



# 2025 Theatre On Ice Spring Classic

Hosted by Colonial Figure Skating Club, Inc.

**April 13, 2025**

**Nashoba Valley Olympia, Boxborough, MA**

**REGISTRATION OPENS: JANUARY 15, 2025**

**ENTRY DEADLINE: FEBRUARY 15, 2025 at 11:59 PM**



## I. COMPETITION OVERVIEW

The 2025 Theatre On Ice Spring 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](#), [2023-2024 Theatre on Ice Guidelines](#), 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.

### EVENTS OFFERED:

| THEATRE ON ICE             | JUDGING | Combined Event Price | 1st Event Price | 2nd Event Price |
|----------------------------|---------|----------------------|-----------------|-----------------|
| Senior                     | CJS     | \$700                | \$375           | \$350           |
| Junior                     | CJS     | \$700                | \$375           | \$350           |
| Novice                     | CJS     | \$700                | \$375           | \$350           |
| Intermediate               | CJS     | \$700                | \$375           | \$350           |
| Juvenile                   | CJS     | \$700                | \$375           | \$350           |
| Preliminary                | CJS     | \$700                | \$375           | \$350           |
| Open                       | CJS     | \$700                | \$375           | \$350           |
| Adult                      | CJS     | \$700                | \$375           | \$350           |
| Adaptive/Unified           | CJS     | –                    | \$300           | –               |
| Basic Skills / Intro Teams | CJS     | –                    | \$300           | –               |

### PRACTICE ICE:

Depending on the number of teams, practice ice may be offered, and available on a first come, first serve basis. If offered, details for purchasing and scheduling will be emailed to all teams. Official Practice ice will be held at the competition rink. No other practice facility is directly associated with the event.

### SHOWCASE CRITIQUE OPTION:

We hope to offer a paid showcase critique option as part of this competition. This will depend on the number of TOI teams that register and the amount of ice time that we will have available. Availability will be announced after close of entries. Please submit your [contact information via this form](#) if you are interested and we will email you once we know if we are able to have a limited number of paid Showcase critiques.



## **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](http://www.USFigureSkating.org/SkateSafe) or email [SkateSafe@USFigureSkating.org](mailto: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](http://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 one team service personnel and 2 prop/scenery people per team. 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](mailto:skatesafe@usfigureskating.org) for instructions or questions regarding parental consent.

#### **REGISTRATION INFORMATION**

- Entry deadline: February 15, 2025 at 11:59 PM
- 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: March 1, 2025 at 11:59PM



## ONLINE REGISTRATION VIA EMS (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.



## PROPS / CURTAIN

There will be an inside area for prop set up and staging with easy access to the performance rink. No prop storage is available prior to the day of the event. There will be no curtain used at rink entrances/exits. Officials will be placed at center ice on the middle row of stands.

## CRITIQUES

Critiques will be offered at the competition.

## MUSIC SUBMISSION/UPLOAD:

EMS MUSIC UPLOAD: Teams are required to upload their music to EMS no later than **MARCH 15, 2025 at 11:59 PM**. 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: MARCH 15, 2025**

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

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

## 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, Colonial Figure Skating Club, Inc., Nashoba Valley Olympia and Olympus Realty Trust, Inc., 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. By participating at the 2025 Colonial Theatre on Ice Spring Classic, you agree to release, indemnify and hold harmless Colonial Figure Skating Club, Inc., Nashoba Valley Olympia, Inc., and Olympus Realty Trust, and all of their directors, officers, agents, insurers, attorneys and employees, from any and all claims, demands, losses, damages or injury, whatsoever, of any kind or nature, that may sustain as a result of you (or your child's) participation.

### **FACILITIES:**

The competition will be held at Nashoba Valley Olympia, 34 Massachusetts Avenue, Boxborough, Massachusetts. The Nashoba Valley Olympia facility has handicap access ramps at the main entrance and inside Olympia III. The competition will utilize the following ice surfaces:

- Olympia I, ice surface is 186' x 87'

### **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/toi-springclassic>. 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.



## **SCHEDULE:**

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

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:**

Registration will be open one hour before the first event of the day and will remain open until 30 minutes prior to the last scheduled event.

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.

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

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:**

Medals will be given out for combined event scores, with the exception of the teams that only compete in a single event. Places 1 through 4 will receive medals.

Awards will be in the off-ice area in rink 1 at set intervals during the competition. An awards schedule will be sent out prior to 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](mailto: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.

### **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.

### **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.

### **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:**

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)

### **CONTACT INFORMATION:**

Competition website: <https://www.colonialfsc.com/toi-springclassic>

For questions, please contact the following individuals:

|                    |                 |                        |
|--------------------|-----------------|------------------------|
| Competition Chair: | Heather Plotkin | events@colonialfsc.com |
| Chief Referee:     | Ann Buckley     | adbuckley81@gmail.com  |