



the National Showcase Competition Group
with the Fort Collins Figure Skating Club

Handbook



www.epicProductionFoCo.org

Updated January, 2022

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Quick Overview	
Rehearsals:	Held at EPIC rink weekly from Jan – May and 3x per week June – July; additional as needed.
Competition:	Held Wed. – Sun. the 1 st week of August. See usfsa.org for details.
Program Fees:	Paid monthly Jan – July. Covers costumes, props, coaching, ice time, event registration, and event photos/videos.
Costumes/ Props:	Designed and built by the group & volunteers
Volunteer:	Logistics, props/scenery, costumes, travel, fundraising, etc.
Solo/Duet:	Optional. Must be Prelim or above and earn 4 th place or better in a USFS artistic event within the year
Other:	Mini ensembles may also compete locally such as at FoCo Classic and CSI

I. WHAT IS THE NATIONAL SHOWCASE COMPETITION?

Overview

The National Showcase Competition is an annual non-qualifying competition held by U.S. Figure Skating that fuses artistic creativity with skating for single skaters, duets, ensembles of 4 – 8 and production numbers of 9 – 30 skaters of all levels, from no-test to adult.

The competition is 5 exciting days during the first week of August. Practice ice and rehearsals at competitions can be as late as 11 p.m. and as early as 6:00 a.m.



EPIC Productions' *Shrek! The Musical* at Showcase 2017

Most showcase numbers are 2–5.5 minute programs with music from popular Broadway or movie musicals, such as *Hamilton*, *Lion King*, *Moana*, *Diary of a Nerd*, *Chicago*, and *Monsters, Inc.*

Showcase is judged on a 6.0 system, assessing skating skills (25%), performance & projection (35%); and artistic appeal with innovation & creativity (40%). See USFS National Showcase Guidelines for details. To qualify for events, skaters must place in the top four at the specific showcase event they are entering in previous year (including National Showcase) and be free skate level Preliminary or above. **All participants must qualify in at least one singles event June 1 – June 1 in the previous year by placing in a showcase solo event in order to qualify for skating in ensemble events.**

Showcase is a big deal!

In 2017, 541 individual skaters and 111 teams from across the country competed in nearly 837 events at the competition. Some rinks focus only on this theatrical style of skating, auditioning in the fall and rehearsing all year for this competition. For that reason, the competition is fierce. Don't expect an easy win here!

A different style of competition

The style of showcase skates is different than the Light or Dramatic Entertainment programs FCFSC skaters might be used to. Numbers for this competition often include spoken dialog and skaters frequently address the judges directly. There are very few high level jumps or spins used, as they don't improve skater scores directly. Instead, the focus is on excellent interpretation of the music. In groups, synchronization is key!

Evoking emotion in the audience is the most important factor in the Showcase competition.

No credit is given to jump difficulty, and a beautiful skate with no clear character or story will likely place lower than a simpler program with terrific characters acted out well on the ice. Originality, humor, and above all, expressiveness are important for this competition. Vital to many events are acting, costumes, props, and scenery, and the most successful competitors evoke emotion in the judges.

Want to see more? Take a look at EPIC Productions videos on our website! www.epicproductionsfoco.org

See Appendix A for USFS Technical Details, including judging criteria

II. EPIC PRODUCTIONS – THE FCFSC NATIONAL SHOWCASE GROUP

Overview

The FCFSC’s EPIC Productions was founded in 2017 as a competitive program to enhance the artistic and theatrical opportunities for FCFSC skaters and to take advantage of the incredible talent and experience the FCFSC coaches have in theatrical and artistic performance. EPIC Productions brings together skaters of all levels to compete against groups from across the country with a large production number and several smaller mini-ensembles. EPIC Production skaters have medaled on the podium in their large and mini ensembles, and individual skaters have medaled in first and final rounds.

It’s all about teamwork!

EPIC Productions offers skaters the rare opportunity to compete as a team!

To do so, EPIC Productions holds works with 15 – 30 competitive skaters of Pre-Preliminary level and above from mid-January through July. After casting calls held in December, our coaches and choreographers develop original ensemble numbers and the team builds costumes, props, and scenery that emphasize artistic interpretation and theatricality. Qualified skaters (*preliminary and above, placed top 4 in a USFS competition with an artistic or interpretive program in the previous 12 months*) also compete with solos, duets, or trios.

A certified FCFSC coach serves as the Director, who oversees the program with the support of 2 to 3 certified coaches. Senior-level skaters provide support as managers, designers, and more. Coaches travel with the group to the competition each year to oversee practice and events.

Parents and skaters interested in leadership roles participate in monthly meetings to coordinate logistics, develop costume and prop ideas, and organize events such as fundraising activities.

To sign up for EPIC Productions’ National Showcase group, fill out the registration form and pay your deposit. Prepare for casting calls in December where you will skate with the group to demonstrate your skating skills, technical abilities, and theatricality as directed by the coaches. No solo program is needed for the casting call.

All skaters, new and returning, must fill out the casting call registration form.

You must register each year for the group. We hold informational meetings at EPIC to answer any questions.

Competition Events

EPIC Productions generally develops one large group number that includes all skaters, and 3 to 4 mini-ensemble numbers with 4 to 8 skaters each. USFS does not permit skaters to be in more than one mini-ensemble. You can opt out of the mini-ensemble if desired, although program fees will not be adjusted. ***Team members support each other by attending group and individual/duet events, so competition days are exciting but long!***

Competition Registration

The FCFSC Showcase group registers your skater for the large group production and the mini-ensembles. Registration fees and processing fees are already included in your program fee.

If you are not registering for a singles/duet/trio event, you do NOT need to register for the competition yourself.

