

# INTERNATIONAL SKATING UNION

## Communication No. 1664

### Figure Skating

#### Frankfurt Seminar – July 10 – 16, 2011

#### **1. Nomination of ISU and/or International Technical Controllers and/or Technical Specialists to the Frankfurt Seminar for re-certification**

All Officials who continue to meet the criteria as outlined in the Special Regulations and who, considering the period of time elapsed since their initial appointment, require re-certification are eligible for acceptance to the Frankfurt Seminar 2011 – re-certification program.

Candidates applying for re-certification at the Frankfurt Seminar, if they are presently so qualified, may re-certify in more than one discipline at this seminar. An individual examination - if needed - for each discipline will be required.

The eligibility of such persons will be verified by the ISU Sports Directorate and respective Technical Committee in cooperation with the ISU Secretariat. Members wishing to nominate candidates from their Federation for re-certification must complete on behalf of the candidate(s) the attached application form (Appendix A) confirming that the established criteria have been and will be met. The application shall be submitted to the ISU Secretariat **no later than April 15, 2011**. Late applications cannot be accepted.

However, please note that as done in the previous seasons, at all 2011 ISU Figure Skating Championships (2011 ISU European Figure Skating Championships, 2011 ISU Four Continents Figure Skating Championship, 2011 ISU World Junior Figure Skating Championships, 2011 ISU World Figure Skating Championships, 2011 ISU World Synchronized Skating Championships and the 2011 ISU Synchronized Skating World Junior Challenge Cup), the officiating Technical Controllers and Technical Specialists will receive on-site training (mini seminar) that will be considered as an equivalent of an ISU recognized seminar for those functions, hence counting towards the fulfillment of such requirement (Rule 415, paragraph 5.b) ii), Rule 416, paragraph 4.b) ii), Rule 813, paragraph 5.b) ii), Rule 814, paragraph 4.b) ii) for the Officials concerned. Consequently, the ISU Technical Controllers and ISU Technical Specialists officiating at 2011 ISU Figure Skating Championships are not required to attend the 2011 Frankfurt Seminar for re-certification.

However, Technical Controllers participating in the above-mentioned ISU Championships in an on-site training must – if not yet done – sit an examination according to ISU Rule 415, paragraph 5.a) x) respectively Rule 813, paragraph 6.a) ix), which will be required to complete a two-part examination: (1) a written examination based on ISU Special Regulations and Technical Rules; and (2) a technical element identification of one Short Program/Short Dance and one Free Program/Free Dance both with a Program Content Sheet and one Free Skating/Free Dance without a Program Content Sheet. Be advised that candidates who qualify for the possibility of re-certification at a 2011 ISU Championships and who have not yet

passed the examination will be notified directly by the ISU and requested to confirm their status in this regard and to confirm their availability to sit an examination that might be conducted at such Championships.

Please note:

All Technical Controllers and all Technical Specialists, participating in the re-certification seminars 2011, must sit an examination with both a written examination and a technical element identification. The result of this examination is only for internal information and does not influence the re-certification process.

## **2. Nomination of ‘new’ International and/or ISU Technical Controllers and/or Technical Specialists to the Frankfurt Seminar**

In 2011 a limited number of ‘new’ candidates for training will be accepted. For organizational and budgeting reasons, the maximum number of ‘new’ participants in the Frankfurt Seminar 2011 will be limited as a guideline to:

- 8 Technical Controllers for Single Skating;
- 5 Technical Controllers for Pair Skating;
- 5 Technical Controllers for Ice Dance;
- 3 Technical Controllers for Synchronized Skating;
  
- 12 Technical Specialists for Single Skating;
- 5 Technical Specialists for Pair Skating;
- 8 Technical Specialists for Ice Dance;
- 4 Technical Specialists for Synchronized Skating.

Members are requested to complete the attached application form (Appendix B) confirming that the established criteria have been and will be met. The application shall be submitted to the ISU Secretariat **no later than April 15, 2011**. Late applications will not be accepted.

Candidates proposed as ‘new’ may be entered and accepted in only **one** discipline for the 2011 seminar.

