



Grand Prix of Figure Skating 2013/14

NHK Trophy 2013



ANNOUNCEMENT



NHK Trophy 2013

An International Senior Competition

for

Men, Ladies, Pairs and Ice Dance

organized by

Japan Skating Federation

Tokyo, Japan

November 8-10, 2013

A competition as part of the



Grand Prix of Figure Skating 2013/14

under the authorization of the

INTERNATIONAL SKATING UNION



1. General Regulations

The **NHK Trophy 2013** will be conducted in accordance with the ISU Constitution and General Regulations 2012, the Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2012, and the relevant ISU Communications.

Participation in the **NHK Trophy 2013** is open to all Competitors who belong to an ISU Member, and qualify with regard to eligibility according to Rule 102, provided their ages fall within the limits specified in Rule 108, paragraph 2 b) and they meet the participation, citizenship and residency requirements in Rule 109, paragraphs 1 through 5 and ISU Communication 1420 or any update of this Communication.

In accordance with Rule 109 of the ISU General Regulations and ISU Communication 1420 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 produce an ISU Clearance Certificate. Passports of all Skaters, as well as the ISU Clearance Certificate, if applicable, must be presented at the accreditation of the event for verification.

Entries can only be made through the ISU Members. With reference to the Announcement of the ISU Grand Prix of Figure Skating 2013/14 the event is only open to invited competitors.

2. Technical Data

Place:	main arena: Yoyogi National Stadium first Gymnasium, 2-1-1 Jinnan, Shibuya-ku, Tokyo 150-0041 Japan (an indoor ice-rink with the ice surface of 60 x 30 m, air-conditioned and heated)
Men:	Short Program The prescribed elements to be skated are those listed in ISU Technical Rule Single and Pair Skating 2012, Rule 511, para 1 and 2 and the respective ISU Communication. Duration: max. 2 min., 50 sec., but may be less Free Skating In accordance with ISU Technical Rules Single and Pair Skating 2012, Rule 512 and the respective ISU Communication. Duration: 4 min., 30 sec., +/- 10 sec.
Ladies:	Short Program The prescribed elements to be skated are those listed in ISU Technical Rules Single and Pair Skating 2012, Rule 511, para 1 and 2 and the respective ISU Communication. Duration: max. 2 min., 50 sec., but may be less Free Skating In accordance with ISU Technical Rules Single and Pair Skating 2012, Rule 512 and the respective ISU Communication. Duration: 4 min., +/- 10 sec.
Pairs:	Short Program The prescribed elements to be skated are those listed in ISU Technical Rules Single and Pair Skating 2012, Rule 520, para 1 and 2, group for 2013/14 and the respective ISU Communication. Duration: max. 2 min., 50 sec., but may be less; Free Skating In accordance with ISU Technical Rules Single and Pair Skating 2012, Rule 521 and the respective ISU Communication. Duration: 4 min., 30 sec., +/- 10 sec.



Ice Dance:	Short Dance	In accordance with ISU Technical Rules Ice Dance 2012, Rule 609. Rhythms, required elements and guidelines are those listed in ISU Communication 1782 and subsequent updates. Duration: 2 min., 50 sec., +/- 10 sec
	Free Dance	In accordance with ISU Technical Rules Ice Dance 2012, Rule 610. The required elements to be skated are those listed in ISU Communication 1782 and subsequent updates. Duration: 4 min. +/- 10 sec.

3. ENTRIES

3.1 Confirmation of Entries

In accordance with the ISU Grand Prix of Figure Skating 2013/14 announcement entries can only be made for skaters/couples who are qualified and/or selected for invitation. The confirmation of the entries must be submitted by **August 1, 2012** latest to

Japan Skating Federation
1-1-1 Jinnan, Shibuya-ku,
Tokyo 150-8050 Japan
E-mail: entries@skatingjapan.or.jp
Fax: +81 3 3481 2350

with a copy to

ISU Secretariat
Fax: +41 21 612 66 77
E-mail: entries@isu.ch

and

Peter Krick
Chair Sports Directorate
Fax: +49 8158 928 650
E-mail: peter.krick@eventint.com

Changes or substitutions require the approval of the ISU Grand Prix Coordination Group.

