



## **ANNOUNCEMENT**



### **Neuchâtel Trophy 2012**

**February 9<sup>th</sup> - 11<sup>th</sup>, 2012**

**Neuchâtel, Switzerland**

Organized by:

**SWISS ICE SKATING**

and

**CLUB DES PATINEURS DE NEUCHATEL-SPORTS**



## INVITATION and ANNOUNCEMENT

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

### 11<sup>th</sup> NEUCHÂTEL TROPHY.

The 11<sup>th</sup> Neuchâtel Trophy will be conducted in accordance with the ISU Constitution, the ISU General Regulations 2010, ISU Special Regulations & Technical Rules Synchronized Skating 2010, as well as all pertinent ISU Communications.

Participation in the Neuchâtel Trophy 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 3b, and they meet the participation, citizenship and residency requirements in Rule 109 paragraphs 1 and 2d. The composition of teams is determined by the Special Regulations Synchronized Skating 2010.

**Date:** February 9<sup>th</sup> – 11<sup>th</sup>, 2012

**Place:** Patinoires du Littoral, 4, Quai R. Comtesse CH - 2000 Neuchâtel,  
(1hr 20 minutes from Geneva and 1hr 50 minutes from Zurich)  
Competition rink: 30 m x 60 m (4000 spectators).

#### 1. INVITED MEMBERS

Ice Skating Australia Incorporated	AUS
Österreichischer Eiskunstlauf Verband	AUT
Fédération Royale Belge de patinage artistique	BEL
Skating Federation of Bosnia and Herzegovina	BIH
Skate Canada	CAN
Croatian Skating Federation	CRO
Czech Figure Skating Association	CZE
Dansk Skøjte Union	DEN
The Estonian Skating Union	EST
Suomen Taittoluisteluliitto	FIN
Fédération Française des Sports de Glace	FRA
Deutsche Eislauf-Union e.V.	GER
National Ice Skating Association of UK Ltd	GBR
Hungarian National Skating Federation	HUN
Iceland Skating Association	ISL
Federazione Italiana Sport del Ghiaccio	ITA
Japan Skating Federation	JPN
The Latvian Skating Association	LAT
Lithuanian Skating Federation	LTU
Koninklijke Nederlandsche Schaatsenrijders Bond	NED
Norges Skoyteforbund	NOR
Polish Figure Skating Association	POL
The Figure Skating Federation of Russia	RUS
Association of Skating Sports of Serbia	SRB
Slovak Figure Skating Association	SVK
Slovene Skating Union	SLO
South African Figure Skating Association	RSA
Svenska Konstakningsförbundet	SWE
Schweizer Eislauf Verband	SUI
The United States Figure Skating Association	USA



## 2. CATEGORIES

The competition will include the following categories:

- **Senior** Short Program and Free Skating
- **Junior** Short Program and Free Skating
- **Advanced Novice** Free Skating

## 3. GENERAL REGULATIONS

The entire competition will be conducted in accordance with the ISU Constitution and General Regulations 2010, the Special Regulations & Technical Rules Synchronized Skating 2010, as well as all pertinent ISU Communications.

## 4. TECHNICAL DATA / PROGRAMS

The **results** will be determined according to **Rules 737/738** of the Special Regulations Synchronized Skating 2010.

Each participating Team may enter up to a maximum of four (4) alternates on the official Entry Form.

Programs must meet the requirements according to the ISU Special Regulations & Technical Rules Synchronized Skating 2010, and all pertinent ISU Communications (Short Program Rules 905/906; Free Skating Rules 911/912). For the Novice Competition ISU Communication No. 1649 or newer is used as reference.

Category	Program	Duration	Multiplying Factors
Senior	Short Program	Maximum: 2'50 min but may be less	0.8
	Free Skating	4.30 min +/- 10 sec	1.6
Junior	Short Program	Maximum: 2'50 min but may be less	0.8
	Free Skating	4 min +/- 10 sec	1.6
Advanced Novice	Free Skating	3.30 min +/- 10 sec	1.0

## 5. ENTRIES

Each invited ISU Member may enter a maximum of 3 teams per category.

**Form 1 (Entry Form) and Form 1a (Team member Entry Form) must be used.**

**Deadline: December 1<sup>st</sup>, 2011.**

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

Only those skaters whose names are listed on the registration forms will be allowed to skate.

All entries have to be sent to the Organizing Committee of the Neuchâtel Trophy 2012.

