

How to request and host an International Solo Ice Dance competition

The first step is to reach out to the International Solo Ice Dance Working Group by email to express your interest in hosting an event. Please email Millierjc@aol.com before May 1, 2025 and include:

- The date of the event (These dates may not be changed within 30 days of the competition)
- The name of the event
- Host ISU member organizing the competition
- The name of the city and venue
- The name of the contact person and their contact information
- A brief description of any past experience hosting Solo Ice Dance events

The Solo Ice Dance Working Group will review all requests and send recommendations to the ISU Ice Dance Technical Committee for final approval. Upon review, one of the Solo Ice Dance Working Group Co-Chairs will notify the contact person regarding the next step.

Once accepted, prepare your announcement which will also need to be submitted to the Solo Ice Dance Working Group for review. Once the announcement is complete, this will be forwarded to the ISU by one of the Co-Chairs of the working group for their final approval and subsequent posting to the ISU web site. Please do not contact the ISU directly.

Important to remember:

- An International Solo Ice Dance competition must be separate from any other club or national competition and must have its own announcement. You may hold a separate event in addition to International Solo Ice Dance but it must be completely separate. No reference may be made to another competition in the International Solo Ice Dance announcement and the announcement for any other competition may not reference the Solo Ice Dance event. The announcement may only say the competition is "endorsed by the ISU" and the ISU logo should not be used at any time.
- Do not refer to ISU rules in your announcement. Only the Solo Ice Dance Handbooks, which are updated and posted for each season, may be referenced in your announcement. For an example, please refer to the announcement below as a guide to creating your own.
- For Solo Ice Dance International Competitions, the same ISU Rules regarding judging, Refereeing and the work of the Technical Panel apply as in Ice Dance Junior and Senior International Competitions. This means you must have a complete Technical Panel with a dedicated DO, TC, TS1 and TS2 and Video Replay.
- National judges may be used. However at least one (1) Judge and one (1) member of the Technical Panel in addition to the Referee must have an international or higher appointment. National officials may be from 21 to 75 years of age. There is no requirement as to how many officials from one federation may serve on each panel. At least two weeks prior to the event, a list of your international judges for each event must be submitted to the Co-Chairs of the working group: Millierjc@aol.com and kfl@krigordance.com.
- It is best to have representation on the panel from other federations who have a number of skaters participating in that event. If an invitation is extended to another federation to include a judge on the panel, the invited federation may need to cover the cost of travel if the hosting organizing committee (OC) is unable to meet the additional cost of travel. All other expenses would be the responsibility of the hosting OC. (This would not apply to an official who has been invited for the purpose of meeting the international requirements for the panel. If an OC needs someone from outside their federation to meet one of the three (3) required international officials, all expenses, including travel should be covered by the OC.)

Please feel free to reach out to the same email as above for any help needed with your announcement. The ISU is hoping to get requests for International Solo Ice Dance events during the month April for the 2025-26 season which will begin on July 1, 2025.

Example of an International Solo Ice Dance Announcement

**2024 WASHINGTON PICKEN SOLO ICE DANCE
INTERNATIONAL**

April 25-28, 2024



Hosted by:



Located at:

1800 Michael Faraday Ct Reston, VA 20190 USA

Sanctioned by:



Endorsed by: ISU

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2024 Washington Picken Solo Ice Dance International April 25-28, 2024

Hosted by

Washington Figure Skating Club

The 2024 Washington Picken Solo Ice Dance International will be conducted in accordance with the ISU International Solo Ice Dance Competition Guidelines 2023/24 General Rules and Requirements, and the International Solo Ice Dance Competition Guidelines 2023/24 Technical Rules and Level Requirements. Skaters must provide a passport or other proof of age to verify skaters meet age requirements as outlined in the International Solo Ice Dance Competition Guidelines 2023/24.

Competition Venue

All practice and competition will take place at SkateQuest in Reston, Virginia. SkateQuest has two rink surfaces (one Olympic and one NHL size) with rounded corners and hockey barriers, and four locker rooms for each surface. All practice and competition events will be held on the Olympic surface – 200' by 100' (60m by 30m). There is a Pro shop and a snack shop in the facility.