3.2 Entries by Name

3.2.1 General

Each Entry Form must be signed by an authorized ISU Member Representative such as President, General Secretary, Executive Director, CEO (Rule 104, paragraph 4). For more details please refer to Rules 115, 131, 378 and ISU Communication No. 1628 or any update of this Communication.

3.2.2 Entries of Competitors

Entries by names must be made simultaneously to

Japan Skating Federation
1-1-1 Jinnan, Shibuya-ku,
Tokyo 150-8050 Japan
E-mail: entries@skatingjapan.or.jp
Fax: +81 3 3481 2350

and to

ISU Secretariat
Fax: +41 21 612 66 77
E-mail: entries@isu.ch

and

Peter Krick
Chair Sports Directorate
Fax: +49 8158 928 650
E-mail: peter.krick@eventint.com

not later than **September 15, 2013**.



The replacement of Competitors in the ISU Grand Prix of Figure Skating will be made in accordance with Paragraphs 3.5 and 7.6 of the Announcement for the ISU Grand Prix of Figure Skating 2013/14.

3.2.3 Entries of Judges

An entry of competitor(s) is not automatically followed by an entry of a Judge. Participating ISU Members may be invited by the Organizing Member to nominate one or more Judges for one event. Any substitution or changes for any of the invited judges need the approval of the Organizing Member.

Please observe the restrictions concerning the selection of Judges within the events of the ISU Grand Prix of Figure Skating 2013/14 that no Judge may serve in more than two ISU Grand Prix.

Each panel of Judges will consist of a maximum of 9 Judges but with a minimum of 7 Judges, if possible.

4. MEALS, LODGING and TRAVEL EXPENSES

4.1 Meals and Lodging

The organizer will provide and cover the expenses for rooms and meals for all Competitors and Judges participating, beginning with dinner from **Wednesday, November 6, 2013** until breakfast of **Monday, November 11, 2013**.

Should any Competitor or Judge arrive at the hotel before or stay longer than the period described above, their room costs and expenses will be the responsibility of the individual and must be paid on arrival, except if an arrangement has been made with the organizer.

The organizer will provide and cover the expenses for rooms and meals also for the Referees, the Technical Controllers, the Technical Specialists, the ISU Grand Prix Coordinator for the ISU Grand Prix of Figure Skating, the Chair of Sports Directorate, the ISU Event Coordinator, the Data and Replay Operators, the Cameraman, the Technical staff of ST SPORTSERVICE and the Anti-Doping Control Team during the same period as indicated for the competitors. If any longer period is agreed upon with the Organizing Committee, the period of coverage will be prolonged as agreed.

4.2 Travel Expenses

The Organizing Member will pay travel expenses based on economy airfare rate for all Competitors invited to its ISU Grand Prix of Figure Skating event, for all Judges invited as well as the Anti-Doping Control Team, from their domicile to Tokyo and return. The travel expenses of the Referees, Technical Controllers, Technical Specialists and the Data & Replay Operators are covered by the ISU.

Skaters/Judges, who wish to purchase their air tickets directly or made other individual travel arrangements must first have a confirmation from the Organizing Committee concerning the acceptance of the travel costs. For the Technical Panel, these should have the confirmation of the ISU before purchasing their tickets.

The **Japan Skating Federation** is the only authorizing body of airline tickets. All participants must agree to the acceptance of the provided tickets when the invitation is accepted. No reimbursement will be made on any airline ticket issued by any other agency or any other airline unless written permission is received from **Japan Skating Federation** prior to its ticketing.

4.3 Miscellaneous

All extra expenses incurred by any Team Member or any kind of Official will be the responsibility of that person and must be paid prior to departure.

