



ANNOUNCEMENT FOR ISU CATEGORIES



Synchronized Skating 16th TISSOT Neuchâtel Trophy 2020

February 6th – 8th, 2020 - Neuchâtel, Switzerland

Organized by:

SWISS ICE SKATING and Club des Patineurs de Neuchâtel-Sports

ISU Events

Senior:

Short Program and Free Skating

Junior:

Short Program and Free Skating

Advanced Novice:

Free Skating

Interclub Competition

Basic Novice:

Free Skating

Mixed Age:

Free Skating

Adult:

Free Skating

→ SEE ANNOUNCEMENT FOR INTERCLUB COMPETITION!



INVITATION and ANNOUNCEMENT

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

16th TISSOT NEUCHÂTEL TROPHY

Participation in the TISSOT Neuchâtel Trophy 2020 is open to all Teams that belong to an ISU Member, Rule 109, paragraph 2, and qualify with regard to eligibility according to Rule 102, provided their ages fall within the limits specified in Rule 108, paragraph 4, and they meet the participation, citizenship and residency requirements in Rule 109 paragraphs 1 and 2d. The composition of the teams is determined by the ISU Special Regulations and Technical Rules Synchronized Skating 2018.

Date: February 6th – 8th, 2020

Place: PATINOIRES DU LITTORAL
4, Quai Robert Comtesse, CH-2000 Neuchâtel,
(1 hour 20 minutes from Geneva and 1 hour 50 minutes from Zurich)
with ice surface for Main Rink of 30 x 60 m (heated, 4'000 spectators)
and Practice Rink of 30 x 60 m (not heated) in the same complex.

1. INVITED MEMBERS

All the Members of the International Skating Union listed on the ISU Constitution and General Regulations 2018 are invited to enter teams at the TISSOT Neuchâtel Trophy 2020.

2. GENERAL REGULATIONS

This Event will be conducted in accordance with the ISU Constitution and General Regulations 2018, the ISU Special Regulations and Technical Rules Synchronized Skating 2018, as well as all pertinent ISU Communications.



3. CATEGORIES

The competition is open to the following categories, according to ISU regulations:

Senior

Teams shall consist of sixteen (16) skaters, with up to four (4) listed alternates who must have reached the age of fifteen (15) before July 1st, 2019.

- **Short Program:** 2 minutes and 50 seconds (but may be less); component factor 0.8
- **Free Skating:** 4 minutes (\pm 10 seconds); component factor 1.6

Elements: Well Balanced Program Content according to ISU Communication 2236

Junior

Teams shall consist of sixteen (16) skaters, with up to four (4) listed alternates who must have reached the age of thirteen (13) but have not reached the age of nineteen (19) before July 1st, 2019.

- **Short Program:** 2 minutes and 50 seconds (but may be less); component factor 0.8
- **Free Skating:** 3 minutes 30 seconds (\pm 10 seconds); component factor 1.6

Elements: Well Balanced Program Content according to ISU Communication 2236

Advanced Novice

Teams shall consist of sixteen (16) skaters, with up to four (4) listed alternates who must have reached the age of ten (10) but have not reached the age of fifteen (15) before July 1st, 2019.

- **Free Skating:** 3 minutes (\pm 10 seconds); component factor 1.6

Elements: Well Balanced Program Content according to ISU Communication 2238



4. ENTRIES

The organizer reserves the right to limit the number of entries per ISU Member.
All entries must be sent to the Organizing Committee of the TISSOT Neuchâtel Trophy 2020.

ORGANIZING COMMITTEE

CLUB DES PATINEURS DE NEUCHÂTEL-SPORTS

4, Quai Robert Comtesse, CH-2000 NEUCHÂTEL

E-Mail: presidente@neuchatel-trophy.ch

Website: www.neuchatel-trophy.ch

Date of preliminary entry:

October 1st, 2019.

Final date of entry:

December 1st, 2019.

