



 **Grand Prix of Figure Skating Final[®]**

and

 **Junior Grand Prix of Figure Skating Final**

2013 / 2014



ANNOUNCEMENT



1. GENERAL

The ISU Grand Prix of Figure Skating Final and the ISU Junior Grand Prix of Figure Skating Final 2013/14 will be held with the approval and the assistance of the International Skating Union, organized under the responsibility of Japan Skating Federation and in accordance with the ISU Constitution and General Regulations 2012, ISU Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2012 and relevant ISU Communications and the Memorandum for guidance in holding an ISU Grand Prix of Figure Skating Final (combined Senior & Junior) (2012 edition) as well as the announcements for the ISU Grand Prix of Figure Skating 2013/14 and ISU Junior Grand Prix of Figure Skating 2013/14.

Qualification for the ISU Grand Prix of Figure Skating Final and the ISU Junior Grand Prix of Figure Skating Final 2013/14 is based on the results of the point system established for the ISU Grand Prix of Figure Skating and the ISU Junior Grand Prix of Figure Skating. As with the six ISU Grand Prix of Figure Skating events and the seven ISU Junior Grand Prix of Figure Skating events, all Competitors must belong to an ISU Member (Rule 109, paragraph 1) and qualify with regard to eligibility according to Rule 102, provided their ages fall within the limits specified in Rule 108, paragraph 2.b) for participants in the Senior Final and Rule 108, paragraph 2.c) for participants in the Junior Final and they meet the participation, citizenship and residency requirements as per Rule 109, paragraphs 1 through 5 and ISU Communication 1420 (or any update of this Communication).

Passports of the Skaters have to be presented at the accreditation for verification. In accordance with Rule 109 of the ISU Regulations and ISU Communication No. 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.

All Competitors, Team Members and Judges must be entered through their ISU Member Federation.

2. TECHNICAL DETAILS

Venue: Marine Messe Fukuoka, 7-1 Okihama-Machi, Hakata-ku, Fukuoka, Japan

All competitions and practices will take place at the Marine Messe Fukuoka. The facility is a 30 meters x 60 meters indoor heated, air-conditioned and artificial ice surface.

2.1 Technical Details – Junior Final

JUNIOR MEN

Short Program The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2012 Rule 511, paragraphs 1 and 3 for 2013/14.

Duration: 2 min., 50 sec. maximum, but may be less

Free Skating In accordance with ISU Technical Rules Single & Pair Skating 2012, Rule 512 and the respective ISU Communication. Special attention should be paid to the “well balanced program” and the element value.

Duration: 4 min., +/- 10 sec.

JUNIOR LADIES

Short Program The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2012 Rule 511, paragraphs 1 and 3 for 2013/14.

Duration: 2 min., 50 sec. maximum, but may be less

Free Skating In accordance with ISU Technical Rules Single & Pair Skating 2012, Rule 512 and the respective ISU Communication. Special attention should be paid to the “well balanced program” and the element value.

Duration: 3 min., 30 sec., +/- 10 sec.



JUNIOR PAIRS

Short Program

The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2012, Rule 520, paragraphs 1 and 3 for 2013/14.

Duration: 2 min., 50 sec. maximum, but may be less

Free Skating

In accordance with ISU Technical Rules Figure Skating & Pairs Skating 2012, Rule 521 and the respective ISU Communication. Special attention should be paid to the “well balanced program” and the element value.

Duration: 4 min., +/- 10 sec.

JUNIOR 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: 3 min., 30 sec., +/- 10 sec.

2.2 Technical Details – Senior Final

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.

2.3 Starting Order Procedure

Skaters/Couples will start the Short Program/Short Dance in reverse order of the ranking order in which they have qualified for the Final.

The starting order for the Free Skating/Free Dance portion is the reverse order of the ranking order in the Short Program or the Short Dance. In the case of a tie, there will be a draw to determine who skates first.

Rule 548, paragraph 2 and Rule 635, paragraph 2 will be observed.