## **3. Nomination of International Technical Controllers and/or Technical Specialists for promotion to become an ISU Technical Controllers or Specialist**

Technical Controllers/Technical Specialists currently listed as “International”, who fulfill the requirements of Rule 415, paragraph 5 a), respectively Rule 416, paragraph 4 a), respectively Rule 813, paragraph 5.a), respectively Rule 814, paragraph 4.a), may enter the seminar for promotion purposes to become an ISU Technical Controller or ISU Technical Specialist.

The eligibility of such candidates will be verified by the ISU Sports Directorate and respective Technical Committee in cooperation with the ISU Secretariat. Members wishing to nominate candidates from their Federation for promotion must complete on behalf of the candidate(s) the attached application form (Appendix C) confirming that the established criteria have been and will be met. The application shall be submitted to the ISU Secretariat **no later than April 15, 2011**. Late applications cannot be accepted.

#### **4. Youth Recruitment Seminar**

At the same time as the 2011 training seminar for the ISU Judging System, there will be a special seminar conducted by the ISU Council as an introduction to Youth involvement in various ISU activities. This seminar is intended to bring together a number of young persons (under age 45) from within the ISU Member Federations to learn of the various activities, programs and directions of the sport of Figure Skating in the ISU, globally and domestically.

The participants of this seminar in this year, 2011, will be included in the program only by invitation of the ISU. This list will be drawn from those persons who have:

- attended a recent Frankfurt Seminar and are involved in the daily operation of the sport;
- persons known to the ISU to be involved in administrative/volunteer activity within their Federation;
- and/or recently active skaters or active trainers at various levels of activity.

The individuals as affected will be contacted directly in regard to their seminar participation. The resultant seminar group will be reflective of the geographic Member distribution within the ISU.

The seminar will be held July 11 – 13, 2011. The program will involve several inter-active sessions, motivated by a series of speakers selected on a variety of topics of an administrative, program or volunteer nature. This is not a training seminar for Officials. From the variety of topics to be covered it is hoped that the participants will be armed with a wide variety of information and activity ideas which they can take back to their Federation, and either share them with other persons, or use this information to move forward with their own future involvement in the sport of Figure Skating in their Federation or even within the ISU of the future.

At the end of the seminar an evaluation will be taken of the effectiveness of the seminar and its results. At that time some decisions will be developed in regard to how to proceed with the concept and if a similar seminar should be offered again in the future. One of the considerations at that time would be the involvement of ISU Members in the selection of participants.

(A separate invitation and separate cost structure for this seminar has been issued to all concerned. The inclusion of this seminar into this Communication is for information purposes only).

#### **5. Expense Guidelines for Technical Controller and Technical Specialists accepted to the Frankfurt Seminar 2011**

##### **5.1 Accommodation and Full Board**

The ISU will cover hotel accommodation and full board for all accepted and confirmed participants for:

- Re-certification of their status as ISU Technical Controller/ISU Technical Specialist for the duration of the individual seminar during the days as indicated in the travel information. A confirmation letter will be issued to each individual Member by the ISU Secretariat shortly after the entry deadline (see also seminar under paragraph 1).

Candidates for re-certification with the status “International” must cover their expenses either through the Member or themselves.

- All participants of the seminar for new Technical Controller/Technical Specialists as indicated in paragraph 2).
- International Technical Controller/International Technical Specialists for promotion, attending the seminar as mentioned under paragraph 3).

## **5.2 Travel Expenses**

Only those candidates who are attending the seminar for re-certification as ISU Technical Controller/Technical Specialist shall have their travel cost (economy class flight ticket, train or car) reimbursed by the ISU after the attendance of the seminars and upon receipt of an expense reimbursement request including supporting vouchers as follows:

- Participants from Europe, up to a maximum of CHF 200 per person;
- Participants from North America, South Africa and Asia, up to a maximum of CHF 500 per person;
- Participants from Australia and Oceanic up to a maximum of CHF 800 per person.

Reimbursement requests should be made to the ISU Secretariat within 3 months of the end of the seminar at the latest.

