



Neuchâtel Trophy 2023

Neuchâtel, Switzerland

January 13-15, 2023

ANNOUNCEMENT



Neuchâtel Trophy 2023

An International Competition
for
Junior and Senior

organized by

Swiss Ice Skating

SWISS
ICE SKATING

Neuchâtel, Switzerland

13-15 January 2023

A competition as part of the



Challenger Series in Synchronized Skating 2022/23

under the authorization of the

INTERNATIONAL SKATING UNION



1. GENERAL REGULATIONS

The **Neuchâtel Trophy 2023** will be conducted in accordance with the ISU Constitution and General Regulations 2021, the Special Regulations & Technical Rules Synchronized Skating, and the relevant ISU Communications.

Participation in the **Neuchâtel Trophy 2023** is open to all Competitors who belong to an ISU Member and qualify regarding 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 through 5 and ISU Communication 2030 or any update of this Communication.

All Teams must be entered through their respective ISU Member Federation.

2. CHALLENGER SERIES IN SYNCHRONIZED SKATING

The **Neuchâtel Trophy 2023** is part of the Challenger Series in Synchronized Skating 2022/23 and will be conducted in accordance with additional requirements as specified in the General Announcement for the Challenger Series in Synchronized Skating 2022/23 as well as ISU Communication 2458.

If the requirements specified in the above-mentioned documents are fulfilled the event will count towards ISU World Standing Points, Minimum Total Technical Score, ISU Challenger Series in Synchronized Skating Ranking.

There is a limitation for the Teams to two (2) participations in the events of the Challenger Series in Synchronized Skating.

CHALLENGER SERIES IN SYNCHRONIZED SKATING RANKING

At the end of the Challenger Series in Synchronized Skating, after the last event of the season has been concluded, the highest final score in the up to two (2) different Challenger Series in Synchronized Skating events of each Team will be added and taken into consideration to form a Challenger Series in Synchronized Skating Ranking which will be published on the ISU website.

3. TECHNICAL DATA

PLACE **PATINOIRES DU LITTORAL**
4, Quai Robert Comtesse
2000 Neuchâtel
Switzerland

Main arena: indoor ice-rink with the ice surface of 30 x 60 m, heated

Practice arena: indoor ice-rink with the ice surface of 30 x 60 m, not heated

Main and Practice Rink are in the same complex



JUNIOR	Short Program	Duration: 2 minutes and 50 seconds, but may be less The General Short Program Elements and requirements are listed in Rule 991, paragraphs 1 a), 2 and 3, Rule 992, paragraphs 1 a), 2 and 3 a). The Short Program Elements and Requirements to be skated for Season 2022/23 are listed in ISU Communication 2471.
	Free Skating	Duration: 3 minutes and 30 seconds +/- 10 seconds The Well-Balanced Program Requirements are listed in Rule 991, paragraphs 1 b), 2 and 4, Rule 992, paragraph 1 b), 2 and 3 c). The Free Skating Elements and Requirements to be skated for Season 2022/23 are listed in ISU Communication 2471.
SENIOR	Short Program	Duration: 2 minutes and 50 seconds, but may be less The General Short Program Elements and requirements are listed in Rule 991, paragraphs 1 a), 2 and 3, Rule 992, paragraphs 1 a), 2 and 3 a). The Short Program Elements and Requirements to be skated for Season 2022/23 are listed in ISU Communication 2471.
	Free Skating	Duration: 4 minutes +/- 10 seconds The Well-Balanced Program Requirements are listed in Rule 991, paragraphs 1 b), 2 and 4, Rule 992, paragraph 1 b), 2 and 3 c). The Free Skating Elements and Requirements to be skated for Season 2022/23 are listed in ISU Communication 2471.

4. ENTRIES

4.1 General

All Entries must be made by the ISU Member concerned based on the regulations for the Challenger Series in Synchronized Skating 2022/23.

All entries for the **Neuchâtel Trophy 2023** 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.

4.2 Preliminary Entries

The preliminary entries must reach the Organizer by latest **Tuesday, November 1st, 2022**, by entering the information through ORS.



4.3 Entries by Name

4.3.1 Entries of Teams

Participation is open to all Teams of ISU Members.

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

E-Mail: direction@neuchatel-trophy.ch

and to:

ISU Secretariat

E-Mail: entries@isu.ch

not later than **Friday, December 2nd, 2022, 20:00 (Central European (Paris) Time, UTC+1)**.