2.4 Calculation of Results

The calculation will be done according to Rule 352 and 353 for each individual discipline. The medallists will be announced and honoured on the podium.

2.5 Music, Music Information and Planned Program Content Sheets

All Competitors shall furnish competition music of excellent quality on either CD (Compact Disk) or MP3 format. The disks must show the exact running time of the music (not skating time), which shall be certified by the Competitor and by the coach, when submitted at the time of registration. Each program (short/free/interpretive free) must be recorded on one track and on a separate disk. Competitors must provide a back-up drive for each program.

The titles, composers and orchestras of the music to be used for the Short Program and Free Skating Program for Singles and Pairs, for the Short Dance and Free Dance Program for Ice Dance and for the Exhibition, must be listed for each Competitor on the official Competition Music Form.

In accordance with Rule 343, paragraph 1, all disks must show the Competition event, Competitors 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.

If music information is not complete and disks not provided, accreditation will not be given.

With the entry forms, the "Program Content Sheet" must be returned to the Organizing Committee. It is mandatory that the Program Content Sheet be completed precisely by each Skater/Couple in English using the terminology listed in the respective ISU Communications. It is not permitted to hand over the Program Content Sheets directly to the acting Officials.

2.6 Official Practice

Official practices for Junior and Senior Competitors begin on **Wednesday, December 4, 2013**.

The detailed schedule will be issued at the time of registration. Rule 540, paragraph 4 and Rule 634, paragraph 4 must be observed.

3. POINT SYSTEM FOR QUALIFICATION

3.1 Point System for Qualification Junior Final

Skaters qualify for the ISU Junior Grand Prix of Figure Skating Final 2013/14 by accumulating points through the ISU Junior Grand Prix of Figure Skating 2013/14. The ranking by points will be published immediately after the last event of the ISU Junior Grand Prix of Figure Skating with qualification to the ISU Junior Grand Prix of Figure Skating Final as follows:

the top 6 Men, Ladies, Pairs and Ice Dance couples

If there is a tie by added points, the following criteria will be taken into consideration for tie-breaking:

- a) the best place obtained in one of the two events will count for the better place/ranking;

If there is still a tie

- b) the higher total of the added total scores obtained in the two events will count for the better place/ranking;

If there is still a tie

- c) participation in two events will be considered better than having participating in only one event

If there is still a tie

- d) the higher total of added scores in Free Skating/Free Dance obtained in the two events will count for the better place/ranking;

If there is still a tie

- e) the higher total score in Free Skating/Free Dance obtained in one of the two events will count for the better place/ranking;

If there is still a tie

- f) the higher total of the added scores in the Short Program/Short Dance obtained in the two events will count for the better place/ranking;

If there is still a tie

- g) the number of participants finishing the two individual events in which the tied Skaters/Couples have competed, will be added to a total. The higher number of participants will count for the better place/ranking.

If there is still a tie, **all** tied Skaters qualify for the ISU Junior Grand Prix of Figure Skating Final.

3.2 Point System for Qualification of the Senior Final

Skaters qualify for the ISU Grand Prix of Figure Skating Final 2013/14 by accumulating points through the ISU Grand Prix of Figure Skating 2013/14. The ranking by points will be published immediately after the last event of the ISU Grand Prix of Figure Skating with qualification to the ISU Grand Prix of Figure Skating Final as follows:

the top 6 Men, Ladies, Pairs and Ice Dance couples

If there is a tie by added points, the following criteria will be taken into consideration for tie-breaking:

- a) the best place obtained in the two designated events will count for the better place/ranking;



If there is still a tie,

- b) the higher total of the added total scores obtained in the designated events will count for the better place/ranking;

If there is still a tie,

- c) participation in two events will be considered better than having participated in only one event;

If there is still a tie,

- d) the higher total of the added scores in Free Skating/Free Dance obtained in the two designated events will count for the better place/ranking;

If there is still a tie,

- e) the higher total score in Free Skating/Free Dance obtained in one of the two designated events will count for the better place/ranking;

If there is still a tie,

- f) the higher total of the added scores in the Short Program/Short Dance obtained in the two designated events will count for the better place/ranking;

If there is still a tie,

- g) the number of participants finishing the two individual events in which the tied Skaters/Couples have completed, will be added to the total. The higher number of participants will count for the better place/ranking.