Registering for a Singles, Duet, or Trio Event

Solo, duet, and duet programs are **not** part of the FCFSC Showcase group program described in this manual, but skaters are encouraged to bring their programs to this competition! Only skaters with free skate test level Preliminary and above, who ranked top 4 in a qualifying competition on a showcase event the year leading up to the competition (6/1 – 6/1) may compete in any national showcase events. *Qualification must occur in the Emotional (formerly Dramatic) Performance, Choreographic Artistry, Lyrical Pop, Character Performance, Comedic Impressions categories. Skaters must qualify in each solo event they intend to enter at Showcase Nationals. Skaters do not need to qualify based on event level. Once qualified, the skater(s) may then compete in elective events (duets, interpretive, ensemble). The deadline to satisfy test pre-requisites, competition qualification, and entry is June 1.*

The Director and attending coach of EPIC Productions would be honored to oversee your skater's practice, warm-up, and event at the competition and put him or her onto the ice for the practice and event. Or, your coach can accompany you to the competition. **Standard coaching fees apply for solo/duet/trio events, and are not included in EPIC Production dues.**

Skaters who do not need a coach to put them on the ice (e.g., older skaters, those with another coach attending) will not be charged separate coaching fees, but you **must still put the Director as your main coach during registration** to ensure all skaters' full schedules are accounted for during the complex competition scheduling process.

To compete in a solo/duet event:

- Register your skater **independently** using the EntryEeze system (opens in May). The deadline for registration is usually mid-July.
- Indicate Marianne Strobel as your coach (*standard coaching fees apply, and are not included in program fees*)
- Write a 30 word (400 character) program description
- Pay the registration fee (about \$200 for 1 event + 1 practice ice)
- Integrate props, costume elements, and/or scenery to enhance your program

For solo/duet/trio events, indicate the Director as your coach

Marianne Strobel –
USFS#: 883942
mkstrobel@hotmail.com
970-214-5967

Check www.usfsa.org for links to the current registration system.

Unlike standard competitions, National Showcase registration requires a program description. Before you register, create a short description of the event. This should be the introduction to your skater's number (see Appendix B for examples).

Competition Experiences

The National Showcase competition is intense, busy, and long! It lasts 5 days, usually from Wednesday through Sunday, from early in the morning to 11:00 at night. Skaters spend a lot of time in practices and watching other skaters, and so even when your own practices aren't late, you might be at the rink well after dinner time.

For each ensemble, skaters will have an on-ice practice ice, usually with full costumes, props, and lighting. Two to three off-ice rehearsals are also scheduled for the large ensemble and each mini-ensemble number.

About 75% of EPIC Productions skaters compete in an individual or duet event as well as their two ensemble events. For each individual event except interpretive, skaters usually sign up for a practice ice and a type of practice called "spotlight warmup," which is a solo practice with spotlights as they are used during competition. These scheduled any time during the competition week and are *strongly* encouraged, as they are often skaters' only opportunity to practice a program with the lighting used for the event. This means that for each individual event, skaters are on the ice three times (practice, spotlight, event). As a result, many skaters have 10 to 15 on-ice and four to five off-ice obligations during the five days of competition!

EPIC Productions also plans a team dinner to give everyone a chance to socialize, and we try to have all skaters stay at the same hotel to facilitate transportation and other logistics.

We also aim for as many skaters as possible to watch solo and duet events other skaters perform, and all skaters are required to watch the EPIC Productions minis they do not perform.

The coaches who attend the competition are working from early morning to late at night every day, and so skaters and parents often help coordinate, solve problems, help with costumes, etc. For example, group of parents is in charge of assembling the scenery, and others oversee team dinner coordination.

III. MEMBERSHIP & EXPECTATIONS

Being on a team involves a personal commitment to your coach and teammates. Coaches and team members depend on each other to create a quality program and an enjoyable season. This section details the rules that are intended to help us work together in supportive, positive, and productive ways, fulfilling our obligations to each other.

Membership

Membership in EPIC Productions means being a registered skater in good standing with USFSA, FCFSC, and the City of Fort Collins. Membership begins at the time of registration and extends to two weeks after the National Showcase Competition (held the first week of August).

As EPIC Productions is a team sport, skaters are expected to honor their commitment through the entire season. Skaters may not “drop in and out” of the team during the year.

Skaters must be members in good standing with the United States Figure Skating Association (USFSA), Fort Collins Figure Skating Club and/or with the City of Fort Collins, CO, a municipal corporation.

All team members must register each year by signing and submitting the required forms and agreements. The first installment of the fee (or full fee), the non-refundable deposit, and the signed agreement forms must be turned in by the due date to insure your skater's position on the team.

Membership in the program requires attendance at the USFS National Showcase Competition, which usually involves travel out of state. Participation in the program may also include performances at local competitions or events, such as Fort Collins Classic or an EPIC Production’s number in the Spring Spectacular ice show (participation in other Spring Spectacular numbers is not required). See below for information about policies around issues that might require skaters to drop out of the program mid-season.

Team Casting Call & Placement

To place members into roles and ensembles, we hold a group casting call before the season begins. All skaters, including existing team members, are required to participate in the casting call each year. This will be used to place skaters in ensemble groups, assess skills for choreography, and identify skating style. Placements are based on skating level, skill, age, size, and the number of skaters.

Registration for EPIC Productions is required for skating in the casting call, but the deposit and dues are not due until the month rehearsals begin (usually February).

The casting call is conducted in groups of skaters, organized by level. It lasts about 30 minutes for each group. Casting call groups will consist of skaters on the ice together directed by the coaches to demonstrate jumps, spins, skating tricks, and overall skating skills (moves, edges, step sequences, etc.). Skaters will learn choreography and off-ice warm-ups.

