



March 31 – April 1, 2023

Lake Placid, NY / USA

ANNOUNCEMENT

1. GENERAL REGULATIONS

The ISU World Synchronized Skating Championships® 2023 will be subject to the local entry, travel and sanitary measures as well as subject to compliance with the ISU Guidelines for ISU Events during the Covid-19 pandemic (<https://www.isu.org/inside-isu/covid-19>) in place before and during the respective event. The ISU will inform ISU Members in case of any development or related decision.

The ISU World Synchronized Skating Championships® 2023 is an event of the International Skating Union (ISU) and will be conducted in accordance with the ISU Constitution and General Regulations 2022, the ISU Special Regulations and Technical Rules Synchronized Skating 2022, as well as all pertinent ISU Communications.

Participation in the ISU World Synchronized Skating Championships® 2023 is open to all Teams who belong to an ISU Member, Rule 130, paragraph 7) and qualify with regard to eligibility according to Rule 102, provided the ages fall within the limits specified in Rule 108, paragraph 4 a) and they meet the participation, citizenship and residency requirements according to Rule 109, paragraphs 1 and 2 d) and ISU Communication 2030 (or any update of this Communication).

Each participating team must consist of sixteen (16) skaters and may have up to a maximum of four (4) alternates listed on the Team Entry Form (Rule 800, paragraph 2 b) and c)).

2. TECHNICAL DATA

All Championship events as well as some official practices will take place at **Olympic Centre – 1980 Rink**. The remainder of the official practices will take place at **1932 Rink (practice rink)**. Both rinks are indoor, heated, air conditioned and artificial ice rinks with ice surfaces of 30m x 60m. The main arena and the practice arena are located in the same complex.

Main & Practice Rinks: Olympic Center
2634 Main St,
Lake Placid, NY 12946, USA

2.1 Technical Details

SHORT PROGRAM

Duration: 2 min., 50 sec., but may be less,

The General Short Program Elements and requirements are listed in Rule 991, paragraphs 1 a), 2 and 3, Rule 992, paragraphs 1 a) and 2. The Short Program Elements and Requirements to be skated for Season 2022/23 are listed in ISU Communication 2501.

FREE SKATING

Duration: 4 min., +/- 10 sec.

The Well Balanced Program Requirements are listed in Rule 991, paragraphs 1 b), 2 and 4, Rule 992, paragraph 1 b) and 2. The Free Skating Elements and Requirements to be skated for Season 2022/23 are listed in ISU Communication 2501.

3. ENTRIES

3.1 General

All entries for the ISU World Synchronized Skating Championships® 2023 must be done through the **ISU Online Registration System (ORS)** by the deadline indicated. Hotel and travel information should also be entered into ORS, as well as bank information. Declarations as well as Health Care forms will need to be uploaded to the ORS as well.

3.2 Entries of Teams

In accordance with Rule 868, the Entries by names must be made via the ISU Online Registration System (ORS):

<https://fms.sportresult.com/isu>

and will be submitted via the ORS simultaneously to the:

Organizing Committee

U.S. Figure Skating

E-mail: events@usfigureskating.org

and to

ISU Secretariat

E-mail: entries@isu.ch

no later than **Thursday, March 9, 2023 – 20:00 local time Lake Placid, NY, USA** (see Rule 868, paragraphs 1 and 5).

Preliminary entries (by number) must reach the ISU Secretariat and the Organizing Committee no later than **October 1, 2022**.

Please note that for all persons entered by the Members, the procedures in regard to the Declaration for Competitors and Officials entering ISU Events in accordance with ISU General Regulations 2022, Rule 131 as outlined in ISU Communication ISU Communication 1876, point 16 (or any update of this Communication) need to be strictly observed.

3.3 Entries of the Official Team Delegations

Official entries of the Team Leaders, Team Managers, Coaches, Member Press Officer, Team Medical Personnel and the partner or relative of a Judge (TBC) will be accepted.

Accreditation will be provided to those who are officially entered in ORS and accepted by the Organizing Committee.

