

30 October - 3 November 2019

ASIAN OPEN
FIGURE SKATING
TROPHY



ANNOUNCEMENT



亚洲
花样滑冰
公开赛

ASIAN OPEN
FIGURE SKATING
TROPHY

An International Skating Union officially sanctioned

International Senior, Junior and Novice Competition

for

Men, Ladies and Pairs

**Dongguan, China
30 October – 3 November, 2019**

Organized by Asian Skating Union

Hosted by Hong Kong Skating Union

1. ANNOUNCEMENT/INVITATION

The Asian Skating Union and Hong Kong Skating Union would like to invite you to participate in the Asian Open Figure Skating Trophy 2019.

2. GENERAL REGULATIONS

The 2019 Asian Open Figure Skating Trophy will be conducted in accordance with the ISU Constitution and General Regulations 2018, the Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2018, and all the relevant ISU Communications.

Participation in the 2019 Asian Open Figure Skating Trophy is open to all Competitors who belong to the ISU Member, and qualify with regard to eligibility according to Rule 102, provided their ages fall within the limits specified in Rule 108, paragraph 3 a) 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.

In accordance with Rule 109 of the ISU General Regulations and ISU Communication 2030 all Skaters who do not have the nationality of the ISU Member by which they have been entered or who, although having such nationality, have in the past represented another ISU Member, must produce an ISU Clearance Certificate. Passports of all Skaters, as well as the ISU Clearance Certificate, if applicable, must to be presented at the accreditation of the event for verification.

All competitors must be entered through their respective Member Federation.

3. TECHNICAL DATA

PLACE

Main arena: Dongguan Ice Star Ice Rink

Address: 335, 3/F, Dongguan One Mall, 200 Hongfu Road, Nancheng District, Dongguan, Guangdong Province, China

Practice arena: Same as main arena

Senior Pairs

Short Program The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2018, Rule 620, paragraphs 1 and 2 for 2019/20.

Duration: 2 min., 40 sec. +/- 10 sec.

Free Skating In accordance with ISU Technical Rules Figure Skating & Pairs Skating 2018, Rule 621 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value.

Duration: 4 min. +/- 10 sec.

Junior Men

Short Program The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2018, Rule 611, 2019/20.

Duration: 2 min., 40 sec. +/- 10 sec.

Free Skating In accordance with ISU Technical Rules Single & Pair Skating 2018, Rule 612 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value.

Duration: 3 min., 30 sec. +/- 10 sec.



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Junior Ladies	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2018 Rule 611, 2019/20. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2018, Rule 612 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 3 min., 30 sec. +/- 10 sec.
Advanced Novice Boys	Short Program	The required elements to be skated are those listed in ISU Communication 2242. Duration: 2 min., 20 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Communication 2242 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 3 min. +/- 10 sec.
Advanced Novice Girls	Short Program	The required elements to be skated are those listed in ISU Communication 2242. Duration: 2 min., 20 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Communication 2242 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 3 min., +/- 10 sec.
Intermediate Novice Boys	Free Skating	In accordance with ISU Communication 2242 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 3:00 min, +/- 10 sec.
Intermediate Novice Girls	Free Skating	In accordance with ISU Communication 2242 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 3:00 min, +/- 10 sec.
Basic Novice Boys	Free Skating	In accordance with ISU Communication 2242 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 2:30 min, +/- 10 sec
Basic Novice Girls	Free Skating	In accordance with ISU Communication 2242 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 2:30 min, +/- 10 sec



4. ENTRIES

4.1 Entries of Competitors (Senior Pairs, Junior and Novice)

All ISU member and are eligible to nominate **2** competitors / 2 Pairs per category. Applications are accepted through ISU member federation.

In addition, the minimum number of entries per discipline are as follows:

- Senior Pairs: minimum of six (6) entries from at least four (4) ISU Members.

The names of competitors with copy of their passports. The form must be received by the Organizing Committee and the Secretariat office of the 2019 Asian Open Figure Skating Trophy not later than **27 September, 2019 – 20.00 h (Local time Hong Kong)**

Please e-mail all Entry Forms to entries@hksu.org

4.2 Entry Fee

The entry fee is 800 HKD or 100.00 USD per single skater and 1200 HKD or 150.00 USD per couple of each category (net for Organizing Committee, any bank charges for the competitors' or their federation's account)

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

The entry fee must be paid by **4 October, 2019** to the following bank account:

Account Name:	Hong Kong Skating Union Limited
Account No.:	383-527488-883
Name of the Bank:	Hang Seng Bank Limited
Bank Code:	024
Bank SWIFT code:	HASEHKHHXXX
Address of the Bank:	Causeway Bay Branch, 28 Yee Wo Street, Causeway Bay, Hong Kong

4.3 Entries of Judges

Each participating ISU Member may nominate **ONE (1)** Judge in each discipline who must be an International or ISU Judge in the latest ISU relevant Communication.