The coaches will be looking for entertainment quality and theatricality, technical skill, and skating skills.

EPIC Productions aims to create challenge and excitement for our skaters, and those who participate year after year will see their roles grow as their skating grows. Usually, skaters will not be able to change roles or ensembles once the season begins, with the exception of re-casting that may be necessary if other skaters leave the program. **Skaters who quit for personal reasons (not including injury/illness) after roles and ensembles have been announced may not be eligible for participation in the program the following year.**

Expectations

Coaches The coaches' main duty is to coach the team. They will be certified with USFS and have completed SafeSport certification, a background check, and any other official requirements for coaching privileges at EPIC rink and with USFSA. Coaches are responsible for the selection of casting, program membership, costumes, music, choreography, and which competitions will be attended during the season. Coaches will schedule meetings with team members and parents as needed to keep communication channels open. **Skaters are welcome and encouraged to approach the coaches with any problem at any time.**

Parents should expect the coaches to discipline their child on ice, if needed; it will be firm, but fair. Coaches are expected to inspire and motivate the teams, to be dedicated and enthusiastic and to stay progressive in their team skating techniques and routines. Coaches will have high moral character and set a good example for the team members. Swearing or offensive language is not acceptable. Coaches will look and behave in a professional manner.

Skaters Skaters are expected to maintain good attitudes, sportsmanship, attendance, and punctuality. They are expected to give 100% effort at all practices, competitions, and team functions. Each skater is expected to work toward the good of the team, which sometimes means having to sacrifice individual desires or preferences. Skaters on the teams must be supportive of each other both on and off the ice. Skaters are expected to skate the elements, roles, and ensembles they are assigned in the costumes determined by the coaches.

Skaters are expected to maintain good skating habits: sharpened skates (every 4 – 6 weeks); clean, neat, and appropriate practice attire, costumes, and hair; healthy habits in eating and hydration.

Skaters over 18 must complete the free SafeSport training to become certified with USFSA.

All skaters, regardless of age, are expected to abide by SafeSport rules and policies.

Parents Parents are expected to volunteer time for the EPIC Production Parent Committees and fulfill their obligation for any position they accept. Parents are prepared to travel and to pay their dues/bills the first of each month in a timely manner. They are expected to support the coaches' decisions and to support all team members. They should be dependable and consistent about getting their child to the rink on time and prepared to team skate in regard to hair style, practice attire, skates, etc. for all practices.

Parents who plan to interact with skaters at competitions, especially in setting up props or scenery, are expected to be certified with USFSA in their SafeSport program. This is a free online training for all USFSA

members, including for parents of skaters as part of their co-membership. This can be accessed through the USFS Event Management site (usfsaonline.org, used for registration for Regionals and other competitions). See the USFS website for the SafeSport rules and policies.

Code of Conduct

EPIC Productions seeks to foster and support sportsmanship, good attitudes, and responsible participation in the program. The following conduct is expected by all EPIC Productions team members, and all skaters must sign the Code of Conduct form (provided in the appendices).

We must leave a good impression wherever we go as a team. We see ourselves as representatives of the FCFSC and of the City of Fort Collins and we conduct ourselves with good manners, kindness, and common courtesy.

- Skaters over 18 must complete the free SafeSport training to become certified with USFSA.
- All skaters, regardless of age, are expected to abide by SafeSport rules and policies.
- Be on time for all on and off ice practices. Attendance and punctuality are the most important factors in the success of a team.
- Skaters are expected to be present at all practices, both on-ice and off-ice, 15 minutes before practice begins.
- Be on the ice and ready to practice:
 - Hair secured away from the face and shoulders
 - Dressed in approved practice attire
 - No gum, candy, or food
 - No jewelry
 - No electronic devices during any EPIC Productions activity
- Be attentive and listen to the coaches and captains.
- Refrain from free skating during practices.
- Actively participate in teambuilding and fundraising activities.
- Be a positive team member. Maintain a positive attitude.
- Communicate with tact and diplomacy to fellow skaters, parents, coaches, and other officials on- and off-line.
- Respect team members, managers, parents and coaches and treat them with dignity in person and online. Rude or disrespectful behavior to coaches, parents or other skaters will not be tolerated and could result in removal from the team.
- Each skater must respect the rights, privileges, and property of others.
- The following will not be tolerated: Alcohol or illegal drugs, violent, aggressive, or abusive behavior, inappropriate (harassment, etc.) sexual behavior.

IV. REHEARSALS & ATTENDANCE

Rehearsals for EPIC Productions are held at EPIC ice rink at times and days announced each month. We will also hold informational meetings to answer any questions skaters or parents might have.

Rehearsals

Most rehearsals during the school year will be held on weekends, and generally in early mornings during the week in the summer months.. We strongly encourage skaters to coordinate with other EPIC Productions group members to carpool – it will save you time, fuel, and effort! **See the group website for the current schedule:**

<http://www.EPICproductionsFoCo.org/schedule/>.

- **Mid-February through May** – a 90-120 minute rehearsal each week; additional mini-ensemble rehearsals as needed
- **June & July** – 4 rehearsals each week: two 60-minute large production + one 60-minute for minis + one 60 minute off-ice rehearsals

**All skaters are required to attend all rehearsals.
If you must miss a rehearsal, please
inform the Director 24 hours in advance.**

Rehearsal schedules will be posted by the start of each month in the team Slack (see section VI.). Last minute changes are possible, so please check Slack regularly for the most current information.

**Skaters must come to rehearsals warmed up with
skates on to be on the ice at the start time indicated.**

Depending on progress, some mini-ensembles may hold separate rehearsals in coordination with skater/parent schedules. If this is the case, those mini-groups may not be required to attend a weekly or bi-weekly rehearsal. However, **in some cases it may be necessary to hold an additional rehearsal for a group**. Check Slack regularly for updated schedules.

