Ice Skating Australia Incorporated

Affiliated to the International Skating Union

ISA MUSIC PROTOCOL

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Related Documents:		ISA Event Announcement Template	

Skating Program Music - Digital Format and Method of Provision to LOC

Purpose of the Procedure

This procedure establishes the guidelines used to utilize digitally formatted program music for competitions held in Australia, where the LOC requests it and has the facilities to properly manage it.

MP3 is the standard format.

The music should be furnished, as advised by the LOC in the announcement, either via upload, email, or handed in at registration via USB drive. Or CD if so announced.

The storage device will be properly tagged and identified in keeping with the current ISU rules. (ISU Communication 2034).

Reasoning

At present CD's are the only ISU approved format. (Refer ISU Communication 2034)

Skaters and coaches use numerous devices to replay their music in figure sessions including Smart Phones, Tablets, Laptops, USB sticks and CDs.

It is agreed that the file format is to be readily transferable electronically.

While some electronic formats degrade the reproduction and clarity of the music file, it is nevertheless the method readily employed by the majority of our skaters to reproduce their music and is less likely to become lost, damaged and / or not play.

Data Storage Device: USB Drive

Both Short and Free Programs may be saved onto a single USB drive.

NOTE:

Only files associated with the competition may be saved onto a USB drive.

No other files are permitted to be saved to the device other than the skater's current program music files, and if and where indicated by the LOC, ISA Music Forms and/or PPC Forms.

Please be guided by the official event announcement.

File Upload

Files must be named in accordance with the format as outlined in the official ISA Event Announcement Template and as noted below.
It should be expected that files not named in accordance with the required format will not be accepted by an LOC and will be returned to the addressee.

File Name Format

The File name format when you save the file to .MP3
Example: Junior_Ladies_FS_Skater Name_3m32s.mp3
That gives the LOC a sort by list starting with example:
Segment = Junior ladies
FS (Free Skate program) Skater name
Total Running Time (3m32s = 3 minutes 32 seconds) of MP3 file (NOT the music running time)
If resulting MP3 is bigger than 10Mb then the file will need to be compressed.
Repeat for second program as applicable.
Play the saved digital file on OC reproduction equipment checking clarity, volume and running time before you send it anywhere.

Standard File Naming: Division_Segment_Name_RunTime

IJS Technical
e.g. Elementary_Men_FS_David Smith_2m3s
e.g. AdvNov_Dance_FD_Jane Smith_John Davis_3m10s
e.g. Junior_Ladies_SP_Jane Smith_2m45s
e.g. Adult_Synchro_FS_Team Melody_3m30s

IJS Artistic
ART_Division e.g. ART_Elementary_Donna Smith_1m40s
Aussie™ Skate Technical
[AS_Division] e.g. AS_FS2_Donna Smith_1m30s
Aussie™ Skate Artistic
ASART_Division e.g. ASAR_FS2_Donna Smith_1m30s

Local Organising Committee Responsibilities

- o Provide a detailed method to receive the music file in digital format.
- o Ensure that the upload site or email account has sufficient capacity to accept uploads and in a timely manner.
- o Each file uploaded to the event site must be saved and played to check volume, clarity and playing time before the event, in sufficient time to ensure that appropriate contact can be made with the skater to attend to any problems with the music.
- o If any file is not correctly named, it will not be accepted by the LOC.

- o The MP3 music file to be used at the competition must be played by the event LOC at the Official practices and the playing time announced to the skater.
- o Suitable equipment to play CDs must be available at the event venue in case of mishap with the digital files.
- o No third party may copy any digital file provided, without the express written permission of the skater except for the purpose of reproduction at the event.
- o At the conclusion of the event, the LOC must guarantee that the music files will be deleted from the official event playlist.
- o The LOC must accept responsibility for copyright breaches should the music be otherwise intercepted or retransmitted.

Skater's Responsibilities

Skaters will need to:
- o convert their program music to the required digital format and save using a properly named file.
- o to carry a back-up, copy of their music to competitions (CD)
- o Upload their music to the LOC designated music email or website
- o If digital music is accepted without upload, bring the USB to registration.
- o Still bring CD's backup copies of their music to the competition.

NOTE:

Australian skaters competing Internationally must still furnish 2 CDs for each program at international events as required by ISU rule 343 at overseas international competitions**.**