Category	Entry fee
Senior and Junior	CHF 500.00
Advanced Novice	CHF 350.00

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

Beneficiary	CLUB DES PATINEURS DE NEUCHÂTEL-SPORTS c/o M. Denis Keller, CH-2017 Boudry
Bank	Banque cantonale Neuchâteloise, Place Pury 4, CH-2001 Neuchâtel
Account No	CH81 0076 6000 1032 8771 5
BIC/SWIFT	BCNNCH22XXXX

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

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

5. CITIZENSHIP / RESIDENCE REQUIREMENTS

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



6. OFFICIALS

Each participating ISU Member sending at least one (1) Team participating in the competition may nominate **one (1) judge** listed on the ISU list for Referees and Judges for Synchronized Skating 2019/2020.

The **Referees, Technical Controllers, Technical Specialists** and **Data/Replay Operators** will be invited by the Organizing Committee and chosen from the respective ISU lists for Synchronized Skating 2019/2020.

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

Furthermore, the Organizing Committee will provide ground transportation in Neuchâtel, as well as accommodation and meals, from Thursday, February 6th, 2020, lunch, to Saturday, February 8th, 2020, dinner or Sunday, February 9th, 2020, after breakfast for the non-European Judges. All other expenses will be the responsibility of each individual Official. Should any Official arrive at the hotel before or stay after the period described above, their room costs and expenses will be their responsibility and must be paid upon arrival. The Organizing Committee does not cover travel, accommodation and meal expenses for wives, husbands, relatives, etc.

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

HOTEL BEAULAC
Esplanade Léopold-Robert 2, CP 258
CH-2000 Neuchâtel
Phone ++41 32 723 11 11
Email: hotel@beaulac.ch
Website: www.beaulac.ch/fr/

All the Referees, Judges and Members of the Official Team Delegation taking part in the TISSOT Neuchâtel Trophy 2020 are requested to submit the details of their trip to the Organizing Committee as soon as possible, but no later than the final date of entry.

7. ACCOMMODATION FOR TEAMS

Accommodation for participating Teams is at their own expense.

A list of hotels that support the TISSOT Neuchâtel Trophy 2020 will be published on www.neuchatel-trophy.ch. You can also find other hotels on <https://www.j3l.ch/fr/Z10488/neuchatel-tourisme>. The Organizing Committee can be contacted at accommodation@neuchatel-trophy.ch. When booking your hotels, please mention that you are participating to the TISSOT Neuchâtel Trophy 2020. Some hotels pre-book rooms for the participants of the TISSOT Neuchâtel Trophy 2020 and therefore say they are “fully booked” if they do not know who the booking is for.



8. TRANSPORTATION

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

9. ACCREDITATION / REGISTRATION SERVICE

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

Thursday, February 6 th , 2020	from 09:00 to 18:30
Friday, February 7 th , 2020	from 08:00 to 13:00
Saturday, February 8 th , 2020	from 08:00 to 13:00

For special requests, please contact the Information desk at the entrance of the Main Rink.

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

10. PLANNED PROGRAM CONTENT SHEET

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

11. EXTRA PRACTICE ICE

Additional practice sessions will be available on

Wednesday, February 5th, 2020
Thursday, February 6th, 2020

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



12. MUSIC

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

We would be grateful to receive your music in advance (no later than December 31st, 2019) by email at music@neuchatel-trophy.ch. The email message should contain one music file or file link. Please mention «category name, team name, competition program and exact running time of the music» in the subject of the email.

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

According to the ISU Special Regulations and Technical Rules Synchronized Skating 2018, Rule 823, paragraph 2, the music covers/CDs must show the exact running time of the music (not skating time), which shall be certified by the Team and by the coach, when submitted at the time of registration. Teams must provide a back-up drive for their program.

13. OFFICIAL PRACTICE

The Official Practice will be held in the Main Arena. Each Team will be allowed a ten (10) minute period for the Short Program and a twelve (12) minute period for the Free Skating according to schedule.

14. OFF-ICE WARM-UP

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

15. DRAWS – STARTING ORDER

The Official Draws will take place at the **Main Rink** on Thursday, February 6th, 2020 at 19:30.

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

16. OPENING CEREMONY

The Opening Ceremony will take place at the **Main Rink** on Friday, February 7th, 2020.

17. PRIZES AND TROPHY

A trophy will be presented to the winning Team of each category.



