



Junior Grand Prix of Figure Skating 2016/17



Junior Grand Prix of Figure Skating

LJUBLJANA CUP 2016

21. SEPTEMBER / 24. SEPTEMBER

Ljubljana, Slovenia

September 21 to September 24, 2016

ANNOUNCEMENT

Ljubljana Cup 2016

An International ISU Junior Competition

for

Men, Ladies and Ice Dance

organized by

Slovene Skating Union

Ljubljana, Slovenia

September 21 to September 24, 2016

A competition as part of the



Junior Grand Prix of Figure Skating 2016/17

under the authorization of the

INTERNATIONAL SKATING UNION

1. GENERAL REGULATIONS

The **ISU JGP Ljubljana Cup 2016** will be conducted in accordance with the ISU Constitution and General Regulations 2016, the Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2016, and the relevant ISU Communications.

Participation in the **ISU JGP Ljubljana Cup 2016** is open to all Competitors who belong to an 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 b) and they meet the participation, citizenship and residency requirements in Rule 109, paragraphs 1 through 5 and ISU Communication 1420 or any update of this Communication.

In accordance with Rule 109 of the ISU General Regulations and ISU Communication 1420 all Skaters who do not have the nationality of the Member by which they have been entered or who, although having such nationality, have in the past represented another 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.

With reference to the Announcement of the ISU Junior Grand Prix of Figure Skating 2016/17 the list of ISU Members invited for participation with the quota in each discipline as mentioned in the annex of this announcement must be observed.

2. TECHNICAL DATA

PLACE **Main arena: Hala Tivoli**, Celovska Street 25, SI-1000 Ljubljana
(an indoor ice-rink with the ice surface of 30 x 60 m, air-conditioned and heated)

MEN	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2016 Rule 611, paragraphs 1 and 3 for 2016/17. Duration: 2 min., 40 sec. , +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2016, Rule 612 and the respective ISU Communication. Special attention should be paid to the "well balanced program" and the element value. Duration: 4 min., +/- 10 sec.
LADIES	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2016 Rule 611, paragraphs 1 and 3 for 2016/17. Duration: 2 min., 40 sec. , +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2016, 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.

ICE DANCE	Short Dance	In accordance with ISU Technical Rules Ice Dance 2016, Rule 709. Rhythms, required elements and guidelines are those listed in ISU Communications 1998, 2003 and subsequent updates. Duration: 2 min., 50 sec., +/- 10 sec
	Free Dance	In accordance with ISU Technical Rules Ice Dance 2016, Rule 710. The required elements to be skated are those listed in ISU Communication 1998, 2003 and subsequent updates. Duration: 3 min., 30 sec., +/- 10 sec.

3. ENTRIES

3.1 Entries by Name

3.1.1 General

All Entries must be made by the Member concerned based on the charts available in the General Announcement for the ISU Junior Grand Prix of Figure Skating 2016/17.

As started last season for ISU Championships, all entries for ISU Junior Grand Prix of Figure Skating Events, must be done through the **ISU Online Registration System (ORS)** by the deadline indicated. From this season, hotel and travel information should also be entered into ORS, as well as bank information. Declarations will need to be uploaded to the ORS as well.

3.1.2 Entries of Competitors

The Entries by names must be made via the ISU Online Registration System (ORS):

<https://isu.st-software.com>

and will be submitted via the ORS simultaneously to the:

Organizing Committee
Slovene Skating Union
Celovška cesta 25
SI-1000 Ljubljana
phone: +386 1 439 15 40
fax: +386 1 439 15 41
e-mail: drsalna.zveza@siol.net

and to:

ISU Secretariat
fax: +41 21 612 66 77
e-mail: entries@isu.ch

not later than **Friday, August 19, 2016 – 20:00 h (local time Ljubljana)**.

Skaters entering the Junior Grand Prix circuit for the first time and/or new Ice Dance couples must send to the ISU Secretariat (entries@isu.ch) a copy of their passport at the time of the above mentioned entry deadline.

Please observe the restrictions concerning the selection of Competitors within the events of the ISU Junior Grand Prix of Figure Skating" (see also general announcement for the Junior Grand Prix of Figure Skating 2016/17).

