



# **Synchronized Skating Neuchâtel Trophy 2025**

**Neuchâtel, Switzerland**

**February 7 - 8, 2025**

Organized by:

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

Interclub competition with ISU categories

# **ANNOUNCEMENT**

**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 2025**

**Date: February 7 – 8, 2025**

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

**Ice surface:** Main Rink: indoor ice rink 30 x 60 m (tempered, 4'000 spectators)  
Practice Rink: indoor ice rink 30 x 60 m (not heated) in the same complex

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

**Sportity App: SYSNE25**

## **GENERAL REGULATIONS**

The Neuchâtel Trophy 2025 will be conducted in accordance with the ISU Constitution and General Regulations 2024, the Special Regulations & Technical Rules for Synchronized Skating 2024, the changes accepted by the 59<sup>th</sup> ISU Congress 2024, applicable ISU Communications as well as the Synchronized Skating Technical Guidelines for Competitions in Switzerland 2024/2025 ([SYS Communication Nr. 30](#)). 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 at the Neuchâtel Trophy 2025.

## **CATEGORIES**

### **1. ISU categories**

#### **Senior ISU / Senior Elite 12**

At least 17 years before July 1, 2024.

16 skaters (Senior Elite 12: 12 skaters) with a maximum of 4 alternates.

Short Program 2 minutes and 50 seconds but may be less, Factor 1.33.

Free Skating 4 minutes (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635

Senior Short Program and Senior Free Skating.

#### **Junior ISU**

At least 13 years and have not reached the age of 19 before July 1, 2024.

12 to 16 skaters with a maximum of 4 alternates.

Short Program 2 minutes and 50 seconds but may be less, Factor 1.33.

Free Skating 3 minutes 30 seconds (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635

Junior Short Program and Junior Free Skating.

### **Advanced Novice**

At least 10 years and have not reached the age of 16 before July 1, 2024.

12 to 16 skaters with a maximum of 4 alternates.

Free Skating 3 minutes (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635

Advanced Novice.

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

## **2. Non-ISU categories**

### **Senior B**

At least 17 years before July 1, 2024.

12 to 16 skaters with a maximum of 4 alternates.

Free Skating 4 minutes (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635 Senior.

Not mandatory in Switzerland:

- 1 Creative Element – Lift
- 1 Group Lift Element

These elements are only mandatory for Teams planning to start at an international competition. In Switzerland these elements are considered as transition.

### **Junior B**

At least 13 years and have not reached the age of 19 before July 1, 2024.

12 to 16 skaters with a maximum of 4 alternates.

Free Skating 3 minutes 30 seconds (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635 Junior.

### **Mixed Age**

No age limit.

12 to 16 skaters with a maximum of 4 alternates.

Free Skating 3 minutes 30 seconds (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635 Mixed Age.

### **Basic Novice**

Have not reached the age of 16 before July 1, 2024.

8 to 16 skaters with a maximum of 4 alternates.

Free Skating 3 minutes (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635 Basic Novice.

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

### **Juvenile**

Have not reached the age of 13 before July 1, 2024.

8 to 16 skaters with a maximum of 4 alternates.

Free Skating 3 minutes (+/- 10 sec), Factor 2.67.

Well Balanced Program Content according to Communication 2635 Basic Novice.

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

For the **non-ISU categories**, the 75/25 rule is applicable to each Team:

- At least 75% of the skaters performing the program must meet the age requirements of the category
- 25% of the skaters or less may be outside the age requirements of the category

<b>Total involved</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>8</b>
<b>Correct age (75%)</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>
<b>Free age (25%)</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

## ENTRIES & FEES

Please be so kind to notify **your intention to participate** to the competition not later than **November 1, 2024**, so we can begin planning for your attendance (Preliminary Entry Form). The organizer reserves the right to limit the number of entries per ISU Member.

All entries must be sent by email to the Organizing Committee of the Neuchâtel Trophy 2025.

### ORGANIZING COMMITTEE

CLUB DES PATINEURS DE NEUCHÂTEL-SPORTS  
4, Quai Robert Comtesse, CH-2000 NEUCHÂTEL  
E-Mail: [teamrelations@neuchatel-trophy.ch](mailto:teamrelations@neuchatel-trophy.ch).

Please use the preliminary entry form for the preliminary entry and send it.

Date of preliminary entry:

**November 1, 2024**

Final date of entry:

**December 20, 2024**

<b>Category</b>	<b>Entry fee</b>
Junior ISU	CHF 500
Senior ISU / Senior Elite 12	
Advanced Novice and all non-ISU categories	CHF 400

The entry fee must be paid by bank transfer in CHF no later than **January 10, 2025**, 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

Clearly mention in your payment: **Neuchâtel Trophy 2025, Team name, 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 entry fee does not include transport or extra practice ice. It will not be refunded in case of withdrawal for any reason.

## OFFICIALS

Each participating ISU member entering at least one (1) team may enter **one (1) international judge or ISU judge for Synchronized Skating** from the official ISU list of judges of the current season. National championship judges may also be entered.

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 ground transportation in Neuchâtel, as well as accommodation and meals, from Thursday, February 6, 2025, dinner to Sunday, February 9, 2025, breakfast. 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 own responsibility and must be paid upon arrival. The Organizing Committee does not cover travel, accommodation and meal expenses for any other relatives.

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](mailto:hotel@beaulac.ch)

Website: <https://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 2025 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.

## ACCOMMODATION FOR TEAMS

Accommodation for participating Teams is at their own expense. A list of hotels that support the Neuchâtel Trophy 2025 will be published on the competition website. You can also find other hotels on <https://www.i3l.ch/en/Z11061/accomodation-neuchatel-region>.