**Organizer's address:** CLUB DES PATINEURS DE NEUCHATEL-SPORTS  
 4, Quai Robert Comtesse - CH - 2000 NEUCHATEL  
 Phone ++41 32 841 40 24  
 Fax ++41 32 755 59 60  
 Internet: [www.neuchatel-trophy.ch](http://www.neuchatel-trophy.ch)  
 E-Mail: [direction@neuchatel-trophy.ch](mailto:direction@neuchatel-trophy.ch)

**Final date for entries :** December 1<sup>st</sup>, 2011

**The entry fee is** CHF 650.-- for Senior and Junior Teams  
 CHF 500.-- for Advanced Novice Teams

and has to be paid **by December 1<sup>st</sup>, 2011** to



Club des Patineurs de Neuchâtel-Sports, Rue Oscar-Huguenin 39, CH-2017 Boudry  
Banque cantonale Neuchâteloise, Place Pury 4, CH-2001 Neuchâtel  
Account No 1014.24.76.0  
IBAN: CH31 0076 6000 1014 2476 0  
BIC/SWIFT: BCNNCH22

**In case of cancellation, paid entry fees will not be refunded.  
Commissions and/or fees for bank transactions have to be paid directly to the bank in addition to the entry fee at the time of the bank transfer.**

## 6. ENTRY OF JUDGES

Each participating ISU Member may enter one (1) judge listed on the ISU list for Referees and Judges for Synchronized Skating 2011/2012. Two (2) judges may be entered if the member is participating with at least 2 teams in each category, Senior and Junior.

**Entry Form for Officials and Team Leaders: Form 2 must be used.  
Deadline: December 1<sup>st</sup>, 2011.**

According to ISU Rules the panel of officials for each category will include:

- 1 Technical Controller
- 2 Technical Specialists
- 1 Referee
- 1 Assistant Referee at ice level
- minimum of 5 Judges
- Assistants to the Panel (1 Data Operator, 1 Replay Operator, 1 Camera Operator)

Officials must arrive in Neuchâtel no later than Thursday afternoon, February 9<sup>th</sup>, 2012. The Referee and technical Panel Meeting will be held on Thursday at 16h00, the Judges meeting will be held on Thursday at 17h00. The "Round Table Discussion" will be held on Saturday, February 11<sup>th</sup>, 2012 after the Awards ceremony at the official hotel.

## 7. ACCOMMODATION FOR OFFICIALS - PARTICIPATION TOWARDS EXPENSES

Official hotel for event officials, Judges and VIPs:

HOTEL BEAULAC  
Esplanade Léopold-Robert 2, CP 258  
CH-2000 Neuchâtel  
Phone ++41 32 723 11 11  
Fax ++41 32 725 60 35  
Email: [hotel@beaulac.ch](mailto:hotel@beaulac.ch)

The Organizing Committee will pay travel expenses at APEX airfare economy rates for the invited Referees, Technical Controller, Technical Specialists and the Data/Replay Operators only and will provide ground transportation, accommodation and meals, from lunch on Thursday, February 9<sup>th</sup>, 2012 to breakfast on Sunday, February 12<sup>th</sup>, 2012 for the invited Referees, Technical Controller, Technical Specialists, Data-Replay Operators and nominated Judges.

**Please note:** *Travel, accommodation and meal expenses for wives, husbands, relatives, physician staff and doctors are not covered by the OC.*



## 8. ACCOMMODATION FOR TEAMS

Accommodation for participating Teams is at their own expense.

**Form 3 (Arrival / Departure) and Form 3a (Accommodation/Special requests) must be used. Deadline: December 1<sup>st</sup>, 2011.**

A list of hotels is enclosed for your convenience. A list of hotels that support the Neuchâtel Trophy will be published on the Internet sites:

[www.neuchatel-trophy.ch](http://www.neuchatel-trophy.ch) or [www.neuchateltourisme.ch](http://www.neuchateltourisme.ch)

The organizing committee can be contacted at: [accomodation@neuchatel-trophy.ch](mailto:accomodation@neuchatel-trophy.ch).

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

Some hotels pre-reserve rooms for the participants of the Neuchâtel Trophy and therefore say they are "fully booked" if they don't know who the booking is for.

## 9. TRANSPORTATION

It is the responsibility of all participating teams to organize and cover the costs of their journey to 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.

If requested, the OC will assist with further information regarding transfer within Neuchâtel: [accomodation@neuchatel-trophy.ch](mailto:accomodation@neuchatel-trophy.ch).

