



Novice Canadian Championships
Skate Canada Cup

Waterloo 2024

2024 Novice Canadian Championships & Skate Canada Cup Waterloo, Ontario February 21 – 25, 2024 ANNOUNCEMENT

All competition will take place at the Waterloo Memorial Recreation Complex and practices will take place at RIM Park from Wednesday, February 21 to Sunday, February 25, 2024.

Additional event details for participants will be posted on the [Skate Canada Notice Board](#) and the Skate Canada Sportity App, as they become available.

Public information can be found on the Skate Canada website (www.skatecanada.ca). The final schedule will be posted following the completion of the 2023-2024 Skate Canada Challenge – Pre-Novice/Novice.

Should there be any questions, please contact us at eventsinfo@skatecanada.ca.

Sincerely,
Terry Sheahan

Senior Director, Events and Production Services

General Information

Competition Rink

Waterloo Memorial Recreation Complex
101 Father David Bauer Drive
Waterloo, ON
N2L 0B4
[Website](#)

Practice Rink

RIM Park
2001 University Avenue East
Waterloo, ON
N2K 4K4
[Website](#)

Rink dimensions:		
Competition Rink	Waterloo Memorial Recreation Complex	60 m x 30 m
Practice Rink	RIM Park	60 m x 30 m

Accommodations

Officials, Data Specialists, Event Technicians, Organizing Committee (OC)

Accommodations for Officials, Data Specialists, Event Technicians and OC will be booked by Skate Canada for the 2024 Novice Canadian Championships & Skate Canada Cup.

Sections book through HTG Sports: Singles, Pairs, and Ice Dance

Accommodations for Sections (Skaters, Coaches, Team Members) will be booked through Hudson Travel Group (HTG) for the 2024 Novice Canadian Championships & Skate Canada Cup. HTG will work with each Section's accommodations contact to discuss preliminary requirements, allocate hotels, and book all required rooms. The deadline for Sections is **February 9, 2024**.

Synchronized Skating Teams book through HTG Sport: Link

Synchronized skating teams that compete at the 2024 Novice Canadian Championships & Skate Canada Cup are required to book their hotel rooms through Skate Canada's housing provider, HTG, in order to compete in the event. This applies to all teams that choose to stay in a hotel.

Please use [this link](#) to register your synchro team with your email address. Once you have submitted that you will receive an email with direct access to all host hotel information and rates and will be able to complete your booking at one of the host hotels. The deadline for Synchronized Skating Teams is **January 8, 2024**.

HTG Sports

Carrie Lynn Bonavia - clbonavia@htgsports.com

Questions? Please email us at eventsinfo@skatecanada.ca.

Section Accommodation Contacts

<p>BRITISH COLUMBIA/ YUKON SECTION Danielle Williams Tel: 604.205.6960 danielle@skatinginbc.com</p>	<p>ALBERTA/NWT/NUNAVUT SECTION Lisa Bonderove Tel: 780.415.0596 lisa@skateabnwtun.ca</p>	<p>SASKATCHEWAN SECTION Danielle Shaw Tel: 306.780.9245 execdirector@skatesask.com</p>
<p>MANITOBA SECTION Rosalyn Bauer Tel: 204.471.8808 skate.admin@sportmanitoba.ca</p>	<p>ONTARIO SECTION Jarret Melanson Tel: 905.212.9991 x118 jmelanson@skateontario.org</p>	<p>QUEBEC SECTION Karine Germain Tel: 514.252.3073 ext.3473 kgermain@patinage.qc.ca</p>
<p>NEW BRUNSWICK SECTION Lise Auffrey-Arsenault Tel: 506.855.1751 lise.auffreyarsenault@skatenb.org</p>	<p>NOVA SCOTIA SECTION Jill Knowles Tel: 902.223.3558 skatecanadans@sportnovascotia.ca</p>	<p>PRINCE EDWARD ISLAND SECTION Dingding Liu skatecanadapei@gmail.com</p>
	<p>NEWFOUNDLAND/LABRADOR SECTION Lori Brett Tel: 709.576.0509 skating@sportnl.ca</p>	

Submission of Entries Individual Skater, Synchronized Skating Teams, and Additional Accredited Individuals

Qualifications of entries

All entries must qualify per detail in [Skate Canada Competitions Rule – 9.1 Selection of Entries from Skate Canada Challenge](#) or [10.3 Selection of Entries from Regional Synchronized Skating Championships](#) or [13 Byes](#).