If there is still a tie, all Skaters tied are qualified for the ISU Grand Prix of Figure Skating Final.

4. PRIZE MONEY AND PARTICIPATION BONUS

4.1 Junior Final

4.1.1 Participation Bonus – Junior Final

A Skater/Couple will receive an extra bonus of

US\$ 2,500.00

for participation in the ISU Junior Grand Prix of Figure Skating Final, provided the Skater/Couple

- a) completes the Final, including the Exhibition;
- b) takes part in all social events of the Final, if asked by the ISU and/or the Organizing Committee;
- c) participates in the final Exhibition Gala if asked with at least one exhibition number (show number or similar) plus an "encore" if so requested. Only complete programs are accepted (no part or fraction of a program).

In case of injury or illness of any participant in the Final the extra bonus may be granted as an exception also for those Skaters/Couples who are unable to finish their event but have completed at least one initial round, provided the injury or illness is confirmed through the official doctor and, if needed, through one of the ISU Medical Advisors.

The bonus will be paid at the end of the Final through the Organizing ISU Member and through the ISU Members of the awarded Skaters. The withholding taxes, if any, will be deducted according to the respective law of the host country taking into account double tax treaties with the countries of the awarded Skaters. The ISU is not responsible for any taxes, fees or other costs.



4.1.2 Prize Money – Junior Final

The Prize Money made available by the ISU for the ISU Junior Grand Prix of Figure Skating Final is:

US\$ 105,000.00

The prize money in favour of the awarded Skaters will be paid at the end of the Final through the Organizing ISU Members and through the ISU Members of the awarded Skaters. The withholding taxes, if any, will be deducted according to the respective law of the host country taking into account double tax treaties with the countries of the awarded Skaters. The ISU is not responsible for any taxes, fees or other costs.

The individual prize money will be as follows:

Men and Ladies		Pairs and Ice Dance (per Couple)	
1st place	US\$ 6,000.00	1st place	US\$ 9,000.00
2nd place	US\$ 5,000.00	2nd place	US\$ 7,500.00
3rd place	US\$ 4,000.00	3rd place	US\$ 6,000.00
4th place	US\$ 3,000.00	4th place	US\$ 4,500.00
5th place	US\$ 2,000.00	5th place	US\$ 3,000.00
6th place	US\$ 1,000.00	6th place	US\$ 1,500.00

Skaters/Couples qualified for the exhibition of the Final must participate with an appropriate show number different from their competition programs. Failure to do so will result in a reduction of US\$ 1,000.00 from the awarded prize money.

Skaters/Couples are expected to be ready for any ceremony and/or prize award and to participate in press conferences and/or social events if asked by the ISU and/or Japan Skating Federation. 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.

4.2 Senior Final

4.2.1 Participation Bonus – Senior Final

There is no participation bonus for participants of the ISU Grand Prix of Figure Skating Final.

4.2.2 Prize Money – Senior Final

The Prize Money made available by the ISU for the ISU Grand Prix of Figure Skating Final is:

US\$ 272,000.00

The prize money in favor of the awarded Skaters will be paid at the end of the Final through the Organizing ISU Members and through the ISU Members of the awarded Skaters. The withholding taxes, if any, will be deducted according to the respective law of the host country taking into account double tax treaties with the countries of the awarded Skaters. The ISU is not responsible for any taxes, fees or other costs.

Men, Ladies, Pairs and Ice Dance (Men/Ladies per Skater – Pairs/Ice Dance per Couple)	
1st place	US\$ 25,000.00
2nd place	US\$ 18,000.00
3rd place	US\$ 12,000.00
4th place	US\$ 6,000.00
5th place	US\$ 4,000.00
6th place	US\$ 3,000.00

Skaters/Couples qualified for the exhibition of the Final must participate with an appropriate show number different from their competition programs. Failure to do so will result in a reduction of US\$ 5,000.00 from the awarded prize money.



