



# The 45th Annual Pasadena Open Championships

Sanctioned by U.S. Figure Skating

Hosted by:



**Wednesday, September 11 – Sunday, September 15, 2024**

Pasadena Ice Skating Center

300 E. Green Street, Pasadena, CA 91101

**ENTRY DEADLINE: WEDNESDAY, AUGUST 21, 2024, 20:30pm PT**

Please note that registration may close early due to a high number of entries.

**COMPETITION CHAIR**

Sharon Watson  
[sharonla12@aol.com](mailto:sharonla12@aol.com)

**CHIEF REFEREE**

Carla Golubski  
[carlagolubski@gmail.com](mailto:carlagolubski@gmail.com)

**COMPETITION VICE CHAIR**

Fiona Hou  
[fiona.hou@pasadenafsc.com](mailto:fiona.hou@pasadenafsc.com)

**REGISTRAR**

Preciosa Frank  
[preciosa.frank@pasadenafsc.com](mailto:preciosa.frank@pasadenafsc.com)

## I. COMPETITION OVERVIEW

The 45th Annual Pasadena Open Championships 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, 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 an individual member in accordance with the current rulebook. For non-U.S. citizens, please refer to the [rulebook](#) for more information.

### SERIES INFORMATION:

- [National Qualifying Series](#)
  - o The 45th Annual Pasadena Open Championships has been approved as a National Qualifying Series (NQS) event. Phased registration for Juvenile – Senior singles events will be managed separately on EMS, click [here](#) for additional information.
- [Southern California Inter-Club Invitational Series](#)
  - o This event is also a part of the Southern California Inter-Club Invitational Series. Top point scorers at the end of the season will be invited to the Invitational Final. Please see the Southern California Inter-Club Association website at <http://www.socalinterclub.org> for more information.

## II. ELIGIBILITY

### Singles: Excel and Well-Balanced Events:

- Skaters must meet at least the minimum singles test requirements for the event’s level. A skater’s singles test level may be higher than the minimum requirement.
  - o Skate Up: skaters may skate up one level higher than their minimum test requirement allows.
- Skaters may not register for an event level lower than allowed by their competitive floor. An athlete’s competitive floor is set by one of the following scenarios:
  - o If an athlete has a paid EMS series application for the NQS series, the event level registered for in the most recent NQS will become the lowest level they may compete at in any U.S. Figure Skating sanctioned event.
  - o If an athlete has a paid EMS series application for the Excel Series, the event level registered for in the most recent Excel series will become the lowest level they may compete in any Excel event. For Well-Balanced and Specialty events the skater will be permitted to register at one level lower than the “floor” set by their excel series entry.
  - o If an athlete has never had a paid EMS series application in the NQS or Excel series, the athlete may select their level based on their goals and technical skills as long as the minimum test requirements are met.
- Skaters are not permitted to enter an Excel free skate and a Well-Balanced free skate event at the same competition (e.g., Juvenile Girls Free Skate and Juvenile Girls Excel Free Skate). They may, however, enter an Excel and a Well-Balanced event of different types, such as a stand-alone short program event (e.g. Juvenile Girls Short Program and Juvenile Girls Excel Free Skate).

- If an athlete participates in BOTH Excel and NQS, their NQS level may be ONE level lower than their Excel level (e.g. if an athlete skates Junior Excel, they may skate Novice NQS)
- For more details about establishing event levels, refer to information sheet [HERE](#) or email [events@usfigureskating.org](mailto:events@usfigureskating.org).

**SINGLES: Adult Free Skating Events:**

- Skaters must meet the minimum test requirements for the event level, but not exceed the maximum permissible test requirement.

**EVENTS OFFERED:**

Skaters not registered in the National Qualifying Series may choose to compete in the 2024 Pasadena Open in NQS Juvenile Free Skate or NQS Intermediate, Novice, Junior or Senior combined events, but will not earn points for the NQS series. These skaters should register through the NQS 45th Annual Pasadena Open Championships page in EMS.

