

## **Special Coach Notes**

**THANK YOU** for your interest in our **SKATE ASIA 2018** Competition & **3<sup>rd</sup> Series in our ISIA Asia Championship 2018**. It is very excited to held Skate Asia again in Bangkok, Thailand.

In this respect of the Skate Asia 2018 in **THE RINK ICE ARENA, BANGKOK** which is only a few months away, are particularly important. They bring together people from all around South East Asia, China, middle east, USA and many more to celebrate our passion in ice skating and our unity in diversity.

Therefore, we hope you **MAKE YOUR PLANS NOW** and encourage all of your skaters to attend!

And do not forget to participate in **ISIA Asia Coaching Accreditation Level 1 and Level 2**.

Since we are expecting another popular Skate Asia Competition this year and to help ensure an accurate and easy entry process for your skaters - we wish all coaches to follow our instructions for easier processing of your skaters' entry forms and payments. Your cooperation and efficient help with this registration process will be **GREATLY APPRECIATED!!**

1. Please collect all of your team's entry forms and payments in your local currency equivalent. Send the completed and signed entry forms to arrive at the ISIA Asia office in Hong Kong **BY JUNE 5, 2018**.

**Please Note:** You may also send a Team Summary sheet to the **Competition Director, Mr. Harry Janto Leo**, [episkate@gmail.com](mailto:episkate@gmail.com) to verify your team entry totals and payment amounts, but **a copy of each Individual, Dance and Team entry form must be completed, signed, and either faxed or email to the ISIA Asia Office by June 5, 2018**.

**Entries will be processed from the Entry Forms and not from the Team Summary sheets. All incomplete or unsigned forms will not be accepted as completed entries.**

2. Transfer the money into U.S. dollars and then send a T/T wire transfer in U.S. dollars to the ISIA Asia office in Hong Kong **before June 5, 2018. Complete payment details are listed below.**

After your T/T wire transfer is sent, **you must also fax to (852) 2560 6044 or e-mail a copy of the transfer receipt to Queenie Wong at [queeniewong@isiasia.org](mailto:queeniewong@isiasia.org) or Vanessa at [members@isiasia.org](mailto:members@isiasia.org) at the ISIA Asia office for bank payment verification.**

### **Send Entries to:**

Ice Skating Institute Asia Limited  
P.O. Box No. 579,  
General Post Office,  
Hong Kong

**Payment is to be made by T/T wire transfer to:**

*Ice Skating Institute Asia Limited*

*Bank Details: -*

Swift code : HSBCHKHCHK  
Acct Name : Ice Skating Institute Asia Ltd  
Bank : Hongkong and Shanghai Banking Corporation  
Acct No : 004-450-431788-838  
Address : No.1 Queen's Road Central, Hong Kong

*Note: Please fax copy of bank draft for verification of entry fees payment.*

3. *Please plan your travel and practice sessions so you can attend the **REQUIRED COACH & JUDGE MEETING ON WEDNESDAY, AUGUST 4, 2018** from 12:00pm to 2:00pm.*
4. *ISIAAsia proudly presents the 1<sup>st</sup> level and 2<sup>nd</sup> level of ISIAAsia Coaching Accreditation at Skate Asia 2018. We encourage all coaches to participate in this program, as it will be conducted by World and Olympic Coach. If you wish to participate, please send email to **Queenie Wong** at [queeniewong@isiasia.org](mailto:queeniewong@isiasia.org) or **Vanessa** at [members@isiasia.org](mailto:members@isiasia.org) before June 5, 2018.*

*The ISIAAsia Coaching Accreditation schedule will be updated approximately in July 1, 2018.*

5. *All skaters in every event will receive a medal. All skaters not placing in 1st - 5th Place will receive a 6th Place medal.*
6. *The competition schedule packet, ice time schedule & reservation can be downloaded through our official website [www.skateasia2018.com](http://www.skateasia2018.com) in mid- July 2018.*

*All competition information can be downloaded from our official website [www.skateasia2018.com](http://www.skateasia2018.com)*

*If you have any additional questions regarding the general event organization, event entries, event schedule, event rules, or any other technical event details please e-mail Harry Janto Leo, Competition Director, at [episkate@gmail.com](mailto:episkate@gmail.com)*

*If you have any additional questions regarding the event entry payments, or other administrative details, please e-mail Queenie Wong at [queeniewong@isiasia.org](mailto:queeniewong@isiasia.org) or Vanessa at [members@isiasia.org](mailto:members@isiasia.org)*