

Special Coach Notes

THANK YOU for your interest in our **SKATE ASIA 2019** Competition & **3rd Series in our ISIA Asia Championship 2019**. It is very excited to organize Skate Asia for the first time in Sub Zero Mega Bangna, Bangkok, Thailand.

In this respect of the Skate Asia 2019 in **Sub Zero Mega Bangna, Thailand** which is only a few months away, are particularly important. They bring together people from all around South-East Asia, China, UAE 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 your skaters to attend!

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 your team's entry forms and payments in your local currency equivalent. Send the completed and signed entry forms to **members@isiasia.org BY JUNE 3, 2019.**

Please Note: You may also send a Team Summary sheet to the **members@isiasia.org** to verify your team entry totals and payment amounts, but **a copy of each Individual, Dance and Team entry form must be sent by email (members@isiasia.org) to the ISIA Asia Office by June 3, 2019.**

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 3, 2019. Complete payment details are listed below.**

After your T/T wire transfer is sent, **please e-mail a copy of the transfer receipt to Ms. Vanessa at members@isiasia.org at the ISIA Asia office for bank payment verification.**

If you wish to pay through **ONLINE PAYMENT - Alipay (China) or PayPal**, please contact ISIA Asia office at **members@isiasia.org**.

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 : HSBCHKHHHKH
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 email a 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 FRIDAY, 2 August 2019** from 1:00pm to 3:00pm.
4. The ISI Judge's Certification Exam, ISIA Asia Accreditation Level 3 On & Off-ice session will be announced later and will be updated in our official website www.skateasia2019.com
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. In order to avoid confusion on skaters' name on the competition schedule, you are required to fill in your skaters full name. Full name will be appeared in the competition schedule.
7. Forms without ISIA Asia Membership Number details **will not be processed**. If you are new member, please write "NEW" on ISIA Asia Membership No.
8. **Please ensure to write your partner's name (According to their individual entry)**, age, & sex on your form completely if you are participating in Couples, Dance, Pairs, Couples Spotlight, Family Spotlight, or Jump & Spin events.
9. The competition schedule packet, ice time schedule & reservation can be downloaded through our official website www.skateasia2019.com in mid- July 2019.

All competition information can be downloaded from our official website www.skateasia2019.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

If you have any additional questions regarding the event entry payments, or other administrative details, please e-mail Ms. Vanessa at members@isiasia.org