The Judges, the Referees, the Technical Controllers, the Technical Specialists and the Data and Replay Operators will receive remuneration in accordance with ISU Communication No. 1794 (or any update of this Communication). The honorarium will be provided in hard currency. The remuneration will be paid upon accreditation.



If a skater/couple (seeded or non-seeded) does not finish an event, that skater/couple's Member Federation is obligated to cover the expenses for travel, accommodation and meals for the skater/couple and for the Judge, if the Judge is not working in another panel.

5. PRACTICE

Official practice for Competitors begins on **Thursday, Nov. 7, 2013**. The detailed schedule will be issued at the time of registration. According to ISU Regulations 540 paragraph 4 and 629 paragraph 7 no competitor/couple may practice in a rink other than the official rink or rinks after having been accredited through the Organizing Committee.

6. MUSIC / PLANNED PROGRAM CONTENT

All Competitors shall furnish competition music of excellent quality on CD or MP3 format, in accordance with Rule 343, paragraph 1. A list of titles, composers and orchestras of the music to be used for the Short Program and Free Skating Program for Single and Pairs, for the Short and Free Dance Program for Ice Dance and for the Exhibition must be listed for each Competitor on the official Music Selection Form and sent to the ISU Secretariat by **September 1, 2013**.

In accordance with Rule 343, paragraph 1, all discs must show the Competition event, Competitor's name, the Nation and the exact running time of the music (not skating time) including any starting signal and must be submitted at the time of registration. Each program (short program, free skating, original dance, free dance) must be recorded on a separate disc. In addition competitors/couples must provide a back-up drive for each program.

If music information is not complete and cassettes or discs not provided, accreditation will not be given.

With the entry forms, the "Program Content Sheet" must return to the Organizing Committee in time. It is mandatory that the Program Content Sheet must be filled in precisely by each Skater/team in English using the terminology for the elements listed in the respective ISU Communication.

It is not permitted to hand over the Program Content Sheets directly to the acting Officials.

7. ARRIVAL OF PARTICIPANTS / TEAMS

The participating Teams and all respective team-members as well as all Event Officials are requested to announce to the Organizing Committee as soon as possible but no later than **September 15, 2013**, the name of the airlines, flight numbers, dates and times of arrival at the **Narita International Airport (NRT)** or any other information concerning transportation and arrivals. The official "travel form" should be used.

The nearest airport to **Tokyo** is **Narita International Airport (NRT)** with a distance of approximately **1h30 / 80 km** to the official hotel. The Organizing Committee provides a bus shuttle to meet the teams on arrival. Please be informed that chaperons and all other non-guaranteed person will be requested to pay the ground transportation fee only if they arrive with their guaranteed team delegation.

8. OFFICIAL HOTEL

Keio Plaza Hotel,
2-2-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8330 Japan
Tel: +81 3 3344 0111
Fax: +81 3 3345 8269
URL: <http://www.keioplaza.com>

9. ACCREDITATION

The official accreditation will be located at the **Keio Plaza Hotel** upon arrival.

Accreditation will be given to appointed Event Officials, ISU Office Holders and Guests.



Accreditation as a Team Member will furthermore given to all entered Judges, Competitors and one Team-Leader per participating team, one Coach per Competitor, a maximum of two Officials of ISU Members, provided that they are Council Members, Technical Committee Members or Members of the Head Office of their Federation and a maximum of two medical persons, for which the organizer requests the right to have a medical certification (document) presented before accreditation. Accreditation will only be granted to persons in those various functions if officially entered and named through their National Association.

The ISU Member certifies with the signed entry the indicated functions within the team of all team members. Any misuse of any function will be sanctioned by the ISU/OC.

Chaperons will not receive accreditation. The Team Leader may request "bus permits" for the official registered Chaperons to join the official shuttle bus system of the Organizing Committee.

10. RESULTS

The scoring system (ISU Judging System) as described in ISU Technical Rule Single & Pair Skating 2012, Rule 352 and Rule 353 (Determination and publication of results) will be used.