EPIC Productions will *not* provide rehearsal time for solo or duet events. Please work independently with your coach if you plan to add these to your Showcase competition experience.

Attendance

The commitment for EPIC Productions is substantial, and extends more than 7 months. Attendance at all practices and competitions is mandatory for all skaters including injured skaters.

We understand that illness and injuries happen, and that families schedule spring and summer vacations, resulting in missed rehearsals. Please let the Director know about any scheduling conflicts as soon as possible. We will ask you to fill out a planned absences (vacations, etc.) sheet once rehearsals begin so that these can be accommodated.

Please do not schedule regular lessons, work, or other obligations during summer rehearsals hours. Specific times for summer rehearsals will be announced in January, and are generally early in the morning; school-year rehearsals are generally on weekends.

If illness, injury, or other issues arise, please make an appointment to discuss with the Director.

Skaters who miss too many rehearsals may not be eligible to stay in the program. Missing too many rehearsals may also make you ineligible for participating in the future. This is because missing too many rehearsals disrupts the group process. Lateness is extremely disruptive to the rehearsal process, and loses us valuable (and expensive) time on the ice together. Four late **on ice** arrivals are counted as 1 absence.

Skaters will fill out a sign-in sheet each rehearsal to ensure credit for their attendance. Late skaters are responsible for filling out the sign-in sheet immediately after rehearsal. **Too many absences will require the skater to schedule a private lesson with an EPIC Production coach at the cost of the skater.**

Allowances for missed rehearsals are:

<u>Dates</u>	<u># of rehearsals</u>	<u>Absences</u>
February – May	~20 rehearsals	6 absences allowed
June – July	~36 rehearsals	8 absences allowed

Vacation, Illness & Injury

If illness, injury, or other issues result in your needing to drop out of the EPIC Productions program for the year, please set up a meeting with the Director as soon as possible to discuss. When skaters already cast in roles leave the program, the coaches must spend considerable time and effort re-choreographic their numbers and other skaters have to learn entirely new patterns. This adds to rehearsal and planning time, including ice time and coaching. For this reason, the **registration deposit is non-refundable after January 30th.**

For any planned absences from practices, performances or team activities, fill out an absentee form. Forms are located on the EPIC Productions website for download. Advance notification if at all possible, should be made via Slack so coaches can adjust lessons plans and other activities.

Skaters who started the program and need to cancel for any reason will receive a partial refund of the current month’s fee, depending on the length of participation, and will not be required to pay dues for future months. **Deposits are not refunded** for skaters who drop out of the program after January 30th. **Previously paid months will not be refunded**, as the fees go towards coaching and ice time used during those months and extra costs are incurred to re-choreograph programs when participant numbers change.

<u>Date in month of cancellation</u>	<u>Refunded proportion of monthly dues</u>
1 st – 7 th	75%
8 th – 14 th	50%
15 th – 21 st	25%
21 st – 30 th	5%

General Calendar and Coordination Meetings

The FCFSC Showcase group holds informational meetings in December and January to explain the program and answer any questions. Additional meetings will be held as needed. A Steering Committee made up of parent and skater volunteers will meet monthly to coordinate efforts and plan tasks, and subcommittees of parents/skaters will meet monthly starting in March to plan costumes, props, scenery, and other logistics.

Note: Dates subject to change

General Calendar

DECEMBER

Sign up deadline;

Informational pre-season meeting for skaters/parents
Casting call auditions mid-December

JANUARY

Informational meeting for registered skaters/parents
Deposit due to EPIC Productions treasurer

FEBRUARY

Fee due February 1 to EPIC Productions treasurer
Rehearsals begin
Meetings: Steering Committee for key parent/skater volunteers

MARCH

Fee due March 1 to EPIC Productions treasurer
Weekly rehearsals - *No rehearsals during Spring break*
Meetings: Steering Committee; Sub-committees (props, costumes, logistics)

APRIL

Fee due April 1 to EPIC Productions treasurer
Weekly rehearsals - *No rehearsals the week of Fort Collins Classic*
Meetings: Steering Committee; Sub-committees (props, costumes, logistics)

MAY

Fee due May 1 to EPIC Productions treasurer
Weekly rehearsals - *No rehearsals during Spring Spectacular tech/performance week*
Meetings: Steering Committee; Sub-committees (props, costumes, logistics)

JUNE

Fee due June 1 to EPIC Productions treasurer
3 rehearsals per week; Weekly off-ice rehearsals
Meetings: All parent/skater meeting; Prop/costume party; Steering Committee; Sub-committees

JULY

Fee due July 1 to EPIC Productions treasurer
3 rehearsals per week; Weekly off-ice rehearsals – *1 rehearsal week of July 4th*
Meetings: Team lake party; Steering Committee; Sub-committees

AUGUST

No fee in August
Travel to competition

V. COSTUMES, PROPS AND SCENERY

Costumes, props and scenery are vital to Showcase programs. These factor significantly into judges rankings, and must be well-designed and appropriate for the music.

Costumes

The FCFSC works with skaters and parents to create high-quality costumes. **Program fees cover costume materials, construction, and/or purchases.** You should not purchase costumes yourself.

Each program will have a unique costume, and all skaters will be in two programs – the large group number and one mini-ensemble. Costumes **remain the property of EPIC Productions**, and we aim to re-use them when possible to help reduce costs.

Skaters will have a different costume for each ensemble they participate in, and many skaters bring an additional costume for any solo or duet numbers they do (but this is not required).

EPIC Productions will provide all ensemble costumes.

