



# **Synchronized Skating Neuchâtel Trophy 2023**

**Neuchâtel, Switzerland**

**January 13<sup>th</sup> – 15<sup>th</sup>, 2023**

Organized by:

**SWISS ICE SKATING and Club des Patineurs de Neuchâtel-Sports**

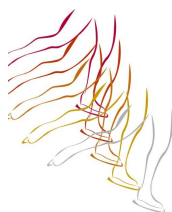
# **ANNOUNCEMENT**

**ELITE 12  
ADVANCED NOVICE**

**Short Program / Free Skating  
Free Skating**

**SWISS  
ICE SKATING**





Swiss Ice Skating and the Neuchâtel Figure Skating Club have the pleasure to invite the ISU members to participate in the

Event: **Neuchâtel Trophy 2023**

Date: **January 13<sup>th</sup> – 15<sup>th</sup>, 2023**

Place: **PATINOIRES DU LITTORAL**  
4, Quai Robert Comtesse  
2000 Neuchâtel  
Switzerland  
(1 hour 20 minutes from Geneva and 1 hour 50 minutes from Zurich)

Ice surface: **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**

## 1. GENERAL RULES AND TECHNICAL DATA

The **Neuchâtel Trophy 2023** will be conducted in accordance with the ISU Constitution and General Regulations 2021, the Special Regulations & Technical Rules Synchronized Skating, the relevant ISU Communications, and the **SYS Technical Guidelines 2022/2023** (SYS Communication No 26 of Swiss Ice Skating). The ages must be within the limits specified in Rule 108, paragraph 4. All skaters must qualify regarding eligibility according to Rule 102 and participation and citizenship requirements according to Rule 109. Teams which have participated in the ongoing season in a competition of a certain category are not allowed to take part in another category.

## 2. CATEGORIES

### ELITE 12

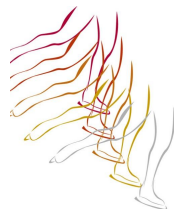
Teams shall consist of 12 skaters, with up to four (4) listed alternates who must have reached the age of fifteen (15) before July 1<sup>st</sup>, 2022.

Short Program: max 2 minutes 50 seconds, 3 Components, Component factor 1.33, Falls -1.0

- 1 Intersection Element
- 1 Move Element
- 1 No Hold Element
- 1 Pivoting Element – Line
- 1 Traveling Element – Wheel

Free Skating: 4 minutes (+/- 10 seconds), 3 Components, Component Factor 2.67, Falls -1.0

- 1 Creative Element - Group Lift
- 1 Group Lift Element
- 1 Intersection Element
- 1 Move Element
- 1 No Hold Element
- 1 Pair Element
- 1 Rotating Element - Circle
- 1 Synchronized Spin Element
- 1 Twizzle Element
- 1 Artistic Element (B, C, L or W)



The Elite 12 Short Program and Free Skating will follow ISU Rule 800, paragraph 2, and ISU Communications 2471 and 2495.

### **ADVANCED NOVICE**

Teams shall consist of 12-16 skaters, with up to four (4) listed alternates who must have reached the age of 10 but must not have reached the age of 15 before July 1<sup>st</sup>, 2022.

Free Skating: 3 minutes (+/- 10 seconds), 3 Components, Component Factor 2.67, Falls -0.5

- 1 Intersection Element
- 1 Move Element
- 1 No Hold Element
- 1 Synchronized Spin Element
- 1 Traveling Element
- 1 Artistic Element (B, C, L or W)

Vaults, Group Lifts, or un-sustained lifts are **not** permitted

## **3. ENTRIES & FEES**

Please be so kind to **notify your intention to participate** to the competition not later than **Tuesday, November 1<sup>st</sup>, 2022**, using the Preliminary Entry Form.

The organizer reserves the right to limit the number of entries per ISU Member.

All entries must be sent by E-Mail to the Organizing Committee [direction@neuchatel-trophy.ch](mailto:direction@neuchatel-trophy.ch).