Skaters/Couples are expected to be ready for any ceremony and/or prize award and to participate in press conferences and/or social events if asked by the ISU and/or The Figure Skating Federation of Russia. 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.

5. ENTRIES OF TEAMS

5.1 General

Please note that the procedures in regard to declaration forms as outlined in ISU Communication 1628 need to be strictly observed.

5.2 Entries of Competitors – Junior Final

Confirmation of entries will be forwarded to the Member of the qualified Skaters/Couples by the ISU Secretariat. The respective member must forward on the official entry form, the entries for the ISU Junior Grand Prix of Figure Skating Final, to Japan Skating Federation.

If a Skater or Couple cannot participate due to injury or illness, the respective ISU Member must inform the ISU Secretariat and the Organizing Committee in writing immediately so that the ISU Secretariat can extend an invitation to the next ranked Skater/Couple.

The Skater or Couple will be required to forward a medical certificate to the ISU Secretariat in accordance with paragraph 6.2 of this announcement.

The ISU Members concerned must enter and confirm the participation of the qualified Competitors, the qualified substitutes by **November 1, 2013**.

5.3 Entries of Competitors – Senior Final

Confirmation of entries will be forwarded to the Member of the qualified Skaters/Couples by the ISU Secretariat. The respective Member must forward on the official entry form, the entries for the ISU Grand Prix of Figure Skating Final to Japan Skating Federation

If a Skater or Couple cannot participate due to injury or illness, the respective ISU Member must inform the ISU Secretariat and the Organizing Committee in writing immediately so that the ISU Secretariat can extend an invitation to the next ranked Skater/Couple.

The withdrawn Skater or Couple will be required to forward a medical certificate to the ISU Secretariat in accordance with paragraph 6.2 of this Announcement.

The ISU Members concerned must enter and confirm the participation of the qualified Competitors, the qualified substitutes by **November 28, 2013**.

5.4 Entries of Team Members

Official entries of Team Leaders, Assistant Team Leaders, Team Officials, Team Medical Staff and Coaches and the partner or relative of a Judge will be accepted. Accreditation will be provided to those who are officially accepted by the ISU and Japan Skating Federation.

Please be advised that only one Coach per Skater will be accredited. An Assistant Team Leader will be accepted for Teams having six (6) and more Skaters. Only two Team Officials of each Member, including the Member President provided that they are Council Members, Technical Committee Members or Members of the Head Office of their ISU Member federation, will be accredited. Not more than one (1) Team Doctor and one (1) Team Physiotherapist will be accepted as the Team Medical Staff, for which the organizer requests the right to have a medical certification (document) presented before accreditation. A partner or relative of a Judge will be accepted for restricted accreditation. The Member Federations shall guarantee that the requested accreditation of Team Members will correspond to their function within the team.



The names of Team Leaders, Assistant Team Leaders, Team Officials, Team Medical Staff and Coaches must be listed on the Entry Form "Composition of Delegation". Judges and Judges' partners or relatives are to be listed on the same form.

For teams qualified for the ISU Junior Grand Prix of Figure Skating Final all Forms must be returned to Japan Skating Federation and the ISU Secretariat no later than **November 1, 2013**.

For teams qualified for the ISU Grand Prix of Figure Skating Final all Forms must be returned to Japan Skating Federation and the ISU Secretariat no later than **November 28, 2013**.

ISU Members qualified for both the Senior and Junior Grand Prix Final are requested to provide a set of preliminary forms with all the team members concerning the Junior Final by **November 1, 2013** and provide an updated set of forms including all team members of the Senior Final by **November 28, 2013**.