Costume costs are part of program fees. All costumes must be approved by the director.

EPIC Productions does their best to minimize cost while ensuring costumes are of high quality. For some numbers it may be possible to re-use costumes from previous shows or experiences, but many costumes are unique.

Skaters are responsible for keeping track of all parts of their own costumes, ensuring they are in good repair, and bringing them to all dress rehearsals. We recommend you store costumes with all pieces together in a garment bag if possible and avoid using it for other purposes until after the competition.

Costumes must be returned to EPIC Productions after the competition.



EPIC Productions' mini-ensemble Finding Nemo

Props & Scenery

Props in National Showcase factor into judges' scores when they help enhance the stories our programs are telling. Props might include things like hula hoops, canes, fans, or hats.

Scenery also counts in judging, and includes objects or backdrops placed on the ice, such as a table, a chair, a small Christmas tree, etc. Many performers create portable backdrops of PVC pipes and painted canvas to generate a setting or mood.



FCFSC created two backdrops for "Up" at the 2017 National Showcase Competition

For each ensemble number, we create a backdrop related to its story. These are light, portable (even for little arms), and collapsible (for transport). The group includes parents with experience building scenery, so we will ensure all items follow USFS guidelines and function well.

**Do you have artistic skills?
Help us design and paint the ensemble backdrops!**

Props and scenery will be kept at EPIC rink or in another centralized location by the program coordinators.

**All props and scenery remain the
property of EPIC Productions.**

We encourage those doing solo and duet events to create and bring props and scenery, too!

USFS Scenery / Props Rules

- Props and scenery must be placed and removed unaided
 - Singles/duets – 30 seconds placement, 30 seconds removal
 - Ensemble groups - 1 minute for set-up, 1 minute for removal
 - No skater may step off the ice until all scenery/props are removed
- Scenery may not exceed 7'6" in height
- No propulsion devices, no projectiles of any kind (cannons, trampolines, etc.)
- No smoke, fire, dry ice, liquids, live animals, feathers, bubble machines
- No remote controlled props
- No mirrors or glass of any kind
- People may not be used as props.
- No feathers or things that can fall to the ice

VI. COMMUNICATION & COORDINATION

EPIC Productions Website

So that skaters, parents, and coaches can coordinate as smoothly as possible, EPIC Productions has developed a website to house information about the program, including rehearsal schedules, costume assignments and instructions, and volunteering and fundraising coordination.



This website has all the information you need to participate in the program, such as cast lists, costume descriptions, travel information, and rehearsal schedules (including a copy of this handbook).

Group Conversation

To coordinate among skaters, parents, and coaches, we use a free chat app, Slack, rather than email. This helps people avoid messages that get lost in the flood of emails we often receive, allows us to create chats for specific topics like costumes, or fundraising, or each mini-ensemble. Slack has a desktop and web-based (browser) version you can use at your computer, and it has an excellent app for your phone.

We find Slack is much better than Facebook or phone texts for discussing ideas and coordinating events. Skaters of any age along with parents are welcome to join.

**Using Slack is required, please! We do NOT use email to update you.
 Some vital information will be posted ONLY in Slack - so join soon.**

How to Set Up Slack

1. Click the invitation link sent in your email, or contact Rosa Martey (rosa.martey@colostate.edu) to receive an emailed link.
2. Click **Join Now**.
3. Enter your full name and optional display name, create a password, then click Next.

Download the mobile app

1. Go to the Play Store (Android) or App Store (Apple) and search for the Slack app to download and install it.
2. Open the Slack app.
3. Tap **Sign in**.
4. Enter your email address. (Slack will send an email)
5. On the same mobile device, locate and open your confirmation email from Slack.
6. Tap **Confirm Email Address** to open the app, or tap **Sign in manually** to enter your Slack URL and password.



Slack 4.5
 Business Communicati
 Slack Technologies, Inc
 #14 in Business
 ★★★★★ 1.3K Ratings
 Free

Download the Slack app from the Play Store or App store on your phone


Using Slack channels

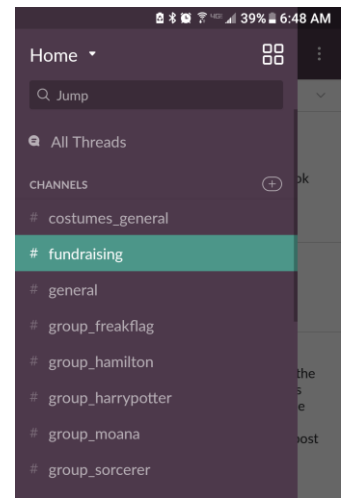
The power of Slack is its channels. They help organize conversations and make it easier to keep track of information.

- On your phone, swipe left to right to view the available channels. (They are listed on the left in the desktop app.)
- Tap the channel name to jump to that conversation to read or add your message.

Messages and Alerts

You can send group messages in a channel, or direct messages to any member of the FCFSC Showcase workspace

- To send a message, type your message at the bottom of the screen. Then Tap the  **paper plane icon** to send.
- **Bold channels** have messages you haven't read yet.
- Bold channels with a **number** by them have unread messages that tag you (either individually or as part of the "@channel" alert)
- Type the at symbol @ to pull up a list of people you can tag in a channel message.
- Type **@channel** (no space) to send an alert to everyone on a channel about your message.
 - Using **@channel** is most useful when you want to send a notification to everyone about your message.
 - When you are actively chatting with someone, you don't need to use the @channel alert. Everyone will see your message whether or not you use the alert.



See the Slack channels by swiping left to right on your phone

**Contact Rosa Martey at
rosa.martey@colostate.edu
to be added to the Slack team
for the EPIC Productions group.**

VII. VOLUNTEERING

We can't run the FCFSC National Showcase Competition program without YOU!