Date of preliminary entry **Tuesday, November 1<sup>st</sup>, 2022**

Final date of entry **Friday, December 2<sup>nd</sup>, 2022**

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

<b>ELITE 12</b>	<b>CHF 500.00</b> per Team
<b>ADVANCED NOVICE</b>	<b>CHF 400.00</b> 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.

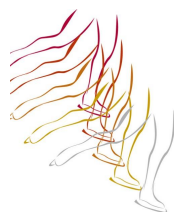
The payment must be received no later than **Thursday, December 15<sup>th</sup>, 2022**.

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



## 4. EVENT 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 2022/2023.

The **Referees, Technical Controllers, Technical Specialists** and **Data/Replay Operators** will be invited by the Organizing Committee.

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 and cover the expenses for ground transportation in Neuchâtel, as well as rooms and meals, for all invited Referees, Technical Controllers, Technical Specialists, Data/Replay Operators and Judges participating, beginning with lunch on **Friday, January 13<sup>th</sup>, 2023**, until breakfast on **Monday, January 16<sup>th</sup>, 2023**.

All other expenses will be the responsibility of each individual Official. 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 their own responsibility and must be paid upon arrival. The Organizing Committee does not cover travel, room and meal expenses for wives, husbands, relatives, etc.

## 5. OFFICIAL HOTEL

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

### **HOTEL BEAULAC**

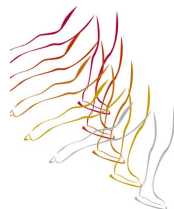
Esplanade Léopold-Robert 2  
CP 258  
2000 Neuchâtel  
Switzerland  
Phone: +41 32 723 11 11  
E-Mail: [hotel@beaulac.ch](mailto:hotel@beaulac.ch)  
Website: [www.beaulac.ch](http://www.beaulac.ch)

The official 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.

All Referees, Judges and Members of the Official Team Delegation taking part in the Neuchâtel Trophy 2023 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.

## 6. MEETINGS FOR EVENT OFFICIALS AND JUDGES

All Referees, Technical Controllers, Technical Specialists, Data/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/Replay Operators and Judges are responsible to check if such arrangements are in line with the event schedule.



## 7. ACCOMMODATION FOR TEAMS

Accommodation for participating Teams is at their own expense.

A list of hotels that support the Neuchâtel Trophy 2023 will be published on the website <https://neuchatel-trophy.ch/>.

You can also find other hotels on <https://www.j3l.ch/en/Z11061/accomodation-neuchatel-region>.

The Organizing Committee can be contacted at [accommodation@neuchatel-trophy.ch](mailto:accommodation@neuchatel-trophy.ch).

When booking your hotels, please mention that you are participating to the **Neuchâtel Trophy 2023**. Some hotels pre-book rooms for the participants of the competition and therefore say they are “fully booked” if they do not know who the booking is for. The assumption of any cancellation costs is the responsibility of each Team.

## 8. TRANSPORTATION

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 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](mailto:accommodation@neuchatel-trophy.ch).

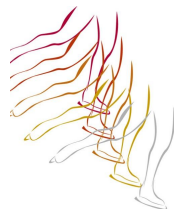
## 9. ACCREDITATION

The accreditation will take place at the entrance of the Main Arena for participating Teams and event Officials.

All registered skaters must enclose a **copy of their passport** (in alphabetical order) when they sign in, as passports copies must 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 accreditation. Changed Program Content Sheets must be handed over at the accreditation. **It is not permitted to hand over the Program Content Sheets directly to acting Officials.**



## 11. EXTRA PRACTICE ICE

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.

## 12. MUSIC

All Teams shall furnish, in advance, competition music of excellent quality in MP3 format by E-Mail to [music@neuchatel-trophy.ch](mailto:music@neuchatel-trophy.ch). We would be grateful to receive your music in advance (no later than **December 15<sup>th</sup>, 2022**).

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](mailto:direction@neuchatel-trophy.ch).

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

A list of titles, composers, and orchestras of the music to be used for the Short Program and Free Skating Program 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 accreditation.