5.5 Contact Information for submitting of Entry Forms

The entries must be made on the official entry forms and must be sent to:

Japan Skating Federation

1-1-1 Jinnan, Shibuya-ku, Tokyo 150-8050 Japan

Fax: +81 3 3481 2350

E-mail: entries@skatingjapan.or.jp

and to:

International Skating Union

Fax: +41 21 612 6677

Email: entries@isu.ch

Peter Krick

Chair Sports Directorate

Fax: +49 8158 928 650

Email: peter.krick@eventint.com

6. REPLACEMENT OF QUALIFIED SKATERS

6.1 Replacement Procedure

A qualified Skater/Couple for the ISU Grand Prix of Figure Skating Final and or ISU Junior Grand Prix of Figure Skating Final, unable to participate, will be replaced by the immediate following Skater/Couple based on the ranking order of points of the ISU Grand Prix of Figure Skating or the ISU Junior Grand Prix of Figure Skating 2013/14.

The first three substitute Skaters/Couples in both Grand Prix Finals (Junior and Senior) must imperatively stay on "stand-by" until **Monday, December 2, 2013 – 12:00 (noon) Fukuoka local time**. The ISU Members concerned are responsible for the necessary visa and/or travel documents.

6.2 Injury or Illness of Qualified Skaters

In the case a Skater is withdrawn for injury or illness a Medical Certificate is required to be submitted to the ISU as per Rule 140, paragraph 5. The Certificate must be issued on the stationery of a Medical Doctor or on an ISU withdrawal form in case of in-competition withdrawal and duly signed by the Medical Doctor. If the certificate is not in English a translation signed by the President or General Secretary of the Member of respective Skater must be attached; In addition, upon request of the Chair of the Sports Directorate the Certificate must be received by the ISU within 72 hours after the notice of withdrawal and the following information must be included or attached:.

- i) the history which clearly indicates the date of injury or date of onset of illness, the type of injury or illness and severity of injury or illness as well as the physical findings on examination;
- ii) copies of laboratory or radiological reports that were conducted in the investigation of the injury/illness;
- iii) the recommended treatment by the physician including medications, therapy, advice on training frequency and intensity, date for follow-up examination (a copy of this assessment should then be forwarded to the ISU), expected date of return to full activity, planned further investigations and/or criteria for return to full activity.



6.3 Decision for Replacement

The ISU Vice President of Figure Skating will make the final determination of any replacement for the Final in accordance with paragraph 6.1 of this announcement.

7. ISU EVENT OFFICIALS AND JUDGES

7.1 ISU appointed Officials

The ISU President will appoint all Officials (Referees, Technical Controllers, Technical Specialists, Assistant Technical Specialists, Data/Replay Operators, OAC members) for the Final in accordance with the 2012 Regulations. All Officials must have the qualification for ISU Championships.

The ISU Secretariat will inform the Organizing Committee of the names of the Officials assigned to the Final. No changes will be accepted unless confirmed by the ISU Secretariat.

7.2 Composition of Panels of Judges

The panel of Judges will consist of 9 Judges of different ISU Members in each discipline, if possible, but not less than 7 Judges. Judges must have the qualification of "ISU Judge". The invitations to the Judges will be issued by the ISU Secretariat.

No Judge may serve in more than two disciplines of the ISU Grand Prix of Figure Skating Final and two disciplines of the ISU Junior Grand Prix of Figure Skating Final 2013/14 each.

The composition of the panels of Judges in each category will be made in accordance with the following procedure:

- a) first priority will be given to the participating ISU Members in the Senior Final;
- b) second priority will be given to the participating ISU Members in the Junior Final;
- c) third priority, if necessary, will be given to the ISU Grand Prix of Figure Skating organizing Members of individual ISU Grand Prix events (Senior);
- d) fourth priority, if necessary, will be given to the ISU Members with Judges present at the ISU Grand Prix of Figure Skating Final (Junior and Senior), but not mentioned under a) and b);
- e) fifth priority, if necessary, will be given to the host Member of the ISU Grand Prix of Figure Skating Final and the ISU Junior Grand Prix of Figure Skating Final;
- f) sixth priority, if necessary, will be given to the ISU Members with Skaters/Couples qualified as alternates in the Senior Final;
- g) seventh priority, if necessary, will be given to the ISU Members with Skaters/Couples qualified as alternates in the Junior Final;
- h) eighth priority, if necessary, will be given to the ISU Members with Skaters/Couples not qualified for the ISU Grand Prix of Figure Skating Final, with priority to the discipline concerned, starting from that Skater/Couple with the highest total amount of points but not being alternate for the final.