Please be advised that accreditation will be given to:

- Official Team Delegations composed of Skaters, Team Leaders (1 per country), Team Managers (1 per Team), Official Coaches (2 per Team), Team Medical Personnel (2 per Team – OC will request a certificate prior to accreditation), Member Press Officer (1 per country)
- Team Official (2 per country including the Member President).

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 **Thursday, March 9, 2023 – 20:00 local time Lake Placid, NY, USA**.

4. JUDGES

4.1 Nomination of Judges for the Judges Draw

According to Rule 971, the official Entry Form for Judges by number (that has been sent to Members on August 10, 2022), must reach the ISU Director General by Tuesday October 1, 2022.

In accordance with the draw results that will be published in an ISU Communication subsequent to the Judges Draw, Members having been drawn to send Judges to the ISU World Synchronized Skating Championships® 2023 must submit their Judges via the ISU Online Registration System (ORS) and reach the Organizing Committee and the ISU Secretariat not later than **Thursday, March 9, 2023 – 20:00 local time Lake Placid, NY / USA.**

4.2 Meetings for ISU Event Officials and Judges

The Initial Judges Meetings will be held on **Thursday, March 30, 2023.** The draw for the seating order of the panels of Judges will be made 45 min. prior to each segment. Subsequent draws, as required, will be made at the Main Rink in the judges' room. A detailed draw schedule will be published on site.

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 17. Schedule of Events. 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 17.

5. MEALS, LODGING AND TRAVEL EXPENSES

In accordance with ISU General Regulations 2022, Rule 137, the Organizing Committee will provide and cover the expenses for rooms and meals for the Technical Controller, Technical Specialists, Data and Replay Operators, as well as Referees and Judges beginning with dinner on **Wednesday, March 29, 2023** and ending with breakfast on **Sunday, April 2, 2023.**

The Organizing Committee requests that, for all Team Members whose accommodation expenses are not covered by the Organizing Committee as outlined above, a pre-payment (deposit), to guarantee the availability of required rooms, be made. Members should use ORS for their preliminary hotel bookings on which the OC will base the invoice for the pre-payment. The pre-payment (70% of the total amount) must be made by **November 1, 2022.** The terms of payment for the remainder will be published well in time by the Organizing Committee.

All rooms ordered for any person (if paid by the organizer or the ISU Member) are subject to the cancellation policy as outlined in the first information.

Travel expenses will be paid in accordance with ISU General Regulations 2022, Rule 137. Out of pocket expenses for the Referee, Assistant Referee, Technical Controller, Technical Specialists, Data and Replay Operator and Judges will be paid in accordance with ISU Communication 2096 or any update. These expenses will be provided at the time of accreditation.

All extra expenses incurred by any Official will be the responsibility of that person. Should any Official arrive at the hotel before or stay after the period described above, their room costs and expenses will be their responsibility and must be paid upon arrival.

6. PRACTICE

Official Practice for Teams will begin on **Thursday, March 30, 2023.** The detailed schedule will be issued at the time of registration. Rule 960, paragraph 4 must be observed.

7. MUSIC

In accordance with Rule 823 in the ISU Special Regulations Synchronized Skating 2022, the following method to submit the Competitor's music to the Organizing Committee must be followed:

- the ISU Member is responsible for submitting their Team's music as direct attachment to an email to the Organizing Committee (events@usfigureskating.org) until **Monday, March 20, 2023**.

Please note: some music files might exceed the size of a regular email. In this case, an email-based transfer service which allows to send large files could be used to send the file to the OC.

- each submission shall be labelled with the name of the ISU Member, segment and the name(s) of the Team(s):

Example:

GER_SP_TEAM-Name

SUI_FS_TEAM-Name

- the music files must be sent as **WAV or MP3** file formats. Any other format is not acceptable. *Please note: Files in MP3 format may have a significant difference in the music quality when reproduced. The Organizing Committee in this case is not responsible if the music quality would be insufficient.*
- Each Team must have an own back-up drive (USB Stick) for each program in the format of a WAV or MP3 file.
- The exact running time of the music (not skating time) must be communicated to the Organizing Committee when submitting the music and shall be certified by the Coach/Team Leader/Team Manager at the time of registration.
- During the 1st Official Practice, the music will be played as indicated in the Practice Schedule and will allow to verify the correctness of the submitted music. If there is an issue with the music, the Team Leader/Team Manager/Coach may be allowed to change the music by presenting an acceptable reproduction to the Organizing Committee's Music Team (USB Stick with file format of WAV or MP3 file).

