

INTERNATIONAL SKATING UNION

Communication No. 1718

Obligations of Members

This Communication summarizes the main general obligations of Members, according to the ISU Statutes (see Art. 38 paragraph 1 for the definition of the ISU Statutes) and according to established procedures. This does not alter the obligation of Members to adhere to those Rules contained in the Statutes (in particular but not limited to Article 6, paragraph 3 and Article 7, of the ISU Constitution) which are not specifically referred to in this Communication.

Appendixes to this Communication as well as Communications and Circular Letters referenced in this Communication can be found on the ISU Website (www.isu.org), section "Member Area". The ISU Regulations can be found on the ISU Website (www.isu.org), section "ISU Rules".

1. Annual Subscription for 2012

The annual fee to the ISU for the financial year 2012 for each Member is Swiss Francs 300. This sum must be paid in accordance with Rule 104, paragraphs 7 & 8, to the ISU bank account at Credit Suisse, Lausanne, Switzerland.

2. Announcement of Referees, Technical Controllers, Technical Specialists, Data/Replay Operators, Judges, Starters and Competitors Stewards for the season 2012/13

Every Member of the ISU must, annually **before April 15**, announce to the ISU Secretariat the names and pertinent contact details of Event Officials as follows:

Figure Skating

- a) New applications for International (for International Competitions) Referees, Judges; *
- b) New applications for ISU Judges Examination (Single & Pair Skating, Ice Dance only, Synchronized Skating will be announced in a separate ISU Communication);
- c) New applications for ISU Referees;
- d) Annual re-nomination for International Judges, Referees, as well as International Technical Controllers, Technical Specialists and Data/Replay Operators. All names should be mentioned but the addresses should only be mentioned if they have changed from the previous season and these changes must be underlined;
- e) Annual re-nomination for ISU Officials is made by the respective Technical Committee. The information on the form should only be mentioned for Officials who have changed addresses. This applies also to ISU Technical Controllers, ISU Technical Specialists and ISU Data and Replay Operators.

* Please note that for the nomination of new International Technical Specialist, Technical Controller, Data/Replay Operators, as well as re-certification for these Officials, and for the examination for ISU Technical Controller, Technical Specialists and Data/Replay Operator, please refer to the ISU Communication No. 1715 announcing the ISU Global Seminar in Frankfurt which includes the relevant forms.

Speed Skating and Short Track Speed Skating,

- a) Applications for those individuals whose services as International (for International Competitions) Referees, Starters and Competitors Stewards are recommended. For Short Track Speed Skating, this applies only for individuals not listed on the previous list published in an ISU Communication (see Rule 289, paragraph 1.c);
- b) Applications for those individuals who are recommended for the first time as ISU (for Championships) Referees, Starters and Competitors Stewards respectively;
- c) who were on the previous list of ISU (for Championships) Referees, Starters, Competitors Stewards and who, due to the facts known to the Member should be deleted from the respective ISU list (e.g. age limit, resignation by the individual, death, sanctions imposed by the Member, etc.).

For each of the five ISU disciplines (Speed Skating, Short Track Speed Skating, Single & Pair Skating, Ice Dance and Synchronized Skating) the list should be sent on the attached official forms. Only one side of the forms may be inscribed. Names in alphabetical order and addresses should be announced in the following sequence: surname, first name(s), street, town.

3. Notification of best national results for the season 2011/12

Members are requested to notify to the ISU Secretariat the following particulars of the 2011/12 season **before May 1st** (Rule 104, paragraph 13):

- a) The five best times set up on standard tracks by Speed Skaters of the Member over the distances of 500, 1000, 1500, 3000, 5000, 10 000 meters and Team Pursuit for Men and of 500, 1000, 1500, 3000, 5000 meters and Team Pursuit for Ladies;
- b) The five best Short Track Speed Skaters of the Member over the distances 500, 1000, 1500, 3000 meters and Relay based on the results of International Competitions or National Championships;
- c) The names of the five best singles Ladies and Men Figure Skaters, the five best pairs and the five best couples in Ice Dance and the five best Synchronized Skating teams based on the results of National Championships.

4. Planned International Competitions for the season 2012/13

- a) Speed Skating/Short Track Speed Skating

Each Member must announce to the ISU Secretariat by **June 1st** the International Competitions it intends to organize in the coming season, stating the class, place, date, type of track (indoor or outdoor, natural or artificial) and basic measurements of the track and ice surface. In the event of two or more Competitions being organized on conflicting dates on the same continent, the Director General shall immediately inform the Members concerned to co-ordinate the dates between them. The Members must inform the ISU of the arrangements made by July 1st (Rule 104, paragraph 14.a).