7.3 Invitation of Judges

The invitations to the Judges will be issued by the ISU Secretariat immediately following the last event of the ISU Grand Prix of Figure Skating 2013/14 (Rostelecom Cup).

The respective ISU Members entitled to nominate a Judge must submit the name of the Judge(s) no later than **November 28, 2013**.

The selection of Judges will be made by the respective Member. The Members are responsible for providing all selected and stand-by Judges with the appropriate travel documents in time.

The name(s) of the Judge(s) must be submitted on the official entry form to:

Japan Skating Federation

1-1-1 Jinnan, Shibuya-ku,

Tokyo 150-8050 Japan

Fax: +81 3 3481 2350

E-mail: entries@skatingjapan.or.jp

and to:

International Skating Union

Fax: +41 21 612 6677

Email: entries@isu.ch

Peter Krick

Chair Sports Directorate

Fax: +49 8158 928 650

Email: peter.krick@eventint.com

7.4 Officials Remuneration

The Referees, the Technical Controllers, the Technical Specialists, the Judges, the Data & Replay Operators, will receive remuneration in accordance with ISU Communication No. 1794 (or any update of this Communication). Only hard currencies are acceptable. The remuneration must be paid upon accreditation.

8. TRAVEL EXPENSES AND TRAVEL DOCUMENTS

The Organizing Member will pay travel expenses for air-fare (economy rates) for all Competitors qualified for the ISU Grand Prix of Figure Skating Final and for the ISU Junior Grand Prix of Figure Skating Final, and for the Judges, from the country of the member they represent, to **Fukuoka International Airport (FUK)** and return, or alternatively in the case of skaters, from their training site and return. The travel expenses of the Referees, the Technical Controllers, the Technical Specialists, the Data & Replay Operators are covered by the ISU.

Japan Skating Federation is the only authorizing body for 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.

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.

Once flights have been booked any changes to air tickets and related expenses will be the responsibility of the traveller.

The ISU will book all flights for Referees, the Technical Controllers, the Technical Specialists, the Data and Replay Operators.

All Team members, Referees, the Technical Controllers, the Technical Specialists, the Data and Replay Operators and Judges are responsible for their own travel documents (visa, insurance, etc.).



Due to the limited time between the last event of the ISU Grand Prix of Figure Skating (Rostelecom Cup) and the ISU Grand Prix of Figure Skating Final, all qualified Team Members are requested to take care of their individual travel documents and permits (visa, etc.) on a timely basis.

9. MEALS AND LODGING

9.1 Meals and Lodging for ISU Event Officials and Judges

The Organizing Member will pay accommodation and meal expenses for all Judges, Referees and Technical Officials (Technical Specialists, Technical Controllers, Data & Video Operators, from dinner on **Tuesday, December 3, 2013** through breakfast on **Monday, December 9, 2013**.

If any longer period is agreed upon with the Organizing Committee, the period of coverage will be prolonged accordingly.

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

9.2 Meals and Lodging for Competitors

The Organizing Member will pay accommodation and meal expenses for all competitors from dinner on **Tuesday, December 3, 2013** through breakfast on **Monday, December 9, 2013**. Each individual period may be extended due to individual flight arrangements.

If any longer period is agreed upon with the Organizing Committee, the period of coverage will be prolonged accordingly.

All extra expenses incurred by any Competitor will be the responsibility of respective team leader and must be paid prior to departure.

9.3 Meals and Lodging for other Team Members

All expenses for rooms and meals for any other team member will be the responsibility of the respective team leader or of the respective team member and must be paid prior to departure.