If the music files have been submitted within the above-mentioned deadline to the Organizing Committee, then the music team of the Organizing Committee is entirely responsible for the correct execution of the music. In case of issues with submitted music files the Organizing Committee may request at the time of registration a secondary copy of the music files. In case the music files have not been submitted in time to the Organizing Committee, the Team(s) must present their music latest at the time of registration on the above defined mean and in the defined format.

Please note: CDs will **not** be accepted by the Organizing Committee.

The titles, composers and orchestras of the music to be used for the Short Program and Free Skating must all be entered for each Team through the ISU Portal by March 9, 2023.

If music information is not complete and/or the music is not provided, accreditation will not be given.

The Planned Program Content must also be entered by the ISU Member or the Team(s) on the dedicated ISU platform (ISU Portal). It is mandatory that the Program Content information be filled in precisely by each Team in English using the terminology for the elements listed in the respective ISU Communication.

8. ARRIVAL & DEPARTURE OF PARTICIPANTS

All ISU Event Officials, Judges, Members of the Official Team Delegation taking part in the ISU World Synchronized Skating Championships® 2023 are requested to inform the Organizing Committee as soon as possible, but no later than **Friday, March 3, 2023**, about the names of the airline, flight numbers, dates and time of arrival in **Albany NY Airport (ALB)**.

The nearest airport to **Lake Placid, New York** is **Albany International Airport (ALB)** with an approximate distance of **225 km (2 ½ hours drive)** to the official hotel.

Only the Albany International Airport (ALB) will be considered as the official arrival/departure points for the ISU World Synchronized Skating Championships® 2023, from where a shuttle transfer will be organized to the Official Hotel. The official team delegation will only be met if they travel with a team.

The detailed travel information needs to be submitted via the ISU Online Registration System (ORS).

9. REGISTRATION

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 and ISU Office Holders.

For accreditation purposes, all the mentioned persons, except the ISU Office Holders, Officials and Guests, must submit in ORS, no later than **Thursday, March 9, 2023**, a digital passport type colour photograph of all Team Members. The Team Leaders/Managers are requested to bring copies of passports of all the skaters (a Team-folder, sorted in alphabetical order) and present all the passports at the time of registration.

10. HOTELS

Hotel information will be available in the first information document which will be forwarded to the ISU Members at the time of publication of this announcement. Hotel capacities can only be booked via the Organizing Committee. Hotel reservation requests need to be submitted via the ISU Online Registration System (ORS).

The hotel will not accept reservations for rooms directly. The Organizing Committee will assign the hotel to the Teams in accordance with their rooming list once the request is received. Hotel assignments will be made by the OC for each federation based on multiple factors including, without limitation, the number and type of rooms needed per night, hotel availability, and submitted rooming lists.

The Organizing Committee will not guarantee any room reservations requested after **October 1, 2022**

The Organizing Committee will confirm each request with the designated Team Manager/Team Leader/Federation. Upon receipt of the reservation confirmation, the Team Manager/Team Leader/Federation must transfer the advance deposits of 70% for all reservations to the Organizing Committee by **November 1, 2022 at the latest**.

The remaining 30% are to be paid latest upon arrival.

PLEASE NOTE: Teams that book hotels outside of the official host hotels will not be provided transportation services by the OC free of charge. If requested by teams, the OC can arrange shuttle pick-up from airport to their hotel at a cost based on persons and time of pickup.

11. TRANSPORTATION

As all official hotels for teams are within walking distance from the arena, no shuttle service will be provided for teams and associated delegation members during the event. A shuttle will be provided for all judges and event officials staying at the High Peaks Resort beginning Wednesday, March 29 through Saturday, April 1.