3.1.3 Entries of Judges

Each participating ISU Members may nominate one (1) judge. A second Judge can only be entered, if the Member has entries in one Figure Skating discipline and in Ice Dance. It is recommended that the second Judge, if possible, has the qualification for Single & Pair Skating and Ice Dance. The Host Member may nominate a judge in each discipline in which they have entries.

Please observe the restrictions concerning the selection of Judges within the events of the ISU Junior Grand Prix of Figure Skating 2016/17 that no Judge may serve in more than two (2) ISU Junior Grand Prix events.

The Entries of Judges must be made via the ISU Online Registration System (ORS) and reach the Organizing Committee and the ISU Secretariat, not later than **Friday, August 19, 2016 – 20:00 h (local time Ljubljana)**.

Each panel of Judges will consist of a maximum of 9 Judges but with a minimum of 7 Judges, if possible. In exceptional cases and if there is no possibility to compose a panel of judges with at least 7 Judges the ISU Vice-President Figure Skating could amend this paragraph. However, there should never be less than 5 Judges.

The ISU Event Coordination Team together with the Organizing Committee in consultation with the ISU Vice President Figure Skating may reduce the number of Judges per ISU Member, if there might be the possibility, that entered Judges will not be guaranteed to judge the event in which they have been entered

In case that at the time of the Judges draw more Judges will be available and entered as required to compose the panels of nine (9) Judges in one or more disciplines, the ISU Event Coordination Team together with the Organizing Committee will conduct the draw for nine (9) Judges for the first segment. The Judges, not drawn for the first segment will be seated for the second segment.

The panel for the second segment (Free Skating / Free Dance) will in this case be completed by an open draw amongst the Judges serving in the first segment of the discipline in question.

3.1.4 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 to the Judge. The Member Federations guarantee that the requested accreditation of Team Members will correspond to their function within the team and the Federation.

The names of all team members must be submitted via the ISU Online Registration System (ORS) and must reach the Organizing Committee and the ISU Secretariat not later than **Friday, August 19, 2016 – 20:00 h (local time Ljubljana)**.

4. MEALS, LODGING and TRAVEL EXPENSES

The organizer will provide and cover the expenses for rooms and meals for all Competitors and Judges participating, beginning with dinner on **Tuesday, September 20, 2016** until breakfast on **Sunday, September 25, 2016**.

Should any Competitor or Judge 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 organizer will provide and cover the expenses for rooms and meals also for the Referees, the Technical Controllers, the Technical Specialists, the Data & Replay Operators, the ISU Coordinator for the ISU Junior Grand Prix of Figure Skating, the Technical staff of ST-Sportservice GmbH and the Anti-Doping Control Team during the same period as indicated for the Competitors. If any longer period is agreed upon with the Organizing Committee, the period of coverage will be prolonged as agreed.

The Organizing Committee will cover the costs for travel expenses for the Anti-Doping Control Team.

All extra expenses incurred by any Team Member or any kind of Official will be the responsibility of that person and must be paid prior to departure.

The Judges, the Referees, the Technical Controllers, the Technical Specialists and the Data & Replay Operators will receive remuneration in accordance with ISU Communication No. 1910, paragraph 1, b (or any update of this Communication). Only hard currencies are acceptable. The remuneration will be paid upon accreditation. The ISU will reimburse the total relevant costs upon receipt of an invoice stating the number (including names) of the acting officials and their signature.

5. PRACTICE

Official practice for Competitors begins on **Wednesday, September 21, 2016**. The detailed schedule will be issued at the time of registration.

6. MUSIC / PLANNED PROGRAM CONTENT

In accordance with Rule 343, paragraph 1 all Competitors shall furnish competition music of excellent quality in digital audio file.

The OC of the Ljubljana Cup 2016 requests that the music files will be submitted preferably on **CD or USB flash memory** and we restrict to accept **WAV or MP3 file** only on site at the time of registration. The Organizing Committee will keep the medium with the music files until the end of the competition, therefore it is not acceptable to use any kind of other medium than CD or USB flash memory such as smart phone, tablet or similar medium to provide the music.