10. ARRIVAL OF TEAMS

All ISU Event Officials, Competitors, Team Leaders and Team Officials, Judges, Coaches, and Team Medical personnel taking part in the ISU Grand Prix of Figure Skating Final and the ISU Junior Grand Prix of Figure Skating Final 2013/14 are requested to announce as soon as possible but no later than **November 28, 2013** to the Organizing Committee, on the enclosed forms, the names of the airlines, flight numbers, dates and times of arrival at **Fukuoka International Airport (FUK)**.

All announced team members will be met by the Organizing Committee at **Fukuoka International Airport (FUK)** which is located approx. 11 km from the official hotel. Coaches and Team Medical Staff are only met if they travel with the team.



11. OFFICIAL HOTEL

All ISU Event Officials, ISU Guests, Competitors, Judges and other Team Members will be accommodated at

Hilton Fukuoka Sea Hawk Hotel

2-2-3 Jigyohama, Chuo-ku

810-8650, Fukuoka-shi, , Japan

phone: +81 92 844 8111

fax: +81 92 844 7887

web: <http://www3.hilton.com/en/hotels/japan/hilton-fukuoka-sea-hawk-hotel-FUKHIHI/index.html>

All bookings must be made through the Organizing Committee.

12. REGISTRATION

All ISU Office Holders, ISU Event Officials, Competitors, Team Leaders, Team Officials, Team Medical Staff and one Coach/Choreographer (per Competitor) taking part in the Final are requested to register as follows:

Accreditation for ISU Office Holders, ISU Event Officials, and Teams will be located in the hotel **Hilton Fukuoka Sea Hawk Hotel**. Accreditation for Media will be at the **Marine Messe Fukuoka** (competition venue).

All Skaters and Judges will be required to present their passport (and clearance certificate if passport is not the same as the Member entering the Skater) prior to receiving accreditation. Accreditation will not be issued without presentation of a valid passport.

13. INSURANCE / LIABILITY

In accordance with Rule 119, it is the sole obligation of each ISU Member participating in ISU Events, as defined in Rule 107, to provide medical and accident insurance for their athletes, officials and all other members of the ISU 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.

14. ANTI-DOPING

The Anti-Doping tests will be conducted in accordance with the current ISU Anti-Doping Rules & Procedures (ISU Communications No. 1765 and 1800 or any further update of this Communication).

The tests will be carried out on the best placed 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.

15. PRESENTATION OF MEDALS

The three best placed Skaters/Couples in each event will be announced and honored. Gold, silver and bronze medals will be presented to the medalists. The national anthem of the winner will be played and the flags of the medal winners will be hoisted.



16. EXHIBITION

All medalists of the ISU Grand Prix of Figure Skating Final as well as the Gold Medalists of the ISU Junior Grand Prix of Figure Skating Final and other selected Competitors will be required to participate in the Gala Exhibition on **Sunday, December 8, 2013**.

Show exhibition numbers different from the competition programs are expected (see also paragraph 4.1.2 and 4.2.2). A Short Program/Short Dance or a Free Program or a part of it or a competition program in another costume or skated to a different music is not to be considered a „show number“.

Each gold medalist will be expected to provide an encore in addition to their regular exhibition programs. There will be no extra exhibition fee awarded.

17. ROUND TABLE DISCUSSIONS / TECHNICAL PANEL REVIEW MEETING

Please see the date and time of the Round Table Discussions and the Technical Panel Review Meeting in the attached schedule.

Judges and Officials are responsible to make their travel arrangements in order to be able to attend the respective Round Table Discussions / Technical Panel Review Meeting. 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 as mentioned under point 19.



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

International Skating Union

Mr. Ottavio Cincuenta, 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

Phone: +41 21 612 66 66

Fax: +41 21 612 66 77

Email: entries@isu.ch or mayor@isu.ch

Mr. David Dore

ISU Vice President of Figure Skating

& Coordinator ISU Figure Skating Event Coordination Group

534 Buchanan Crescent

Gloucester, Ontario, Canada

K1J 7V4

Fax: +1 613 747 8222

Email: daviddore@sympatico.ca

Any late changes regarding an event (entries etc) must be communicated simultaneously to the ISU Secretariat (entries@isu.ch), Mr. Peter Krick (email: peter.krick@eventint.com) and the Organizing Committee (entries@skatingjapan.or.jp).