## 10. EXTRA PRACTICE ICE

Additional practice sessions will be available on Wednesday, February 8<sup>th</sup> and Thursday, February 9<sup>th</sup>, 2012 at the rate of CHF 75.00 per 15 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.

**Extra Practice Ice Request: Form 4 must be used. Deadline: December 1<sup>st</sup>, 2011.**

## Program Content Sheets

The Program Content Sheets, Form 7 should be returned, if possible, to the organizer together with the Entry Form by December 1<sup>st</sup>, 2011, at the latest by January 10<sup>th</sup>, 2012. The Planned Program Content Sheets must be signed by a coach or Team Representative. However, the programs' content may be changed at the time of the competition. **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.**

**Planned Program Content: Form 7 must be used. Deadline: January 10<sup>th</sup>, 2012**

## 11. TEAM PARTY

A Team-Party will be held on Saturday, February 11<sup>th</sup>, 2012 after the awards ceremony. We hope that as many Teams as possible will join us for what we trust will be a fun evening and an enjoyable end to your stay in Neuchâtel. **Limited tickets available.**

**Team Party: Form 8 must be used. Deadline: December 1<sup>st</sup>, 2011.**

## 12. ACCREDITATION / REGISTRATION SERVICE

A reception service for accreditation will be provided for participating teams as follows:

Wednesday, February 8<sup>th</sup>, 2012, from 17h00 to 19h00 at the Ice Rink

Thursday, February 9<sup>th</sup>, 2012, from 08h00 to 12h30 and 13h30 to 18h30 at the Ice Rink

Friday, February 10<sup>th</sup>, 2012 from 8h00 to 12h00 at the Ice Rink, **for Advanced Novice Teams only.**



### 13. MUSIC REPRODUCTION

Rule 724 shall apply.

**Two (2) CD-copies of excellent quality (original and back-up copy) for each program (Short Program/Free Skating) must be given to the OC by the Team Leader/Manager at the time of registration.** All CDs must be inserted in a hard plastic case and clearly marked with the name of the team, the category, the type of program (short/free program) and must show the exact running time of the music (not skating time). When submitting your music at the time of registration, the Team Leader or Team Manager will be required to confirm the contents of Form 5. Each program (short/free) must be recorded as one track and on separate CDs.

It is **mandatory** to list titles, composers and orchestra of the Music to be used for the Short and Free Program for each Team on the Official Music-Press-Media-Form, which is to be supplied with the Official Entry Form for Teams.

**Music-Press-Media: Form 5 must be used. Deadline: December 1<sup>st</sup>, 2011.**

### 14. OFFICIAL PRACTICE SESSIONS

The Official Practice will start in the competition Ice Rink

<b>for Juniors:</b>	<b>at 07h00 Friday, February 10<sup>th</sup>, 2012</b>
<b>for Seniors:</b>	<b>at 10h00 Friday, February 10<sup>th</sup>, 2012</b>
<b>for Advanced Novices:</b>	<b>at 08h00 Saturday, February 11<sup>th</sup>, 2012</b>

Each Team will be allowed a ten (10) minute period of official practice ice for the Short Program and a twelve (12) minute period for the Free Skating Program.

**Rule 922 paragraph 6** shall apply for all official practice sessions.

No extra practice ice will be permitted after the Official Draw.

### 15. OFF ICE-WARM-UP

Off-ice warm-up areas are located at the Stadium, close to the Skating Rink.

### 16. DRAWS

The Official draw for the Short Program (Junior/Senior category) will take place on Thursday, February 9<sup>th</sup>, 2012 at 19h00, venue to be announced.

The draw for the starting order Free Skating (including Advanced Novice category) will take place immediately after the end of the Senior Short Program, venue to be announced.

### 17. OPENING CEREMONY

The Opening Ceremony will take place on Friday, February 10<sup>th</sup>, 2012, 45 minutes before the beginning of the Short Program Event. Three skaters from each team are requested to take part in the Ceremony as National Flag and team banner carriers. Information will be given during the Team Leader's Meeting.

### 18. PRIZES AND TROPHY

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

The winning team of each category will be invited (by being offered their inscription free of charge) to defend their title in the next Neuchâtel Trophy.

The winner, the runner-up and the second runner-up in each category will receive a prize.

All skaters of the participating teams will receive a souvenir.



## 19. NATIONAL ANTHEMS

The Organizing Committee asks participating Members to bring a copy of their National Anthem on CD and to hand it in for the Awards ceremony upon request.

## 20. SECURITY

Flash photography is strictly forbidden at any time during the competition.