To make EPIC Productions the success it has been, parents and skaters step up to help in all aspects of developing and coordinating the program. Volunteers are the heart of our success every year.

When you sign up for the EPIC Productions program, you'll be asked to indicate which areas of expertise you can contribute to the process. Volunteering is not required for participation, but we desperately need your help and support!

Steering Committee

Our vision for your volunteer participation isn't just sitting in meetings or bringing items to events a few times. Instead, **we are seeking your leadership, vision, and creativity**. A group of 4 – 6 parents will work with the Director and coaches on the Steering Committee in monthly meetings to coordinate skaters, the budget, schedules, and activities.

Volunteer Roles

There are many different roles we've identified in need of your leadership. We're also happy to work with your individual talents in other areas if you see additional ways to contribute!

Fundraising	Design and implement unique fundraising events
Mini-Ensemble Management	Help coordinate schedules, costumes, props, and skaters for a mini-ensemble
Mini-Ensemble Costumes	Lead the coordination and assist in costume design for a mini-ensemble
Large Production Costumes	Lead the coordination and assist in costume design for the large production
Travel logistics	Develop and disseminate travel plans and information such as hotel rates, local restaurants, and flight information to all skaters
Props	Design and build props; coordinate group management of props
Scenery	Design and build scenery; coordinate group scenery management
Communication	Developing and disseminate logistic/announcements to the group
Finances	Tracking and paying expenses, managing income, and reporting financials
Publicity & promotion	Develop and disseminate information about fundraising and other events to the public with photographs, social media, posters, etc.

Are there skills you have that aren't listed? Let us know how you'd like to help!

VIII. COSTS AND FEES

Program Fees

The fees for the EPIC Productions program are due monthly, with a non-refundable deposit due upon registration in December. The fees for EPIC Productions cover **all** costs for the program (except skater/parent travel). You will be billed electronically each month via Stripe.

- Monthly dues are to be paid at the beginning of each program month (February – August).
- A \$10 service fee will be added to your account if you are not paid in full at the end of each month. Returned checks will be charged the appropriate late fee plus any bank fees.
- No refunds of past month dues will be issued to skaters who leave EPIC Productions.

Your fees cover:

- EPIC hourly ice rental
- Approximately 160 hours of on-ice coaching, 40 hours of off-ice coaching, and 70 hours of coaches' planning/meetings
- Two costumes per skater, plus props and scenery for all ensemble numbers
- Competition registration and shareable videos and photos of all ensemble events
- Coach travel, per diem allotment for food, hotel stay, and rental car for the competition
- On- and off-ice coaching at the competition
- Skater team t-shirts, snacks for prop/costume work parties, and other incidentals

You will receive a separate sheet with costs detailed for the current year.

EPIC Productions provides over 70 hours of showcase training for each skater, along with all the materials, coaching, and support needed for the competition!

Reimbursements (if necessary for costumes, scenery, etc.) require you to fill out the FCFSC Reimbursement form (see Appendix) and submit along with receipts to the Financial Manager.

Skaters will be required to pay the team fees in order to maintain their spot and will not be pro-rated or refunded for missing practices. Failure to pay fees in full by the date set may result in being placed on alternate status or removal from the team at the coach's discretion.

Skater Travel Costs

Travel costs for skaters and parents to the competition site are NOT included in the program fee. **Skaters should plan to arrive at the competition site the day BEFORE it begins and stay through the END of the final day.** Much of the practice ice is usually scheduled on the first day, and the last day skaters need to be present to participate in and/or watch the Final Rounds.

Estimated Skater Travel Costs

- National flights vary, but previous costs were around \$350 per person
- Nearby hotels are usually between \$100 and \$175 per night
- Food costs estimated at \$65 - \$74 per day, per person

Travel costs for 1 skater + 1 parent estimated at \$2,000

EPIC Productions tries (but does not require) to coordinate travel so that all skaters stay in the same hotel to facilitate transportation and socializing.

Fundraising

In order to off-set costs, EPIC Productions conducts fundraising activities planned and implemented by parent and skater volunteers. They take place throughout the year.

The more we fundraise, the more successful the program can be! Funds raised will go towards any unexpected costs or additional rehearsals as needed, and may be used for special extras for skaters such as team gear, team dinners, or even for reducing the final fee payment.

Fundraising Management

The FCFSC Showcase group strongly encourages all skaters and parents to assist in fundraising activities. **All skaters are required to participate in at least 1 fundraising activity.**



EPIC Productions 2018 mini ensemble

We need your help to make the National Showcase competition more accessible to all skaters!

Sign up to help fundraise!

We are always in need of innovative, effective ideas for fundraising. Our goal for fundraising is about \$3,000. Fundraising activities like the following can help more skaters participate in this terrific program!

Fundraising Ideas

- Charity silent auctions with donated items from business and individuals
- Sponsorships from local businesses
- Online shopping tools that donate a portion of online purchases
- King Soopers cards that donate a portion of in-store purchases
- Host a trivia night
- Hold a dog-and-car wash – wash dogs and cars for the public
- A talent show/competition
- Vendor booth at Fort Collins Classic and the Spring Spectacular

Fundraising helps cover costs and provide special extras or even a lower final monthly fee!

IX. APPENDICES

A. National Showcase USFS Technical Details

Details about the USFS rules and requirements are summarized below.

For SafeSport rules, see: <https://www.usfsa.org/content/safesport%20handbook.pdf>

For full details about competition policies and regulations, see the USFS Competition Guidelines: <https://www.usfigureskating.org/skate/skating-opportunities/showcase> (also on EP website).