ISU Grand Prix Coordination Group (Junior and Senior):

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

Organizing Members of the 6 individual ISU Grand Prix of Figure Skating Events

Canada

Skate Canada

China

Chinese Skating Association

France

Federation Française des Sports de Glace

Japan

Japan Skating Federation

Russia

The Figure Skating Federation of Russia

United States

The United States Figure Skating Association

Organizing Member ISU Grand Prix of Figure Skating Final 2013/14

Japan Skating Federation

1-1-1 Jinnan, Shibuya-ku,

Tokyo 150-8050 Japan

Fax: +81 3 3481 2350

E-mail: entries@skatingjapan.or.jp



19. Preliminary Event Schedule (subject to change)

Tuesday, Dec. 3, 2013	All day	Arrival of Teams
Wednesday, Dec. 4, 2013	All day	Official Practice
	12:00	Team Leaders Meeting
	16:30	Referees and Technical Controllers Meeting
	17:15	Judges Meeting Singles and Pairs
	18:15	Judges Meeting Ice Dance
	20:00	ISU and Judges Dinner
Thursday, Dec. 5, 2013	14:45	JUNIOR LADIES – Short Program
	15:50	JUNIOR MEN – Short Program
	16:55	JUNIOR PAIRS – Short Program
	18:00	Opening Ceremony on Ice
	18:40	SENIOR MEN – Short Program
	19:50	SENIOR LADIES – Short Program
Friday, Dec. 6, 2013	14:30	JUNIOR LADIES – Free Skating
	15:40	JUNIOR MEN – Free Skating
	17:00	SENIOR PAIRS – Short Program
	18:15	SENIOR ICE DANCE – Short Program
	19:30	SENIOR MEN – Free Skating
	20:50	JUNIOR PAIRS – Free Skating
		Victory Ceremonies
Saturday, Dec. 7, 2013	07:30	MEN – Technical Panel Review Meeting
	08:00	JUNIOR LADIES – Judges Round Table Discussion
	09:00	JUNIOR MEN – Judges Round Table Discussion
	10:00	SENIOR MEN – Judges Round Table Discussion
	11:00	JUNIOR PAIRS – Judges Round Table Discussion
	15:00	JUNIOR ICE DANCE – Short Dance
	16:15	SENIOR PAIRS – Free Skating
	17:50	SENIOR ICE DANCE – Free Dance
	18:30	PAIRS – Technical Panel Review Meeting
	19:20	SENIOR LADIES – Free Skating
		Victory Ceremonies
Sunday, Dec. 8, 2013	08:00	LADIES – Technical Panel Review Meeting
	08:00	SENIOR PAIRS – Judges Round Table Discussion
	09:00	SENIOR ICE DANCE – Judges Round Table Discussion
	10:00	SENIOR LADIES – Judges Round Table Discussion
	12:15	JUNIOR ICE DANCE – Free Dance
		Victory Ceremony
	14:30	EXHIBITION
	16:00	JUNIOR ICE DANCE – Judges Round Table Discussion
	17:00	ICE DANCE – Technical Panel Review Meeting
	20:00	Closing Banquet

**20. SUMMARY OF FORMS & DEADLINES**

Forms		DUE DATE
01	Composition of Delegation	November 1, 2013 (for Juniors) November 28, 2013 (for Seniors)
02a	Entry Form for Competitors (Juniors)	November 1, 2013
02b	Entry Form for Competitors (Seniors)	November 28, 2013
03	Entry Form for Judges	November 28, 2013
04	Hotel Sheet	November 28, 2013
05	Travel Form for Teams	November 28, 2013
06	Bank Transfer	November 28, 2013
07	Ice Dance Music Information Form	November 28, 2013
08	Planned Program Content	November 28, 2013
09	Skater Health Care Form	November 28, 2013
10	Visa Application Form	As soon as possible