



## ANNOUNCEMENT FOR ISU CATEGORIES



### Synchronized Skating 15<sup>th</sup> TISSOT Neuchâtel Trophy 2018

January 19<sup>th</sup> – 21<sup>st</sup>, 2018 - Neuchâtel, Switzerland

Organized by:

**SWISS ICE SKATING and Club des Patineurs de Neuchâtel-Sports**

#### **ISU Events**

**Senior:**

**Junior:**

**Advanced Novice:**

**Short Program and Free Skating**

**Short Program and Free Skating**

**Free Skating**

#### **Interclub Competition**

**Basic Novice:**

**Mixed Age:**

**Adult:**

**Free Skating**

**Free Skating**

**Free Skating**

**→ SEE ANNOUNCEMENT FOR INTERCLUB COMPETITION!**



## **INVITATION and ANNOUNCEMENT**

Swiss Ice Skating and the Neuchâtel Figure Skating Club have great pleasure in inviting you to participate in the

### **15<sup>th</sup> TISSOT NEUCHÂTEL TROPHY**

Participation in the TISSOT Neuchâtel Trophy is open to all Teams that belong to an ISU Member, Rule 109, paragraph 2, and qualify with regard to eligibility according to Rule 102, provided their ages fall within the limits specified in Rule 108, paragraph 4, and they meet the participation, citizenship and residency requirements in Rule 109 paragraphs 1 and 2d. The composition of teams is determined by the ISU Special Regulations and Technical Rules Synchronized Skating 2016.

**Date:**        **January 19<sup>th</sup> – 21<sup>st</sup>, 2018**

**Place:**        Patinoires du Littoral, 4, Quai R. Comtesse CH - 2000 Neuchâtel,  
                      (1 hour 20 minutes from Geneva and 1 hour 50 minutes from Zurich)  
                      with ice surface for Main Arena of 30 x 60 m (heated, 4'000 spectators) and Practice  
                      Ice Rink of 30 x 60 m (not heated) in the same complex.

#### **1.     INVITED MEMBERS**

All the Members of the International Skating Union listed on the ISU Constitution and General Regulations 2016 are invited to enter teams at the TISSOT Neuchâtel Trophy 2018.

#### **2.     GENERAL REGULATIONS**

This Event will be conducted in accordance with the ISU Constitution and General Regulations 2016, the ISU Special Regulations and Technical Rules Synchronized Skating 2016, as well as all pertinent ISU Communications.

#### **3.     CATEGORIES**

The competition is open to the following categories:

<b>Senior:</b>	<b>Short Program and Free Skating</b>
<b>Junior:</b>	<b>Short Program and Free Skating</b>
<b>Advanced Novice:</b>	<b>Free Skating</b>

#### **4.     ENTRIES**

The organizer reserves the right to limit the number of entries per ISU Member.  
All entries have to be sent to the Organizing Committee of the TISSOT Neuchâtel Trophy 2018.

#### **ORGANIZING COMMITTEE**

CLUB DES PATINEURS DE NEUCHÂTEL-SPORTS  
4, Quai Robert Comtesse - CH - 2000 NEUCHÂTEL  
Fax ++41 32 755 59 60  
Internet: [www.neuchatel-trophy.ch](http://www.neuchatel-trophy.ch)  
E-Mail: [direction@neuchatel-trophy.ch](mailto:direction@neuchatel-trophy.ch)



Date of preliminary entry: **October 1<sup>st</sup>, 2017.**  
Final date of entry: **November 15<sup>th</sup>, 2017.**

Category	Entry fee
Senior and Junior	CHF 500.00
Advanced Novice	CHF 450.00

The entry fee has to be paid by bank transfer in CHF no later than the final date of entry to

Beneficiary Club des Patineurs de Neuchâtel-Sports,  
c/o M. Denis Keller, CH-2017 Boudry  
Bank Banque cantonale Neuchâteloise, Place Pury 4, CH-2001 Neuchâtel  
Account No 1014.24.76.0  
IBAN CH31 0076 6000 1014 2476 0  
BIC/SWIFT BCNNCH22

**Commission and/or fees for bank transactions have to be paid directly to the bank in addition to the entry fee at the time of the bank transfer.**

Please be aware that there will be no refund for entry fees after the final date of entry.

