



ANNOUNCEMENT

NHK Trophy 2024

An International Senior Competition

for

Men, Women, Pairs and Ice Dance

organized by

Japan Skating Federation

held in

Tokyo / Japan

November 8 to 10, 2024

A competition as part of the



under the authorization of the

INTERNATIONAL SKATING UNION

1. GENERAL REGULATIONS

The **NHK Trophy 2024** will be conducted in accordance with the ISU Constitution and General Regulations 2024, the ISU Special Regulations & Technical Rules Single & Pair Skating and Ice Dance 2024, and all relevant ISU Communications.

Participation in the **NHK Trophy 2024** is open to all Competitors who belong to an ISU Member and qualify with regard to eligibility according to ISU Constitution and General Regulations Rule 102, provided their ages fall within the limits specified in ISU Rule 108, paragraph 3.a) and they meet the participation, citizenship and residency requirement in ISU Rule 109, and ISU Communication No. 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 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 be presented at the accreditation of the event for verification.

Entries can only be made through the ISU Members. With reference to the Announcement of the ISU Grand Prix of Figure Skating 2024/25 the event is only open to invited competitors.

2. TECHNICAL DATA

Place	Yoyogi National Stadium 1st Gymnasium 2-1-1 Jinnan, Shibuya City, Tokyo, 150-0041, Japan (an indoor ice-rink with the ice surface of 60 x 30 m, air-conditioned and heated)	
MEN	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2024, Rule 611, paragraphs 1 and 2. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2024, 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.
WOMEN	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2024 Rule 611, paragraphs 1 and 2. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Single & Pair Skating 2024, 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.

PAIR SKATING	Short Program	The required elements to be skated are those listed in ISU Technical Rules Single & Pair Skating 2024, Rule 620, paragraphs 1 and 2 for 2024/25. Duration: 2 min., 40 sec. +/- 10 sec.
	Free Skating	In accordance with ISU Technical Rules Figure Skating & Pair Skating 2024, 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.
ICE DANCE	Rhythm Dance	In accordance with ISU Technical Rules Ice Dance 2024 Rule 709. Rhythms, required elements and guidelines are those listed in ISU Communication 2630 and subsequent updates. Duration: 2 min., 50 sec., +/- 10 sec
	Free Dance	In accordance with ISU Technical Rules Ice Dance 2024, Rule 710. The required elements to be skated are those listed in ISU Communication 2630 and subsequent updates. Duration: 4 min., +/- 10 sec.

3. ENTRIES

3.1 Confirmation of Entries

In accordance with the ISU Grand Prix of Figure Skating 2024/25 announcement, entries can only be made for skaters/couples who are qualified and/or selected for invitation. The confirmation of the entries must be submitted by **August 15, 2024** latest to

Japan Skating Federation

Tomoko Doi

e-mail: jsf-figure-events@skatingjapan.or.jp

with a copy to

ISU Secretariat

e-mail: entries@isu.ch

Changes or substitutions require the approval of the ISU Grand Prix Coordination Group.

3.2 Entries by Name

All entries for the ISU Grand Prix of Figure Skating Events must be done through the **ISU Online Registration System (ORS)** by the deadline indicated. Hotel and travel information must also be entered into ORS, as well as bank information. Declarations will need to be uploaded to the ORS as well.

3.2.1 Entries of Competitors

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

<https://fsk-ors.isu.swisstiming.com/>

and will be submitted via the ORS simultaneously to the:

Japan Skating Federation

Tomoko Doi

e-mail: jf-figure-events@skatingjapan.or.jp

and to

ISU Secretariat

e-mail: entries@isu.ch

not later than **Friday, October 11, 2024 – 20:00 (local time Tokyo)**.

The replacement of Competitors in the ISU Grand Prix of Figure Skating will be made in accordance with Paragraphs 3.5 and 7.6 of the Announcement for the ISU Grand Prix of Figure Skating 2024/25.

3.2.2 Entries of Judges

An entry of competitor(s) is not automatically followed by an entry of a Judge. Participating ISU Members may be invited by the Organizing Member to nominate one or more Judges for one event. Any substitution or changes for any of the invited judges need the approval of the Organizing Member.

The Entries of Judges must be made via the ISU Online Registration System (ORS).

Please observe the restrictions concerning the selection of Judges within the events of the ISU Grand Prix of Figure Skating 2024/25 that no Judge may serve in more than two ISU Grand Prix.

