



ISU Grand Prix of Figure Skating Final[®]

and

ISU Junior Grand Prix of Figure Skating Final

2017/18



ISU Grand Prix of Figure Skating Final[®]

ISU Junior Grand Prix of Figure Skating Final

2017 AICHI/NAGOYA

December 7 – 10, 2017

ANNOUNCEMENT

1. GENERAL

The ISU Grand Prix of Figure Skating Final and the ISU Junior Grand Prix of Figure Skating Final 2017/18 will be held with the approval and the assistance of the International Skating Union, organized under the responsibility of the Japan Skating Federation (JSF) and in accordance with the ISU Constitution and General Regulations 2016, ISU Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2016 and relevant ISU Communications and the Memorandum for guidance in holding an ISU Grand Prix of Figure Skating Final (combined Senior & Junior) (2014 edition) as well as the announcements for the ISU Grand Prix of Figure Skating 2017/18 and ISU Junior Grand Prix of Figure Skating 2017/18.

Qualification for the ISU Grand Prix of Figure Skating Final and the ISU Junior Grand Prix of Figure Skating Final 2017/18 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 3. a) for participants in the Senior Final and Rule 108, paragraph 3. b) for participants in the Junior Final and they meet the participation, citizenship and residency requirements as per Rule 109 and ISU Communication 2030 (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. 2030, all Skaters who do not have the nationality of the ISU Member by which they have been entered or who, although having such nationality, have in the past represented another ISU 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: Nippongaishi Hall
5-1-16, Higashimata Matae-machi
Minami-ku, Nagoya-city, Aichi
457-0833, Japan

All competitions and practices will take place at the Nippongaishi Hall. The facility is a 30 meters x 60 meters indoor heated, air-conditioned and temporary 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 2016 Rule 611, paragraphs 1 and 3 for 2017/18. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2016, Rule 612 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 2016 Rule 611, paragraphs 1 and 3 for 2017/18. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2016, Rule 612 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 PAIR SKATING

Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2016, Rule 620, paragraphs 1 and 3 for 2017/18. Duration: 2 min., 40 sec. +/- 10 sec.
Free Skating	In accordance with ISU Technical Rules Figure Skating & Pairs Skating 2016, Rule 621 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 2016, Rule 709. Rhythms, required elements and guidelines are those listed in ISU Communication 2076, 2086 and subsequent updates. Duration: 2 min., 50 sec., +/- 10 sec
Free Dance	In accordance with ISU Technical Rules Ice Dance 2016, Rule 710. The required elements to be skated are those listed in ISU Communications 2076, 2086 and subsequent updates. Duration: 3 min., 30 sec., +/- 10 sec.

2.2 Technical Details – Senior Final**MEN**

Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2016 Rule 611, paragraphs 1 and 2. Duration: 2 min., 40 sec. +/- 10 sec.
Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2016, Rule 612 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 4 min. and 30 sec., +/- 10 sec.

LADIES

Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2016 Rule 611, paragraphs 1 and 2. Duration: 2 min., 40 sec. +/- 10 sec.
Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2016, Rule 612 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 4 min., +/- 10 sec.

PAIR SKATING	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2016, Rule 620, paragraphs 1 and 2 for 2017/18. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Figure Skating & Pair Skating 2016, Rule 621 and the respective ISU Communication. Special attention should be paid to the “well balanced program” and the element value. Duration: 4 min. and 30 sec., +/- 10 sec.
ICE DANCE	Short Dance	In accordance with ISU Technical Rules Ice Dance 2016, Rule 709. Rhythms, required elements and guidelines are those listed in ISU Communication 2076, 2086, and subsequent updates. Duration: 2 min., 50 sec., +/- 10 sec
	Free Dance	In accordance with ISU Technical Rules Ice Dance 2016, Rule 710. The required elements to be skated are those listed in ISU Communication 2076, 2086 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. In the case of a tie, there will be a draw to determine who skates first.

The starting order for the Free Skating/Free Dance will be conducted by a draw in line with the detailed provisions of ISU Rule 513, paragraph f) to i).