- U.S. Figure Skating Program Requirements: [usfigureskating.org](https://usfigureskating.org) --> Skate --> Compete --> [Program Requirements](#)
- Compete USA Program Requirements: [learntoskateusa.com/competeuasa](https://learntoskateusa.com/competeuasa)

On the program requirements page linked above, competitions that fall within the date range beside the program requirements must use those requirements.

<b>SINGLES</b>	<b>JUDGING</b>	<b>1<sup>st</sup> Event Price</b>	<b>2<sup>nd</sup> Event Price</b>
Excel Free Skate (Pre-Preliminary-Preliminary Plus)	IJS	\$100	\$60
Excel Free Skate (Pre-Juvenile Plus-Senior)	IJS	\$150	\$80
Well Balanced Short Program (Juvenile, Open Juvenile)	IJS	\$150	\$80
Well Balanced Free Skate (Pre-Preliminary, Preliminary, Pre-Juvenile, Open Juvenile)	IJS	\$150	\$80
Juvenile Free Skate (Juvenile) <b>NQS</b>	IJS	\$185	\$80
Combined Short Program & Free Skate (Intermediate-Senior) <b>NQS</b>	IJS	\$270	
Adult Free Skate (Beginner & High Beginner)	6.0	\$125	\$70
Adult Free Skate (Pre-Bronze – Master Jr/Sr)	IJS	\$150	\$80
<b>COMPETE USA EVENTS</b>	<b>JUDGING</b>	<b>1<sup>st</sup> Event Price</b>	<b>2<sup>nd</sup> Event Price</b>
Basic 6 Elements	6.0	\$80	\$50
Basic 6 Program w/Music	6.0	\$80	\$50
Aspire 1-4 Program w/Music	6.0	\$80	\$50
Adult 1-6 Program w/Music	6.0	\$80	\$50

**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 receives, investigates and addresses allegations of discrimination or harassment throughout its membership and the organization. Please refer to the [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 participant compliance requirements, refer to the U.S. Figure Skating SkateSafe® webpage: <https://www.usfigureskating.org/skatesafe#compliance>.

### **COACHES**

To be an eligible coach at a nonqualifying competition, coaches must meet the applicable compliance requirements and be 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.

## **III. REGISTRATION INFORMATION**

### **ONLINE REGISTRATION VIA EMS:**

Online registrations will be accepted via [EMS](#). Payment must be made at the time of registration by credit card only. Each transaction includes a 3% transaction fee.

**Registration Deadline: August 21, 2024, 20:30 pm PT**

**Late Registration Deadline: August 28, 2024, 20:30 pm PT.** \$50 Late Fee will be charged.

\*The PFSC reserves the right to close registration at any time if event capacity is met.

1. Go to [www.usfsonline.org](http://www.usfsonline.org)
2. Enter your U.S. Figure Skating or, if Compete USA events are offered, your Learn to Skate USA® member number and password.
  - a. If you need assistance with your member number and password, contact Member Services at [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).
3. Click EMS, then “Competition Registration.”
4. Choose “YOUR COMPETITION NAME” from the list of nonqualifying competitions.
  - a. If you need assistance completing your registration, contact [productsupport@usfigureskating.org](mailto:productsupport@usfigureskating.org).

#### **FOREIGN SKATERS:**

Non-U.S. skaters intending to register for this competition must set up a non-member account prior to registering for the competition ([click here for HOW TO](#)). This can be done by choosing the “Non-Member? Create Account” option on the [Members Only](#) login page.

#### **EVENT CHANGES**

All event changes made by skaters are at the discretion of the Competition Committee and a \$50 late fee will apply.

