

Communication No. 2616

Obligations of ISU Members

This Communication summarizes the main general obligations of ISU Members, according to the ISU Statutes (see Article 39, paragraph 1 of the ISU Constitution for the definition of the ISU Statutes) and according to established procedures. This does not alter the obligation of ISU Members to adhere to those Rules contained in the ISU 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), under "ISU Communications" (<https://www.isu.org/inside-isu>) and on the Extranet" (<https://www.isu.org/extranet/>). The ISU Regulations can be found on the ISU Website (www.isu.org), section "Rules & Regulations".

1. Annual Subscription for 2023

The annual fee to the ISU for the financial year 2023 for each ISU Member is Swiss Francs 300.- (CHF). This sum will be automatically deducted from the annual Development Program C Contributions where possible. If an ISU Member is not awarded with a C Contribution, for whatever reason, the annual fee (net for the ISU, any bank charges are for the ISU Member's account) must be paid in accordance with Rule 104, paragraphs 7 and 8, to the ISU bank account at Banque Cantonale Vaudoise (BCV), Lausanne, Switzerland.

2. Announcement of Referees, Technical Controllers, Technical Specialists, Data/Replay Operators, Judges, Starters and Competitors Stewards for the season 2024/25

In accordance with Rule 122, every ISU Member must, annually **before April 15th**, announce to the ISU Secretariat the names and pertinent contact details of those individuals:

- a) Not listed on the previous list published in an ISU Communication whose services as International Referees, Technical Controllers, Technical Specialists, Judges, Data & Replay Operators, Starters and Competitors Stewards are recommended.
- b) Who are recommended for the first time as ISU Referees, Technical Controllers, Technical Specialists, Judges, Data & Replay Operators, Starters and Competitors Stewards respectively, and who are recommended for the respective required examinations (Single & Pair Skating, Ice Dance and Synchronized).
- c) Who were on the previous list of ISU and International Referees, Technical Controllers, Technical Specialists, Judges, Data & Replay Operators, Starters, Competitors Stewards and who, due to the facts known to the ISU Member should be deleted from the respective ISU list (e.g. age limit, resignation by the individual, death, sanctions imposed by the ISU Member, etc.).
- d) All nominated individuals must fulfil the specific requirements for the respective position as stated in the corresponding Special Regulations.

Figure Skating Officials

For the proposal of new International Judges, International Technical Specialists and Technical Controllers, as well as re-certification for Technical Specialists and Technical Controllers, please refer to the relevant ISU Communication to be published in due time announcing the ISU Global Seminar in Frankfurt which includes the relevant forms.

The form "Reinstatement form for Officials in Single & Pair Skating and Ice Dance", must be completed for Officials, who, as per Rule 411, paragraph 6.a) or b):

- in the last published list of Officials, were transferred from the list of ISU Officials to the list of International Officials, or were demoted from the list of International Officials of the respective qualification, because they were not fulfilling the service and/or seminar attendance requirements for re-appointment;
- are eligible for reinstatement to the position formerly held by fulfilling the lacking requirement(s) prior to the following July 31st.

Speed Skating and Short Track Speed Skating Officials

Speed Skating Officials Nominations shall be made on <https://ssk-entries.isu.org/>. For the proposal of new International Referees, International Starters and International Competitors Stewards for Short Track Speed Skating, please use the official Application Forms listed under paragraph 16 of this Communication.

3. Publication of Best Skaters 2023/24

Each ISU Member shall publish on its website the most critical results of the ISU Member's Skaters. The minimum information shall include the results of the National Championships and for Speed Skating the five best times set up on standard tracks by Speed Skaters of the ISU Member over the distances of 500, 1000, 1500, 3000, 5000 and 10000 meters for Men and 500, 1000, 1500, 3000 and 5000 meters for Women.

4. Planned International Competitions for the season 2024/25

a) Speed Skating/Short Track Speed Skating

Each ISU 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 ISU Director General shall immediately inform the ISU Members concerned to co-ordinate the dates between them. The ISU Members must inform the ISU of the arrangements made **by July 1st** (Rule 104, paragraph 14.a).

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

An ISU 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).

An ISU 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 ISU Members and related cancellation expenses is not specifically regulated in the ISU Regulations.

The ISU considers that both parties, the organizing ISU Member and the participating ISU 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 ISU Members. In the case of conflicts between organizing and participating ISU Members due to late, insufficient or misleading information, the ISU advises the ISU Members concerned to seek a fair solution through direct negotiations with each other.

6. Trademarks

ISU Members are requested to comply with Rule 102, paragraph 6, regarding the display of trademarks, logos, etc. Also, please refer to ISU Communication No. 2508 (Uniforms/Racing Suits/Clothing), or any further update of this Communication, in this respect.