Eligibility

- Group participation requires qualifying by placing in a **solo showcase event** 6/1/ to 6/1/ the previous year
- Skaters must qualify in each solo event they intend to enter at Showcase Nationals.

Events

- *Singles* – Emotional Performance; Choreographic Artistry; Lyrical Pop; Character Performance; Comedic Impressions
- *Interpretive* – Music supplied by the competition for skater interpretation
- *Duets/Trios* – Theatrical performances by any two/three skaters
- *Mini-ensembles* – Theatrical performances by 4 to 8 skaters
- *Production Ensembles* - Theatrical performances by 9 or more skaters

Costumes & Props

- Props, costumes, and scenery encouraged for eligible events and should enhance the feeling created by the performance
- Clothing must be dignified and appropriate; no impression of excessive nudity permitted
- Props/scenery must be set and struck by skaters only within stated time limits.
- Scenery may not exceed 7’6” in height.
- Should enhance the feeling created by the performance and reflect the meaning of the story or theme
- No bobby pins, feathers, hair accessories, or anything else that may fall to the ice

Judging

- Three components – scale of 0.25 – 10.
- Theatrical elements evaluated will include are but not limited to:
 - **Skating Skills (25%)**: quality, glide, acceleration, ice coverage, etc.
 - **Performance & Projection (35%)**: physical, emotional, and artistic involvement; development of a theme; musicality; projecting feeling and musical awareness
 - **Artistic Appeal with Innovation & Creativity (40%)**: memorable, entertaining, audience emotional involvement
- No technical skating marks are awarded.
- Unintended falls, poorly executed skating elements, and obvious losses of control negatively affect marks.
- Performances judged “from an entertainment standpoint, for theatrical and artistic qualities.”
- **Note:** Prolonged pauses to express lyrics are discouraged
- Props, scenery, and costumes contribute significantly to judges’ ranking
- All programs must begin on the ice in view of the audience
- Deductions:
 - Over maximum time (-.25 per 10 sec)
 - Props present but not used (-0.5)

B. Registering for the National Showcase Competition

**To participate in EPIC Productions' group numbers
you do NOT need to register.**

Those who wish to add a solo, duet, or trio number to their competition experience must register independently using the EntryEeze system. See the USDS National Showcase Handbook for event details.

To compete with solo events, skaters must place in the top four in that specific event in local Showcase/entertainment event in a solo and be free skate level Preliminary or higher from 61/ to 6/1 in the previous year (including at the prior National Showcase). Interpretive, duet, trio, and ensemble events require qualifying in a solo event.

Regardless of whether your coach will personally attend the competition, you **must indicate Marianne Strobel as your coach** for the competition. She or the 2nd accompanying competition coach will be happy to put your skater on the ice for this competition (normal coaching fees apply to solo/duet events, and these are *not* included in program fees).

To register you will need:

- The skater's USFS number
- Parent contact information
- Registration fee (about \$200 per event)
- On-Site Coach: Marianne Strobel: USFS#: 883942 | mkstrobel@hotmail.com | 970-214-5967

Unlike standard competitions, National Showcase registration requires a **program description**. Before you register, create a 30 word (400 characters) description of the event. This should be the introduction to your skater's number. For example:

- “Watch her tell her story of magic and love as she skates to the magic of Stravinsky's “The Firebird”
- “This sassy program is performed to the song 'All that Jazz,' the opening song of the 1975 musical Chicago.”
- “Welcome to Preston Idaho where an awkward teen, Napoleon Dynamite, and the new kid, Pedro, launch a campaign for class president. Hope this groove earns your vote.”
- “Swing, slide, and roll to this whimsical jazz number, ‘Philadelphia Chickens,’ written by cartoonist and author Sandra Boynton and sung by Michael and Kevin Bacon.”

C. Season Contract EPIC Productions **Year:** _____

I _____ the parent/guardian and _____ (skater's name) have read all of the guidelines and rules, code of conduct, and financial responsibilities for participating on the EPIC Productions team ("TEAM"). I/We fully understand and will do our best to abide by them.

I will read the Epic Productions Handbook (found on epicproductionsfoco.org) fully before the start of the season.

I will pay monthly dues to pay for competition expenses, ice time coaches' fees, costumes/props, and other items.

Monthly dues cover include all coaching on- and off-ice, competition registration and coach fess, costumes, props, and scenery, video and photographic recordings of the National Showcase Competition, administrative costs, and other miscellaneous costs.

- Registration requires a non-refundable deposit of \$250, due before rehearsals begin, that will be applied to your total balance at the end of the season.
- All payments are due at the beginning of the month, and may be made by credit/debit card (via an online service). (Advance payments are welcome.)
- A \$10 service fee will be added to your account if you are not paid in full at the end of each month.
- Refunds will not be issued for skaters who do not attend practices, choosing not to finish a season, or lack of performance privileges.
- Returned checks will be charged the appropriate late fee plus any bank fees.

Skaters are responsible for purchasing the required team jacket, not covered by program fees. Personal costs NOT covered included consist of: flight to competitions, hotel and transportation for the skaters and parents for out of state competitions, travel to any other competitions or workshops, skater make-up, practice gear (black pants, black shirt), athletic shoes, FCFSC and USFS membership, and any deficiencies in competition expenses not covered by fundraising.

Fundraising conducted during the season will be used to pay for costs as needed such as team t-shirts or additional gear, team social events/dinners, and may be used to reduce skater payments at the end of the season if possible.

EPIC Productions reserves the right to cancel the program in extreme circumstances in consultation with parents/skaters and the FCFSC. In the event of cancelation, unused funds beyond debts owed by the program will be returned to parents/skaters in equal distribution.

I/We hereby agree that the coaches, managers, team committee, and the Fort Collins Figure Skating Club shall not be held responsible for any accident or injury which may occur to my skater at practices, competitions, and/or exhibitions or while engaging in team activities.