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 CD (Compact Disc) or in any other approved format.

In accordance with Rule 343, paragraph 1, all discs must show the Competition event, Competitors name, the Nation and the exact running time of the music - not skating time - including any starting signal, which shall be certified by the Competitor and by the coach, when submitted at the time of registration. Competitors must provide a back-up CD 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.

If music information is not complete and discs 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 6, 2017**. The detailed schedule will be issued at the time of registration.

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 2017/18 by accumulating points through the ISU Junior Grand Prix of Figure Skating 2017/18. 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 participated 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 2017/18 by accumulating points through the ISU Grand Prix of Figure Skating 2017/18. 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		Pair Skating 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 the 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 ISU Representative 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, Pair Skating and Ice Dance (Men/Ladies per Skater – Pair Skating/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 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 ISU Representative attending the event, subsequently to be ratified by the Council.

5. ENTRIES OF TEAMS

5.1 General

All entries, hotel request and travel information for the ISU Grand Prix of Figure Skating Final, must be done through the **ISU Online Registration System (ORS)** by the deadline indicated. Declarations will need to be uploaded to the ORS as well.

5.2 Entries of Competitors – Junior Final

Confirmation of entries will be forwarded to the ISU Member of the qualified Skaters/Couples by the ISU Secretariat.

The Entries by names must be made via the ISU Online Registration System (ORS): <https://fms.sportresult.com/isu>

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 and the qualified substitutes by **Friday, November 3, 2017 – 20:00 h JST (local Nagoya time)**.

5.3 Entries of Competitors – Senior Final

Confirmation of entries will be forwarded to the ISU Member of the qualified Skaters/Couples by the ISU Secretariat.

The Entries by names must be made via the ISU Online Registration System (ORS): <https://fms.sportresult.com/isu>

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 Competitor and the qualified substitutes by **Thursday, November 30, 2017 – 20:00 h JST (local Nagoya time)**.

5.4 Entries of Team Members

Official entries of 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 Organizer and ISU.

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 ISU Member (including the ISU Member President) provided that they are Council Members, Technical Committee Members or Members of the Head Office of their ISU Member, 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 ISU Members shall guarantee that the requested accreditation of Team Members will correspond to their function within the team.

For teams qualified for the ISU Junior Grand Prix of Figure Skating Final all entries must be made no later than **Friday, November 3, 2017 – 20:00 h JST (local Nagoya time)**.

For teams qualified for the ISU Grand Prix of Figure Skating Final all entries must be made no later than **Thursday, November 30, 2017 20:00 h JST (local Nagoya time)**.

ISU Members qualified for both the Senior and Junior Grand Prix Final are requested to enter in ORS all the team members concerning the Junior Final by **November 3, 2017 20:00 h local Nagoya time** and enter in ORS all team members of the Senior Final by **November 30, 2017 20:00 h local Nagoya time**.

5.5 Contact Information for submitting of Entry Forms

All entries submitted via the ISU Online Registration System (ORS): <https://fms.sportresult.com/isu> will automatically also go to:

Japan Skating Federation
Email: entries@skatingjapan.or.jp

and to

International Skating Union
Fax: +41 21 612 6677
Email: entries@isu.ch

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 2017/18.

The first three substitute Skaters/Couples must imperatively stay on "stand-by" until **Monday, December 4, 2017 – 12:00 JST (noon) local time Nagoya**. 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 stationary 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 ISU Member of the respective Skater must be attached;

In addition, upon request of the Vice President Figure Skating 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 ISU Event Officials (Referees, Technical Controllers, Technical Specialists, Assistant Technical Specialists, Data & Replay Operators) for the Final in accordance with the 2016 Regulations. All ISU Event 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 2017/18 each or in more than 4 different panels in total.

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 ISU 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 ISU 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 ISU Secretariat will inform the respective ISU Members immediately following the last event of the ISU Grand Prix of Figure Skating 2017/18 (Skate America), if a judge of this ISU Member has qualified to serve in the ISU Grand Prix of Figure Skating Final.