#### **TEST CREDIT:**

Skaters may request test credit provided it is requested prior to their free skate event. A skater must “skate-up” to the event they are seeking test credit for and must have already passed any prerequisites prior to the competition event. The test credit fee is \$30.00 which includes submission of the result to U.S. Figure Skating. Payment can be made at the registration desk. Events eligible for test credit at the 2024 Pasadena Open Championships are: Singles Free Skate: Juvenile, Open Juvenile, Intermediate, Novice, Junior, Senior and Adult Gold. Skaters can register for their test in advance of the competition through EMS.

#### **CRITIQUES/FEEDBACK**

No critiques will be offered at this event – for any level or discipline.

#### **MUSIC SUBMISSION/UPLOAD:**

EMS MUSIC UPLOAD: Competitors participating in events with music are required to upload their music to EMS no later than **September 1, 2024, 20:30 pm**. 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 if they don't meet this requirement by the deadline. Late fees will not be removed under any circumstances and must be paid prior to receiving a skater credential onsite.

**Please be sure that you are uploading the correct music for the correct event segment.** Be careful, for example, not to mix up your Short Program and your Free Skate Program. Vocal music is allowed for all events. Listen to your entire uploaded music piece to be certain it has uploaded properly and is within the required time period allotted for your event. A fee of \$25 may also be charged for uploading the incorrect music for an event segment or for poorly recorded music.

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

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

Competitors must also have available a backup copy of their competition music on a cell phone which must be immediately available rinkside 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, the phone in airplane mode, and the volume turned to maximum.

#### **PLANNED PROGRAM CONTENT (PPC) SUBMISSION/UPLOAD – FOR IJS EVENTS ONLY:**

EMS PLANNED PROGRAM CONTENT (PPC) – Competitors participating in IJS events are required to submit their PPC in EMS no later than **September 1, 2024, 20:30pm PT**. After this date, skaters will be locked out of this feature in EMS and subject to a **\$20 late fee**. This late fee will be automatically 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 prior to receiving a skater credential onsite.

EMS PPC UPLOAD HOW TO: [CLICK HERE](#)

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

#### **REFUND POLICY**

There will be no refunds for entry or practice ice fees for any reason, including medical. However, entry fees are eligible for refund if the event is canceled, there is no competition in the entered event and the skater chooses to not do an exhibition, or if the skater withdraws prior to the entry deadline of August 21, 2024. The online processing fees, however, are not refundable. Contested credit card charges will be assessed a \$35 fee. Payment of the fee will be required before the skater is allowed to participate in practice ice or competition events.

**LIABILITY:** U.S. Figure Skating, Learn to Skate USA®, the Pasadena Figure Skating Club and the Pasadena Ice Skating Center 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.

#### **IV. COMPETITION DETAILS**

##### **FACILITIES:**

The Pasadena Ice Skating Center ice surface is 200 feet x 85 feet (NHL size) and is fully enclosed. The ice rink is located on Green Street between Marengo and Euclid on the east side of the Pasadena Civic Auditorium.

Address: 300 E. Green Street, Pasadena, CA 91101

Website: <https://www.skatepasadena.com/>

##### **LOCKER ROOMS AND CHANGING AREAS:**

Locker rooms and changing areas will not be available during this competition. All athletes are expected to arrive at the arena ready (costumes, hair, make-up, etc.). Athletes will be provided with an area to put skates on, but changing will not be permitted in these spaces.

##### **U.S. Figure Skating Travel Policy:**

All travel must strictly adhere to Two-Deep Leadership requirements. An Adult Participant may not transport a Minor Athlete one-on-one. 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. Full details of

the SkateSafe® Travel Policy, along with any exceptions, can be found starting on page 12 of the [SkateSafe® Handbook](#).

### **OFFICIAL WEBSITE & UPDATES:**

It is the responsibility of each competitor, parent and coach to check our website at: <https://pasadenafsc.com/competition/pasadena-open/> and the rink official bulletin board frequently for any schedule changes and/or additional information pertaining to the competition. Skaters are required to arrive at least one hour prior to the scheduled time of their event.

### **PROTOCOLS**

A QR code will be posted at the rink for all events.

