



ISU WORLD
FIGURE SKATING
CHAMPIONSHIPS®

SAITAMA JAPAN 2019

March 18 – 24, 2019

Saitama / Japan

ANNOUNCEMENT

1. GENERAL REGULATIONS

The ISU World Figure Skating Championships® 2019 will be conducted in accordance with the ISU Constitution and General Regulations 2018, the ISU Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2018, as well as all pertinent ISU Communications.

Participation in the ISU World Figure Skating Championships® 2019 is open to all Competitors who belong to an ISU Member in accordance with Rule 130, paragraph 2 and qualify with regard to eligibility according to Rule 102, provided their ages fall within the limits specified in Rule 108, paragraph 3. a) and they meet the participation, citizenship and residency requirements in Rule 109, paragraphs 1 through 5 and Communication No. 2030 (or any updated of this Communication).

In accordance with Rule 109 of the ISU Regulations and ISU Communication No. 2030 (or any update of this Communication), 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.

2. TECHNICAL DATA

All Championship events as well as some official practices will take place at the **Saitama Super Arena** – with an ice surface of 30 m x 60 m. The remainder of the official practices will take place at the **Saitama Super Arena Practice Rink** with an ice surface of 30 m x 60 m. The two facilities are in the same building and are indoor, air-conditioned and heated.

Venue address: Saitama Super Arena
8 Shintoshin, Chūō-ku, Saitama, 330-9111, Japan

2.1 Minimum Score

Information on the minimum Technical Element score for these Championships will be announced in a Communication in October 2018.

2.2 Technical Details

MEN	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2018, Rule 611, paragraphs 1 and 2. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2018, 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.
LADIES	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2018 Rule 611, paragraphs 1 and 2. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2018, 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 2018, Rule 620, paragraphs 1 and 2 for 2018/19. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Figure Skating & Pair Skating 2018, 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.
ICE DANCE	Rhythm Dance	In accordance with ISU Technical Rules Ice Dance 2018, Rule 709. Rhythms, required elements and guidelines are those listed in ISU Communication 2148, 2188, and subsequent updates. Duration: 2 min., 50 sec., +/- 10 sec
	Free Dance	In accordance with ISU Technical Rules Ice Dance 2018, Rule 710. The required elements to be skated are those listed in ISU Communication 2148, 2188 and subsequent updates. Duration: 4 min., +/- 10 sec.

3. ENTRIES

3.1 General

All entries for the ISU World Figure Skating Championships® 2019, must be done through the **ISU Online Registration System (ORS)** by the deadline indicated; hotel and travel information should also be entered into ORS, as well as bank information. Declarations will need to be uploaded to the ORS as well.

3.2 Entries of Competitors

In accordance with Rule 378, the Entries by names must be made via the ISU Online Registration System (ORS):

<https://fms.sportresult.com/isu/>

and will be submitted via the ORS simultaneously to the:

Organizing Committee
Japan Skating Federation
1-1-1, Jinnan, Shibuya-ku
Tokyo 150-8050, Japan
Email: entries@skatingjapan.or.jp

and to:

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

not later than **Monday, February 25, 2019 – 20:00 h, local time Saitama / JPN** (see Rule 378, paragraph 1).

Preliminary entries (by number) must be entered in the ORS no later than **October 1, 2018**.

All Competitors must turn in to the Organizing Committee the “Program Content Sheet”. It is not permitted to hand over the Program Content Sheets directly to the acting Officials.

Please note that for all persons entered by the Members the procedures in regard to the Declaration for Competitors and Officials entering ISU Events (Rule 131) as outlined in ISU Communication ISU Communication 1876, point 16 (or any update of this Communication) need to be strictly observed.

3.3 Entries of Team Members

Official entries of Team Leaders, Assistant Team Leaders, Team Officials, Team Medical Staff, Member Press Officer 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 Organizing Committee.

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 or other members of the Member provided that they are Council/Board members, Technical Committee members or members of the Head Office of their 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 Organizing Committee requests the right to have a medical certification (document) presented before accreditation. Furthermore, not more than one (1) Member Press Officer will be accredited (provided the necessary form was received by September 1, 2018 and approved by the ISU). A partner or relative of a Judge will be accepted for restricted accreditation. The Members must guarantee that the requested accreditation of Team members will correspond to their function within the team.

