



New South Wales Ice Skating Assoc Inc

NSWISA Music & PPC Submission Policy

Date Approved:	22/01/2020	Effective Start Date:	24/01/2020
Policy Number:	NSWISA008	Version Number:	2.0
Review Date:	August 2020		
Related Policies/Procedures/Forms:	ISA By-Laws Sections 3, 4, 5, 6, 9, 10 & 12 https://www.nswisa.com/ice/index.php/online-forms/music		

1. Purpose of the Policy

This Policy establishes the criteria for submission of music and PPCs for all competitions held in NSW where music &/or PPCs are to be submitted by skaters for their performances.

2. Application of the Policy

This Policy applies to all eligible NSWISA Members and Guests of other State Associations and ISU Members. This Policy applies to all divisions of all competitions where skaters provide their own music.

3. Music Submission Process

All skaters who submit music for competitions must follow the process as follows:

- Music must be submitted as part of the competition entry otherwise the entry is not deemed to be complete.
- Files must be in one of the following acceptable formats:
 - MP3
 - AAC
 - M4A

Note: Files must actually be one of these formats, not another format renamed as one of the acceptable formats.

- Files should not be more than 10MB each.
- Music must be named using ISA's music naming protocol. The convention for naming files is:
 - Standard File Naming: Division_Segment_Name_RunTime
 - Segment
 - FS (Free Skate Program) or SP (Short Program) or RD (Rhythm Dance) or FD (Free Dance) or ART (Artistic)
 - Skater Name



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- Total Running Time (3m32s = 3 minutes 32 seconds) of file (NOT the music running time)
- Examples:
 - JuniorLadies_FS_Skater Name_3m32s
 - ElementaryMen_FS_David Smith_2m3s
 - AdvNovDance_FD_Jane Smith_John Davis_3m10s
 - JuniorLadies_SP_Jane Smith_2m45s
 - AdultSynchro_FS_Team Melody_3m30s
 - IJS Artistic = ART_Elementary_Donna Smith_1m40s
 - Aussie Skate Technical = AS_FS2_Donna Smith_1m30s
 - Aussie Skate Artistic = ASART_FS2_Donna Smith_1m30s
- Each file will be checked for sound quality and the audio output level adjusted where necessary to ensure the levels will be correct for the competition.
- After the draw is published, the music file names will be updated to include the track number within the competition to indicate the skating order.
- Music confirmation emails are sent out to the contact email addresses. These files need to be checked by the skater to ensure the music is correct. If no response is received the music will be considered to be correct and the file will be played at the competition.

Any music submitted that is not in a correct format or named correctly will be automatically rejected by the NSWISA Music System and music will be deemed to have not been received so please ensure you adhere to the above requirements.

Please note it is the responsibility of all skaters to ensure their music is correct PRIOR to arriving at the competition.

4. Back Ups

All skaters are reminded that they are required to bring back up copies of their music to all competitions. These must be available on CD &/or USB.

5. PPC Submission Process

PPCs are to be submitted using the online form which forms part of the entry process. PPC(s) must be submitted as part of the competition entry for events which require PPCs otherwise the entry is not deemed to be complete.



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6. Fees

In addition to competition entry fees NSWISA will collect the following fees upon registration:

- \$5 per competition per division for the upload and processing of music files
- \$5 per competition per division for the upload and processing of PPC(s)

The fees apply to any events and divisions where music &/or PPC(s) need to be uploaded.

This fee will not be passed onto Clubs hosting competitions but will be held by NSWISA to cover the costs of providing technical services for events.

Music and/or PPC(s) submitted after the closing date of will incur an additional \$25 each to cover administration costs. If this additional payment is not received the skater will be unable to compete.

For divisions where there are two programs, the \$10 fee will cover music & PPCs for both programs with the initial submission. Any late submissions will be charged at \$25 per music file or PPC.

These fees will not be refunded in the case of withdrawal for any reason.

Version History:

Version	Approval Date	Change
1.0	14/08/2018	Policy Introduction
1.0	20/08/2019	Policy Renewal
2.0	22/01/2020	Policy Update