## 5. CITIZENSHIP / RESIDENCE REQUIREMENTS

In accordance with ISU Rule 109, all skaters who do not have the nationality of the Member by which they have been entered or who, although having such nationality, have in the past represented another Member, must have a release letter from the national federation they are a citizen of.

## 6. OFFICIALS

In accordance with Rule 720, each participating ISU Member may nominate **one (1) Judge** for international competitions, listed on the ISU List of Referees and Judges for Synchronized Skating 2017/2018.

The **Referees, Technical Controllers, Technical Specialists** and **Data/Replay Operators** will be invited by the Organizing Committee and chosen from the respective ISU lists for Synchronized Skating 2017/2018.

The Organizing Committee will cover travel expenses at APEX (Advance Purchase Excursion) airfare economy rates for all invited Referees, Technical Controllers, Technical Specialists and Data/Replay Operators. **Travel expenses of the Judges are borne by their respective ISU Member or by themselves.**

Furthermore, the Organizing Committee will provide ground transportation in Neuchâtel, as well as accommodation and meals, from Friday, January 19<sup>th</sup>, 2018, lunch, to Sunday, January 21<sup>th</sup>, 2018, dinner or Monday, January 22<sup>th</sup>, 2018, after Breakfast for the non-European Judges. All other expenses will be the responsibility of each individual Official. Should any Official arrive at the hotel before or stay after the period described above, their room costs and expenses will be their



responsibility and must be paid upon arrival. The Organizing Committee does not cover travel, accommodation and meal expenses for wives, husbands, relatives, etc.

The Official Hotel for Referees, Technical Controllers, Technical Specialists, Judges, Data/Replay Operators and VIPs is:

HOTEL BEAULAC  
Esplanade Léopold-Robert 2, CP 258  
CH-2000 Neuchâtel  
Phone ++41 32 723 11 11  
Fax ++41 32 725 60 35  
Email: [hotel@beaulac.ch](mailto:hotel@beaulac.ch)

All the Referees, Judges and Members of the Official Team Delegation taking part in the TISSOT Neuchâtel Trophy 2018 are requested to submit the details of their trip to the Organizing Committee as soon as possible, but no later than the final date of entry.

## 7. ACCOMMODATION FOR TEAMS

Accommodation for participating Teams is at their own expense.

A list of hotels that support the TISSOT Neuchâtel Trophy will be published on [www.neuchatel-trophy.ch](http://www.neuchatel-trophy.ch). You can also find other hotels on [www.neuchateltourisme.ch](http://www.neuchateltourisme.ch).

The Organizing Committee can be contacted at [accommodation@neuchatel-trophy.ch](mailto:accommodation@neuchatel-trophy.ch).

When booking your hotels, please mention that you are participating to the TISSOT Neuchâtel Trophy. Some hotels pre-book rooms for the participants of the TISSOT Neuchâtel Trophy and therefore say they are "fully booked" if they do not know who the booking is for.

## 8. TRANSPORTATION

It is the responsibility of all participating teams to **organize and cover the costs of their journey to and back from Neuchâtel**, which should include the transfer to and from the airport, or any transportation to Neuchâtel and back as well as within Neuchâtel from the Hotel to the skating rink and back. For all the teams staying in the Canton of Neuchâtel, public transport will be free for the duration of the stay. If requested, the Organizing Committee will assist with further information regarding transfer within Neuchâtel. Please contact [accommodation@neuchatel-trophy.ch](mailto:accommodation@neuchatel-trophy.ch).

## 9. ACCREDITATION / REGISTRATION SERVICE

A reception service for accreditation will be provided in the Main Arena for participating teams as follows:

Thursday, January 18 <sup>th</sup> , 2018	from 14:00 to 18:00
Friday, January 19 <sup>th</sup> , 2018	from 09:00 to 19:00
Saturday, January 20 <sup>th</sup> , 2018	from 08:00 to end of competition
Sunday, January 21 <sup>st</sup> , 2018	from 08:00 to end of competition

For special requests, please contact the Organizing Committee.



All registered skaters have to enclose a **copy of their passport** (in alphabetical order) when they sign in, passports copies have to be collected for the referee of the competition!