11. PRESENTATION OF MEDALS

The three best placed skaters/couples in each event will be announced and honoured. Gold, silver and bronze medals will be presented to the medallists. The national anthem of the winner will be played and the flags of the medal winners hoisted.

12. POINTS FOR "ISU Grand Prix of Figure Skating"

Points will be awarded as follows:

Men and Ladies

1 st place	15 points
2 nd place	13 points
3 rd place	11 points
4 th place	9 points
5 th place	7 points
6 th place	5 points
7 th place	4 points
8 th place	3 point

Pairs and Ice Dance

1 st place	15 points
2 nd place	13 points
3 rd place	11 points
4 th place	9 points
5 th place	7 points
6 th place	5 points

The points received are of value for the ISU Grand Prix of Figure Skating and the qualification for the ISU Grand Prix of Figure Skating Final.

If a skater/couple does not complete an event due to illness or injury, this event will be treated as "not skated", i.e. the result(s) of initial round(s) completed will not count for the Grand Prix ranking order. However, such an event will count as one participation but without receiving credit in the ranking order.

13. PRIZE MONEY

The Global Prize Money per individual event of the ISU Grand Prix of Figure Skating will be:

U.S. \$180,000.00

Awarded to winners and placed skaters/couples as follows:

	Men and Ladies	Pairs and Ice Dance (per couple)
1 st place:	USD \$18,000.00	USD \$18,000.00
2 nd place:	USD \$13,000.00	USD \$13,000.00
3 rd place:	USD \$ 9,000.00	USD \$ 9,000.00
4 th place:	USD \$ 3,000.00	USD \$ 3,000.00
5 th place:	USD \$ 2,000.00	USD \$ 2,000.00

The individual prize money will be transferred to the ISU Members concerned immediately after the conclusion of the **NHK Trophy 2013**.



Skaters/couples qualified for the exhibition must participate with an appropriate show number different from their competition programs. Failure to do so, will result in a reduction of USD \$ 3.000.00 from the awarded prize money.

Skaters/couples are expected to be ready for any ceremony and/or prize award and participate in press conferences and/or social events if asked by the ISU and/or the event's Organizer. Failure to do so may result in a reduction of awarded prize money. The decision to reduce Prize Money will be made by the Members of the Grand Prix Coordination Group attending the event, subsequently to be ratified by the Council.

The withholding tax will be deducted according to the actual government's law.

Exhibition Fee

An exhibition fee will only be paid to skates/couples who are not awarded prize money. The exhibition fee is set at USD\$200.00 for single skaters (Men and Ladies) and USD\$300.00 for Pairs and Dance couples.

In each of the six GP events, it shall be allowed to include up to 2 exhibition numbers of either ineligible or eligible skater(s) from the host country having past tradition and/or reputation, but who have not competed in the respective event (herewith called "extra exhibition numbers"). The extra exhibition numbers may not take place after the winners of the respective events who must skate last in the exhibition.

The inclusion of these 2 extra exhibition numbers is subject to the approval of the ISU President, or if not attainable, subject to approval by the Vice President Figure Skating.

The above mentioned Exhibition fee does not apply to these skaters.

14. ISU World Standings

World Standing points will also be awarded according to the "World Standings Procedure", that can be found on the ISU website (www.isu.org) under Single & Pairs/Ice Dance – World Standings."

15. ANTI-DOPING CONTROLS

The Anti-Doping tests will be conducted in accordance with the current ISU Anti-Doping Rules & Procedures (ISU Communications No. 1775 and 1800 or any further update of this Communication).

The tests will be carried out on the winning skater/s in Singles (after the final Free Skating), Pair Skating (after the Free Skating) and Ice Dance (after the Free Dance). One skater from the remainder of the skaters shall be selected by random draw in Singles, Pair Skating and Ice Dance. In Pair Skating and Ice Dance, either the man or the lady, but not both, shall be tested and shall be selected by random draw.