The respective ISU Members entitled to nominate a Judge must submit the name of the Judge(s) no later than **Thursday, November 30, 2017, 20:00 h JST (local Nagoya time)**.

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

Judges entries must be made via the ISU Online Registration System (ORS): <https://fms.sportresult.com/isu>

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. 2096 (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 ISU 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 ISU Member they represent, to **Chubu Centrair International Airport Nagoya (NGO)** 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, and the Data & Replay Operators are covered by the ISU.

The Organizing ISU Member 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 JSF prior to its ticketing.

Skaters/Judges, who wish to purchase their air tickets directly or make 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 traveler.

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 (Skate America) 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 ISU Member will pay accommodation and meal expenses for all Judges, Referees and Technical Officials (Technical Specialists, Technical Controllers and Data & Replay Operators) from dinner on **Tuesday, December 5, 2017** through breakfast on **Monday, December 11, 2017**.

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 ISU Member will pay accommodation and meal expenses for all competitors from dinner on **Tuesday, December 5, 2017** through breakfast on **Monday, December 11, 2017**. 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 2017/18 are requested to announce as soon as possible but no later than **Thursday, November 30, 2017** to the Organizing Committee, on the enclosed forms, the names of the airlines, flight numbers, dates and times of arrival at **Chubu Centrair International Airport Nagoya (NGO)**.

All announced team members will be met by the Organizing Committee at **Chubu Centrair International Airport Nagoya (NGO)** which is located approx. 45 min 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, Judges, ISU Guests and ISU GP Member Presidents, Competitors, Team Leaders and Team Medical will be accommodated at:

Official Hotel for ISU, Judges, Teams, OC

Nagoya Marriott Associa Hotel

1-1-4, Meieki, Nakamura-ku,
Nagoya-city, Aichi, Japan 450-6002

Tel: +81 52 584 1111

Fax: +81 52 584 1112

URL: <http://www.associa.com/english/nma>

Hotel for Team Members/Chaperones/Media

Castle Plaza Hotel

4-3-25 Meieki, Nakamura-ku,
Nagoya-city, Aichi, Japan 450-0002

TEL: +81-52-582-2121

FAX: +81-52-582-8666

URL: <http://www.castle.co.jp/plaza/en/index.html>

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 the Skating Family will be located in the **Nagoya Marriott Associa Hotel**. Accreditation for Media will be at the **Nippongaishi Hall** (competition venue).

All Skaters and Judges will be required to present their passport (and clearance certificate if passport is not the same as the ISU 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 with the ISU Grand Prix of Figure Skating Final 2017/18 and ISU Junior Grand Prix of Figure Skating Final 2017/18.

14. ANTI-DOPING

The Anti-Doping tests will be carried out according to the current ISU Anti-Doping Rules and ISU Anti-Doping Procedures (ISU Communications No. 1922 and 2100 or any further update of these Communications).

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 10, 2017**.

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 (Senior only) will be expected to provide an encore in addition to their regular exhibition programs. There will be no extra exhibition fee awarded.

17. MEETINGS FOR ISU EVENT OFFICIALS AND JUDGES

Please see the dates and times for all official meeting in the attached schedule. ISU Event Officials and Judges are responsible to make their travel arrangements in order to be able to attend the respective Round Table Discussions. If the event Organizing ISU Member or any other party makes the flight arrangements, the ISU Event Officials and the Judges are responsible to check if such arrangements are in line with the detailed schedule as mentioned under paragraph 19.

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

International Skating Union

Mr. Jan Dijkema, ISU President

Contact:

International Skating Union

Mr. Fredi Schmid, ISU Director General

or

Ms. Patricia Mayor, ISU Sports Coordinator Figure Skating

Avenue Juste-Olivier 17

1006 Lausanne/Switzerland

Phone: +41 21 612 66 66

Fax: +41 21 612 66 77

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

Mr. Alexander Lakernik

ISU Vice President of Figure Skating

& Coordinator ISU Figure Skating Event Coordination Group

Email: alex.lak169@gmail.com

Any late changes regarding an event (entries etc) must be communicated simultaneously to the ISU Secretariat (entries@isu.ch) and the Organizing Committee (entries@skatingjapan.or.jp).