A Member which intends to organize an International Competition that has not been included in the relevant annual ISU Communications on International Speed Skating Competitions must submit the announcement to the ISU Secretariat for approval in order to have the Competition recognized with the status of an International Competition (Rule 104, paragraph 14.b).

In addition and in accordance with Rule 104, paragraph 14.c), each Member must announce to the ISU Secretariat, by **October 1st**, the National Championships and country matches it intends to organize in the coming season, stating the class of National Championships or country match, as well as the date, place and track at which the respective National Championships or country matches are planned to be held.

b) **Figure Skating**

Each Member must announce to the ISU **by March 1st** the International Competitions it intends to organize in the coming season. Members may also announce Interclub Competitions which fall under Rule 107, paragraph 14, but such Competitions shall be listed separately. In the event of two or more Competitions being organized on conflicting dates, the Director General shall immediately inform the organizers concerned to co-ordinate the dates between them. The organizers must inform the ISU Secretariat of the arrangements made **by April 1st** (Rule 104, paragraph 15.a).

A Member which intends to organize an International Competition that has not been included in the relevant annual ISU Communications on International Figure Skating Competitions must submit the announcement to the ISU Secretariat for approval in order to have the Competition recognized with the status of an International Competition (Rule 104, paragraph 15.c).

c) **Announcement for International Competitions**

As per Rule 110, the announcement of an International Competition must be published in English, four weeks for Speed Skating and two months for Figure Skating before the first day of the Competition (for Championships see Rule 129).

A Member or affiliated club organizing an International Competition must supply the ISU Secretariat with an electronic copy of the announcement in order to be published on the ISU website, immediately after its publication.

5. Cancellation of International Competitions

The issue of the cancellation of International Competitions and of entries made by participating Members and related cancellation expenses is not specifically regulated in the ISU Regulations.

The ISU considers that both parties, the organizing Member and the participating Members, should use due caution when booking hotels, flights etc. and should avoid rigid cancellation terms unless specific agreements are made in advance between the organizing and participating Members. In the case of conflicts between organizing and participating Members due to late, insufficient or misleading information, the ISU advises the Members concerned to seek a fair solution through direct negotiations with each other.

6. Eligibility Status/Trademarks

Members are requested to study carefully and to respect and comply strictly with Rule 102, Rule 103 as well as ISU Circular Letters No. 541 (Eligibility Rules/Sanctioning of events), No. 582 (Recreational events – Figure Skating), No. 598 (TV Celebrity Figure Skating Programs) and ISU Communication No. 1416 (TV Celebrity Figure Skating Programs), or any further update of these Circular Letters and Communication, regarding eligibility status. Members are also requested to comply with Rule 102, paragraph 6, regarding the display of trademarks, logos, etc. Also, please refer to ISU Communication No. 1625 (Uniforms/Racing Suits/Clothing), or any further update of this Communication, in this respect.

Members are reminded that the 2010 ISU Congress amended Rule 102, paragraph 3 stating that “Members shall have the obligation to inform the ISU immediately in case that a Skater or Official, who has taken part in international activities as an eligible person, becomes ineligible”.

7. Compliance with residency and citizenship requirements and Clearance Procedure

Members are requested to study carefully and to respect and comply strictly with Rule 109 as well as ISU Communication No. 1420, or any further update of this Communication. Any application for clearance certificate must be received at the ISU Secretariat **before July 1st** (see appendix No. 14).

8. Entries/Declaration for Competitors and Officials entering ISU Events (Rules 115/130/131)

Members are requested to study and follow the corresponding Rules (Rules 115/130/131) as well as ISU Communication No. 1628, or any further update of this Communication.

Members are herewith informed that post entries might be accepted only in case of clearly and truly exceptional circumstances (see Rule 115, paragraph 6).

9. Payments

Members are requested to study carefully and to respect and comply strictly with Rule 102, paragraph 5 as well as ISU Circular Letter No. 542 (Payments to Referees, Assistant Referees, Judges, Starters, Competitor Stewards and ISU Office Holders and Advisors), or any further update of this Circular Letter, regarding the making of payments.

10. Medical Insurance and Skaters' Safety

As per Rule 119, it is the sole obligation of each Member participating in ISU Events (as defined in Rule 100, paragraph 3), the Olympic Winter Games, the Winter Youth Olympic Games and International Competitions as defined in Rule 107, 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 with the events outlined in the above paragraph.

As per Rule 141, it is the responsibility of all Members to ensure that their competitors can physically and mentally compete safely. If a competitor is withdrawn for medical reasons, written notification must be submitted by the team medical doctor or competition physician to the Referee and Medical Advisor prior to the event. Reinstatement may not be made without certification by the team medical doctor or competition medical doctor to the Referee.