4.3.2 Entries of Judges

Each participating ISU Member has the right to nominate one (1) judge who has at least the qualification "Judge for International Competitions".

In case of too many nominated judges the organizer will draw the panel of judges immediately after the closing date for the entries. The result of such draw will be communicated to all ISU Members involved in writing immediately after the conclusion of such draw.

The Entries of Judges must be made via the ISU Online Registration System (ORS) not later than **Friday, December 2nd, 2022, 20:00 (Central European (Paris) Time, UTC+1)**.

Each panel of Judges will consist of at least 7 Judges. In exceptional cases and if there is no possibility to compose a panel of judges with at least 7 Judges, the ISU Vice-President Figure Skating may exceptionally authorize the panel in question to have a minimum of 6 Judges.

In case that at the time of the competition more Judges will be available and entered as required to compose the panels of Judges, the Organizing Member in consultation with the ISU will conduct on site, a draw for the panel of judges for the first segment. The Judges not drawn for the first segment will be seated for the second segment.

The panel for the second segment will in this case be completed by an open draw amongst the Judges serving in the first segment.



4.3.3 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 Organizer.

Please be advised that only one Coach per Team will be accredited. An Assistant Team Leader will be accepted. Only one Team Official of each Member, including the Member President if they are Council 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 organizer requests the right to have a medical certification (document) presented before accreditation. The Member Federations guarantee that the requested accreditation of Team Members will correspond to their function within the Team and the Federation.

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 **Friday, December 2nd, 2022, 20:00 (Central European (Paris) Time, UTC+1)**.

4.3.4 Entry Fee

With the entry to the competition, the entry fee must be paid as follows:

CHF 550.00 per Team

The entry fee will not be refunded in case of withdrawals for any reason.

The entry fee does not include transport or extra practice ice.

The payment must be received on or before the closing date, **Friday, December 2nd, 2022**, by credit transfer. No refunds can be given after December 1st, 2022.

Bank account information:

Beneficiary	CLUB DES PATINEURS DE NEUCHÂTEL-SPORTS c/o M. Denis Keller, CH-2017 Boudry
Bank	Banque Cantonale Neuchâteloise Place Pury 4 2001 Neuchâtel Switzerland
Account No	CH81 0076 6000 1032 8771 5
BIC/SWIFT	BCNNCH22, bank clearing 766

Clearly point out in all payments: **Neuchâtel Trophy 2023, <Name of the Team>, <Category>, <Country>**.

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. The organizing committee must receive the net amount of all the fees charged.



5. APPOINTED EVENT OFFICIAL

This Challenger Series in Synchronized Skating event will follow the requirements of the General Announcement for the Challenger Series in Synchronized Skating 2022/23 as well as ISU Communication 2458 and principles of Rule 910, paragraph 5.a) of the ISU Special Regulations Synchronized Skating 2021 for appointing the event officials.

The members of each individual Technical Panel (Technical Controller and Technical Specialists) will not be from the same ISU Member. At least two (2) Technical Panel members will have the qualification "ISU", however one of the three members may have the qualification "International".

The Referee will have at least the qualification "International" and could be of the same ISU Member as one member of the Technical Panel (Technical Controller and Technical Specialists).

The Data Operator and the Replay Operator will have at least the qualification "International".

6. MEALS, LODGING AND TRAVEL EXPENSES

The organizer will provide and cover the expenses for rooms and meals for all Referees, Technical Controllers, Technical Specialists, Data and Replay Operators and Judges participating, beginning with lunch on **Friday, January 13th, 2023**, until breakfast on **Monday, January 16th, 2023**.

Should any of the above-mentioned persons arrive at the hotel before or stay longer than the period described above, their room costs and expenses will be the responsibility of the individual and must be paid on arrival.

The Organizing Committee will cover the costs for travel expenses for all Referees, Technical Controllers, Technical Specialists, Data and Replay Operators.

In accordance with the General Announcement for the Challenger Series in Synchronized Skating 2022/23 as well as ISU Communication 2458, all Referees, Technical Controllers, Technical Specialists, Data and Replay Operators and Judges officiating in the "Junior" and "Senior" competitions of a Challenger Series in Synchronized Skating event will, at the expense of the organizing ISU Member, receive pocket money of CHF 200.00.

7. PRACTICE

Official practice for Competitors begins on **Saturday, January 14th, 2023**. The detailed schedule will be issued at the time of registration.