Submission of Entries – Singles/Pair/Ice Dance

Entries must be submitted via email by each Section within 48 hours of the completion of Skate Canada Challenge – Pre-Novice/Novice. **The deadline is – February 7, 2024, Midnight EST.**

Submission of Entries – Synchronized Skating

Entries must be submitted by each Section using the template provided by Skate Canada by **February 7, 2024, Midnight EST.**

Team Managers must complete their Team Registration Forms by **February 7, 2024, Midnight EST.**

Only those skaters whose names are listed on the Team Registration Form for the Regional Championships will be allowed to compete in the Skate Canada Synchronized Skating Championships. No substitution or addition shall be allowed.

Individual Skater Registration – Athlete Confirmation Form

Skaters have until **February 9, 2024, Midnight EST** to complete their [Athlete Confirmation Form](#).

Photos WILL be required for accreditations.

Music Requirements

- ◆ All skaters/teams must submit music online as part of the registration process.
- ◆ Music will only be accepted electronically via MP3 format. **Do not begin the registration process until you have your music file ready to upload**

Planned Program Content

For Singles, Pairs, and Ice Dance, any changes to planned program content since they were submitted at the 2023-2024 Skate Canada Challenge – Pre-Novice/Novice can be made no later than **February 9, 2024**.

Synchronized Skating Team Managers will need to submit the Planned Program as part of the Team Registration.

Please be reminded that in the case of a pair or ice dance team, only one team member needs to complete the Planned Program. This is done by submitting a new planned program at the link below:

<https://registration.skatecanada.ca/>

Entry Fees

All skaters shall pay the following entry fees:

- ◆ **Singles inclusive: \$375 per entry**
- ◆ **Pair/Ice Dance inclusive: \$550 per entry**
- ◆ **Synchro inclusive: \$400 (team fee) + \$50 per skater**

Each section is responsible for collecting the fees from its skaters/teams and remitting these fees to Skate Canada.

Refunds for medical withdrawals will be processed after the event only when given proper notification and a copy of a medical certificate, which must be received no later than **10 days** following the conclusion of the event. For Synchronized Skating, refunds will only be considered for teams withdrawing from the event. There will be no refunds for individual skater withdrawals.

Please note: If a skater withdraws on-site and there is no time to activate the alternate, the skater **will not** receive a refund.

Payment of Entry fees to Skate Canada: Entry fees will be paid post-event. Sections will be sent a single invoice, no later than March 15, 2024. The invoice will include any Withdrawal refunds.

Coaches

Only registered Skate Canada Coaches In-Good Standing with the required NCCP Provincial Coach certification status as per the [Coach Accreditation Policy](#) will obtain a “Coach” accreditation for this event. Only accredited coaches at this event will be permitted to coach athletes.

Non-resident coaches are required to have a valid screening done from their country of residence and must email this information to Skate Canada at least two weeks prior to the event by emailing eventsinfo@skatecanada.ca. A valid screening is required to obtain accreditation privileges at all Skate Canada qualifying events.

Please note: coaches must have an in-good standing status throughout the entire event to obtain an accreditation tag.

Maximum Number of Individuals with Accreditation Associated with a Competition Entry Registration

Singles, Pairs, and Ice Dance: Each competition entry may only have two accredited individuals for this event. These two individuals may be two coaches or one coach and one integrated support team personnel (IST).

Synchronized Skating: Three individuals may be accredited per team and can include coaches, team managers, and IST. A maximum of two coaches can be included as part of the three accredited individuals.

The names of the individuals requiring accreditation must be included in the competition registration process. Late applications may not be accepted.