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 Short and Free Dance Program for Ice Dance and for the Exhibition 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 1, the medium on which the music files are submitted must show the exact category / event name, the Competitor's name, the Nation and the exact running time of the music (not skating time) including any starting signal. Each program (short program, free skating, short dance, free dance) must be recorded on a separate file. In addition competitors/couples must provide a back-up medium (preferably CD) 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.

7. ARRIVAL OF PARTICIPANTS / TEAMS

All Referees, the Technical Panel (Technical Controller, Technical Specialists, Data & Replay Operators) Judges, Competitors, Team Leaders, Team Officials, Team Medical Staff and Coaches are requested to announce to the Organizing Committee as soon as possible but not later than **Friday, August 19, 2016** the name of the airlines, flight numbers, dates and times of arrival. The detailed travel information need to be submitted via the ISU Online Registration System (ORS).

The nearest airport to **Ljubljana** is **Ljubljana Jože Pučnik Airport (LJU)** with a distance of **30 km** to the official hotel. The Organizing Committee provides a bus shuttle to meet the teams on arrival. Please accept that we have to ask for a small transportation fee from all persons participating in this shuttle service. Please inform the Organizing Committee together with your entry whether you will be using the transportation offered.

8. OFFICIAL HOTELS

Hotel for Skaters, Team Leaders, Team Medical Staff

M Hotel Ljubljana

Derčeva ulica 4

SI-1000 Ljubljana

phone: +386 1 513 70 00

fax: +386 1 513 70 90

web: <https://www.m-hotel.si/eng>

Hotel for Coaches, Team Officials, Chaperons

City Hotel

Dalmatinova ulica 15

SI-1000 Ljubljana

phone: +386 1 239 00 00

fax: +386 1 239 00 01

web: <http://www.cityhotel.si/>

Hotel for ISU Event Officials, Judges, Technical Support Staff, Coaches, Team Officials

Austria Trend Hotel Ljubljana

Dunajska cesta 154

SI-1000 Ljubljana

phone: +386 1 588 25 00

fax: +386 1 588 25 99

web: <http://www.austria-trend.at/en/hotels/ljubljana>

Hotel capacities can only be booked via the Organizing Committee. Hotel reservation requests need to be submitted via the ISU Online Registration System (ORS).

9. ACCREDITATION

The official accreditation for Teams is planned at the **M Hotel Ljubljana** upon 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.

The ISU Member certifies with the entries in ORS the indicated functions within the team of all team members. Any misuse of any function will be sanctioned by the ISU/OC.

Accreditation will be given to appointed ISU Event Officials, ISU Office Holders and Guests.

Chaperons will not receive accreditation. The Team Leader may request "bus permits" for the official registered Chaperons to join the official shuttle bus system of the Organizing Committee.

10. RESULTS

The marking system (ISU Judging System) as described in ISU Technical Rule Single & Pair Skating and Ice Dance 2016, Rule 352 and Rule 353 (Determination and publication of results) will be used.

11. PRESENTATION OF MEDALS

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. The national anthem of the winner will be played and the flags of the medal winners hoisted.

12. POINTS FOR "ISU Junior Grand Prix of Figure Skating"

Points will be awarded as follows:

Men and Ladies		Ice Dance	
1 st place	15 points	1 st place	15 points
2 nd place	13 points	2 nd place	13 points
3 rd place	11 points	3 rd place	11 points
4 th place	9 points	4 th place	9 points
5 th place	7 points	5 th place	7 points
6 th place	5 points	6 th place	5 points
7 th place	4 points	7 th place	4 points
8 th place	3 points	8 th place	3 points
9 th place	2 points		
10 th place	1 point		

The points received are of value for the ISU Junior Grand Prix of Figure Skating and the qualification for the ISU Junior Grand Prix of Figure Skating Final.

If a Skater/Couple does not complete an event due to illness or injury, this event will be treated as "not skated", i.e. the result(s) of initial round(s) completed will not count for the ISU Junior Grand Prix ranking order. However, such an event will count as one (1) participation but without receiving credit in the ranking order. Only a second participation in another "ISU Junior Grand Prix of Figure Skating event" is possible.