12. LIABILITY & INSURANCE

In accordance with Rule 119, it is the sole responsibility of each member participating in the 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 means.

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

13. ANTI-DOPING CONTROLS

Anti-Doping tests will be carried out according to the ISU Anti-Doping Rules and ISU Anti-Doping Procedures, as given in the applicable ISU Communications (ISU Communications Nos. 2344 & 2366 or later updates).

14. TITLE AND MEDALS

The winners will bear the title according to Rule 133.

The Representative of the ISU awards to the third- and second-placed Team captains the bronze and silver ISU Synchronized Skating medal(s) and to the Champions Team captain the Synchronized Skating gold ISU medal(s).

After the completion of each Segment of every event (Short Program and Free Skating), the Referee shall present a small ISU bronze, silver and gold medals to the third-placed Team Captain, second-placed Team Captain and the winners Team Captain respectively in each discipline, but no anthem shall be played or flags hoisted.

15. COVID-19

During the current Covid-19 pandemic the health and safety of all participants at ISU Events including the athletes, team members, officials, volunteers, service providers, guests, broadcasters, media, and spectators needs to be given additional attention.

Therefore, the ISU has created some Guidelines to help ISU Event Organizers. These ISU Guidelines describe the **minimum** sanitary measures that must be put in place to host an ISU Event during the COVID-19 pandemic.

These Guidelines do not, in any case, supersede additional requirements established by the National or Local Public Health Authorities of the hosting country which must be implemented in full.

16. INFORMATION

For further information, please contact:

ISU World Synchronized Skating Championships® 2023
Organizing Committee
U.S. Figure Skating
Email: events@usfigureskating.org

17. PRELIMINARY EVENT SCHEDULE - (SUBJECT TO CHANGE)

DATE	TIME	EVENT
Wednesday, March 29, 2023	All day	Arrivals and Accreditation
	19:30	Skaters Meeting
	20:00	Coaches Meeting
Thursday, March 30, 2023	All day	Official Practice
	08:00	Technical Panel Meeting
	10:00	Team Leaders Meeting
	11:30	Medical Meeting
	14:45	Referee & Technical Controller Meeting
	15:30	Initial Judges Meeting
	18:30	Opening & Draw Ceremony (TBC)
	20:15	ISU and Judges Dinner (TBC)
Friday, March 31, 2023		Official Practice
	17:30	Opening Ceremony on Ice
	18:00	Competition - Short Program
Saturday, April 1, 2023		Official Practice
	15:30	Competition – Free Skating
		Victory Ceremony
	20:15	Technical Panel Review Meeting
	21:00	Closing Party (Skaters) (TBC)
	21:00	Farewell Dinner (Officials) (TBC)
Sunday, April 2, 2023	08:00	Judges Round Table Discussion
	All day	Departures

18. DEADLINES

Form	DEADLINE	To be submitted
Preliminary Entry	01.10.2022	ORS
Accommodation Request	01.10.2022	ORS
Entry Form for Judges	09.03.2023	ORS
Entry Form Teams	09.03.2023	ORS
Composition of Delegation	09.03.2023	ORS
Travel Form	09.03.2023	ORS
Hotel Rooming List	09.03.2023	ORS
Press Information*	09.03.2023	ISU Portal
Competition Music Information*	09.03.2023	ISU Portal
Planned Program Content*	09.03.2023	ISU Portal
Skaters Health Care Form*	09.03.2023	ORS
Visa Application Request	a.s.a.p.	Form 1
Extra Practice Ice Request	03.03.2023	Form 2
Team Meal Plan	03.03.2023	Form 3

*Once submitted this information is valid for the entire season until amendments and updates become necessary.

Payments	DUE DATE
Deadline for 70% deposit for hotel reservations from Federation	01.11.2022
Refund of 100% hotel deposit for cancellations up to	20.12.2022
Refund of 50% hotel deposit for cancellations from December 21 until	09.03.2023
No refund for cancellations from	10.03.2023
Federation to pay balance of hotel payment latest at	Registration