16. INSURANCE / LIABILITY

In accordance with Rule 119, it is the sole obligation of each Member participating in ISU Events, to provide medical and accident insurance for their athletes, officials and all other members of the Member's team. Such insurance must assure full medical attendance and also the return of the ill or injured person to the home country by air transport or by other expeditious. It is an internal matter of each ISU Member to decide the issue who shall pay the premium for such insurance.

The ISU assumes no responsibility for or liability with respect to bodily or personal injury or property damage incurred in connection incurred by Competitors and Officials.

17. ROUND TABLE DISCUSSIONS

All Round Table Discussions are scheduled after the respective final Free Skating / Free Dance event (see event schedule). Judges are responsible to make their travel arrangements in order to be able to attend the respective Round Table Discussions. If the event Organizing Member or any other party makes the flight arrangements, the judges are responsible to check if such arrangements are in line with the detailed schedule is mentioned under point 20.



18. INFORMATION

For further information, please contact

Japan Skating Federation Office
1-1-1 Jinnan, Shibuya-ku, Tokyo 150-8050 Japan
e-mail: info@skatingjapan.or.jp
fax: +81 3 3481 2351

or

International Skating Union
Chemin de Primerose 2
CH-1007 Lausanne
phone: +41 21 612 6666
fax: +41 21 612 6677
e-mail: entries@isu.ch

or

Peter Krick
Chair Sports Directorate
Am Schorn 38
D-82327 Tutzing
phone: +49 8158 90 30 68
fax: +49 8158 92 86 50
e-mail: peter.krick@eventint.com

19. ISU GRAND PRIX OF FIGURE SKATING ORGANIZING STRUCTURE & CONTACT INFORMATION

International Skating Union

Mr. Ottavio Cinquanta, ISU President

Contact:
International Skating Union
Mr. Fredi Schmid, ISU Director General
or Ms. Patricia Mayor, ISU Sports Coordinator Figure Skating
Chemin de Primerose 2
1007 Lausanne/Switzerland
Telephone +41 – 21 612 66 66
Fax +41 – 21 612 66 77
E-mail mayor@isu.ch or entries@isu.ch

Mr. David Dore
ISU Vice President of Figure Skating
& Coordinator ISU Grand Prix Coordination Group
534 Buchanan Crescent
Gloucester, ON, K1J 7V4 CANADA
Telephone: ++ 1 613 747 9770
Telefax: ++ 1 613 747 8222
E-mail: daviddore@sympatico.ca

ISU Grand Prix Coordination Group (Junior and Senior series):

Mr. David Dore, ISU Vice-President of Figure Skating
& Coordinator ISU Grand Prix Coordination Group

Mr. Peter Krick, ISU Chair Sports Directorate
Mr. Mario Meinel, ISU Event Coordinator
Ms. Rita Zonnekeyn, Member S&PTC
Ms. Halina Gordon-Poltorak, Chair IDTC
Secretary: Ms. Patricia Mayor, ISU Sports Coordinator Figure Skating



20. EVENT SCHEDULE

Wednesday, November 6, 2013	All day	Arrival of Teams
Thursday, November 7, 2013	All day	Official Practice
	14:00	Team Leaders Meeting
	17:00	Referees and Technical Controllers Meeting
	18:00	Judges Meeting
	20:30	Officials Dinner
Friday, November 8, 2013	14:50	PAIRS – Short Program
	16:25	MEN – Short Program
	18:30	Opening on Ice
	19:15	LADIES – Short Program
Saturday, November 9, 2013	12:05	ICE DANCE – Short Dance
	13:55	PAIRS – Free Skating
	16:05	MEN – Free Skating
	19:10	LADIES – Free Skating
	21:30	PAIRS – Judges Round Table Discussion
Sunday, November 10, 2013	08:30	MEN – Judges Round Table Discussion
	09:45	LADIES – Judges Round Table Discussion
	12:00	ICE DANCE – Free Dance
	14:40	EXHIBITION
	16:00	ICE DANCE – Judges Round Table Discussion
	19:30	Closing Banquet

Please note:

This schedule is subject to changes and will be updated in accordance with the final number of entries.