Rink Name: Address: Phone:

SkateQuest
1800 Michael Faraday Ct, Reston, VA 20190 1 + 703 709-1010

Event Requirements

The requirements for International Solo Ice Dance Competitions will follow the requirements announced annually in the ISU International Solo Ice Dance Guidelines.

- General Rules and Requirements
- Technical Rules and Requirements
- Scale of Values

Events offered will be:

- | | |
|-----------------------|-----------------------------------|
| ● Basic Novice | 2 Pattern Dances and 1 Free Dance |
| ● Intermediate Novice | 2 Pattern Dances and 1 Free Dance |
| ● Advanced Novice | 2 Pattern Dances and 1 Free Dance |
| ● Junior | 1 Rhythm Dance and 1 Free Dance |
| ● Senior | 1 Rhythm Dance and 1 Free Dance |

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The Pattern Dances and Rhythm Dance will be skated prior to the Free Dance. Age Requirements (**before July 1 preceding the competition**):

- Novice:
 - Basic Novice – has not reached the age of thirteen
 - Intermediate Novice – has not reached the age of fifteen
 - Advanced Novice – has reached the age of ten and has not reached the age of seventeen
- Junior: Has reached the age of thirteen and has not reached the age of nineteen
- Senior: Has reached at least the age of sixteen

Entry Fee

The entry fee for all events will be \$350. Entry fees are required at the time of entry. The Washington Figure Skating Club will use an online registration and payment system for all registrations. If requested in advance, member federations will be allowed to wire registration funds directly.

At the discretion of the LOC and the Chief Referee, late entries may be accepted and subject to a \$75 late fee.

Eligibility

U.S. Figure Skating members must meet the criteria for eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules of U.S. Figure Skating. 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.

Entries

All entries must be submitted online by **Wednesday, March 27, 2024 at 11:59 PM ET**

The announcement and the registration form link will be available on the ISU website and the official event website:

<https://www.washingtonfsc.org/competitions/>

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Competition Registration

Registration Deadline:

Wednesday, March 27, 2024 @ 11:59 pm Eastern Time (ET)

Late Registration Deadline (if offered): Saturday, March 30, 2024 @ 11:59pm ET + \$75 Late Fee

The Local Organizing Committee (LOC) reserves the right to close entries early if maximum capacity is reached. At the discretion of the LOC and the Chief Referee, late entries may be accepted and are subject to a \$75 late fee. **If late registration is opened, it will close by Saturday, March 30, 2024 @ 11:59 pm or when capacity has been filled.**

Entries

This section is up to each OC to determine how you want to register the skaters. You may not use the ISU ORS registration system however.

Please be specific on how to register and provide whatever links are necessary in addition to an email for a representative of the OC where questions can be emailed to.

Be clear on how to submit planned program content (PPC) sheets. These should be mandatory for all skaters. No skater should be allowed to take the ice without a PPC so if they are missing this, please collect the information when the skater checks in at the event.

Panels of Judges

Each participating ISU Member may nominate one international judge or ISU judge educated in the ISU judging system. The organizer decides on the composition of the panel of judges. In case of too many nominated judges, the organizer reserves the right to reduce the number of judges. The Members concerned will then be notified of the result. The organizer will cover accommodation for accepted judges and invited officials. Travel however for nominated officials will not be covered by the host of the event.

Meals for accepted judges and invited officials will be provided at the arena during the days of competition.

To nominate a judge, please email hmnemier@gmail.com.

Example of an International Solo Ice Dance Announcement

Judges, Referees and Technical Panel

The Organizer will provide ground transportation, accommodation and meals for all invited judges, referees and technical panel officials. Breakfast will be available at the hotel below, and all other meals will be in the Judges Lounge at the rink beginning with dinner on Thursday, April 25, 2024 through lunch on Sunday, April 28, 2024. The Organizer will additionally cover economy roundtrip airfare for invited Technical Panel Officials (Referee, TC, TS, Data/Video).

Accommodations

The official hotel for the Washington Picken Solo Ice Dance International is:

Homewood Suites by Hilton

1735 Business Center Drive Reston, Virginia 20190
1+ 703 682-8333

Skaters and Coaches should book rooms on their own. Washington FSC is proud to partner with HBC Event Services to offer non-local skaters and coaches discounted rates on local hotels.