## 10. PLANNED PROGRAM CONTENT SHEET

The Planned Program Content Sheet shall be forwarded to the Organizing Committee by the final date of entry at the latest. It must be signed by a coach or Team Representative. However, the programs' content may be changed at the time of registration. Changed Program Content Sheets must be handed over to the Registration desk. **It is not permitted to hand over the Program Content Sheets directly to acting Officials.**

## 11. EXTRA PRACTICE ICE

Additional practice sessions will be available on

Thursday, January 18<sup>th</sup>, 2018

Friday, January 19<sup>th</sup>, 2018

at the rate of CHF 120.00 per 30 minutes and will be granted in the order of arrival of the bookings. Block bookings may be subject to modification to allow all competitors the opportunity of having extra practice ice. No extra practice ice will be permitted after the Official Draw.

The organizing committee is offering to all the teams participating in the **ISU categories a 45 minutes extra practice ice session for FREE**. This offer is available only on Thursday, January 18<sup>th</sup>, 2018 (whole day) and on Friday, January 19<sup>th</sup>, 2018 (morning).

## 12. MUSIC

All Teams shall provide competition music of excellent quality in MP3 format.

We would be grateful to receive your music (Short Program / Free Skating) in advance (no later than December 31<sup>st</sup>, 2017) by email at [music@neuchatel-trophy.ch](mailto:music@neuchatel-trophy.ch). Each email message should contain one music file or file link. Please mention «category name, team name, competition program and exact running time of the music» in the subject of the email.

Alternatively, you can also give your music file on a USB stick or on CD at the accreditation upon arrival.

According to the ISU Special Regulations and Technical Rules Synchronized Skating 2016, Rule 823, paragraph 1, the music covers/CDs must show the exact running time of the music (not skating time), which shall be certified by the Team and by the coach, when submitted at the time of registration. Each program (Short Program / Free Skating) must be recorded on one track and on a separate USB stick/CD. Teams must provide a back-up drive for each program.

## 13. OFFICIAL PRACTICE

The Official Practice will start in the Main Arena on Saturday, January 28<sup>th</sup>, 2018. Each Team will be allowed a ten (10) minute period for the Short Program and a twelve (12) minute period for the Free Skating.



#### **14. OFF-ICE WARM-UP**

Off-ice warm-up areas are located at the Stadium, close to the Skating Rink (3 minutes' walk).

#### **15. DRAWS – STARTING ORDER**

The Official Draws will take place at the **Competition Ice Rink** on Friday, January 19<sup>th</sup>, 2018 at 19:30.

For the categories presenting two programs, the draw for the starting order for Free Skating will take place immediately after the end of the Short Program in the **Press Room** located in the **Main Arena**. For these draws, only the Team Captain, the Vice Captain, Coaches and Team Managers are invited to attend the Draw.

#### **16. OPENING CEREMONY**

The Opening Ceremony will take place at the **Competition Ice Rink** on Saturday, January 20<sup>th</sup>, 2018 at 15:00.

#### **17. PRIZES AND TROPHY**

A trophy will be presented to the winning Team. All skaters of the participating teams will receive a souvenir.

#### **18. MEDICAL SERVICE / LIABILITY**

In accordance with Rule 119, it is the sole obligation of each ISU Member participating in the competition, as defined in Rule 107, to provide medical and accident insurance for its Athletes, Officials and all other Members of the ISU Member's team(s). Such insurance must provide full medical coverage as well as the return journey of the ill or injured person to the home country by air transport or by other expeditious means. The ISU, Swiss Ice Skating and the Organizing Committee assume no responsibility for or liability with respect to bodily or personal injury or property damage incurred in connection with the event by Competitors and Officials. The Organizer will not provide participant insurance coverage for the event. The Organizer will provide emergency medical services for all Competitors during the competition and official practice sessions at the Official Ice rink. The local hospital is within 5 minutes distance from the Ice Rink.

#### **19. ANTI-DOPING CONTROLS**

If an Anti-doping test is carried out, it will be conducted in accordance with the current ISU Anti-Doping Rules & Procedures (ISU Communications No. 1922 and 2056 or any further update of these Communications).

