I N T E R N A T I O N A L S K A T I N G U N I O N

Communication No. 1437

Obligations of Members

This Communication summarizes the main general obligations of Members, according to the ISU Constitution and Regulations and according to established procedures. This does not alter the obligation of Members to adhere to those Rules contained in the above mentioned Constitution (in particular but not limited to Article 6, paragraph 3 and Article 7), Regulations and in previous Communications, which are not specifically referred to in this Communication.

1. Annual Subscription for 2007

The annual fee to the ISU for the financial year 2007 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 Speed Skating/Short Track Speed Skating Referees, Starters and Competitors Stewards for 2007-2008

<u>For the Figure Skating branch, a dedicated ISU Communication giving all relevant information for the Officials appointment is being published separately.</u>

For Speed Skating and Short Track Speed Skating, every Member of the ISU must, annually before April 15th, announce to the ISU Secretariat the names and pertinent contact details of those individuals

a) 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 1c);

b) 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.).

3. Notification of best national results 2006-2007

Members are requested to notify to the ISU Secretariat the following particulars of the 2006-2007 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 ladies and men Figure Skaters, the five best pairs and the five best couples in Ice Dancing and the five best Synchronized Skating teams based on the results of National Championships.

4. Planned International Competitions 2007-2008

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 year, 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 General Secretary 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 14a).

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 14b).

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.

At least two copies of the announcement of National Championships and Country Matches should be sent to the ISU Secretariat not later than four weeks before the first day of the event. The announcements must include the information items mentioned in Rule 112, paragraphs 1, 2 and 3.

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 competitions which fall under Rule 107, paragraph 12, 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 15a).

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 15c).

c) 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 following number of copies of the announcement, immediately after its publication:

a) at least six copies to the Director General of the ISU;
b) at least two copies to each Member invited;
c) one copy to each Council member;
d) one copy to each member of the Technical Committees concerned.
e) one copy to each member of the Sports Directorate

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

Members are requested to study carefully and to respect and comply strictly with Rule 102, paragraphs 1 to 4 and 7, Rule 103 as well as ISU Circular Letters No. 541 and No. 582, 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. 1428, paragraph 5) in this respect.

7. Compliance with residency and citizenship requirements

Members are requested to study carefully and to respect and comply strictly with Rule 109 as well as ISU Communication No. 1420. Any application for clearance certificate must be received at the ISU Secretariat **before July 1st** (see attachment No. 9).

8. 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, regarding the making of payments.

9. Medical Insurance and Skaters' Safety

As per Rule 119, it is the sole obligation of each Member participating in ISU Events, the Olympic Winter Games, the World Cup 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 each Member 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 or competition physician to the Referee and Medical Advisor prior to the event. Reinstatement may not be made without certification by the team or competition physician 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.

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 Announcement;

b) The Certificate must be issued on the stationary of a Medical Doctor or on an ISU withdrawal form in case of in-competition withdrawal and duly signed by 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 following information must be included or attached:.

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.

10. Notification of style and headquarters

Each Member is requested to notify to the Director General **before September 1st:**

a) Its name and address and the names of its President and Secretary, stating their addresses, telephone numbers, fax numbers and e-mail addresses (Rule 104, paragraph 2);

b) Its official journal, if any, and state whether decisions of the ISU should be communicated to that journal (Rule 104, paragraph 5).

We kindly ask Members to let us have the addresses in the same format as ISU Communication No. 1430, in duplicate and on one side of the paper only, **even if there is no change**.

In addition, when substantive changes are made in the course of the year, such as a change of President, Secretary or Director, or a change of address or contact details, please inform the ISU Secretariat as soon as possible.

The following enclosures can be obtained in electronic format at: info@isu.ch or downloaded from the ISU Website www.isu.org, section Member Area)

Application forms and lists for:

1. Speed Skating Referees
2. Speed Skating Starters
3. Short Track Speed Skating Referees
4. Short Track Speed Skating Starters
5. Short Track Speed Skating Competitors Stewards
6. List of Referees and Starters for ISU Championships - Speed Skating
7. Lists of National Results in Speed Skating, Short Track Speed Skating, Single and Pairs, Ice Dancing and Synchronized Skating
8. Announcement of International Figure Skating Competitions
9. Questionnaire Citizenship & Residency Requirements

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, **Ottavio Cinquanta**, President

January 26, 2007

Lausanne, **Fredi Schmid**, Director General