Any medical appliances containing metal or hard plastic must be approved by the medical advisor/competition physician and the Referee in advance of the competition.

When entering an eligible Skater in an ISU Championship or International Competition, the Member making the entry shall certify that the skater is physically and mentally able to participate safely.

For Short Track Speed Skating cut resistant racing suits please refer to ISU Communication No. 1265, or any further update of this Communication.

According to Rule 140, paragraph 5:

- a) In the case a Skater is withdrawn for injury or illness a Medical Certificate is required to be submitted to the ISU as provided by any ISU Regulations, Communications or Announcements;
- b) The Certificate must be issued on the stationary of a Medical Doctor or on an ISU withdrawal notification form in case of in-competition withdrawal and duly signed by the Skater and the Medical Doctor. If the certificate is not in English a translation signed by the President or General Secretary of the Member of respective Skater must be attached;
- c) In addition, upon request of the Chair of the Sports Directorate the Certificate must be received by the ISU within 72 hours after the notice of withdrawal and the Member or the Skater must include or attach the following additional information:
 - i) the history which clearly indicates the date of injury or date of onset of illness, the type of injury or illness and severity of injury or illness as well as the physical findings on examination;
 - ii) copies of laboratory or radiological reports that were conducted in the investigation of the injury/illness;

- iii) the recommended treatment by the physician including medications, therapy, advice on training frequency and intensity, date for follow-up examination (a copy of this assessment should then be forwarded to the ISU), expected date of return to full activity, planned further investigations and/or criteria for return to full activity.

11. ISU Anti-Doping Rules & Procedures

Members are requested to study and follow the ISU Anti-Doping Rules and Procedures according to ISU Communications No. 1650, 1651, 1693 and 1694, or any further update of these Communications.

12. Notification of style and headquarters

Each Member is requested to keep the ISU Secretariat constantly up to date as to:

- a) Its name and address and the names of its President and Secretary, stating their addresses, telephone numbers, fax numbers and e-mail addresses, website if any (Rule 104, paragraph 2);
- b) Each Member must notify the Director General of the name and address of its official journal (if any). (Rule 104, paragraph 5).

Members are requested to provide the ISU Secretariat with updates of the addresses in the same format as ISU Communication No. 1703.

13. Code of Ethics / Avoiding Conflicts of Interest

Please refer to ISU Communication No. 1717 (Code of Ethics) or any further updates of this Communication and Rule 121, paragraph 3.

14. Awards/Prizes during ISU Events

The ISU is aware that awards or prizes might be presented during ISU Events (including ISU Congresses and ISU meetings) to persons having achieved major accomplishments in favour of the ISU sports and/or sports in general. However, the ISU wishes to ensure that such award or prize presentation on the occasion of ISU Events shall be done in respect of consistent principles and in a dignified manner.

Members planning such ceremonies at ISU Events or having been approached by third parties to perform such ceremonies at ISU Events are requested to inform the ISU Director General for an ISU evaluation and authorization of such ceremonies.

15. Applications/Allotments ISU Championships

Please refer to Rule 127 and the current ISU Communication (No. 1716 or any update of this Communication).

The following enclosures can be downloaded from the ISU Website www.isu.org, section Member Area or obtained at the ISU Secretariat upon request:

1. Application form for Speed Skating Referees
2. Application form for Speed Skating Starters
3. Application form for Short Track Speed Skating Referees
4. Application form for Short Track Speed Skating Starters
5. Application form for Short Track Speed Skating Competitors Stewards
6. List of ISU Referees and ISU Starters (for ISU Championships) - Speed Skating
7. Application form for International Single and Pairs Referees and Judges
8. Application form for International Ice Dance Referees and Judges
9. Application form for International Synchronized Skating Referees and Judges
10. Application form to take part in the examination for promotion to ISU Judge – Single and Pairs, Ice Dance
11. Lists of Referees and Judges, Technical Controllers, Technical Specialists, Data/Replay Operators – Single and Pairs, Ice Dance and Synchronized Skating
12. Lists of National Results in Speed Skating, Short Track Speed Skating, Single and Pairs, Ice Dance and Synchronized Skating
13. Application form for Announcement of International Figure Skating Competitions
14. Questionnaire Citizenship & Residency Requirements (please refer to ISU Communication 1420 or any update of this Communication)

Only the above-mentioned forms will be taken into consideration, forms from previous years or in other formats will not be given attention. All forms must be filled in by typewriter/computer.

Milano,
February 16, 2012
Lausanne,

Ottavio Cinquanta, President
Fredi Schmid, Director General