

INTERNATIONAL SKATING UNION

Communication No. 1551

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.

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 2009

The annual fee to the ISU for the financial year 2009 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 the season 2009-2010

For the Figure Skating branch, a separate ISU Communication will be published, giving all relevant information for the Officials appointment.

For Speed Skating and Short Track Speed Skating, every ISU Member 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 1.c);
- 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 for the season 2008-2009

Members are requested to notify to the ISU Secretariat the following particulars of the 2008-2009 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 2009-2010

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.

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 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) 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:

- 1) at least six copies to the Director General of the ISU;
- 2) at least two copies to each Member invited;
- 3) one copy to each Council member;
- 4) one copy to each member of the Technical Committees concerned;
- 5) 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/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, No. 582, No. 598 and ISU Communication No. 1416, 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. 1514, or any further update of this Communication, 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, 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. 9).

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. 1523, or any further update of this Communication.

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, 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 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 or competition medical doctor to the Referee and Medical Advisor prior to the event. Reinstatement may not be made without certification by the team 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 Announcement;
- 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. 1546 and 1547, 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 (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).

Members are requested to provide the ISU Secretariat with updates of the addresses in the same format as ISU Communication No. 1536.

13. Code of Ethics / Avoiding Conflicts of Interest

ISU Communication No. 1433 (Code of Ethics) and ISU Communication No. 1481 (Avoiding Conflicts of Interest), or any further update of these Communications, apply.

The following enclosures can be downloaded from the ISU Website www.isu.org, section Member Area:

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 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. Application form for 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,
January 20, 2009
Lausanne,

Ottavio Cinquanta, President

Fredi Schmid, Director General