



# New South Wales Ice Skating Assoc Inc

## NSWISA Music Submission Policy

<b>Date Approved:</b>	20/08/2019	<b>Effective Start Date:</b>	14/08/2018
<b>Policy Number:</b>	NSWISA008	<b>Version Number:</b>	1.0
<b>Review Date:</b>	August 2020		
<b>Related Policies/Procedures/Forms:</b>	ISA By-Laws Sections 3, 4, 5, 6, 9, 10 & 12 <a href="https://www.nswisa.com/ice/index.php/online-forms/music">https://www.nswisa.com/ice/index.php/online-forms/music</a>		

### 1. Purpose of the Policy

This Policy establishes the criteria for submission of music for all competitions held in NSW where music is 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.

#### **Version History:**

<b>Version</b>	<b>Approval Date</b>	<b>Change</b>
1.0	14/08/2018	Policy Introduction
1.0	20/08/2019	Policy Renewal