

CUP OF BERLIN 2018

**9th ISU Synchronized Skating Competition
for Junior and Senior Teams**



plus

Interclub Competition for
Novice and Mixed Age Teams

**January 4th-7th, 2018
Berlin, Germany**

ANNOUNCEMENT

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hosted by the Deutsche Eislauf-Union e.V.
organized by the Berliner Eissport-Verband e.V.



approved by
INTERNATIONAL SKATING UNION

1. EVENT DATA

Host: Deutsche Eislauf-Union e.V. (ISU Member Federation)
Organizer: Berliner Eissport-Verband e.V. supported by its clubs

Competition Rink: An indoor skating rink 30 x 60 m, heated. The Competition Rink has capacity for 3500 spectators. It's located within a walking distance from the Official Hotel.

Address Sportforum Berlin Hohenschönhausen
Konrad-Wolf-Str. 39
13055 Berlin Hohenschönhausen
Germany

Additional Practice Rink: An indoor skating rink 30 x 60 m, heated.

Address Erika Heß Eisstadion
Müllerstr. 185
13353 Berlin Wedding
Germany

The Cup of Berlin 2018, January 4th-7th is an ISU listed World ranking Synchronized Skating Competition for Junior and Senior Teams and an Interclub Competition for Basic, Advanced Novice and Mixed Age Teams.

2. GENERAL REGULATIONS

The Cup of Berlin 2018 will be conducted in accordance with the "ISU Constitution and General Regulations 2016", the "ISU Special Regulations and Technical Rules Synchronized Skating 2016" and all pertinent ISU Communications.

Participation in the Cup of Berlin 2018 is open to all teams who belong to an ISU Member, Rule 130, paragraph 7), that meet the participation, citizenship and residency requirements in Rule 109, 1 and 2 d) and ISU Communication No. 2030 (or any update of this Communication) and qualify with regard to eligibility according to Rule 102, provided the ages fall within the limits specified in Rule 108, 4. according to the respective Competition a) Senior, b) Junior or c) Novice.

3. TECHNICAL DATA

According to Rule 800 the following has to be noted for all categories: a Synchronized Skating Team may include both Men and Ladies; each participating team may enter **up to four (4) alternate skaters** on the official Entry Form. Teams of a Member Federation may enter more than one category using different music and different Programs, with a minimum difference of 50% of the skaters. Only those skaters listed on the official Entry Form may skate in the competition.

ISU SENIOR:

A Senior Team shall consist of 16 skaters (men or women), all of whom must have reached the age of fifteen (15) before July 1st, 2017.

Short Program: Duration: max. 2 min. 50 sec.
The required elements to be skated are listed in "ISU Special Regulations and Technical Rules Synchronized Skating 2016", Rule 991 and 992. Short Program Elements and Requirements for season 2017/2018 as listed in ISU Communication 2008 and all pertinent ISU Communications.

Free Skating: Duration: 4 min. 30 sec., +/- 10 sec.
The Well Balanced Program Requirements are listed in Rule 991 and 992. Short Program Elements and Requirements for season 2017/2018 as listed in ISU Communication 2008 all pertinent ISU Communications.

ISU JUNIOR:

A Junior Team shall consist of 16 skaters, all of whom must have reached the age of thirteen (13) before July 1st, 2017 and may not have reached the age of nineteen (19), before July 1st, 2017.

Short Program: max. 2 min. 50 sec.
The general required elements to be skated are listed in "ISU Special Regulations and Technical Rules Synchronized Skating 2016", Rule 991 and 992. Short Program Elements and Requirements 2017/2018 to be skated as listed in ISU Communication 2008 and all pertinent ISU Communications.

Free Skating: max. 4 min. +/- 10 sec.
The Well Balanced Program Requirements are listed in Rule 991 and 992. Short Program Elements and Requirements 2017/2018 to be skated as listed in ISU Communication 2008 and all pertinent ISU Communications.

INTERCLUB-COMPETITION

ISU ADVANCED NOVICE An Advanced Novice Team shall consist of 16 skaters; all team members must have reached the age of ten (10) and must not have reached the age of fifteen (15) before July 1st, 2017.