#### **20. PUBLICITY WAIVER**

Each individual and/or team, waive any and all rights to financial remuneration or other compensation for the use or reproduction of their image or likeness, or that of their synchronized skating team, and grant permission to use same, as or in publicity prior to, during or following the TISSOT Neuchâtel Trophy 2018, in Neuchâtel, Switzerland.



## LIST OF FORMS

Form No.	Title	Deadline
Form 01	Preliminary Entry	October 1 <sup>st</sup> , 2017
Form 02	Team Contact	November 15 <sup>th</sup> , 2017
Form 03	Team Entry (with picture)	November 15 <sup>th</sup> , 2017
Form 04	Officials Entry	November 15 <sup>th</sup> , 2017
Form 05	Team Travel Information	November 15 <sup>th</sup> , 2017
Form 06	Competition Music Information	November 15 <sup>th</sup> , 2017
Form 07	Team Hotel Information	November 15 <sup>th</sup> , 2017
Form 08	Planned Program Content Sheet	November 15 <sup>th</sup> , 2017
Form 09	Extra Practice Ice Request	November 15 <sup>th</sup> , 2017
Form 10	Meals / Picnic Order and related payment	December 31 <sup>st</sup> , 2017
Form 11	Fees	November 15 <sup>th</sup> , 2017
	Sending music as MP3-file to <a href="mailto:music@neuchatel-trophy.ch">music@neuchatel-trophy.ch</a>	December 31 <sup>st</sup> , 2017





## TENTATIVE SCHEDULE OF EVENTS

### Thursday, January 18<sup>th</sup>, 2018

14:00 – 18:00	Official registration for Teams	Competition Ice Rink
Upon request	Extra practice ice	Competition Ice Rink/ Second Ice Rink

### Friday, January 19<sup>th</sup>, 2018

08:00 – 18:45	Extra practice ice	Competition Ice Rink/ Second Ice Rink
09:00 – 12:30/ 15:00 – 18:30	Official registration for Teams	Competition Ice Rink
13:30 – 17:00	Official registration for Event Officials	Hotel Beaulac
17:00	Referee and Technical Panel Meeting	Judges Room
18:00	Initial Judges Meeting	Judges Room
19:30	Official Draw for the ISU categories	Competition Ice Rink
20:30	Official Dinner for Officials, VIP, Committee	Venue to be announced

### Saturday, January 20<sup>th</sup>, 2018

09:00 – 13:00	Official registration for Teams	Competition Ice Rink
08:00 – 14:00	Official practice BASIC NOVICE/ ADVANCED NOVICE Free Skating	Competition Ice Rink
	Official practice JUNIOR/SENIOR Short Program	Competition Ice Rink
11:00	Team Leader Meeting	Press Room
15:00	<b>Opening Ceremony</b>	<b>Competition Ice Rink</b>
15:45 – 22:00	<b>Competition BASIC NOVICE/ ADVANCED NOVICE Free Skating</b>	<b>Competition Ice Rink</b>
	<b>Competition JUNIOR/SENIOR Short Program</b>	<b>Competition Ice Rink</b>
	Intermediate draw JUNIOR/SENIOR Free Skating	Press Room
	Awards Ceremony BASIC NOVICE/ ADVANCED NOVICE	Competition Ice Rink
	immediately after the end of the competition	
22:30	Dinner for Officials	Venue to be announced

### Sunday, January 21<sup>st</sup>, 2018

08:00 – 13:00	Official Practice ADULT/MIXED AGE Free Skating	Competition Ice Rink
	Official Practice JUNIOR/SENIOR Free Skating	Competition Ice Rink
14:00 – 19:00	<b>Competition ADULT/MIXED AGE Free Skating</b>	<b>Competition Ice Rink</b>
	<b>Competition JUNIOR/SENIOR Free Skating</b>	<b>Competition Ice Rink</b>
	Awards Ceremony	Competition Ice Rink
	immediately after the end of the competition	
20:00	Dinner for Officials	Ice Rink
21:00	Round Table Discussion	Ice Rink

**This is a tentative schedule of events. The final program is subject to change depending on the number of Teams entering the competition and will be available on the website of the TISSOT Neuchâtel Trophy once the number of participating Teams will be known.**