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 submitted via email and must reach the Organizing Committee not later than: **27 September, 2019 – 20:00 h (Local time Hong Kong)**

4.4 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 Skater will be accredited. An Assistant Team Leader will be accepted for Teams having six (6) and more Skaters. Only two Team Officials of each Member, including the Member President provided that 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. An accompanying person to a Judge will only be accepted for accreditation if this person is a partner in life or a relative of the Judge. The Member Federations guarantee that the requested accreditation of Team Members will correspond to their function within the team and the Federation.

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The names of all team members must be submitted via email and must reach the Organizing Committee not later than: **27 September, 2019– 20:00 h (Local time Hong Kong)**

5. MEALS, LODGING and TRAVEL EXPENSES

The Organizing Committee will provide accommodation and meals for all Referees, the Technical Controllers, the Technical Specialists, the Data and Replay Operators and Judges, beginning with dinner on **30 October, 2019, until breakfast on 2 November, 2019**

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 (economy class) for all Referees, the Technical Controllers, the Technical Specialists, the Data and Replay Operators. The travel expenses for all judges should be covered by their respective member associations.

The remuneration for Referees and Technical Controllers is CNY 900 per competition day and CNY 700 per competition day for Judges, Technical Specialists and Data & Replay Operators.

6. PRACTICE

Official practice begins on **30 October, 2019**.

The detailed schedule will be issued at the time of registration.

7. MUSIC / PLANNED PROGRAM CONTENT

All Competitors shall furnish competition music of excellent quality on CD in any other approved format, in accordance with Rule 343, paragraph 2. A list of titles, composers and orchestras of the music to be used for the Short Program and Free Skating Program for Single and Pairs, for the Rhythm and Free Dance Program for Ice Dance must be listed for each Competitor on the official Music Selection Form and attached to the official Entry Form for Competitors.

In accordance with Rule 343, paragraph 2, all covers/discs must show the Competition event, Competitor's name, the Nation and the exact running time of the music (not skating time) including any starting signal and must be submitted at the time of registration. Each program (Short Program, Free Skating, Rhythm Dance, Free Dance) must be recorded on a separate disc. In addition competitors/couples must provide a back-up drive for each program.

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 Skater/team in English using the terminology for the elements listed in the respective ISU Communication

8. ARRIVAL OF PARTICIPANTS / TEAMS

The nearest airport to Dongguan is Shenzhen Baoan International Airport (SZX), with a distance of approximately 42 km to the official hotel. Besides, another option is Guangzhou Baiyun International Airport (CAN) with a distance of approximately 91 km to the official hotel.

The participating units have to bear the accommodation and transportation costs by themselves. The OC may help to arrange pick-up service for the participants if needed. Please fill the form 11 for Car service and contact the OC by email.

The Organizing Committee will provide ground transportation services for all Referees, the Technical Panel (Technical Controller, Technical Specialists, Data & Replay Operators) and Judges. These officials are requested to announce to the Organizing Committee as soon as possible but no later than **27 September, 2019** the name of the airlines, flight numbers, dates and times of arrival or any other information concerning transportation and arrivals. The detailed information need to be submitted to the Organizing Committee of 2019 Asian Open Figure Skating Trophy.

9. OFFICIAL HOTEL(S)

Kande International Hotel

Address: 200 Hongfu Road, Nancheng District, Dongguan, Guangdong Province, China

Tel.:(+86) 769 2868 8888

Single and Twin beds room with two breakfast: HKD 1000 per night (net for Organizing Committee, any bank charges for the competitors' or their federation's account)

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

Hotel capacities can be booked via the Organizing Committee. Booking requests have to be sent to the Organizing Committee by latest **27 September, 2019**. The organizer cannot guarantee the availability of rooms, for bookings which are received after that date. The hotel fee must be paid by **4 October, 2019** to the following bank account:

Account Name:	Hong Kong Skating Union Limited
Account No.:	383-527488-883
Name of the Bank:	Hang Seng Bank Limited
Bank Code:	024
Bank SWIFT code:	HASEHKHHXXX
Address of the Bank:	Causeway Bay Branch, 28 Yee Wo Street, Causeway Bay, Hong Kong

10. ACCREDITATION

The official accreditation for Teams is planned at Official Hotel / Ice Rink up on arrival.