Each panel of Judges will consist of a maximum of 9 Judges but with a minimum of 7 Judges, if possible.

3.2.3 Entries of Team Members

Official entries of Team Leaders, Assistant Team Leaders, Coaches, Team Officials, Team Medical Staff and Member Press Officer (if applicable) and the partner or relative of a Judge will be accepted. Accreditation will be provided to those who are officially accepted by the Organizer/ISU in ORS.

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 life partner or a relative of the Judge. The ISU Member guarantees that the requested accreditation of Team Members will correspond to their function within the team and the Federation.

Chaperones will also be accepted. A maximum of one per skater entered. ISU Members will need to indicate the relation between the chaperone and the entered skater. Only family members or direct relations will be accepted as Chaperones.

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, October 11, 2024 – 20:00 (local time Tokyo)**.

4. MEALS, LODGING and TRAVEL EXPENSES

4.1 Meals and Lodging

The organizer will provide and cover the expenses for rooms and meals for all Competitors and Judges participating, beginning with dinner from **Wednesday, November 6, 2024** until breakfast on **Monday, November 11, 2024**.

Should any Competitor or Judge arrive at the hotel before or stay longer than the period described above, their room costs and expenses including meals and ground transportation will be the responsibility of the individual and must be paid directly to the hotel or transport company, except if an arrangement has been made with the organizer.

The organizer will provide and cover the expenses for rooms and meals also for the ISU Representative, the Referees, the Technical Controllers, the Technical Specialists, the ISU Grand Prix Coordinator for the ISU Grand Prix of Figure Skating, the Data and Replay Operators during the same period as indicated for the competitors. Should any officials as described above arrive at the hotel before or stay longer than the period required by the ISU, their room costs and expenses including meals and ground transportation will be the responsibility of the individual and must be paid directly to the hotel or transport company, except if an arrangement has been made with the organizer. Spouses or partners attending of the persons listed above are the sole financial responsibility of the person above for housing and meals. Any accreditation requests for additional persons need to be entered in ORS and would be subject to ISU review and approval.

4.2 Travel Expenses

For the 2024/25 season, the invited ISU Member is responsible for the air ticket(s) of its invited Skaters/Couples and Judges to each ISU Grand Prix of Figure Skating event. To help offset the expense of the air ticket(s), the Organizing ISU Member will pay a travel contribution determined by the Organizing ISU Member based on economy airfare rate for all Skaters/Couples and Judges invited to its ISU Grand Prix of Figure Skating event from their training site or gateway city in their country to the event and return. This travel contribution will be determined and communicated to the ISU Members of the Invited Skaters/Couples and Judges at the time of the invitation. The travel contribution will be paid to the ISU Member after the end of the respective ISU Grand Prix of Figure Skating event, based on the procedures outlined in the invitation. The travel expenses of the Referees, Technical Controllers, Technical Specialists and the Data & Replay Operators are covered by the ISU.

Referees, Technical Controllers, Technical Specialists and the Data & Replay Operators must receive confirmation and approval of the ISU Secretariat if they wish to purchase their own tickets.

4.3 Miscellaneous

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.

Judges, Referees, Technical Controllers, Technical Specialists and Data and Replay Operators will receive remuneration in accordance with ISU Communication No. 2096 (or any update of this Communication). The honorarium will be provided in hard currency. The remuneration will be paid upon accreditation.

If a skater/couple withdraws and/or does not finish an event, that skater/couple's Member Federation is obligated to cover the expenses for air travel, accommodation and meals for the skater/couple and for the Judge, if the Judge is not working in another panel.

5. PRACTICE

Official practice for Competitors begins on **Thursday, November 7, 2024**. The detailed schedule will be issued at the time of registration.

6. MUSIC / PLANNED PROGRAM CONTENT

In accordance with Rule 343 in the ISU Special Regulations & Technical Rules Single & Pair Skating and Ice Dance, the following method to submit the Competitor's music to the Organizing Committee must be followed:

- the ISU Member is responsible for submitting their Competitor's music as direct attachment to an email to the Organizing Committee (music@skatingjapan.or.jp) with a reference **NHK Trophy 2024 until Monday, October 28, 2024**.

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, name of the category, segment and the name(s) of the competitor(s):

Example:

GER_Men_SP_MUSTERMANN-Max
GER_Men_FS_MUSTERMANN-Max

SUI_Pairs_SP_MUSTERMANN-Erika_MUSTERMANN-Max

- 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 Competitor 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 Competitor/Coach/Team Leader 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/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 skater(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.