For those participants who are accepted as ‘new’ nominations or entered for promotion as ISU Technical Controller/Technical Specialist or entered for re-certification as International Technical Controller/Technical Specialist, the full travel expenses of all candidates as accepted will be borne by the Member concerned.

For candidates, who are accepted over the indicated quotas, the travel expenses, accommodation and full board are at their own expense. These candidates will be informed accordingly.

Members wishing to enter individuals at their own expense must include a cover letter signed by the applying Member indicating if and up to how many candidates for Technical Controller and Technical Specialist would be requested to be entered at the Member’s expense.

## **6. Data and Replay Operator Seminar**

In the present circumstances, the ISU has trained a sufficient number of Data and Replay Operators to service the needs of ISU sanctioned events. For this seminar the ISU will not financially support the training of additional Data/Replay Operators.

It is however recognized that Member Federations may have a need for trained Data and Replay Operators to service the needs of their domestic activity. The ISU is prepared to train Data and Replay Operators for that purpose provided that the candidates nominated fulfill the requirements of Rule 417, paragraph 3.a)/4.a) respectively Rule 815, paragraph 3.a)/4.a). Such persons may be entered to the Frankfurt Seminar with full expenses (travel, accommodation, food) borne by the ISU Member concerned.

The participants who complete such seminar might be recommended by the ISU Sports Directorate as ISU Data and Replay Operator or International Data and Replay Operator depending on the skills displayed during the seminar.

Members wishing to nominate Data and Replay Operators must complete on behalf of the candidate(s) the attached application form (Appendix D) confirming that the established criteria have been and will be met. The application shall be submitted to the ISU Secretariat **no later than April 15, 2011**. Late applications cannot be accepted. All expenses will be for the Member of the candidate or the candidates themselves.

## **7. Inter-active attendance**

There will be inter-linking sessions between the disciplines. Therefore multi-discipline Officials can participate in several disciplines seminar activity. This will include nightly open forums on current topics of interest within the ISU skating community.

It will be possible for participants in one of the above-mentioned individual seminars to participate in some parts of another individual seminar.

## **8. Travel Information for Arrival and Departure Dates**

- a) “New” Technical Controller/”New” Technical Specialist Seminars:  
Arrival by 18:00 hours on July 10, 2011; Departure after 17:00 hours on July 16, 2011.
- b) Technical Controller/Technical Specialist Seminars – for re-rectification:  
Arrival by 18:00 hours on July 11, 2011; Departure after 18:00 hours on July 14, 2011  
(if not attending any other seminar).
- c) Technical Controller/Technical Specialist Seminars – for promotion purposes:  
Arrival by 18:00 hours on July 11, 2011; Departure after 17:00 hours on July 16, 2011.
- d) Data and Replay Operators Seminar:  
Arrival by 09:00 hours on July 12, 2011; Departure after 17:00 hours on July 16, 2011.

Milano,  
January 19, 2011  
Lausanne

**Ottavio Cinquanta**, President

**Fredi Schmid**, Director General

# INTERNATIONAL SKATING UNION

HEADQUARTERS ADDRESS: CHEMIN DE PRIMEROSE 2 CH 1007 LAUSANNE SWITZERLAND  
TELEPHONE (+41) 21 612 66 66 TELEFAX (+41) 21 612 66 77 E-MAIL: info@isu.ch

## QUESTIONNAIRE

### ISU Technical Specialists/Technical Controllers

### RE-CERTIFICATION (not for promotion)

Appendix A

<b>ISU Member:</b>	
<b>Name:</b>	<b>Given Name:</b>

<b>Re-Certification for:</b>	<b>Technical Controller</b> <input type="checkbox"/>	<b>Technical Specialist</b> <input type="checkbox"/>	
In the following category:			
Singles <input type="checkbox"/>	Pairs <input type="checkbox"/>	Ice Dance <input type="checkbox"/>	Synchronized <input type="checkbox"/>