Additional Accredited Individuals

Sections may request accreditation for the following individuals:

- ◆ Section Team Leaders
- ◆ Synchro Team Managers
- ◆ Section Chairs
- ◆ Section Executive Directors or relevant management position
- ◆ Section Technical Directors
- ◆ Integrated Support Team (IST) individuals

Section Team Leaders

Each Section is responsible for submitting to Skate Canada at eventsinfo@skatecanada.ca its list of section team leaders no later than 48 hours following the completion of 2023-2024 Skate Canada Challenge – Pre-Novice/Novice. **The deadline is – February 7, 2024, Midnight EST.**

The number of section team leaders permitted is as follows:

- ◆ Two Section Team Leaders per Section for up to ten entries can be accredited.
- ◆ One additional Section Team Leader for every additional five entries can be accredited.
- ◆ Individuals accredited as a Section Team Leader who are not executing the role of a coach for any competitors are not subject to the requirements as outlined in the Coach Accreditation Policy.
- ◆ Requests for additional Section Team Leaders will be considered on an event-by-event basis.
 - ◆ The request must be submitted to eventsinfo@skatecanada.ca as part of the Section Team Leaders and Others Entry List.
 - ◆ The request must contain specific rationale as to why the additional Team Leader(s) is (are) necessary.
 - ◆ Late requests may not be accepted.

Synchro Team Managers

Each Section is responsible for submitting to Skate Canada at eventsinfo@skatecanada.ca its list of synchro team managers no later than 48 hours following the completion of 2023-2024 Skate Canada Challenge – Pre-Novice/Novice. **The deadline is – February 7, 2024, Midnight EST.**

Individuals accredited as Synchro Team Managers who are also Skate Canada Coaches are subject to the requirements as outlined in the Coach Accreditation Policy. Exemptions may be considered on a case-by-case basis.

Section Chairs, Section Executive Directors, and Section Technical Directors

Each Section is responsible for submitting to Skate Canada at eventsinfo@skatecanada.ca its Section Team Leader and Others Entry List no later than 48 hours following the completion of 2023-2024 Skate Canada Challenge – Pre-Novice/Novice. **The deadline is – February 7, 2024, Midnight EST.**

Integrated Support Team (IST)

IST are defined as athlete development experts that support coaches, athletes, and teams in areas of sport sciences and sport medicine, and who have one of the following professional designations:

- Medical Doctor
- Physiotherapist (Member of the Canadian Physiotherapy Association (CPA))
- Athletic Therapist (Certified by the CATA)
- Sport Psychologist (Must be licensed by and in good standing with their provincial governing body; and/or a member in good standing of the Canadian Sport Psychology Association)
- Registered dietitian
- Strength and Conditioning Coach (NSCA-CSCS)

Each Section is responsible for submitting to Skate Canada at eventsinfo@skatecanada.ca no later than 48 hours following the completion of 2023-2024 Skate Canada Challenge – Pre-Novice/Novice. **The deadline is – February 7, 2024, Midnight, EST**

Accredited Access

Only accredited individuals will have access to the venue. The areas and services accredited individuals have access to while in the venue will be listed on the accreditations and dictated by schedule.

Rinkside Access

Note: Area availability is determined by event set-up and is subject to change.

All disciplines:

- ◆ Only individuals with a coach accreditation, per the Coach Accreditation Policy, will be permitted to coach athletes.
- ◆ Only two people will be allowed at the boards as determined by the skater/team (e.g. one Coach and one Section Team Leader or two Coaches).
- ◆ A third individual may be in the Skater On and Skater Off area (e.g. Section Team Leader or Synchro Team Manager).

Synchronized Skating Only:

- ◆ A Section Team Leader may be a fourth individual in the Skater On or Skater Off area, if the other three positions are filled by team coaches and managers.
- ◆ One alternate (skater) will stand at Skater On. The other alternates must stand near the Skater Off area (Kiss & Cry).
- ◆ All alternates should be dressed in costume.

