and successfully pass a background check. \*
  - The background check will be valid for two seasons, the one in which it was completed plus one additional.
- If 18 years or older, must complete annual SafeSport Training. \*
  - The training will be valid for 365 days from date of completion, and there is no cost for the training/certification.
- Must complete the Professional Coach/Choreographer Coaching Education Requirement (CER) through the [Professional Skaters Association \(PSA\)](#).
- Must submit proof of general liability insurance with limits of \$1 million per occurrence/ \$5 million aggregate.
- Must agree to the U.S. Figure Skating Code of Ethics. \*
- Must complete three waivers: 1) Assumption of Risk, Waiver and Release and Indemnification Agreement; 2) Medical Consent; and 3) Name and Likeness Release and Consent Agreement. \*
- Must be a full member of the [Professional Skaters Association \(PSA\)](#).

\*Accessible via U.S. Figure Skating Members Only Website: [www.usfsaonline.org](http://www.usfsaonline.org) the Person Icon next to your name or Account tab -> Member Profile -> Compliance.

### **LIABILITY**

U.S. Figure Skating, the host club(s) and/or interclub association, the organizing committee and the ice arenas utilized for these events accept no responsibility for injury or damage sustained by any participant in these Championship Series events ([U.S. Figure Skating Rule 1600](#)).

## **CHAMPIONSHIP SERIES CHECKLIST**

- [Verify 2021-22 U.S. Figure Skating Membership](#)
- Establish registration plan and, if "registering up," a testing gameplan as well
  - What is your Plan A, B and C?
- Review [Competition Websites](#) for local information
  - Includes: tentative schedules, travel/accommodation details, practice ice, etc.
- Register via [EMS](#):
  - [Championship Series Application](#) (July 15–Sept. 10)
  - Competition Registrations \*refer to registration links below

- Open Registration (**COMPLETED**)
      - ~~Singles: ONE competition~~
      - ~~Pairs/Ice Dance: up to TWO competitions~~
    - Limited Registration (Aug. 10 – Sept. 1)
  - Update/Review EMS Skater Portal:
    - *\*Pairs/Ice Dance: the partner who registers the team for the competition has access to the EMS Skater Portal!*
    - [Verify Coach Information](#)
    - [Upload Music](#)
    - [Submit Planned Program Content](#)
    - Verify Practice Ice offerings via [EMS](#) and [Competition Website](#)
      - It is at the discretion of the LOC, in conjunction with the Chief Referee, to determine what practice ice sessions are available at each competition and sold on [EMS](#). It is not a Championship Series or qualifying requirement to offer any specific type of practice ice (UPI, OPI and/or WU). To confirm what is available at each location based on their schedule demands, review the information on the [competition website](#).
        - Additionally, LOCs many only offer practice ice during a pre-purchase window (i.e. in conjunction with the registration windows) and may not have the opportunity to offer additional ice after the deadline!
      - EMS Practice Ice Resources:
        - [Practice Ice Pre-Purchase](#)
        - [Practice Ice Selection](#)
        - [Practice Ice Open Sales](#)

## DIRECT REGISTRATION LINKS

### [U.S. Figure Skating Championship Series Application](#)

\*\*series application is a requirement for ALL athletes

[Blaine, Minnesota](#) — Oct. 4-8, 2021

~~[Henderson, Nevada](#) — Oct. 12-16, 2021~~ **SINGLES REGISTRATION CLOSED**

[Allen, Texas](#) — Oct. 13-17, 2021

[Leesburg, Virginia](#) — Oct. 27-30, 2021

[Fort Wayne, Indiana](#) — Nov. 2-5, 2021

~~[Norwood, Massachusetts](#) — Nov. 9-13, 2021~~ **SINGLES REGISTRATION CLOSED**

[Spokane, Washington](#) — Nov. 17-20, 2021

[Alpharetta, Georgia](#) — Nov. 17-20, 2021

## CONTACTS

### U.S. Figure Skating Events Department

Email: [events@usfigureskating.org](mailto:events@usfigureskating.org)