Free Skating: 3 min. 30 sec., +/- 10 sec.
The requirements for a Well Balanced Program as listed in ISU Communication 2028 and all pertinent ISU Communications.

ISU BASIC NOVICE B A Basic Novice B Team shall consist of 16 skaters; all Team members must have reached the age of ten (10) and must not have reached the age of fifteen (15) before July 1st 2017.

Free Skating: max. 3 min. +/- 10 sec.
The requirements for a Well Balanced Program as listed in ISU Communication 2028 and all pertinent ISU Communications.

- ISU BASIC NOVICE A** A Basic Novice A Team shall consist of 12 skaters; all team members must have reached the age of ten (10) and must not have reached the age of fifteen (15) before July 1st, 2017.
- Free Skating: max. 3 min. +/- 10 sec.
The requirements for a Well Balanced Program as listed in ISU Communication 2028 and all pertinent ISU Communications.
- MIXED AGE** A Mixed Age A Team shall consist of minimum 10 up to maximum 16 skaters.
- Free Skating: 3 min. 30 sec., +/- 10 sec.
Teams must fulfill the requirements for a Well Balanced Program as listed in ISU Communication 2028 for Advanced Novice Teams and all pertinent ISU Communications.
The Program Component Factors and the Deduction for Falls are the same as for Advanced Novice Teams.
- Mixed Age differs from Advanced Novice as follows:
Vaults and unsustained Group Lifts are permitted.
Maximum element levels may be attempted – the level will be called as executed.
The highest Difficulty Group of an additional Feature may be attempted – the feature will be given or not as executed.
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4. ENTRIES

Entries must be made by ISU Members concerned. Members, Teams and Competitors hereby shall acknowledge acceptance of ISU rule 131 concerning ENTRIES and sign the Declaration forms (Please find on: www.cup-of-berlin.com).

4.1. Entries of Teams

Entries in each category for the Cup of Berlin 2018 need to reach the Organizing Committee by **November 1st, 2017**.

Entry forms listing all competitors and substitutes must be sent to the Organizing Committee Cup of Berlin: Deutsche Eislauf-Union e.V.

E-Mail: CoB@eislauf-union.de

4.1.1. **Preliminary entries** (by number) must reach the Organizing Committee no later than **October 13th, 2017**.

4.1.2. Entry Fee

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

Senior and Junior Teams:	450 €
Novice Teams:	400 €
Mixed Age Teams:	400 €

Entry fees cannot be refunded in case of withdrawals for any reason.
Entry fees are required at time of final entries (no later than November 1st, 2017).
Please direct your payment to

Bank: HypoVereinsbank Bank München
Address: 34543 M-Stachus Karlsplatz 7, 80335 München, Germany
BIC (Swift): HYVEDEMMXXX
IBAN: DE58700202700015383006
Account Holder: Deutsche Eislauf-Union e.V.,
Address: Menzinger Strasse 68, 80992 München

Please attach a team photo to your entry request; sending digital photos via email would be preferred. Team Photo, Team Press Info and Results may be published on the Internet. Each team taking part in the Cup of Berlin 2018 acknowledges and consents to these terms.

4.2. Entries of Official Team Delegations

Each Team is entitled to five (5) additional accreditations for a Team Leader, Coach, Team Personal and Medical Personal. Member Presidents are entitled to free tickets.

4.3. Officials

a) Entries of Judges

Each participating ISU Member may nominate one (1) Judge, listed on the ISU list of Referees and Judges for Synchronized Skating 2017/2018, the hosting ISU Member may nominate two (2) Judges. The official Judges' Nomination Form must be sent to the OC of the Cup of Berlin not later than **November 12th, 2017**

b) Referees, Technical Controllers and Technical Specialists

will be nominated by the Organizing Committee based on the respective ISU list for Synchronized Skating 2017/2018.