Status Verification

- ◆ The Section is responsible for verifying that all coaches they register for the event meet the requirements as outlined in the Coach Accreditation Policy.
- ◆ If a Section registers a coach that does not meet the requirements as outlined in the Coach Accreditation Policy, a penalty may be applied.

- ◆ The Section is responsible for verifying that all other individuals for which accreditation is requested are registered for the event and are Skate Canada registrants in good standing for the current season, an eligible IST individual, or a current Skate Canada Section employee.
- ◆ If a Section registers an individual that is not a Skate Canada registrant in good standing for the current season, a current Skate Canada Section employee, or an eligible IST, a penalty may be applied.

Compliance and Penalty

- ◆ The Technical Representative or Skate Canada Technical Liaison for an event has the authority to manage access to the Skater On and Skater Off/Kiss & Cry areas and may limit the number of people at the boards or in the Skater On/Skater Off/Kiss & Cry areas if they feel skater performance or safety is being compromised.
- ◆ Skate Canada has the authority to suspend an individual's accreditation privileges at a Skate Canada event should an accredited individual violate the Skate Canada Accreditation Procedures.
- ◆ If an individual's accreditation is suspended, their accreditation tag will be removed. That individual would be required to obtain event tickets should they want to watch the competition/event.
- ◆ Skate Canada has the authority to apply additional sanctions post event, pending an investigation of the incident or actions that resulted in an individual's accreditation being suspended.

Event Registration On-Site

On-site event registration will take place at the Waterloo Memorial Recreation Complex, starting on **Wednesday, February 21, 2024**. The detailed hours for registration will be included in the Event Information Package and will be posted on the [Skate Canada Notice Board](#) as soon as it is available.

Skaters/Teams

Competitors must register for the competition before their official practice session immediately prior to the first portion of their event.

Music

Standard Music Specifications

All music used must be in the public domain or covered by the performing rights societies.

Competitors who have music composed specifically for their programs either wholly or in part, are responsible for obtaining a written release from the composer for the use of such music on radio and/or television or appropriate clearance from the performing rights societies.

Music Requirements

- ◆ Competitors must have their back-up file – either USB flash drive – **at the boards during official practice and/or competition.**
- ◆ Alternate electronic items such as iPhones, tablets, CDs, mp3 players etc. will not be accepted for playing music.

Music/Practice Rotations

Music/practice rotations will be available on the [Skate Canada Notice Board](#) and the Skate Canada Sportivity Event App. Any special requirements should be communicated to Skate Canada (eventsinfo@skatecanada.ca) no later than **February 7, 2024**. Requests received after the deadline will not be accommodated.

Practice

Singles, Pairs, and Ice Dance

Practice groups prior to the first segment will be based on the draw and the warm-up group of the skater or team, with practice groupings following the first segment based on the draw of the second segment. Music will be played on all practices. On practices prior to the first segment and where music will be played, athletes and teams will be given the choice of music (Short/Pattern or Free). Practice groups and music rotations will be posted to the [Skate Canada Notice board](#) and will be available on the Skate Canada Sportity Event App.

Synchronized Skating

All teams will have regularly scheduled official practice times throughout the competition schedule. At the official practices on the day of the Free Program #1 and Free Program #2, the music of the team will be played twice, each time without interruption.

Category/Segment	Practice Time	1 st program music played at:	2 nd program music played at:
Novice & Gold (Intermediate)	11 minutes	1 min 30 seconds	6 min 30 seconds
Open	12 minutes	1 min 30 seconds	7 min

Off-Ice Warm-Up: Synchronized Skating

Guidelines for team warm-up time will be developed as part of the dressing room schedule and will be distributed to teams through the Skate Canada Notice Board.

Problems During a Performance: Synchronized Skating

The Ice Level Referee may ask a team alternate to go onto the ice during a performance, to retrieve any objects that have dropped onto the ice (hair accessories, etc.) so that a performance does not have to be interrupted and so that there is no danger to the skaters. To this end, it is requested that each team, where possible, have an alternate dressed in skates on and skate guards off available at the entrance area during the team's performance.