13. PRIZE MONEY

Prize Money will be awarded to each medal winner for each category as follows:

	Men and Ladies	Ice Dance
1st place	US\$ 2.000,00	US\$ 3.000,00
2nd place	US\$ 1.500,00	US\$ 2.250,00
3rd place	US\$ 1.000,00	US\$ 1.500,00

The individual prize money will be transferred to the ISU Member concerned immediately after the conclusion of the event.

The prize money may be reduced or completely withheld if a Skater/Couple:

- i) will not participate in the final exhibition gala of the Event concerned with at least one exhibition number (show dance or similar) plus an encore if so requested (not completed or fractures of programs are not considered to be sufficient. Any competitive program as performed during the competition or a part of a competition program in another costume or skated to another music is also not considered a "show dance") if any is organized.

- ii) do not attend the press conference after his/her/their event if any is organized.
- iii) do not take part in social events if asked by the ISU and/or the organizer.

The decision to reduce or withhold the prize money can only be made by the ISU Grand Prix Coordination Group in consultation and with the agreement of the ISU Coordinator for the ISU Junior Grand Prix of Figure Skating. The withholding taxes, if any, will be deducted according to the individual government's law.

14. ISU WORLD STANDINGS

World Standing points will also be awarded according to the "ISU World Standings Procedure", that can be found on the ISU website (www.isu.org) under Single & Pairs/Ice Dance – World Standings.

15. ANTI-DOPING CONTROLS

The Anti-Doping tests will be conducted in accordance with the current ISU Anti-Doping Rules & Procedures (ISU Communications No. 1922 and 1970 or any further update of this Communication).

The tests will be taken from each first placed Skater/Couple. In case of a Couple it will be determined by draw whether the Lady or the Man of the first placed Couple will be tested.

One Skater from the remainder of the Skaters shall be selected by random draw in Men, Ladies and Ice Dance. In case of a Couple it will be determined by draw whether the Lady or the Man will be tested.

16. 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.

17. EXHIBITION

There will be **NO** Exhibition at the ISU Junior Grand Prix Ljubljana Cup 2016.

18. MEETINGS FOR ISU EVENT OFFICIALS and JUDGES

The Initial Judges Meeting and Judges Draw will be held one (1) day prior to the first competition.

Please see the dates and times for all other official meetings for Technical Panels (before and after the respective event), Referees and Technical Controllers Meeting and Judges Round Table Discussions in paragraph 20 Schedule of Events.

For the initial Technical Panel Meetings per discipline the exact times will be announced only after the practice schedule has been completed. However, all initial Technical Panel Meetings will be held during the first practice day and will be adjusted to the practice schedule of each discipline.

ISU Event Officials and Judges are responsible to make their travel arrangements in order to be able to attend the respective meetings. If any other party makes the flight arrangements, the ISU Event Officials and the Judges are responsible to check if such arrangements are in line with the detailed schedule as mentioned under paragraph 20.

19. INFORMATION

For information, please contact the Organizing Committee:

Slovene Skating Union
Celovška cesta 25
SI-1000 Ljubljana
phone: +386 1 439 15 40
fax: +386 1 439 15 41
e-mail: drsalna.zveza@siol.net

For further information any queries should be addressed to:

ISU Secretariat
Avenue Juste Olivier 17
CH - 1006 Lausanne

phone: +41 21 612 66 66
fax: +41 21 612 66 77
e-mail: entries@isu.ch

20. EVENT SCHEDULE

Tuesday, September 20, 2016	All day	Arrival of teams
Wednesday, September 21, 2016	All day	Official practice
	10:00	Team Leaders Meeting
	TBA	Individual Technical Panel Meetings per Discipline
	16:00	Referees and Technical Controllers Meeting
Thursday, September 22, 2016	14:30	LADIES – Short Program
		MEN – Short Program
Friday, September 23, 2016	15:30	ICE DANCE – Short Dance
		MEN – Free Skating
		Victory Ceremony MEN
Saturday, September 24, 2016	08:00	MEN – Technical Panel Review
	08:45	MEN – Round Table Discussion for Judges
	12:00	LADIES – Free Skating
		ICE DANCE – Free Dance
	17:30	LADIES - Technical Panel Review
		Victory Ceremonies ICE DANCE and LADIES
	20:50	LADIES – Round Table Discussion for Judges
	21:00	ICE DANCE - Technical Panel Review
22:20	ICE DANCE – Round Table Discussion for Judges	