ISU Members/Skaters are reminded that in order for them to use music to accompany their routines, the following 'Music Accompaniment' rights/ licenses are required:

- the right to edit or adapt music into a mix, if more than one song is being used.
- the right to set choreography to the music, often referred to as a 'Grand Right', which is the right to perform musical compositions and recordings within the context of a "dramatic work" or choreography.
- the right to create any copies of the music that may be needed for training and competition purposes, also known as the 'mechanical rights'.

In order for a music to be fully cleared for these uses, these rights need to be cleared for each and every track used in each mix that contains a license (backed by a warranty and legal indemnity) for appropriate territory(s) that covers both the master rights of the recording artist and the publishing rights of each individual writer and composer of the track.

There are a number of ways in which ISU Members and their Skaters can legally use or create a music mix to accompany your routine/performance:

1. For easy compliance with the above-mentioned requirements, it is recommended to use commercially released or production music from the ISU approved licensing provider, [ISU.ClicknClear.com](https://www.clicknclear.com). Subject to the music being available on the ClicknClear platform for the country where it will be used, it can be licensed instantly. Skaters/Members can access ClicknClear directly through the ISU Portal under the music tab.
2. Use completely original music (specially commissioned) written and/or recorded by a composer and/or artist. If you do this, please ensure you have contractually obtained the relevant rights required. ClicknClear's License Verification System has an online form that your composer/artist can use to confirm the rights they have granted you.
3. Use music out of copyright (otherwise known as music in the public domain). To be noted that the duration of copyright varies in each country so ISU Members MUST check their local copyright law.
4. Secure a license directly from the owners of the music the Skaters would like to use. In some cases, ClicknClear may be able to assist in the clearance of music not currently available on the ClicknClear platform. However, please note this route will be significantly more expensive, may take significant time, and there is no guarantee of a positive outcome.

The titles, composers and orchestras of the music to be used for the Short Program and Free Skating Program for Single, for the Rhythm and Free Dance Program for Ice Dance and for the Exhibition must all be entered, in detail, by the ISU Member or the Skater(s) on the dedicated ISU platform or through ClicknClear.

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 Skater(s) on the dedicated ISU platform. It is mandatory that the Program Content information 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

The participating Teams and all respective team members as well as all Event Officials are required to announce to the Organizing Committee as soon as possible but no later than **Friday, October 11, 2024** the name of the airlines, flight numbers, dates, times of arrival or any other information concerning transportation and arrivals. The detailed travel information needs to be submitted via the ISU Online Registration System (ORS).

The nearest airports to Tokyo are **Haneda Airport (HND) and Narita Airport (NRT)** which are approximately **20 km and 75 km** respectively to the official hotel. The Organizing Committee will provide a bus shuttle to meet the teams on arrival in accordance with the first information document.

8. OFFICIAL 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) as soon as possible but no later than **Friday, October 11, 2024**.

9. ACCREDITATION

The official accreditation will be located at the official hotel upon arrival.

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 all persons officially registered and approved in ORS.

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 2024, Rule 352 and Rule 353 (Determination and publication of results) will be used.

11. STARTING ORDERS

As indicated in ISU Rule 513, paragraph c) i), in each ISU Grand Prix of Figure Skating event the participating Competitors will be listed according to their ISU World Standing placement at the time of the Team Leaders Meeting. The starting order in the Short Program/Rhythm Dance will be the reverse order of the ISU World Standings. In the case of any tie, there will be a draw to determine the starting order.

Skaters/Couples, who have not received any ISU World Standing points will be listed at the bottom of the ISU World Standing list in alphabetical order of the ISU Member. There will be a separate draw between those Skaters/Couples with no World Standing points to determine the starting order, following the principles of ISU Rule 513, paragraph 1. a).

For the Free Skating / Free Dance the starting order will be the reverse order of the result after the Short Program/ Rhythm Dance.

12. 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.

13. POINTS FOR “ISU Grand Prix of Figure Skating”

Points will be awarded as follows:

Men and Women		Pair Skating and 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		
8 th place	3 point		

The points received are of value for the ISU Grand Prix of Figure Skating and the qualification for the ISU 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 Grand Prix ranking order. However, such an event will count as one participation but without receiving credit in the ranking order.