Draw for Starting Order for the First Segment of an Event

The starting order for the first segment shall be randomly drawn by lot. All Start Orders will be posted on the [Skate Canada website](#) and the Skate Canada Sportity Event App.

Draw for Starting Order for Subsequent Segments of an Event

Competitors will be assigned to skate the subsequent segment per detail in Skate Canada [Rule Competitions 3.2 Draws, Reverse Order](#).

Athlete Warm-Up Introductions: Singles, Pairs, and Ice Dance

To assist athletes as they prepare for the next level of competition, and to enhance the fan experience, all warm-ups at the 2024 Novice Canadian Championships will have an athlete introduction, similar to ISU events.

Choreographer Authorization

In accordance with ISU Rule 131, choreography presented and used by the competitor must be fully cleared and authorized for public use and television broadcast and rebroadcast throughout the world without further clearances or payments of any kind being required on the part of the ISU, Skate Canada or the relevant television networks or broadcasters. A choreographer clearance is included as part of the online entry.

Competition Schedule

The tentative competition schedule will be on the [Skate Canada website](#). As soon as it is available, the most up-to-date version of the competition schedule will be posted on the Skate Canada website and Skate Canada Sportivity Event App. In the development of the event schedule, conflicts and double entries must be considered, which may lead to schedule changes following the 2023-2024 Skate Canada Challenge – Pre-Novice/Novice. Every effort will be made to minimize changes to the schedule.

Ceremonies

Victory Ceremonies will take place on-ice. Medals will be presented to the top three finishers in each event. Medalists must be dressed in costumes and skates. The times for Victory Ceremonies will be listed on the competition schedule.

For synchronized skating, medals will be presented or available to the skaters including alternates, that are registered and included on the Team's Official Registration Form. Only those team members in properly tied skates will be allowed on the ice to accept their award. No shoes or crutches will be allowed on the ice surface.

Services

Skate Canada Sportity Event App

An iPhone and Android compatible app will be available for direct participants at this Event. Information on how to download and gain access to items specific to this event will be provided in the Event Information Package.

Doping Control

It is possible that the Canadian Centre for Ethics in Sport (CCES) representatives may do post competition or random testing as part of their regular testing protocols.

Medical

Medical services for athletes competing at the 2024 Novice Canadian Championships & Skate Canada Cup will include emergency coverage only during all practices and competitions. For information about other medical services available, athletes can contact the medical room at the arena.

Transportation

Airport Transfers

Airport transfers to and from the airport will be provided for working officials and event technicians only.

Teams (skaters, coaches, section team leaders, etc.) are responsible for their own transportation to and from the airport upon arrival and departure.

Event Shuttle for Accredited Persons

Transportation will be provided for all officials, Section Team Leaders, singles, pairs, and ice dance skaters, and their accredited coaches between the official hotels and the competition and practice rinks. The shuttle will begin on Wednesday, February 21, 2024, and run through to Sunday, February 25, 2024.

Synchronized Skating Teams will be responsible for their own transportation to/from the competition and practice rinks.

Accidents/Liability

Skate Canada and the volunteer team undertake no responsibility for damages or injuries suffered by skaters or other accredited persons. As a condition of and in consideration of their entries in the 2024 Novice Canadian Championships & Skate Canada Cup, all competitors and their parents or guardians shall be deemed to agree to assume all risks or injuries to the competitor's person and property resulting from, or caused by or connected with, the conduct and management of the competition and to release any and all claims they may have against the officials, Skate Canada, the volunteer team and against their officers and their entries shall be accepted only on these conditions.

Rules and other References

Technical information related to the disciplines and categories held during this event are included in the following Skate Canada Rules and Technical Documents:

[Competition Program Requirements – Podium Pathway](#)

[Scoring of Skate Canada Competitions](#)

[Scale of Values \(SOV\) Tables](#)

[Technical Requirements Guide – Singles](#)

[Technical Requirements Guide – Pairs](#)

[Technical Requirements Guide – Ice Dance](#)

[Technical Requirements Guide – Synchronized Skating](#)