ISU Grand Prix of Figure Skating (Junior and Senior) Coordination Group:

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

Mr. Charles Cyr, ISU Sports Director Figure Skating

Ms. Krisztina Regöczy, ISU Sports Director Figure Skating

Ms. Rita Zonnekeyn, Member S&PTC

Ms. Halina Gordon-Poltorak, Chair IDTC

Secretary:

Ms. Patricia Mayor, ISU Sports Coordinator Figure Skating

Organizing ISU Members of the 6 individual events:

Canada Skate Canada

China Chinese Skating Association

France Fédération 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 ISU Member 2017/18 – ISU Grand Prix of Figure Skating Final:

Japan Skating Federation

Kishi Memorial Hall, Room 414, 1-1-1,

Jinnan, Shibuya-ku,

Tokyo 150-8050

Japan

Email: entries@skatingjapan.or.jp

19. Preliminary Event Schedule (subject to change)

Tuesday, Dec. 5, 2017	All day	Arrival of Teams
Wednesday, Dec. 6, 2017	All day	Official Practice
	08:30	Team Leaders Meeting
	09:30	Medical Meeting
	10:00	MEN - Technical Panel Meeting
	11:00	PAIRS - Technical Panel Meeting
	12:00	ICE DANCE - Technical Panel Meeting
	13:00	LADIES - Technical Panel Meeting
	17:00	Referees and Technical Controllers Meeting
	17:45	SINGLE and PAIR SKATING - Judges Meeting
	18:45	ICE DANCE - Judges Meeting
	20:30	ISU and Judges Dinner
Thursday, Dec. 7, 2017	14:10	JUNIOR PAIRS – Short Program
	15:30	JUNIOR MEN – Short Program
	16:40	JUNIOR LADIES – Short Program
	17:40	Opening Ceremony
	18:15	SENIOR PAIRS – Short Program
	19:30	SENIOR MEN – Short Program
	20:40	SENIOR ICE DANCE – Short Dance
Friday, Dec. 8, 2017	14:40	JUNIOR ICE DANCE – Short Dance
	16:00	JUNIOR PAIRS – Free Skating
	17:30	JUNIOR MEN – Free Skating
	18:55	SENIOR LADIES – Short Program
	20:15	SENIOR MEN – Free Skating
		Victory Ceremonies Senior Men, Junior Men, Junior Pairs
Saturday, Dec. 9, 2017	08:00	JUNIOR PAIRS – Judges Round Table Discussion
	09:15	JUNIOR MEN – Judges Round Table Discussion
	10:30	SENIOR MEN – Judges Round Table Discussion
	11:45	MEN - Technical Panel Review Meeting
	13:45	JUNIOR ICE DANCE – Free Dance
	15:05	JUNIOR LADIES – Free Skating
	16:25	SENIOR PAIRS – Free Skating
	17:55	SENIOR ICE DANCE – Free Dance
	18:00	PAIRS - Technical Panel Review Meeting
	19:20	SENIOR LADIES – Free Skating
	19:30	ICE DANCE - Technical Panel Review Meeting
		Victory Ceremonies Senior Ladies, Junior Ice Dance, Junior Ladies, Senior Pairs, Senior Ice Dance
	22:00	LADIES - Technical Panel Review Meeting
Sunday, Dec. 10, 2017	08:00	JUNIOR ICE DANCE – Judges Round Table Discussion
	09:15	JUNIOR LADIES - Judges Round Table Discussion
	10:00	Exhibition Practice
	10:30	SENIOR PAIRS – Judges Round Table Discussion
	11:45	SENIOR ICE DANCE – Judges Round Table Discussion
	13:00	SENIOR LADIES – Judges Round Table Discussion
	14:30	EXHIBITION
	20:00	Closing Banquet