Admission to the Rink, dressing rooms and the skater's seating area is only permitted with official accreditation badges. Entry checks will be carried out by security staff.

## 21. MEDICAL SERVICE / LIABILITY

In accordance with Rule 119, it is the sole responsibility of each ISU Member participating in the competition, 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(s). Such insurance must provide full medical coverage and also the return journey to the home country by air transport or by other expeditious means of the ill or injured person.

The ISU, Swiss Ice Skating and the Organizing Committee assume no responsibility 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.

## 22. DOPING CONTROL

If an Anti-doping test is carried out, this will be in accordance with the current ISU Anti-Doping Rules & Procedures (ISU Communications No. 1650 and 1651 or any further update of this Communication).

## 23. INFORMATION

If you require any further information or have any questions, please contact the Organizing Committee, email addresses are available on [www.neuchatel-trophy.ch](http://www.neuchatel-trophy.ch).

## 24. LIST OF FORMS

<b>Nr.:</b>	<b>Title:</b>	<b>Deadline:</b>
<b>Form 0</b>	<b>Preliminary Entry Form</b>	<b>October 31<sup>st</sup>, 2011</b>
<b>Form 1</b>	<b>Entry Form</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 1a</b>	<b>Team Entry Form</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 2</b>	<b>Judges Entry form</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 2a</b>	<b>Team Leader Entry Form</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 3</b>	<b>Arrival / Departure</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 3a</b>	<b>Accommodation</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 4</b>	<b>Extra Practice Ice Request</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 5</b>	<b>Music / Press / Media</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 6</b>	<b>Fees</b>	<b>December 1<sup>st</sup>, 2011</b>
<b>Form 7</b>	<b>Planned Program Content</b>	<b>January 10<sup>th</sup>, 2012</b>
<b>Form 8</b>	<b>Team Party</b>	<b>December 1<sup>st</sup>, 2011</b>



## TENTATIVE SCHEDULE OF EVENTS

### Wednesday, February 8<sup>th</sup>, 2012

07h00 – 12h00	Extra practice ice	Ice Rink, Neuchâtel
17h00 – 19h00	Official registration for Teams Official registration for Event Officials	Competition Ice Rink Hotel Beaulac

### Thursday, February 9<sup>th</sup>, 2012

08h00 – 12h30	Official registration for Teams	Competition Ice Rink
13h30 – 18h30	Official registration for Event Officials	Hotel Beaulac
07h00 – 19h00	Extra practice ice	Competition Ice Rink / Second Ice Rink
16h00	Referee and Technical Panel Meeting	Venue to be announced
17h00	Judges initial Meeting	Venue to be announced
19h00	Official Draw for Junior and Senior Event	Venue to be announced
20h00	Official Dinner for Officials, VIP, Committee	Venue to be announced

### Friday, February 10<sup>th</sup>, 2012

08h00 – 12h00	Official registration for Novice Teams	Competition Ice Rink
07h00	Official practice JUNIOR Short Program	Competition Ice Rink
10h00	Official practice SENIOR Short Program	Competition Ice Rink
14h00	Team Leader's Meeting	Press Room
16h45	<b>Opening Ceremony</b>	<b>Competition Ice Rink</b>
17h30	<b>JUNIOR Short Program</b>	<b>Competition Ice Rink</b>
19h00	<b>SENIOR Short Program</b>	<b>Competition Ice Rink</b>
22h00	End of competition Official draw Free Skating for Advanced Novice, Junior and Senior Free Skating (immediately after the end of the competition)	
22h30	Late Dinner for Officials	Venue to be announced



## Saturday, February 11<sup>th</sup>, 2012

07h00	Official Practice JUNIOR Free Skating	Competition Ice Rink
09h30	Official practice ADVANCED NOVICE Free Skating	Competition Ice Rink
10h30	Official Practice SENIOR Free Skating	Competition Ice Rink
14h00	<b>ADVANCED NOVICE Free Skating</b>	<b>Competition Ice Rink</b>
15h30	<b>JUNIOR Free Skating</b>	<b>Competition Ice Rink</b>
17h30	<b>SENIOR Free Skating</b>	<b>Competition Ice Rink</b>
20h30	End of competition	
20h45	Awards Ceremony immediately after the end of the competition	
21h30	TEAM PARTY	Venue to be announced
21h30 – 22h30	Round Table Discussion	Hotel Beaulac

**Please note that this Schedule is subject to change depending on the number of Teams entering the competition.**