HOTEL RESERVATION LINK:

(<http://groups.reservetravel.com/group.aspx?id=70998>)

Please call HBC Event Services at 1+ 505 346-0522 and/or support@hbceventservices.com if you have any questions and/or have any special hotel requests.

Accreditation and Check-in

Accreditation will take place at SkateQuest. Check-in will open one hour prior to the first practice ice session on Thursday, April 25, 2024. Accreditation hours will be communicated to all athletes and coaches once the competition schedule is released. Accreditation will be given to all drawn judges, skaters and one coach per skater. Skaters will not be allowed to check-in without having already turned in a Planned Program Content sheet however they may fill one in at check-in if it is missing.

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Draws and Judges Meetings

There will be a random draw for the starting orders, which will be posted no later than Thursday, April 25, 2024 on the competition website. The Free Dances will be skated in reverse order of placement after the Pattern Dances/Rhythm Dances.

Expenses of Skaters, Coaches and Additional Federation Officials

The Organizer will not cover any expenses of skaters, coaches or additional **federation officials**.

Results and ISU Minimum Score

The ISU Judging System as described in the International Solo Ice Dance Competition Guidelines will be used.

This is not an ISU Minimum Technical Score event.

Liability

It is the sole responsibility of each Member participating in the 2024 Washington Picken Solo Ice Dance International Competition to provide medical and accident insurance for their athletes, officials, and all other members of the Member's team. Such insurance must assure full medical attendance and also the return to their home country by air transport or by other expeditious means of the ill or injured person.

The Organizer (including but not limited to U.S. Figure Skating, the Washington Figure Skating Club, and SkateQuest) assumes no responsibility for or liability with respect to bodily or personal injury or property damage incurred in connection by the skaters, officials or any other participating persons. All entrants, their parents and guardians, and officials agree to assume all risks of injury or illness to their person and property resulting from, caused by or connected with the conduct and management of the competition, and to waive and release any and all claims that they may have against any officials, U.S. Figure Skating, the Washington Figure Skating Club and its officers, or SkateQuest and its staff.

Refund Policy

Entry fees will not be refunded after the registration deadline date unless the event is canceled. Refunds will not be issued for skater withdrawals under any reason. Credit card processing fees will not be refunded under *any* circumstances.

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Additional Fee-Related Policies

All fees including late fees, must be paid by **Friday, April 19, 2024 11:59 pm ET**. If a skater has unpaid fees after that date, 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. No payments will be accepted at the competition.

Contested credit card charges will incur a \$25.00 fee. This fee is nonrefundable and must be paid before the skater will be allowed to skate.

Music Criteria

Skaters are required to upload their music to the EMS competition portal no later than **Friday, April 5, 2024 by 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 before Friday, April 19, 2024 at 11:59 pm ET.

EMS Skater Music Upload How To: [CLICK HERE](#)

If you need assistance, email productsupport@usfigureskating.org

All music must meet the following criteria. If you have questions about what format you have, please contact your coach and get a new version of your music that meets the criteria listed below.

- File Format: MP3
- Bit Rate: 192 kbps or higher and Sample Rate: 44,100 kHz
 - 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. Excessive leaders and trailers may disrupt the playing of the music during competition.

Backup Music at Event

Skaters must also have available a backup copy of their competition music on a cell phone and it must be immediately available rink side 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.

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EMS Planned Program Content (PPC)

DEADLINE: Friday, April 5, 2024 at 11:59pm ET

Skaters participating in Free Dance and Rhythm Dance events are required to submit their PPC in the EMS competition portal no later than **Friday, April 5, 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 before Friday, April 19, 2024 at 11:59 pm ET.

EMS PPC Upload How To: [CLICK HERE](#)

If you need assistance, email productsupport@usfigureskating.org

Locker Rooms and Changing Areas

Locker rooms are available to skaters as dressing/changing rooms at this competition.

Per U.S. Figure Skating policy, locker rooms are for athletes only, and are labeled with regard to specific ages and gender. Athletes age 11 years or younger may be accompanied by one parent of the same gender to assist their child immediately prior to and after their skating event(s).

All Locker Rooms will be monitored. If any concerns arise, immediately contact the Locker Room monitor.