8. MUSIC / PLANNED PROGRAM CONTENT

All Teams shall furnish, in advance, competition music of excellent quality in MP3 format by E-Mail to music@neuchatel-trophy.ch in accordance with Rule 823, paragraph 2.

The MP3 files, one file per program, shall be named
<Program>_<category>_<country abbreviation>_<Team name>.mp3
For example: Short_Senior_SUI_Team_Cool_Dreams_Junior.mp3.

In case of technical difficulties please send an E-Mail as soon as possible to direction@neuchatel-trophy.ch.

A list of titles, composers, and orchestras of the music to be used for the Short Program and the Free Skating must be listed for each Team on the official Music Selection Form and attached to the official Entry Form for Teams.

In accordance with Rule 823, paragraph 2, all Teams must announce the exact running time of the music (not skating time) including any starting signal, which shall be certified by the Team, Coach, Team Manager or Team Leader at the time of registration.

In addition, Teams must provide at registration a back-up for each program (Short Program and Free Skating). Each program must be recorded in MP3 format on a separate USB stick. The USB stick shall be formatted for Windows (NTFS, FAT32 or exFAT) with only the MP3 file of the program in the main (root) directory, without other files or directories.

If music information is not complete and/or the music is not provided, accreditation will not be given.

With the entry forms, 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 Team in English using the terminology for the elements listed in the respective ISU Communication.

The music files will be deleted by the organizers shortly after the competition. The backup USB sticks will be returned to the Teams.

9. ARRIVAL OF PARTICIPANTS / TEAMS

The nearest airport to Neuchâtel is **Geneva International Airport (GVA)**, from where the town can be reached by train in 1 hour and 20 minutes.

It is the responsibility of all participating Teams to **organize and cover the costs of their journey to and back from Neuchatel**, 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 transportation 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.

All Referees, the Technical Panel (Technical Controllers, Technical Specialists, Data & Replay Operators) Judges, Competitors, Team Leaders, Team Officials, Team Medical Staff and Coaches are requested to announce to the Organizing Committee as soon as possible but no later **Thursday, December 15th, 2022**, the name of the airlines, flight numbers, dates, and times of arrival in Geneva International Airport (GVA) or any other information concerning transportation and arrivals. Members arriving by train should indicate the time of arrival at the train station of Neuchâtel. The detailed travel information needs to be submitted via the ISU Online Registration System (ORS) and send by E-Mail to direction@neuchatel-trophy.ch.



10. OFFICIAL HOTEL

The official ISU hotel for Referees, Judges and Technical Panel is:

HOTEL BEAULAC

Esplanade Léopold-Robert 2

CP 258

2000 Neuchâtel

Switzerland

Phone: +41 32 723 11 11

E-Mail: hotel@beaulac.ch

Website: www.beaulac.ch

The official ISU hotel is located within walking distance (approx. 15 minutes) of the ice rink. The Organizing Committee can however provide transport between the hotel and the ice rink. Please indicate on the form if interested.

Due to the small size of the city of Neuchâtel, no hotel is large enough to host the whole Skating Family together. The Teams will thus be housed in various hotels. For the accommodation for Teams, a list of hotels is available on the website of the **Neuchâtel Trophy 2023**: <https://neuchatel-trophy.ch/hebergement/>. Hotel capacities can only be booked directly with the hotel. Booking requests must be made as soon as possible, but by **Thursday, December 1st, 2022**, at the latest. The Organizing Committee cannot guarantee the availability of rooms for bookings which are received after that date. All payments shall be made at the instructions of the hotel. When booking use the code '**Neuchâtel Trophy 2023**'.

11. ACCREDITATION

The official accreditation for Teams is planned at the **ice rink** upon arrival.

Accreditation as a Team Member will be given to all entered Judges, Competitors and one Team Leader per participating Team, one Coach per Team, a maximum of two Team Officials of ISU Members (including the Member President), if they are Council Members, Technical Committee Members or Members of the Head Office of their Federation and a maximum of two medical persons. Accreditation will only be granted to persons in those various functions if officially entered and named through their ISU Member. **The ISU Member certifies with the signed entry form the indicated functions within the Team of all Team members. Any misuse of any function will be sanctioned by the ISU/OC.**

Accreditation will be given to appointed Event Officials and Guests.