Please find a draft of the meeting and competition schedule for the Official Draw (Starting Order), the Team Leaders Meeting, Initial Judges Meeting, the Judges Round Table Discussions and Team Party on the **last page of this announcement (preliminary event and meeting schedule 2018)**.

5. MEALS, LODGING AND TRAVEL EXPENSE

Travel expenses will be reimbursed for Technical Panel Officials (Technical Specialists and Technical Controllers) and Referees only (economy airfare).

DROs, TSs, TCs, Referees and Judges will be picked up from airport Tegel or Schönefeld or Berlin Central Station if we receive your travel information before December 20th.

The organizer will provide and cover accommodation for invited Technical Specialists, Technical Controllers, Referees and nominated Judges. The OC will also provide meals for the Technical Panel, the Referees and the nominated Judges from January 4th, starting with Dinner until January 7th, ending with Breakfast.

The rooms for the Technical Panel and nominated Judges will be reserved by the Organizing Committee upon receipt of the entry in the Official Hotel.

Any extra expense incurred by any Official will be the responsibility of that person.

The Official Hotel is also open to teams. Please fill out the Reservation Form and send it directly to the Official Hotel.

All Competitors (Teams), Coaches, Team Managers, Team Leaders, Physicians shall bear their own expenses.

6. PRACTICE

Official Practice will be scheduled on Friday and Saturday morning. A detailed schedule will be provided in November 2017 depending on the number of entries.

If you come earlier and would like to have additional practice time, please fill out the Additional Practice Form. Additional practice ice time can be booked for the "Erika-Heß-Stadion" (Additional Practice Rink) available on Wednesday, January 3rd, 08:00-22:00, and Thursday, January 4th, 08:00-20:00. The Application Form for additional practice is attached. The additional practice ice schedule will be compiled in the order the requests reach the organizing committee and can be checked on www.cup-of-berlin.com.

7. MUSIC

MUSIC UPLOAD AND SUBMISSION: Online music submission is the ONLY accepted method to submit program music. **An upload-Link will be provided after your Entry reached us.** The uploaded program music file MUST conform to the following specifications:

- Each program (short/free) must be recorded as one single track and in a separate file.
- All Teams shall prepare the competition music of excellent quality. Please provide your competition music in a **MP3-file Format in high quality**, 192 kBits/s or more.

If you need assistance formatting your file to MP3, please note, the organizer of the event does not endorse any conversion software. When needed please find some examples for converter software for free (multi languages) in the World Wide Web:

Audacity, Audiograbber, Excat Audio Copy or CDex

- File naming:
<Sen/Jun/AdvN/BNovA/BNovB/Mixed>.<SP/FS>.<Teamname>.<Member>.<runningtime>.mp3
- The titles, composers and orchestras of the music used for the Short Program and Free Skating must be listed for each team on the official **Music Information Form** and must be attached to the official Entry Form for Teams.

BACKUP MUSIC AT EVENTS (CD's ONLY)

In addition to submitting music online, all competitors must have at least one (1) backup CD rink-side. All Teams shall prepare the competition music of excellent quality on CD. Each program (short/free) must be recorded as one single track and on a separate medium. CDs must indicate the event (Mixed Age, Basic Novice, Advanced Novice, Junior or Senior), the Team's name and nation and the exact running time of the music (not skating time) including any starting signal, and must be provided upon accreditation.

Accreditation can only be granted after the complete Music Information together with the music CDs have been provided.

8. REGISTRATION / ACCREDITATION

8.1. Accreditation office opening hours

Wednesday	16:30 – 22:00 h	Official Hotel, the Grand City Hotel Berlin East, Room Müritz (1F)
Thursday	09:30 – 20:00 h	Official Hotel, same room
Friday	09:30 – End of Competition,	Competition Rink, behind the Official Entrance left handed.
Saturday	09:30 – End of Competition,	Competition Rink, same room.

8.2. Information / Team boxes

Team boxes will be also in the accreditation office. Information to the teams are distributed into your team boxes.

8.3. Lost and Found

The accreditation office is also the place to pick up lost items in case they have been brought back to the Organizing Committee.