14. PRIZE MONEY

The Global Prize Money per individual event of the ISU Grand Prix of Figure Skating will be:

US\$ 180,000.00

Awarded to winners and placed skaters/couples as follows:

	Men and Women	Pair Skating and Ice Dance (per Couple)
1 st place:	US\$ 18,000.00	US\$ 18,000.00
2 nd place:	US\$ 13,000.00	US\$ 13,000.00
3 rd place:	US\$ 9,000.00	US\$ 9,000.00
4 th place:	US\$ 3,000.00	US\$ 3,000.00
5 th place:	US\$ 2,000.00	US\$ 2,000.00

The individual prize money minus taxes and wiring fees will be transferred to the ISU Members concerned immediately after the conclusion of the **NHK Trophy 2024**.

Skaters/Couples qualified or invited for the exhibition of an event must participate with an appropriate show number different from their competition programs. Failure to do so will result in a reduction of US\$ 3,000 from the awarded Prize Money.

Skaters/Couples are expected to be ready for any ceremony and/or prize award and participate in press conferences and/or social events if asked by the ISU and/or the event's Organizer. Failure to do so may result in a reduction of awarded Prize Money. The decision to reduce Prize Money will be made by the ISU Representative attending the event, subsequently to be ratified by the Council.

Exhibition Fee

An exhibition fee, to be provided by the Organizing Member, will only be paid to Skates/Couples who are not awarded Prize Money as outlined above. The exhibition fee is set at US\$ 200.00 for Single Skaters (Men and Women) and US\$ 300.00 for Pairs and Ice Dance Couples.

It shall be allowed to include up to 2 exhibition numbers of either ineligible or eligible skater(s) from the host country having past tradition and/or reputation, but who have not competed in the respective event (herewith called “extra exhibition numbers”). The extra exhibition numbers may not take place after the winners of the respective events who must skate last in the exhibition.

The inclusion of these 2 extra exhibition numbers is subject to the approval of the ISU President, or if not attainable, subject to approval by the Vice President Figure Skating. The above-mentioned Exhibition fee does not apply to these skaters.

15. ISU WORLD STANDINGS

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

16. 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 No. 2344 & 2366 or later updates).

17. 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.

18. MEETINGS FOR ISU EVENT OFFICIALS AND JUDGES

Please see the dates and times for all official meeting in the attached schedule. ISU Event Officials and Judges are responsible to make their travel arrangements in order to be able to attend their respective pre and post event meetings. If the event Organizing Member or 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 further information, please contact

Japan Skating Federation

Ms. Tomoko Doi

e-mail: jsf-figure-events@skatingjapan.or.jp

phone: +81 3 5843 0415

or

International Skating Union

Avenue Juste-Olivier 17

1006 Lausanne, Switzerland

e-mail: entries@isu.ch

phone: +41 21 612 6666

20. EVENT SCHEDULE – Subject to Change

Wednesday, November 6, 2024	All day	Arrival of Teams
Thursday, November 7, 2024	All day	Official Practice
	09:00	ICE DANCE – Technical Panel Meeting
	10:30	Team Leaders Meeting
	10:30	PAIRS – Technical Panel Meeting
	11:45	MEN & WOMEN – Technical Panel Meeting
	12:00	Medical Meeting
	17:00	Referees and Technical Controllers Meeting
	18:00	Judges Meeting
	20:30	Officials Dinner
Friday, November 8, 2024	12:35	ICE DANCE – Rhythm Dance
	14:35	PAIRS – Short Program
	16:10	MEN – Short Program
	18:00	Opening Ceremony
	19:00	WOMEN – Short Program
Saturday, November 9, 2024	12:00	ICE DANCE – Free Dance
	14:00	ICE DANCE – Technical Panel Review
	14:00	PAIRS – Free Skating
		Victory Ceremonies Pairs & Ice Dance
	16:00	PAIRS – Technical Panel Review
	16:35	MEN – Free Skating
		Victory Ceremony Men
	19:30	WOMEN – Free Skating
		Victory Ceremony Women
	21:30	MEN & WOMEN – Technical Panel Review
Sunday, November 10, 2024	08:00	ICE DANCE – Judges Round Table Discussion
	09:15	PAIRS – Judges Round Table Discussion
	10:30	MEN – Judges Round Table Discussion
	11:45	WOMEN – Judges Round Table Discussion
	13:05	Exhibition Gala
	19:00	Closing Banquet

Please note: This schedule is subject to changes.