### **SCHEDULE**

A schedule of events will be posted at the Pasadena Ice Skating Center, on the EMS Skater portal, and on the Pasadena FSC website: <https://pasadenafsc.com/competition/pasadena-open/>. Email notification will be sent when it is posted. The competition schedule is tentative and subject to change. Competitors may be scheduled on any day or time during the announced dates of the competition. The competition and practice ice schedules will be available after the close of entries. All participants will be notified via email once available.

### **PRACTICE ICE:**

Practice ice will be available for purchase after the schedule is posted. There will be no refunds for missed sessions. A timeline for practice ice session sales periods will be available for viewing on the Main Page of your skater portal. No music will be allowed during official practice ice sessions. For regular freestyle sessions, please call the Pasadena Ice Skating Center for information at 626-578-0801 or visit their website at [www.skatepasadena.com](http://www.skatepasadena.com).

### **ONSITE CHECK-IN:**

Registration will be open one hour before the first event and run through the last event of the day. The registration table will be located near the entrance of the rink. Please register promptly upon arrival. All competitors are required to register at least one hour prior to their scheduled events.

### **AWARDS:**

Medals will be awarded to 1st through 4th place finishers for all events. If an event consists of a short program and a free skate, medals will be awarded to the overall first through fourth place finishers.

#### **JACQUELINE S. HAAK MEMORIAL TROPHY**

The Jacqueline S. Haak Memorial Trophy will be awarded to the skater who gives, in the opinion of selected judges, the most outstanding performance of the competition. Skaters from the Juvenile-Senior levels and Adult Gold-Masters levels are eligible to receive this special trophy. The Perpetual Trophy will be engraved with the winner's name and event and will remain in the possession of the PFSC with a replica given to the winner.

#### **MIRAI NAGASU FUTURE STAR TROPHY**

The Mirai Nagasu Future Star Trophy will be awarded to the skater who gives, in the opinion of selected judges, the most outstanding performance of the competition at the Pre-Juvenile level and below. This is a special trophy and does not have a perpetual component.

**VOLUNTEER INFO:**

There will be competition volunteer opportunities that can be accessed through a Signup genius link which will be posted to the competition website.

**PHOTO/VIDEO:**

Commercial video and photography will be provided during the competition. All other videotaping and photography is restricted to hand-held/battery operated equipment (no tripods). No photography or videotaping will be allowed unless permission is given by the skater. Flash photography is prohibited while competitors are skating. As a courtesy to our vendors, personal video and photography is prohibited during podium shots.

**ADDITIONAL INFORMATION:**

**PARKING:** Parking is available nearby at the Pasadena Convention Center, the Paseo Colorado mall and the Los Robles garage.

**HOTEL ACCOMMODATIONS:** The official hotel for the Pasadena Open Championships is the Hotel Dena located at 303 Cordova Street, Pasadena, CA 91101, 626-469-8100, directly across from the rink. A limited number of rooms have been made available for competitors, family members, and coaches at a substantially discounted rate. The discounted rate can be purchased through [this link](#).

Other hotels in close vicinity of the Pasadena Ice Skating Center are the Hyatt Place Pasadena, Hilton Pasadena, and the Weston Pasadena. Please contact the desired hotel directly to make reservations.

**ADMISSION:** \$5/day, \$15/all event pass

**CREDENTIALS:** At the time of registration, each competitor will receive (1) credential at no charge. One chaperone per skater will also receive (1) credential at no charge.

**CONTACT INFORMATION:**

Competition website: <https://pasadenafsc.com/competition/pasadena-open/>

For questions, please contact the following individuals:

Competition Chair:	Sharon Watson	sharonla12@aol.com
Chief Referee:	Carla Golubski	carlagolubski@gmail.com
Competition Vice Chair:	Fiona Hou	fiona.hou@pasadenafsc.com
Registrar:	Preciosa Frank	preciosa.frank@pasadenafsc.com