The names of all team members must be submitted via the ISU Online Registration System (ORS) and must reach the Organizing Committee and the ISU Secretariat not later than **Monday, February 25, 2019 – 20:00h, local time Saitama / JPN.**

For Chaperones (one per Competitor) the Team Leader can request a “bus permit” which will include access to practices. Chaperones will not stay in the Official Skating Family Hotel. The chaperones will not receive any special price tickets to the competition events or the Exhibition.

4. JUDGES

4.1 Nomination of Judges for the annual Judges Draw for ISU Figure Skating Championships® 2019 to be held on October 11, 2018 in Geneva, SU

According to ISU Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2018, Rules 521, the official **entry form for Judges by number** (that had been sent to Members on July 27, 2018, must reach the ISU Secretariat by **October 1, 2018**, indicating with the entry, in which discipline of the ISU World Figure Skating Championships® 2019 the Member intends to participate in the respective draw. The Member must also indicate with the entry, which Judge will be available to judge the Pair discipline.

In accordance with the draw results, that will be published in an ISU Communication subsequent to the Judges Draw, Members having been drawn to send Judges to the ISU World Figure Skating Championships® 2019 must submit their Judges via the ISU Online Registration System (ORS) and reach the Organizing Committee and the ISU Secretariat not later than **Monday, February 25, 2019 – 20:00 h, local time Saitama / JPN.**

5. MEALS, LODGING, PREPAYMENT AND TRAVEL EXPENSES

In accordance with Rule 137 the expenses are regulated as follows:

- a) All expenses for accommodation and meals for all Competitors participating in the Championships will be covered by the Organizing Committee during the period beginning with dinner on **Sunday, March 17, 2019** and ending with lunch on **Monday, March 25, 2019**.
- b) All expenses for accommodation and meals for one (1) Team Leader for each participating Member in the Championships will be covered by the Organizing Committee during the period beginning with dinner on **Sunday, March 17, 2019** and ending with lunch on **Monday, March 25, 2019**.
- c) All expenses for accommodation and meals for Technical Controllers, Technical Specialists and Data & Replay Operators will be covered by the Organizing Committee during the period beginning with dinner on **Sunday, March 17, 2019** and ending with lunch on **Monday, March 25, 2019**.

- d) All expenses for accommodation and meals for Referees and Judges will be covered by the Organizing Committee during the period as listed below:
- Referees: with lunch on **Monday, March 18, 2019** and ending with lunch on **Monday, March 25, 2019**
 - Judges Ladies and Pairs: from lunch on **Monday, March 18** and ending with lunch on **Monday, March 25, 2019**,
 - Judges Men: from lunch on **Tuesday, March 19** and ending with lunch on **Monday, March 25, 2019**,
 - Judges Ice Dance: from lunch on **Wednesday, March 20** and ending with lunch on **Monday, March 25, 2019**.

Should any Competitor, Team Leader or Official arrive at the Hotel before the time indicated above or stay longer, the costs for accommodation and meals are at the burden of the user. A credit card or cash deposit is required on arrival for security and other incidental (i.e. telephone, movies, etc.) charges. If there are no expenses or damages to the room, cash deposit will be returned to the guest on departure.

It is the responsibility of the participating Members to make the necessary travel plans and arrangements for their Skaters.

All extra expenses incurred by any Competitor or any kind of Official will be the responsibility of the individual and must be paid prior to departure.

The Organizing Committee requests that, for all Team Members whose accommodation expenses are not covered by the Organizing Committee as outlined above, a pre-payment (deposit) to guarantee the availability of required rooms has to be made. Please use the ISU Online Registration System (ORS) and the first Information Letter for booking and calculation. The pre-payment (50% of the total amount) must be made by **November 15, 2018**. The terms of payment for the remainder will be published well in time by the Organizing Committee.

All rooms ordered for any person (if paid by the organizer or the member federation) are subject to the cancellation policy as outlined in the first information.