Please note:

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

21. SUMMARY OF DEADLINES

	DEADLINE	to be submitted via	
		Online Registration System	Form
Entry by Name for Competitors	19.08.2016	X	
Entry by Name for Judges	19.08.2016	X	
Entry by Name Delegation Members	19.08.2016	X	
Hotel Reservation	19.08.2016	X	
Travel Details	19.08.2016	X	
Bank Transfer	19.08.2016	X	
Press Information	19.08.2016		X (Form 07)
Competition Music Information	19.08.2016		X (Form 08)
Ice Dance Music Information	19.08.2016		X (Form 09)
Planned Program Content	19.08.2016		X (Form 10)
Skater Health Care Form	19.08.2016		X (Form 11)
Visa Application Request	a.s.a.p.		X (Form 12)

ANNEX
5th event Ljubljana / SLO – LIST OF MAXIMUM SKATERS PER ISU MEMBER

Nation		Men	Ladies	Ice Dance
Andorra	AND	~	~	~
Argentina	ARG	1	1	1
Armenia	ARM	~	1	~
Australia	AUS	~	~	~
Austria	AUT	1	1	1
Azerbaijan	AZE	~	~	~
Belarus	BLR	~	~	~
Belgium	BEL	~	~	~
Bosnia and Herzegovina	BIH	1	1	1
Brazil	BRA	~	~	~
Bulgaria	BUL	~	1	1
Canada	CAN	2	1	1
China	CHN	1	~	~
Chinese Taipei	TPE	1	1	~
Croatia	CRO	1	1	1
Cyprus	CYP	~	~	~
Czech Republic	CZE	1	~	1
Denmark	DEN	~	1	~
DPR Korea	PRK	~	~	~
Estonia	EST	~	~	~
Finland	FIN	1	1	~
France	FRA	~	~	2
Georgia	GEO	1	~	~
Germany	GER	1	1	1
Great Britain	GBR	1	1	1
Greece	GRE	~	~	~
Hong Kong	HKG	1	1	1
Hungary	HUN	1	1	1
Iceland	ISL	~	~	~
India	IND	~	~	~
Indonesia	INA	~	~	~
Ireland	IRL	~	~	~
Israel	ISR	2	~	~
Italy	ITA	1	1	1
Japan	JPN	1	2	1
Kazakhstan	KAZ	~	2	~
Kyrgyzstan	KGZ	~	~	~
Latvia	LAT	1	1	1
Liechtenstein	LIE	1	1	1
Lithuania	LTU	~	~	1
Luxembourg	LUX	~	~	~
Malaysia	MAS	~	~	~
Mexico	MEX	~	~	~
Moldova	MDA	~	~	~
Monaco	MON	1	1	1
Mongolia	MGL	1	1	1
Morocco	MAR	1	1	1
Netherlands	NED	~	~	~
New Zealand	NZL	~	~	~
Norway	NOR	1	1	1
Philippines	PHI	~	~	~
Poland	POL	~	~	~
Republic of Korea	KOR	1	1	1
Romania	ROU	~	~	~
Russia	RUS	1	2	2
Serbia	SRB	1	1	1
Singapore	SIN	~	1	~
Slovak Republic	SVK	1	1	1
Slovenia	SLO	3	3	3
South Africa	RSA	~	~	~
Spain	ESP	~	~	~
Sweden	SWE	~	1	~
Switzerland	SUI	1	1	1
Thailand	THA	1	1	~
Turkey	TUR	~	~	~
Ukraine	UKR	1	1	1
United Arab Emirates	UAE	~	~	~
United States of America	USA	2	1	2
Uzbekistan	UZB	~	~	~