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| **EVENT STATUS:**  Club, Interstate or ISA Benchmark Event |

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| **Event Date** |  |
| **Date Close of Entries** |  |
| **Date**  **Time**  **Place of Initial Draw** | Day: Date: Time: Venue:   * Draw to be undertaken no more than 7 days prior to competition and be held in a public place nominated on the entry form. * Draw will be undertaken by a Referee or Judge and Club/Association Official * 2 program events - FS skated in reverse order |
| **Competition Convenor Contact Information** |  |
| **Event Website** | www. |
| **Event Venue** |  |
| **Ice Dimensions** |  |
| **Technical Requirements** | * As per current [ISU](http://www.isu.org) and [ISA Technical](mailto:http://www.isa.org.au/%23!technical-information/pxsct) requirements refer: * ISU Special Regulations and Technical Rules * ISU Communications * ISA Regulations and Communications |
| **Other Requirements** | * Artistic - refer ISA By-Laws Section 3 Rule 350 * [Synchronized Skating](http://www.isa.org.au/synchronized-technical) * Aussie Skate refer: [ISA Communication101](http://docs.wixstatic.com/ugd/793a42_8f650affb6424c1db8c3569c32332bb1.pdf) |
| **Results** | The IJS (ISU Judging System) will be used for all Divisions Preliminary and above.  Results displayed or announced will remain provisional until the results are certified by the segment Referee and Technical Controller on the official result form. |
| **Event Officials** | Judge/s, Technical Controller and/or Technical Specialist and Data Operator/Video Replay Operator for any scheduled events are by invitation. |
| **Membership Requirements** | At close of entries, all Australian competitors must be a full financial member of their relevant State Association and an affiliated club. (Inclusive of ISA Insurance Registration either directly or via their state association).  The membership must be valid during the full competition period.  All Aussie Skate™ entrants must also be registered with ISA Aussie SkateTM and currently enrolled in Aussie Skate™  Overseas entrants must be financial members of an ISU member skating organisation and/or its affiliates, as required by their national organization; the membership must be valid during the full competition period. |
| **Insurance/Liability** | All members of State Associations are covered under the ISA National Insurance Policy while participating in the event. This policy includes Sport Accident cover.  ISA & ***insert Association name*** assume no responsibility for other persons in connection with this event.  ISA recommends that any person travelling to an interstate event consider personal travel insurance.    Risk Management: each OC must assess each event against the guidelines outlined in the ISA 14 – Risk Management Policies and Protocols Manual 2018  <http://www.isa.org.au/policies-and-protocols> |
| **Eligibility to Compete** | Skaters Preliminary and above must have passed the relevant test level/s at the close of entries.  Competitors in Aussie Skate™ divisions must compete at the highest test level passed by the competition closing date and cannot enter a level lower than that which they have previously competed.  Aussie Skate refer: [ISA Communication101](http://docs.wixstatic.com/ugd/793a42_8f650affb6424c1db8c3569c32332bb1.pdf) |
| **Practice Sessions** | (specific notes regarding unofficial and official practice times/sessions) |

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| **COMPETITION ENTRY DETAILS** | |
| **Entry Process** | Online entry submitted via entrant’s State Association or  Paper entry submitted via entrant’s State Association |
| **Payment Process** | Specify payment option:  Online Payment  Direct to LOC  via entrant’s State Association |
| **Entry Conditions** | Entries will not be considered complete unless accompanied by:   * Full Payment paid on entry [or other requirement] * Music File - submitted to be received on entry or before [date] * Planned Program Content Sheet (PPC) for all IJS-level programs to be received on entry or before [date]   \* Late entries will / will not be accepted [date conditions] |
| **Divisions** | Singles:  Pairs:  Ice Dance:  Synchronized Skating: |
| **Withdrawals** | Refund only with a medical certificate provided **before the draw**. **No refund permitted after the draw.**  **A % to cover costs may be deducted from the refund.** |
| **Conditions for Online Entry** | All Interstate competitors must notify their relevant state association of their entry submission prior to entering.  All state associations will be asked to confirm that entrants are full financial members in good standing, of both the state association and an affiliated club. |
| **Music** | Online / direct to LOC / via entrant’s State Association  [Refer ISA Music Protocol](http://docs.wixstatic.com/ugd/793a42_7e1e919d3aef4d38b9cf9d58567818d5.pdf)  Electronically: All competitors will submit a copy of their music electronically via the upload link on the LOC website. If not received by close of entries, the entry will be considered incomplete.  All files must be submitted in the following format: mP3/Wav/m4a (as decided by LOC) Standard File Naming: Division\_Segment\_Name\_RunTime **IJS Technical**  e.g. ElementaryMen\_FS\_DavidSmith\_2m3s  e.g. AdvNovDance\_FD\_JaneSmith\_JohnDavis\_3m10s  e.g. JuniorLadies\_SP\_JaneSmith\_2m45s  e.g. AdultSynchro\_FS\_TeamMelody\_3m30s  **IJS Artistic**  Art\_Division e.g. Art\_Elementary-DonnaSmith\_1m40s  **Aussie Skate Technical**  [AS\_Division] e.g. AS\_FS2\_Donna Smith\_1m30s  **Aussie Skate Artistic**  ASAR\_Division e.g. ASAR\_FS2\_DonnaSmith\_1m30s |
| **Other Music file notes** | All competitors must have on hand at the event, a backup copy of their competition music on CD (or other device e.g. USB as permitted).  **Music (ISU Rule 343 Singles, Pairs & Dance and ISU Rule 823 SYS): Please note paragraphs 1a), 1b), 1c), 2, 3, 4, re: Music Reproduction.** Each program (short program, free skating, short dance, free dance) must be recorded on a separate file and labelled with competitor division, name and running time of the music. The electronic playlist will be deleted at the end of competition. All music remains the property of the skater and will not be shared or re-used. |
| **PPC** | Online / direct to LOC / via entrant’s State Association |
| **Schedule** | A schedule of events will be provided following the closing of entries and published on the LOC website |
| **Awards/Trophies** | Trophies/Medals will be awarded to the first three place-getters of each division. |

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| **ENTRY FEES AND DIVISIONS** | | |
| **DIVISION** | | **ENTRY FEE** |
| Singles | Preliminary | $xxx |
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| **EVENT REGISTRATION and VENUE ENTRY** |
| Competitors must register **at least 1 hour** prior to their scheduled event |
| Entry to the Venue Costs associated with rink entry, chaperoned passes etc |

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| **OFFICIAL EVENT PHOTOGRAPHY / VIDEOGRAPHY** | |
| **PHOTOGRAPHY** An official photographer will be taking photos at the EVENT. Photos will be available for viewing and purchase. For private photographers, please note that no flash photography is permitted in practice, warm-ups or events, as it may be dangerous to the skaters.  All private photographers are required to register at the Information/Registrations desk on the day of the event. | **VIDEOGRAPHY** Video Recording: Individuals using video cameras will be required to register at the Information / Registration desk on the day of the event.  **Videoing can only be undertaken in the designated area.**  VIDEOING OF PRACTICE SESSIONS AND OFFICIAL WARMUPS IS **NOT PERMITTED.** |
| **NOTES** | |

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| **OTHER NOTES** |
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