Travel expenses will be paid in accordance with Rule 137. Out of pocket expenses for Referees, Technical Controllers, Technical Specialists, OAC Members, Judges, Data & Replay Operators will be paid in accordance with the Memorandum for Guidance in Holding ISU Figure Skating Championships and ISU Communication No. 2096 or any update of this Communication. Payments will be provided at registration. No expenses will be reimbursed for any other accompanying persons (i.e., Assistant Team Leaders, Coaches, Team Officials, Team Medical Staff, Member Press Officer, Chaperones, etc.).

Please note: It is the obligation of the Team Leader and or the Assistant Team Leader to attend at least one of the two scheduled Team Leaders Meetings. Failing to do so, the Organizing Committee will not cover the expenses for the Team Leader as indicated above. Team Leaders for Teams which have Pairs entered **must** attend the first team leader meeting.

6. PRACTICE

Official practices for Competitors begin on **Monday, March 18, 2019**. The detailed schedule will be issued at the time of registration.

7. MUSIC

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 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 Rhythm 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 disks not provided, accreditation will not be given.

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

8. ARRIVAL & DEPARTURE OF PARTICIPANTS

All ISU Event Officials, Competitors, Team Leaders and Team Officials taking part in the Championships are requested to announce as soon as possible but not later than **February 25, 2019**, to the Organizing Committee, the names of the airlines, flight numbers, dates and times of arrival at **Tokyo International Airport Haneda (HND) or Narita International Airport (NRT)**.

These locations are considered as the official arrival/departure points for the ISU World Figure Skating Championships® 2019, from where a shuttle transfer will be organized. Coaches, Team Medical Staff, Member Press Officer and Chaperones are only met if they travel with the team. The detailed travel information needs to be submitted via the ISU Online Registration System (ORS).

9. REGISTRATION

All ISU Office Holders, ISU Event Officials, Competitors, Team Leaders, Team Officials, Team Medical Staff, Member Press Officer and one Coach (per Competitor) taking part in the Championships are requested to register for the ISU World Figure Skating Championships® 2019 as follows:

Accreditation for the Skating Family will be located at the **Keio Plaza Hotel** and for Media at the **Saitama Super Arena - accreditation center**.

All Competitors and Judges will be required to present their passport (and Clearance Certificate if the passport is not of the same country as the Member entering the Skater and/or the Skater having previously represented another Member) prior to receiving accreditation. Accreditation will not be issued without presentation of a valid passport.

10. OFFICIAL HOTELS

The Skating Family will be accommodated in:

Keio Plaza Hotel

2 Chome-2-1 Nishishinjuku, Shinjuku,
Tokyo 160-8330, Japan

Website: <https://www.keioplaza.com/>

11. OPENING CEREMONY ON ICE

The Opening Ceremony on Ice will take place on **Wednesday, March 20** at **14:10**, at the **Saitama Super Arena**.

12. DRAWS - ORDER OF SKATING

The draws for the order of skating will be held individually per discipline at the Draw and Press Conference Room at the Saitama Super Arena. The exact dates and time will be provided at registration.

13. EXHIBITION

All medalists and other Competitors will be selected to participate in the exhibition on **Sunday, March 24, 2019** at **15:00**, at the Saitama Super Arena according to Rule 104, paragraph 17 a) and b).

14. MEETINGS FOR ISU EVENT OFFICIALS and JUDGES

The individual Initial Judges Meetings will be held one (1) day prior to each first segment of each individual discipline. The draw for the seating order of the panels of Judges will be made 45 min. prior to each segment. Subsequent draws, as required, will be made at the Saitama Super Arena in the judges' room. A detailed draw schedule will be published on site.

Please see the dates and times for all other official meetings for Technical Panels (before and after the respective event), Referees and Technical Controllers Meeting and Judges Round Table Discussions in paragraph 20. Schedule of Events. **ISU Event Officials and Judges are responsible to make their travel arrangements in order to be able to attend the respective meetings.** If 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 20.

15. 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 means.

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

16. ANTI-DOPING

Anti-Doping tests will be carried out according to the ISU Anti-Doping Rules and ISU Anti-Doping Procedures, as given in the applicable ISU Communications (ISU Communications Nos. 1922 & 2117 or later updates).

17. TITLES AND MEDALS

The winners will bear the title according to Rule 133.