I/We expressly understand and agree that neither the City of Fort Collins, Colorado, a municipal corporation, nor any of its officers, agents, volunteers, assistants, or employees shall be held responsible or made the subject of any claim seeking to assess damages or liability for or arising from personal injury or property damage or loss of any other sort to myself or other person in whose behalf this contract is now signed as a result of actuarial or proposed participation in the above-named program, and I hereby agree to indemnify and hold the city of Fort Collins, its officers, agents, volunteers, assistants, or employees harmless on account of any such claim.

If I/We cannot meet these obligations for some reason we submit it to the coaches in writing and will not be able to continue as a Team Member or Skater.

Signature of Skater (all) _____ **Date** _____

Parent signature (if Skater is under 18) _____ **Date** _____

All skaters must have their participation approved by their main coach. The coach must be fully informed of the rehearsal commitment.

Signature of Main Coach _____ **Date** _____

D. EPIC PRODUCTIONS TEAM MEDICAL FORM

Skater's Name _____ Date of Birth _____

Address _____

Parent/Guardian Phone _____ USFS # _____

Alt Phone Number (cell, work, etc.) _____

Alternative emergency contact (if designated parent or guardian cannot be reached)

Name _____ Relationship _____

Home Phone Number _____ Cell _____ Work _____

Physician's Name _____ Phone _____

Dentist/Orthodontist _____ Phone _____

Hospital/Medical Insurance Company _____

Group Number _____ Service Number _____ Contract Number _____

Dental Coverage? Yes ___ No ___ Does health provider require approval before treatment? Yes ___ No ___

Health History and Status

Check all of the following that apply.

- | Chronic Problems: | Allergies: | Diseases: |
|--|--|---|
| <input type="checkbox"/> Ear infections | <input type="checkbox"/> Hay fever | <input type="checkbox"/> Chicken Pox |
| <input type="checkbox"/> Rheumatic fever | <input type="checkbox"/> Ivy poisoning | <input type="checkbox"/> Measles |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Insect stings | <input type="checkbox"/> COVID |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Insect bites | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Penicillin | <input type="checkbox"/> Whooping Cough |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Food | <input type="checkbox"/> Other |

Are immunizations up to date? Yes ___ No ___ Explain _____

Indicate COVID vaccines skater has: 1st _ 2nd _ Booster _ None _ Date of last vaccine/booster: _____

Date of last tetanus vaccination: _____

Describe allergic responses and management: _____

Operations or serious injuries (and dates): _____

List medication and/or treatment you are now receiving: _____

Menstruating: Yes ___ No ___ Bleeding disorders (if none, so state) _____

Contact lenses used: Yes ___ No ___ Type _____

Describe any other health related/medical problems (use another page if necessary) _____

E. AUTHORIZATION FOR MEDICAL TREATMENT

I/We _____ give permission for Coach(es) _____
to authorize any necessary medical, or surgical treatment for my/our child, _____
that might be needed from date _____ to date _____.

Family Physician: _____ Phone _____

Other Physicians: _____ Phone _____

Dentist/Orthodontist: _____ Phone _____

Medical History: _____

Allergies and reactions: _____

Date of Last Tetanus Booster: _____

Date of last COVID vaccine/booster: _____

Name of Insurance Company: _____

Address (forms to be mailed): _____

Remarks: _____

Insurance Policy Number: _____ Group # _____

Social Security Number (insured party): _____

Parent/Legal Guardian Signature: _____ print _____ date _____

Notary: _____

Date: _____

F. SAMPLE BUDGET

Below is a sample budget based on 20 skaters (~\$290 per month with \$250 deposit). More skaters reduces the cost, and budgets are not finalized until after the sign-up date. This sample is provided for reference only.

The following amounts are NOT the actual current year's budget.

FEES

Fees and gear	\$760
Student coach discount	\$800

TOTAL FEES **\$1,520**

ON-ICE COACHING (LESSON TICKETS)

Director	\$3,168
Artistic Director	\$3,168
Programming Director	\$3,168

TOTAL ON-ICE COACHING **\$9,504**

EPIC ICE TIME (rink fee) **\$9,240**

DIRECT COACH PAYMENTS

CUTTING MUSIC	\$1,000
OFF-ICE	

Director	\$550
Artistic Director	\$550
Programming Director	\$550

MEETINGS

Director	\$209
Artistic Director	\$143
Programming Director	\$715

NATIONAL COMPETITION	\$2,150
National Admin	\$400

TOTAL DIRECT COACH PAYMENTS **\$6,267**

COACH TRAVEL **\$5,462**

VOLUNTEER REIMBURSEMENTS

Hospitality	\$250
Costumes	\$3,000
Props/Scenery	\$1,000
Competition registration	\$1,874
Filming/photo reimbursement	\$400

TOTAL VOLUNTEER REIMBURSEMENTS **\$6,524**

TOTAL PROGRAM EXPENSES **\$38,517**

G. Expense Reimbursement Form

Fort Collins Figure Skating Club Expense Reimbursement Form

Skating Club Member: _____ **Email Address:** _____
Make Check Payable to: _____ **Phone Number:** _____
Date Request Submitted: _____ **Signature:** _____ **Date:** _____

Each receipt and/or reimbursement request must be listed as a separate line item. Please staple all receipts and/or requests for reimbursement to this form. Requests for reimbursement must be submitted to Melody King, Club Treasurer.

Date of Expense	Reason for reimbursement	Event	Amount

****** Check Number:** _____ **Issued on** _____ **Approved by** _____ **Date:** _____ ********

All checks will be placed in individual family folders.

Revised 08/20/2019