**National Competition “<name>”**

<club> hereby invites you to its national competition <name> for girls & boys, which will take place on <date/multiple dates>. This competition is/includes an A-competition and B-competition and Adults-competition.

The competition is organized in co-operation with the Royal Belgian Figure Skating Federation (KBKF/FRBPA), the Flemish Skating Union (VLSU), the French Speaking Figure Skating Federation (FFPA), the management of the Icerink <rink> and the city of <city>.

The competition is organized in accordance with the National A-Competition Regulations, National B-Competition Regulations and Adults-competition Regulations, and the KBKF/FRBPA internal regulations for Belgian national competitions.

We hope to welcome you and wish you a lot of success in your participation at this competition.

**Organization** <club>

<adres>

Website : <website>

President : <name>

E-mail : <e-mail>

Secretary : <name>

E-mail : <e-mail>

Contact during competition : <mobile phone>

**Ice Rink** Ice Rink <ice rink>,

<adress>, Belgium

Website : <website>

E-mail : <e-mail>

The ice rink is an indoor rink / a covered rink, skating area 60m x 30m.

**Invited members** Participation is open to all competitors who are affiliated to the Belgian Federation KBKF/FRBPA who meet the criteria as mentioned in the KBKF/FRBPA internal regulations for Belgian national competitions.

The competition is for Girls and Boys.

The B-competition includes following categories :

**Preminiemen, Miniemen,**

**Basic Novic, Intermediate Novice, Advanced Novice,**

**Junior, Senior**

The A-competition includes following categories :

**Basic Novic, Intermediate Novice, Advanced Novice,**

**Junior, Senior**

The Adults-competition includes following categories :

**Bronze, Silver, Gold, Master**

**Entrance Fee** The entrance fee is 60 € for single skaters.

The entrance fee is :

* 60 € for single skaters (Free Skating only).
* 90 € for single skaters (Short Program + Free Skating)

**Entries** Entries must be made using the Excel form. Please make sure to use the drop-down menus to select club and all skaters.

Completed entry forms should be mailed to both

* <e-mail> , the organizing committee
* <e-mail> , the club secretary

**Closing date** Entries will be accepted until <date and time>.

Inscriptions will **not** be closed prior to the closing date, regardless the number of entries received.

**Limitations** In case the number of entries exceeds the maximum capacity, the participants **will be determined by draw on** <date and time>, in accordance with the KBKF/FRBPA competition regulations.

There will be no limitations for the organizing club.

The draw of the rejected entries will be random, but in the following order :

1. <competition type> : <category 1>, <category 2>, …
2. <competition type> : <category 1>, <category 2>, …
3. <competition type> : <category 1>, <category 2>,

OR

The draw of the rejected entries will be random, regardless the competition type or category.

The organizing committee will confirm the participants by mail **one week after closing date at the latest**. An invoice will be included.

**Payments** If payments aren’t received in full on <date and time>, the organizing club has the right to cancel or replace the skater(s) concerned.

Please keep in mind that bank transfers can take a few days.

Account holder : <club name>

IBAN : <IBAN>

BIC : <BIC>

After the closing date, there will be **no refunds** in case of withdraw.

Withdrawals one month before the competition at the latest, **because of a medical reason with implications exceeding the competition date**, will be exceptionally refunded **only if confirmed by a specialists medical certificate**.

**Music** Program music will be used from the national database.

Participants whose program music has changed need to update the database **10 days before the first competition day at the latest**.

(see KBKF Comm 2019.17)

All competitors must also have a copy of their music available on CD (no CD‑RW or DVD) or USB-stick during the event only for backup purposes. This medium will **only** contain the program music.

**Planned Elements** Planned Elements will be used from the national database.

Participants whose planned elements have changed need to update the database **10 days before the first competition day at the latest**.

(see KBKF Comm 2019.18)

**Time Table** The time table will be published as soon as available on the federations website [**www.skatebelgium.be**](http://www.skatebelgium.be) . Please (re-)check for possible changes when approaching the day of the competition.

During the competition, minor modifications related to the time table can be made due to organizational circumstances.

The timetable will also mention all Price Awarding Ceremonies.

**Starting Order** For each category, the starting order will be determined by draw.

The draw will be done by computer prior to the competition.

**Registration** All competitors must register **in person**, **every competition day**, at the info desk upon arrival, **presenting their identity card or Kids ID**.

Competitors entered in the first category of the competition day mustregister **between 07:00 and 07:30 AM**.

All other competitors mustregister **one hour before the start of their category at the latest**.

Coaches must visibly wear a valid trainers license to enter the neutral zone.

**Awarding Ceremony** All participants must be present in their competition costumes for the announcement of the results and the prize awarding ceremony.

There will be partial awarding ceremonies for the category/ies <categories>, and for the category/ies <categories>.

In case of absence during the awarding ceremony, no trophees or medals will be provided.

**Accomodations** Skaters, coaches and supporters may book travel arrangements and accommodations individually and at their own expense.

We recommend to include a cancellation insurance in case the number of entries exceeds the maximum capacity.

**Liability and Insurance** In accordance with ISU rules the organizing committee accepts no liability for injuries or damages sustained by competitors.

**Technical Regulations** The competition will be conducted in accordance with the latest

National A-competition Regulations

National B-competition Regulations

National Adults-competition Regulations

which can be found on [**http://www.skatebelgium.be/regulations.html**](http://www.skatebelgium.be/regulations.html)

The marking system (ISU Judging System) will be used in accordance with the respective ISU Communications.

**Privacy regulations** The organization of this event complies to the General Data Protection Regulation legislation. Consequently, we hereby inform you that participation in our competition requires us to share personal data as follows :

* Participant list and starting order : a list of participants is shared with the judges and officials, with the audience and on [**www.skatebelgium.be**](http://www.skatebelgium.be). The list mentions full name, gender, category and club.
* Results : a list of participants and their detailed results is published after the competition on [**www.skatebelgium.be**](http://www.skatebelgium.be).

Photographic pictures of the programs and/or awarding ceremonies will be taken and published on local and/or social media for promotion purposes. When entering the competition, participants agree with taking and publishing these pictures.

**Summary Closing date:** <date>

 **Draw (if needed) :** <date and location>

**Payments before :** <date>

**Competition date(s) :** <date(s)>

For all other questions, please feel free to contact the organizing committee.