ISU gold medals will be awarded to the Champions and ISU silver and bronze medals to the second and third placed Competitors at the end of the finals in each discipline.

In accordance with Rule 134, paragraph 3. f) the Referee shall present, after the completion of each segment (Short Program and Free Skating for Ladies, Men, Pairs and Rhythm Dance and Free Dance for Ice Dance), ISU bronze, silver and gold medals to the third-placed Competitor(s), second-placed Competitor(s) and the winners respectively in each discipline, but no anthem shall be played or flags hoisted.

18. NATIONAL ANTHEM

The Organizing Committee asks all Members to bring a copy of their National Anthem on CD.

19. INFORMATION

For further information, please contact:

ISU World Figure Skating Championships® 2019

Organizing Committee

Japan Skating Federation

1-1-1, Jinnan, Shibuya-ku

Tokyo 150-8050, Japan

Email: entries@skatingjapan.or.jp

20. SCHEDULE OF EVENTS

Date	Time	Event
Monday, March 18	All day	Official Practice
	10:00	Team Leaders Meeting 1
	12:00	Medical Meeting
	15:00	PAIRS – Technical Panel Meeting
	19:30	LADIES – Technical Panel Meeting
Tuesday, March 19	All day	Official Practice
	07:30	Referee & Technical Controllers Meeting
	08:30	PAIRS – Initial Judges Meeting
	10:30	ICE DANCE – Technical Panel Meeting
	12:30	LADIES – Initial Judges Meeting
	15:00	MEN – Technical Panel Meeting
	20:30	Officials ISU Dinner
Wednesday, March 20	09:00	MEN – Initial Judges Meeting
	09:00	PAIRS – Short Program
	14:10	Opening Ceremony on Ice
	14:55	LADIES – Short Program
Thursday, March 21	08:00	Team Leaders Meeting 2
	09:00	ICE DANCE – Initial Judges Meeting
	10:00	PAIRS – Free Skating
	14:55	MEN – Short Program
	15:00	PAIRS – Technical Panel Review Meeting
Friday, March 22	09:00	PAIRS - Judges Round Table Discussion
	10:45	ICE DANCE – Rhythm Dance
	17:30	LADIES – Free Skating
Saturday, March 23	07:00	LADIES – Technical Panel Review Meeting
	08:30	LADIES – Judges Round Table Discussion
	12:30	ICE DANCE – Free Dance
	17:30	MEN – Free Skating
	17:30	ICE DANCE – Technical Panel Review Meeting
Sunday, March 24	08:00	MEN – Technical Panel Review Meeting
	08:00	ICE DANCE – Judges Round Table Discussion
	10:15	MEN – Judges Round Table Discussion
	15:00	EXHIBITION
	20:00	Closing Banquet

Please note: This schedule is subject to change

20. SUMMARY OF DEADLINES

	DEADLINE	to be submitted via	
		Online Registration System	Form
Preliminary Entry Form	01.10.2018	X	
Hotel Request Form Team Leaders, Competitors, Judges	01.10.2018	X	
Hotel Request Form Team Officials, Coaches, Others	01.10.2018	X	
Entry by Name for Competitors	25.02.2019	X	
Entry by Name for Judges	25.02.2019	X	
Entry by Name Delegation Members	25.02.2019	X	
Hotel Reservation	25.02.2019	X	
Travel Details	25.02.2019	X	
Bank Transfer	25.02.2019	X	
Press Information	25.02.2019	X (only available in October)	X (on ISU Extranet)
Competition Music Information	25.02.2019	X (only available in October)	X (on ISU Extranet)
Ice Dance Music Information	25.02.2019	X (only available in October)	X (on ISU Extranet)
Planned Program Content	25.02.2019	X (only available in October)	X (on ISU Extranet)
Skater Health Care Form	25.02.2019		X (Form 1)
Visa Application Request	a.s.a.p.		X (Form 2)

Payments	DUE DATE
Deadline for 50% deposit for hotel reservations from Federation	15.11.2018
Refund of 100% hotel deposit for cancellations up to	15.01.2019
Refund of 50% hotel deposit for cancellations from January 16 until	27.02.2019
No refund for cancellations after this date	27.02.2019
Federation to pay balance of hotel payment latest at	Registration