7. Personalized helmets and dedicated numbers for Short Track Speed Skating

Please refer to ISU Communication Nos. 2404.

8. Compliance with residency and citizenship requirements and Clearance Procedure

ISU Members are requested to study carefully and to respect and comply strictly with Rule 109 as well as ISU Communication No. 2526, or any further update of this Communication. Except for Pair Skating and Ice Dance, any application for a clearance certificate must be received at the ISU Secretariat **before July 1st**.

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

ISU Members are requested to study and follow the corresponding Rules (Rules 115/130/131) and the corresponding Declaration Form which is available on the ISU Website (<https://www.isu.org/extranet-isu/obligations-of-members>).

ISU Members are herewith informed that post entries might be accepted only in case of clearly and truly exceptional circumstances (see Rule 115, paragraph 4).

10. Medical Insurance and Skaters' Safety

As per Rule 119, it is the sole obligation of each ISU 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 ISU 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 means. It is an internal matter of each ISU Member to decide the issue of 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 ISU 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 ISU Member making the entry shall certify that the Skater is physically and mentally able to participate safely.

For Short Track Speed Skating padding guidelines and cut resistant racing suits please refer to ISU Communications No. 2365 & 2400, or any further update of these Communications.

For Speed Skating Mass Start and Team races safety measures, please refer to ISU Communication No. 2477, 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 ISU Member of the respective Skater must be attached.

The ISU Council also adopted an ISU Athlete Safeguarding Policy as per ISU Communication 2479.

11. ISU Anti-Doping Rules and ISU Anti-Doping Procedures

- a) ISU Members are reminded of their obligation as per Article 6, paragraph 3.b) vi) of the ISU Constitution to include in their respective Rules appropriate Procedural Rules necessary to effectively implement the ISU Anti-Doping Rules and specifically provide in those Rules that all persons under their jurisdiction shall be bound by the ISU Anti-Doping Rules, including amendments thereof, as a condition of participation in their activities.
- b) ISU Members are requested to update their Anti-Doping Rules in compliance with the ISU Anti-Doping Rules compiled in accordance with the 2021 World Anti-Doping Code (ISU Communication 2344) and ISU Anti-Doping Procedures (ISU Communication 2366)

12. Notification of style and headquarters

Each ISU Member must 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, and its website, if any (Rule 104, paragraph 2);
- b) Each ISU Member must notify the ISU Director General of the name and address of its official journal, if any (Rule 104, paragraph 5).

ISU Members are requested to provide the ISU Secretariat with updates of the addresses in the same format as ISU Communication No. 2419.

13. Code of Ethics & ISU Athletes Safeguarding Policy

Please refer to ISU Communication No. 2478 (ISU Code of Ethics), ISU Communication No. 2589 (ISU Code of Ethics – Requirements for acting ISU Officials - Invitation of ISU Office Holders and ISU Officials to attend Skating Competitions as Guests) and ISU Communication 2479 (ISU Athlete Safeguarding Policy) or any further updates of these Communications. Please also refer to Article 7 of the ISU Constitution and Rules 121, paragraph 3 and 125 of the ISU General Regulations. ISU Members must abide by these provisions and must ensure that their members do so.

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.

ISU 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 respective ISU Communication.

16. Violation of ISU Statutes

ISU members are reminded of their obligation to strictly apply all applicable Rules of all ISU Statutes. In case of a violation, ISU Members are subject to monetary sanctions or a suspension, which will be imposed by the Council according to Article 17, paragraph 1 s) or j) of the ISU Constitution. In case of a serious violation, the Council must suspend an ISU Member according to Article 17, paragraph 1 j) of the ISU Constitution. Any violation of an applicable Rule, e.g. Rule 420 of the Special Regulations Single & Pair Skating and Ice Dance, (Appointment of Officials to International Competitions), which could be considered as manipulation of a Competition, or its results will be considered as serious violation of an ISU Statute.

17. Forms

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

1. Application form for Short Track Speed Skating Referees
2. Application form for Short Track Speed Skating Starters
3. Application form for Short Track Speed Skating Competitors Stewards
4. Application form to take part in the examination for promotion to ISU Judge – Single & Pair Skating, Ice Dance and Synchronized Skating
5. Reinstatement form for Officials in Single & Pair Skating and Ice Dance
6. Application form for Announcement of International Figure Skating Competitions
7. Questionnaire Citizenship & Residency Requirements (please refer to ISU Communication No. 2526 or any update of this Communication)

8. Application form for Announcement of International Speed Skating Competitions
9. Application form for Announcement of International Short Track Speed Skating Competitions
10. Declaration form for Figure Skating
Declaration form for Speed Skating

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 out electronically.

Seoul,
February 26, 2024
Lausanne,

Jae Youl Kim, President

Colin Smith, Director General