When booking your hotels, please mention that you are participating to the Neuchâtel Trophy 2025. 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.

## 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 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 [teamrelations@neuchatel-trophy.ch](mailto:teamrelations@neuchatel-trophy.ch).

## REGISTRATION SERVICE

A reception service for accreditation will be provided in 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.

## 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.**

## EXTRA PRACTICE ICE

Additional practice sessions will be available on Thursday, February 6, 2025, 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.

## MUSIC

All Teams shall provide competition music of excellent quality in MP3 format by email to [music@neuchatel-trophy.ch](mailto:music@neuchatel-trophy.ch). We would be grateful to receive your music in advance (no later than **January 10, 2025**).

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 [teamrelations@neuchatel-trophy.ch](mailto:teamrelations@neuchatel-trophy.ch).

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

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

### OFFICIAL PRACTICE

The Official Practice will be held in the Main Arena.

Short Program		Free Skating	
Senior ISU	10 minutes	Senior ISU	12 minutes
Senior Elite 12		Senior Elite 12	
		Senior B	
Junior ISU	10 minutes	Junior ISU	11 minutes
		Junior B	
		Mixed Age	
		Advanced Novices	10 minutes
		Basic Novice	
		Juvenile	

The music will start:

- In the practice of 10 minutes: after 1:30 minute and after 6:00 minutes
- In the practice of 11 minutes: after 1:30 minute and after 6:30 minutes
- In the practice of 12 minutes: after 1:30 minute and after 7:00 minutes

### OFF-ICE WARM-UP

Off-ice warm-up areas are located at the Stadium “La Maladière” near the ice rink (3 minutes’ walk).

### DRAWS – STARTING ORDER

#### 1. ISU categories

The Official Draw will take place on Thursday, February 6, 2025, at the ice rink. The draw for the Free Skating of the categories Junior ISU, Senior ISU and Senior Elite 12 will be the reverse order of places in the Short Program, as allowed by the Special Regulations & Technical Rules Synchronized Skating, Rule 963, paragraph 2.

#### 2. Non-ISU categories

The draw for the non-ISU categories will be done electronically (random draw) on Thursday, February 6, 2025, in the afternoon and approved by the Referee. The starting order will be published on the competition website not later than 22:00.



## **OPENING AND AWARD CEREMONY**

The details will be communicated later.

## **INSURANCE / 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 his 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.

## **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 2025, in Neuchâtel, Switzerland, may be televised or live streamed either in whole or in part, for showing on a worldwide basis. All Competitors and Teams hereby certify and warrant that the music and choreography presented and used have been fully cleared and authorized for public use and consent to the use of their 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.

## **LIST OF FORMS**

Please send all forms by e-mail to [teamrelations@neuchatel-trophy.ch](mailto:teamrelations@neuchatel-trophy.ch)

<b>Form N°</b>	<b>Title</b>	<b>Deadline</b>
Form 01	Preliminary Entry	<b>November 1, 2024</b>
Form 02	Team Contact	December 20, 2024
Form 03	Team Entry (with picture)	December 20, 2024
Form 04	Officials Entry	December 20, 2024
Form 05	Team Travel Information	December 20, 2024
Form 06	Team Hotel Information	December 20, 2024
Form 07	Competition Music Information	December 20, 2024
Form 08	Planned Program Content Sheet	December 20, 2024
Form 09	Extra Practice Ice Request	December 20, 2024
Form 10	Team Meal Plan	<b>November 1, 2024</b>
Form 11	Summary of Payment	January 10, 2025
	Sending music as MP3-file to <a href="mailto:music@neuchatel-trophy.ch">music@neuchatel-trophy.ch</a>	January 10, 2025



## TENTATIVE SCHEDULE OF EVENTS

### Wednesday, February 5, 2025

Upon request	Extra practice ice	Main Rink & Practice Rink
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### Thursday, February 6, 2025

07:00 – 18:45	Extra practice ice	Main & Practice Rink
09:00 – 18:30	Official registration for Teams & Officials	Main Rink
17:00	Initial Technical Panel meeting	Judges room
18:00	Initial Judges meeting	Judges room
19:30	<b>Official Draw</b>	To be announced

### Friday, February 7, 2025

08:00 – 13:00	Official registration for Teams	Main Rink
08:00 – 14:00	<b>Official Practice</b> Juvenile / Basic Novice / Advanced Novice Free Skating / Junior ISU / Senior ISU / Senior Elite 12 Short Program	Main Rink
14:30	<b>Opening Ceremony</b>	Main Rink
15:00 – 17:30	<b>Competition</b> Juvenile / Basic Novice / Advanced Novice Free Skating	Main Rink
After competition	<b>Awards Ceremony</b> Juvenile / Basic Novice / Advanced Novice	Main Rink
18:00 – 22:00	<b>Competition</b> Junior ISU / Senior ISU / Senior Elite 12 Short Program	Main Rink

### Saturday, February 8, 2025

08:00 – 13:00	Official registration for Teams	Main Rink
08:00 – 13:00	<b>Official Practice</b> Mixed Age / Junior B / Senior B / Junior ISU / Senior ISU / Senior Elite 12 Free Skating	Main Rink
14:00 – 19:00	<b>Competition</b> Mixed Age / Junior B / Senior B / Junior ISU / Senior ISU / Senior Elite 12 Free Skating	Main Rink
After competition	<b>Awards Ceremony</b>	To be announced
21:00	Round Table Discussion	To be announced

**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 2025 once the number of participating Teams will be known.**