12. RESULTS

The marking system (ISU Judging System) as described in the Special Regulations & Technical Rules Synchronized Skating, Rule 842, and Rule 843 (Determination and publication of results) will be used.

13. PRESENTATION OF MEDALS AND PRIZES

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



14. INSURANCE / LIABILITY

In accordance with Rule 119, it is the sole obligation of each Member participating in ISU Events, to provide medical and accident insurance for their athletes, officials, and all other members of the Member's Team. Such insurance must 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. It is an internal matter of each ISU Member to decide who shall pay the premium for such insurance.

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

The Organizer will provide emergency medical services for all Competitors during the competition and official practice sessions at the official ice rinks. The local hospital is within 5 minutes distance from the Ice Rink.

15. MEETINGS FOR ISU EVENT OFFICIALS AND JUDGES

All Referees, Technical Controllers, Technical Specialists, Data and Replay Operators and Judges are responsible to make their travel arrangements to be able to attend the respective event related meetings. If any other party makes the flight arrangements, the Referees, Technical Controllers, Technical Specialists, Data and Replay Operators and Judges are responsible to check if such arrangements are in line with the event schedule.

16. INFORMATION AND VARIOUS

For information, please contact the Organizing Committee:

CLUB DES PATINEURS DE NEUCHÂTEL-SPORTS
4, Quai Robert Comtesse
2000 Neuchâtel
Switzerland
E-Mail: contact@neuchatel-trophy.ch
Website: <https://neuchatel-trophy.ch/>

Extra practice sessions will be available on a first come first serve basis on Thursday and Friday preceding the competition. Extra practices can be requested in 30 minutes blocks at a price of CHF 120,00 per block and must be paid in advance. If the sessions are requested after entry (if available), they must be paid immediately after confirmation. The organizers can change or limit the extra practice ice time for any reason. Please use the Extra Practice Request Form. No extra practice ice will be permitted after the Official Draw.

The organizers will be able to provide meals for the Teams for a fee. Please use the Meals Form in case of interest. The organizers will inform the Teams about the available meals and prices well in advance of the competition.

Members, 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 **Neuchâtel Trophy 2023** 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 2021 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 ISU, the organizing member Swiss Ice Skating, the Organizing Committee and the relevant television network or broadcasters being required.

**17. EVENT SCHEDULE**

Thursday, January 12 th , 2023	14:00 – 18:00 All day	Registration of Teams & Officials Extra Practice Ice
Friday, January 13 th , 2023	09:00 – 18:00 All day 14:00 16:00 17:00 18:30	Registration of Teams & Officials Extra Practice Ice Team Leaders Meeting Referees and Technical Panel Meeting Initial Judges Meeting Official Draw for all categories
Saturday, January 14 th , 2023	07:00 14:30 17:00 19:00	Official Practice for all categories Opening Ceremony Competition Short Program JUNIOR Competition Short Program SENIOR
Sunday, January 15 th , 2023	07:00 16:30 18:30 21:00 22:30	Official Practice Free Skating JUNIOR / SENIOR Competition Free Skating JUNIOR Competition Free Skating SENIOR Podium – Award Ceremonies JUNIOR / SENIOR Round Table Discussion JUNIOR / SENIOR

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 Neuchâtel Trophy 2023 once the number of participating Teams will be known.

**18. FORMS AND DEADLINES**

Number	Form	Format	Deadline
N/A	Preliminary Entry Form	ORS	November 1 st , 2022
N/A	Composition of Delegation	ORS	December 2 nd , 2022
N/A	Entry Form for Teams	ORS	December 2 nd , 2022
N/A	Entry Form for Judges	ORS	December 2 nd , 2022
Form 1	Extra Practice Ice Request	Form by E-Mail to direction@neuchatel-trophy.ch	December 2 nd , 2022
Form 2	Meals / Picnic Order	Form by E-Mail to direction@neuchatel-trophy.ch	December 2 nd , 2022
Form 3	Summary of Payment	Form by E-Mail to direction@neuchatel-trophy.ch	December 2 nd , 2022
N/A	Team Travel Information	ORS	December 15 th , 2022
N/A	Sending music as MP3-file	MP-3 file to music@neuchatel-trophy.ch	December 15 th , 2022
N/A	Press Information	Available on ISU Portal	Valid for season 22/23
N/A	Competition Music Information	Available on ISU Portal	Valid for season 23/23
N/A	Program Content	Available on ISU Portal	Valid for season 22/23