Phone: (719) 635-5200

### U.S. Figure Skating Product Support (EMS)

Email: [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org)

Phone: (719) 635-5200

### Competitions Committee

Kathleen Krieger, Chair

E-mail: [KriegerRPh@msn.com](mailto:KriegerRPh@msn.com)

## FREQUENTLY ASKED QUESTIONS

### **Q: I am a pairs and/or ice dance team who needs to register for our Championship Series competitions that are currently closed for singles entries, what do we do?**

A: If competition registration is closed for singles, the LOCs are permitted to accept partnered registration (due to limited competitions). To complete your team's registration, email [events@usfigureskating.org](mailto:events@usfigureskating.org) and copy your coach(es) with the following information:

- Names and U.S. Figure Skating Member Numbers
- Discipline/Level
- Competition Name(s)

\*Note: if a pairs/ice dance athlete would also like to register for singles at a pairs/ice dance registration and the singles registration has closed, we are unable to accommodate the registration. There are no exceptions!

### **Q: When did registration open and what can I register for?**

A: Open Registration opened on July 15 at 12 p.m. ET, in addition to the Championship Series Application via EMS. Registration will re-open on August 10 at 12 p.m. for additional entries based on competition availability.

### **Q: Do I have to register for the Championship Series (\$25)?**

A: Yes – this is a requirement for the 2021-22 qualifying season and this application is separate from competition registration. As of August 31, the series application deadline has been extended through Sept. 10 to ensure ALL athletes have complete registrations for the season.

**Q: I participate in singles and pairs/ice dance, what should I do?**

A: Athletes should be prepared to compete at the same competitions where their disciplines are held but will need alternative plans if singles entries are maxed out at the second competition during the limited registration window.

**Q: If I am a pre-preliminary singles skater, can I “register up” up to juvenile (i.e., two levels)?**

A: No, athletes are only permitted to register up **one level**. A pre-juvenile singles skater may register up to juvenile over the summer but must meet the juvenile test requirements (fully processed) by the qualifying deadline, Sept. 1.

**Q: What happens if I register up one level and do not meet the test requirements by Sept. 1?**

A: During registration, all athletes are presented with the following statement and subsequent questions:

You must pass the required test(s) to compete at your selected level no later than Sept. 1. If you do not meet this requirement, you must choose how you would like to proceed with your registration. Note: the answer you provide is binding and cannot be changed.

- I have met my test requirements for my selected level (i.e., NOT registering up).
- If I do not meet the test requirement by the deadline, change my series and competition registration to the level for which I am qualified.
- If I do not meet the test requirement by the deadline, withdraw me from the qualifying season and issue a refund.

U.S. Figure Skating will audit test eligibility against the “register up” entries throughout the qualifying registration windows. As a reminder, all testing information must be fully processed by Sept. 1, which means the record must be available in the skater’s member record. The Competitions Committee, in conjunction with the Test Committee, highly encourages all to have competition test credit and virtual test credit submitted no later than Aug. 15 to ensure there are no challenges closer to the Sept. 1 deadline.

**Q: What do I do if I registered for the wrong level?**

A: If registered for the incorrect level for the Championship Series Skater Application or any Championship Series competition registration(s), email [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org) with member number and correct event level.

**Q: What happens if my second-choice competition is not participating in the “Limited” registration window?**

A: Athletes and coaches need to be prepared to pivot in the second registration window and have plan B/C ready. There will be no waiting lists for any of the Championship Series competitions — once they meet their “max,” they can close registration at any time.

**Q: Will nonqualifying competitions be held in conjunction with the Championship Series competitions?**

A: Nonqualifying competitions are permitted to be held in conjunction with the Championship Series. Check the [competition websites](#) for additional information.

**Q: How will advancement work?**

A: Like the U.S. Figure Skating National Qualifying Series, results from the Championship Series events will be uploaded to EMS following each event. Sectional and national rankings will be available for participants. See page nine for advancement information.