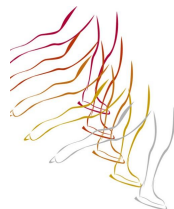
In addition, Teams must provide at accreditation a back-up for each program (Short Program and Free Skating). Each program must be recorded in MP3 format on a separate USB stick. The USB stick shall be formatted for Windows (NTFS, FAT32 or exFAT) with only the MP3 file of the program in the main (root)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

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

## 13. OFFICIAL PRACTICE

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

<b>ELITE 12</b>	<b>Short Program:</b> 10 minutes
	<b>Free Skating:</b> 12 minutes
<b>ADVANCED NOVICE</b>	<b>Free Skating:</b> 10 minutes



## 14. OFF-ICE WARM-UP

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

## 15. DRAWS – STARTING ORDER

The draw for the Starting Order **ELITE 12 Short Program** and **ADVANCED NOVICE Free Skating** will be held on Friday, January 13<sup>th</sup>, 2023.

As allowed by the Special Regulations & Technical Rules Synchronized Skating, Rule 963, paragraph 2, the Starting Order **ELITE 12 Free Skating** will be the reverse order of places in the Short Program.

## 16. OPENING CEREMONY

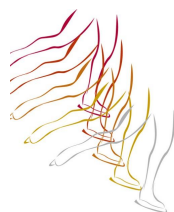
The details regarding the opening ceremony will be communicated later.

## 17. 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. 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.

## 18. 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 **Neuchâtel Trophy 2023**, 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 2022, 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.



## 19. 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](mailto:contact@neuchatel-trophy.ch)

Website: <https://neuchatel-trophy.ch/>

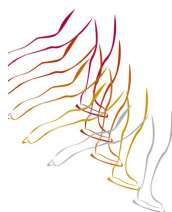
The Organizers will be able to provide meals for the teams for a fee. Please use the Meals Form in case of interest. The Organizers will inform the teams about the available meals and prices well in advance of the competition.

## 20. EVENT SCHEDULE

Thursday, January 12 <sup>th</sup> , 2023	14:00 – 18:00 All day	Registration of Teams & Officials Extra Practice Ice
Friday, January 13 <sup>th</sup> , 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 <sup>th</sup> , 2023	07:00 08:00 – 10:00 14:30 15:00 15:30 16:00	Official Practice for all categories Registration of Teams ADVANCED NOVICE Opening Ceremony Competition Free Skating ADVANCED NOVICE Podium – Award Ceremony ADVANCED NOVICE Competition Short Program ELITE 12
Sunday, January 15 <sup>th</sup> , 2023	07:00 14:00 21:00	Official Practice Free Skating ELITE 12 Competition Free Skating ELITE 12 Podium – Award Ceremony ELITE 12

**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.**





## 21. LIST OF FORMS

Please send all forms by E-Mail to [direction@neuchatel-trophy.ch](mailto:direction@neuchatel-trophy.ch).

Form N°	Title	Deadline
Form 01	Preliminary Entry Form	November 1 <sup>st</sup> , 2022
Form 02	Team Contact	December 2 <sup>nd</sup> , 2022
Form 03	Entry Form for Teams (with picture)	December 2 <sup>nd</sup> , 2022
Form 04	Entry Form for Judges	December 2 <sup>nd</sup> , 2022
Form 05	Team Travel Information	December 2 <sup>nd</sup> , 2022
Form 06	Team Hotel Information	December 2 <sup>nd</sup> , 2022
Form 07	Competition Music Information	December 2 <sup>nd</sup> , 2022
Form 08	Planned Program Content Sheet	December 2 <sup>nd</sup> , 2022
Form 09	Extra Practice Ice Request	December 2 <sup>nd</sup> , 2022
Form 10	Meals / Picnic Order	December 15 <sup>th</sup> , 2022
Form 11	Summary of Payment	December 15 <sup>th</sup> , 2022
	Sending music as MP3-file to <a href="mailto:music@neuchatel-trophy.ch">music@neuchatel-trophy.ch</a>	December 15 <sup>th</sup> , 2022