Practice Ice

Unofficial practice ice will be available for purchase. A schedule of practice ice sessions will be posted on the Washington Picken Solo Ice Dance International Competition EMS website soon after the competition schedule is published, along with the date/time when the practice ice reservation system will be activated. At that time, all purchases can be made through EMS.

The sign up for unofficial practice ice in EMS will be available through the end of the Washington Picken Solo Ice Dance International Competition. The unofficial practice ice fee is \$20 for 20 minutes per skater through **Wednesday, April 24, 2024 at 11:59 pm**. Afterwards, the unofficial practice ice fee will increase to \$25 per session per skater. No refunds will be issued for those who do not appear or are late for their reserved sessions. Practice ice sessions are non-transferable. Music will not be played during practice ice sessions.

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Photo / Video

Video by Looking Glass Productions is included in the Washington Picken Solo Ice Dance International Competition registration fee. Information for downloading the video will be sent out after the competition. Information on live streaming, if any, will be provided later.

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.

Note, per U.S. Figure Skating policy, photographing and/or recording of anyone other than your own skater is strictly prohibited.

Emergency Medical Staff

AMR® is contracted to provide a professional emergency medical technician rink-side during the event in case of medical emergency.

Awards

Medals will be awarded to 1st, 2nd, and 3rd places of each event, and will be presented in the mezzanine after the official results are certified. 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.

Official Notices

An official bulletin board will be maintained in the rink for competition notifications such as schedule modifications. **Skating orders and event results will NOT be posted.** It is the responsibility of each skater and coach to check the bulletin board for any schedule changes and/or additional information. A tentative schedule of events will be posted online prior to the competition. Skating orders and event results will be posted online.

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Competition Souvenir Shirt

Remember to pre-order your Washington Picken International T-Shirt while registering on EMS. This commemorative t-shirt by Crab & Anchor Apparel will include all of the skaters' names on the back.

The pre-order t-shirts will be available for pick up at the Picken competition. Limited number of shirts may be for sale at the competition, but availability is not guaranteed. Those who request to have their pre-order shirts mailed to them after the competition will incur additional fees for shipping & handling.

Travel

Air Travel

There are a couple of options for flying into the Washington DC area. The closest airport, Washington Dulles International Airport (IAD), is approximately 6 miles (10 km)

from SkateQuest. Other nearby airports are Washington Reagan National Airport (DCA), which is approximately 22 miles (35 km) from the arena, and Baltimore/Washington International Airport (BWI), which is approximately 51 miles (82 km) from the arena.

Washington Metropolitan Area (Metro) Train

The nearest Metro rail station is the Wiehle-Reston East Metro Station, located 0.5 miles (0.8 km) from SkateQuest. Both the Wiehle-Reston East Metro Station and the Washington Dulles International Airport Metro Station are located on the Silver Line.

Contact Info

Direct all inquiries to pickenclassic@gmail.com

Local Organizing Committee

Sherry Chen pickenclassic@gmail.com Heather Nemier hmnemier@gmail.com Sherry Lewis pickenclassic@gmail.com

Example of an International Solo Ice Dance Announcement

Technical Information

International Solo Ice Dance Competition Guidelines - General Rules and Requirements 2023/24: <https://www.isu.org/docman-documents-links/isu-files/event-documents/solo-ice-dance/related-documents-6/32825-2023-2024-international-solo-dance-requirements-23-12-12/file>

International Solo Ice Dance Competition Scale of Values:

<https://www.isu.org/docman-documents-links/isu-files/event-documents/solo-ice-dance/related-documents-6/32826-2023-2024-international-solo-dance-sov-23-12-14/file>

International Solo Ice Dance Competition - Technical Rules and Regulations 2023/24:

<https://www.isu.org/docman-documents-links/isu-files/event-documents/solo-ice-dance/related-documents-6/32827-2023-2024-international-solo-dance-levels-23-12-12/file>

Schedule (may not be changed 30 days from the event)

Skaters may be scheduled on any day or time during the announced dates of the competition. The competition schedule will be posted online in EMS before the start of the competition.

Tentative Schedule:

Thursday, April 25, 2024

Practice Ice (available for purchase)

Friday, April 26, 2024

Practice Ice (available for purchase) Events begin

Saturday, April 27, 2024

Practice Ice (available for purchase) Events continue

Sunday, April 28, 2024

Possible practice ice available Events conclude prior to 2:00 pm ET