Accreditation as a Team Member will be given to all entered Judges, Competitors and one Team Leader per participating team, one Coach per Competitor, a maximum of two Team Officials of ISU Members (including the Member President), provided that 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.

Accreditation will be given to appointed Event Officials and Guests.

Chaperones will not receive accreditation.



11. RESULTS

The marking system (ISU Judging System) as described in ISU Technical Rule Single & Pair Skating 2018, Rule 352 and Rule 353 (Determination and publication of results) will be used.

12. PRESENTATION OF MEDALS AND PRIZES

The three best placed Skaters/Couples in each event will be announced and honored. Gold, silver and bronze medals will be presented to the medalists.

13. 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 assure full medical attendance and also the return of the ill or injured person to the home country by air transport or by other expeditious. It is an internal matter of each ISU Member to decide the issue who shall pay the premium for such insurance.

The ISU assumes no responsibility for or liability with respect to bodily or personal injury or property damage incurred in connection incurred by Competitors and Officials.

14. EXHIBITION

No exhibition will be held at this competition.

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 in order 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 the Judges are responsible to check if such arrangements are in line with the detailed schedule as mentioned under paragraph 18.

16. INFORMATION AND VARIOUS

For information, please contact the Organizing Committee:

Hong Kong Skating Union

Room 1023, Olympic House, 1 Stadium Path, Causeway Bay, Hong Kong

Tel: +852 25778010

Email: entries@hksu.org

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17. EVENT SCHEDULE

29 October 2019	Arrival of Junior and Novice Competitors
30 October 2019	Official practice for Junior and Novice Junior and Novice Team Leader meeting Referee, TC and Technical Panel meeting for Junior and Novice Initial Judge Meeting BASIC NOVICE Girl – Free Skating INTERMEDIATE NOVICE GIRLS – Free Skating Victory Ceremonies ADVANCED NOVICE GIRL – Short Program ADVANCED NOVICE BOYS – Short Program
31 October 2019	Arrival of Senior Competitors Official practice for Junior and Novice BASIC NOVICE BOYS – Free Skating INTERMEDIATE NOVICE BOYS – Free Skating ADVANCED NOVICE GIRL – Free Skating ADVANCED NOVICE BOYS – Free Skating Victory Ceremonies JUNIOR LADIES – Short Program JUNIOR MEN – Short Program
1 November 2019	Official practice for Senior and Junior Senior Team Leaders Meeting JUNIOR LADIES – Free Skating JUNIOR MEN – Free Skating Victory Ceremonies Senior Individual Technical Panel Meetings per Discipline Senior Referees and Technical Controllers Meeting Senior Initial Judges Meeting
2 November 2019	Official practice for Senior SENIOR MEN – Short Program SENIOR LADIES – Short Program SENIOR ICE DANCE – Rhythm Dance SENIOR PAIRS – Short Program
3 November 2019	Official Practice for Senior SENIOR LADIES – Free Skating SENIOR MENS – Free Skating SENIOR ICE DANCE – Free Dance SENIOR PAIRS – Free Skating Victory Ceremonies Senior Technical Panel Review per Discipline Senior Round Table Discussion for Judges per Discipline
4 November 2019	Departure of teams

Please note:

This schedule is subject to changes and will be updated in accordance with the final number of entries.

**FORMS AND DEADLINES**

Number	Form	Format	Deadline
Form 01	Composition of Delegation	Form	27 September, 2019
Form 02	Entry Form for Competitors	Form	27 September, 2019
Form 03	Entry Form for Judges	Form	27 September, 2019
Form 04	Hotel Sheet	Form	27 September, 2019
Form 05	Team Travel Form	Form	27 September, 2019
Form 06	Declaration for Competitors	Form	27 September, 2019
Form 07	Composition Music Information	Form	27 September, 2019
Form 08	Program Content Form	Form	27 September, 2019
Form 09	Skater Health Care	Form	27 September, 2019
Form 10	Visa Request Form	Form	As soon as possible
Form 11	Car Service	Form	27 September, 2019