18. MEDICAL SERVICE / LIABILITY

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

19. PUBLICITY WAIVER

Members, officials, teams and competitors hereby acknowledge and consent to the fact that team photos, team information and results will be published, as well as that the TISSOT Neuchâtel Trophy 2020, in Neuchâtel, Switzerland, may be televised or live streamed either in whole or in part, for showing on a worldwide basis. According to the ISU Constitution and General Regulations 2018, both members and competitors (in this particular case, teams) hereby certify and warrant that the music and choreography presented and used by the competitors have been fully cleared and authorized for public use and consent to the use of his or her name, biography and likeness on or in connection with any television or radio program broadcast and re-broadcast throughout the world, motion picture, print media or the advertising and publicizing of such program, without further clearance or payments of any kind on the site of the International Skating Union, the organizing member Swiss Ice Skating, the Organizing Committee and the relevant television network or broadcasters being required.

20. LIST OF FORMS

Please send all forms by e-mail to direction@neuchatel-trophy.ch

Form N°	Title	Deadline
Form 01	Preliminary Entry	October 1 st , 2019
Form 02	Team Contact	December 1 st , 2019
Form 03	Team Entry (with picture)	December 1 st , 2019
Form 04	Officials Entry	December 31 st , 2019
Form 05	Team Travel Information	December 1 st , 2019
Form 06	Competition Music Information	December 1 st , 2019
Form 07	Team Hotel Information	December 1 st , 2019
Form 08	Planned Program Content Sheet	December 1 st , 2019
Form 09	Extra Practice Ice Request	December 1 st , 2019
Form 10	Meals / Picnic Order and related payment	December 31 st , 2019
Form 11	Fees	December 31 st , 2019
	Sending music as MP3-file to music@neuchatel-trophy.ch	December 31 st , 2019



21. TENTATIVE SCHEDULE OF EVENTS

Wednesday, February 5th, 2020

If needed	Information desk	Main Rink
Upon request	Extra practice ice	Main Rink/ Practice Rink

Thursday, February 6th, 2020

07:00 – 18:45	Extra practice ice	Main Rink/ Practice Rink
09:00 – 18:30	Official registration for Teams and Event Officials	Main Rink
17:00	Referee and Technical Panel Meeting	Judges Room
18:00	Initial Judges Meeting	Judges Room
19:30	Official Draw	Main Rink
	BASIC NOVICE/ADVANCED NOVICE Free Skating	
	JUNIOR/SENIOR Short Program	
20:30	Official Dinner for Officials, VIP, Committee	Venue to be announced

Friday February 7th, 2020

08:00 – 13:00	Official registration for Teams	Main Rink
08:00 – 14:00	Official practice	Main Rink
	BASIC NOVICE/ADVANCED NOVICE Free Skating	
	JUNIOR/SENIOR Short Program	
11:00	Team Leader Meeting	Press Room
15:00	Opening Ceremony	Main Rink
15:45 – 22:00	Competition	Main Rink
	BASIC NOVICE/ADVANCED NOVICE Free Skating	
	JUNIOR/SENIOR Short Program	
	Intermediate draw	Public dressing room
	JUNIOR/SENIOR Free Skating	
	Awards Ceremony with all skaters	Main Rink
	BASIC NOVICE/ADVANCED NOVICE Free Skating	
22:30	Dinner for Officials	Venue to be announced

Saturday, February 8th, 2020

08:00 – 13:00	Official registration for Teams	Main Rink
08:00 – 13:00	Official Practice	Main Rink
	ADULT/MIXED AGE Free Skating	
	JUNIOR/SENIOR Free Skating	
14:00 – 19:00	Competition	Main Rink
	ADULT/MIXED AGE Free Skating	
	JUNIOR/SENIOR Free Skating	
	Awards Ceremony with all skaters	
20:00	Dinner for Officials	Arena
21:00	Round Table Discussion	Arena

This is a tentative schedule of events. The final program is subject to change depending on the number of Teams entering the competition and will be available on the website of the TISSOT Neuchâtel Trophy 2020 once the number of participating Teams will be known.