9. OFFICIAL HOTEL

Holiday Inn & City Hotel Berlin East, Landsberger Allee 203, 13055 Berlin

Tel: +49 30 97808-401 • Fax: +49 30 97808-450

E-Mail: <mailto:stefanie.landgraf@gchhotelgroup.com>

Parking lots for team buses are available within walking distance free of charge.

Team Meals can be ordered at special rates on the Hotel Form for the Official Hotel.

Celebrate yourself and join the **Team Party** on Saturday night after the Award Ceremony in the Official Hotel. A DJ will guarantee good music. Tickets will be available at EUR 29 per person including the diner with one soft drink. Registration is required for the Team Party (see form).

10. TRANSPORTATION

The Competition Rink is within walking distance from The Official Hotel.

10.1. A shuttle service between the Official Hotel and the Competition Rink will be provided for Judges and Officials on Friday and Saturday.

10.2. **Teams** can enter the premises of the Sportforum Hohenschönhausen by bus. The necessary permit will be provided upon accreditation together with a map indicating permissible parking spots. We kindly ask for your understanding that only marked places may be used as parking spots.

10.3. **If you come to Berlin by plane and would like to rent a bus**, please fill out the Transportation Form. The OC will get in touch right away.

11. LIABILITY & INSURANCE

In accordance with ISU Rule 119, it is the sole responsibility of each member participating in the Cup of Berlin 2018, to provide health and accident insurance for their athletes, officials and all other members of the Member's Teams. Such insurance must cover full medical attendance and the return to the country of origin of the ill or injured person, as well.

The Deutsche Eislauf-Union e.V. and the Organizing Committee in connection with Cup of Berlin 2018 by Competitors and Officials will not take any responsibility or liability with respect to bodily or personal injury or property damage incurred.

However, there will be a Medical Team in the Competition Rink providing emergency medical services for all participants during the competitions and official practices free of charge.

12. ANTI-DOPING-CONTROLS

Anti-doping tests may only be conducted for Teams in the ISU Competition related to Seniors' and Juniors'. If carried out, anti-doping tests will be in accordance with current ISU Anti-Doping Rules & Procedures (ISU Communications 2100 and all pertinent Communications).

13. PRELIMINARY EVENT AND MEETING SCHEDULE 2018

- subject to changes –

Wednesday, January 3rd, 2018

All day	Additional Practice	(Additional Practice Rink)
16:30 h	Accreditation office opens	(Official Hotel)

Thursday, January 4th, 2018

All day	Additional Practice	(Additional Practice Rink)
All day	Accreditation Office open	(Official Hotel)
16:00 h	Judges Meeting	(Official Hotel)
17:00 h	Technical Panel Meeting	
17:30 h	Team Leaders Meeting	
18:30 h	Official Draw	

Friday, January 5th, 2018

(Sportforum Hohenschönhausen, Competition Rink)

Morning - Official Practice

12 min. / Team - Mixed Age	(Free Skating in Starting Order)
12 min. / Team - Basic Novice A+B	(Free Skating in Starting Order)
12 min. / Team - Advanced Novice	(Free Skating in Starting Order)
10 min. / Team - Juniors	(Short Program in Starting Order)
10 min. / Team - Seniors	(Short Program in Starting Order)

Afternoon - COMPETITION

Mixed Age	Free Skating
Basic Novice A and B	Free Skating
Advanced Novice	Free Skating
<u>Award Ceremony</u>	
Junior	Short Program
Senior	Short Program

Saturday, January 6th, 2018

(Sportforum Hohenschönhausen, Competition Rink)

Morning - Official Practice

Early morning	RTD for Mixed Age and Novice events
12 min./Team - Junior Teams	(Free Skating in Starting Order)
12 min./Team - Senior Teams	(Free Skating in Starting Order)

Afternoon - COMPETITION

Junior	Free Skating
Senior	Free Skating

Award Ceremony

Evening

TEAM PARTY	(Official Hotel)
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Sunday, January 7th, 2018

Early morning	RTD for Junior and Senior events
Departure	