<b>Contact details</b>			
<b>Street:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Country:</b>			
<b>Phone (home):</b>		<b>Phone (business):</b>	
<b>Mobile phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Current Profession:</b>	
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<b>Current Qualification</b>	Technical Controller <input type="checkbox"/>	ISU <input type="checkbox"/>	Int. <input type="checkbox"/>
	Technical Specialist <input type="checkbox"/>	ISU <input type="checkbox"/>	Int. <input type="checkbox"/>
Place and date of last Seminar attended:			
Name, place and date of last ISU Championships acting	Function at this event:		
Name, place and date of last ISU Grand Prix acting	Function at this event:		
Name, place and date of last ISU Junior Grand Prix acting	Function at this event:		
Name, place and date of last International Competition acting	Function at this event:		

By signing this form the candidates and the Member confirm that they have carefully read the contents of ISU Communication No. 1664 as well as the ISU Code of Ethics (ISU Communication No. 1433) and confirm to meet and respect all criteria and conditions stated therein.

**For International TS&TC re-certification, copies of National Activity (panel of officials) need to be submitted.**

Signature of Candidate:

Signature of Member President  
or General Secretary

Date:

Return by April 15<sup>th</sup>, 2011 to ISU Secretariat,  
Patricia Mayor, E-mail: [mayor@isu.ch](mailto:mayor@isu.ch) or [entries@isu.ch](mailto:entries@isu.ch), Fax: +41 21 612 6677

# INTERNATIONAL SKATING UNION

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TELEPHONE (+41) 21 612 66 66 TELEFAX (+41) 21 612 66 77 E-MAIL: info@isu.ch

## QUESTIONNAIRE

### International Technical Specialists/Technical Controllers

### NEW APPLICATION

Appendix B

<b>Name:</b>	<b>Given Name:</b>
<b>Date of birth:</b>	
<b>Place of birth</b> (city, state, country):	
<b>Country of current citizenship:</b>	
<b>Residence</b> (city, state, country):	

<b>Application for:</b>	<b>Technical Controller</b> <input type="checkbox"/>	<b>Technical Specialist</b> <input type="checkbox"/>	
In the following category:			
Singles <input type="checkbox"/>	Pairs <input type="checkbox"/>	Ice Dance <input type="checkbox"/>	Synchronized <input type="checkbox"/>

<b>Contact details</b>			
<b>Street</b>			
<b>City</b>		<b>Postal Code:</b>	
<b>Country</b>			
<b>Phone (home)</b>		<b>Phone (business)</b>	
<b>Mobile phone</b>			
<b>Fax</b>			
<b>E-mail</b>			

<b>Current Qualification</b>			
<b>Current Profession:</b>			
<b>Knowledge of English</b>	<b>Fluent</b> <input type="checkbox"/>	<b>Good</b> <input type="checkbox"/>	<b>Fair</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Name, place and date of 2 last National Competitions acting. (indicate Category – senior, junior or novice - and Discipline, as well as date and place of National event in which you officiated)			
	Function at this event:		
	Function at this event:		

<b>Short history as skater (Please list the most recent competitions – year and place) for Technical Specialists only</b>

By signing this form the candidates and the Member confirm that they have carefully read the contents of ISU Communication No. 1664 as well as the ISU Code of Ethics (ISU Communication No. 1433) and confirm to meet and respect all criteria and conditions stated therein.

Signature of Candidate:

Signature of Member President  
or General Secretary

Date:

Return by April 15<sup>th</sup>, 2011 to ISU Secretariat, Patricia Mayor  
E-mail: [mayer@isu.ch](mailto:mayer@isu.ch) or [entries@isu.ch](mailto:entries@isu.ch) Fax: +41 21 612 6677

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## QUESTIONNAIRE ISU Technical Specialists/Technical Controllers

### PROMOTION

Appendix C

<b>ISU Member:</b>	
<b>Name:</b>	<b>Given Name:</b>

<b>Promotion for:</b> ISU Technical Controller <input type="checkbox"/>	ISU Technical Specialist <input type="checkbox"/>		
In the following category:			
Singles <input type="checkbox"/>	Pairs <input type="checkbox"/>	Ice Dance <input type="checkbox"/>	Synchronized <input type="checkbox"/>

<b>Contact details</b>			
<b>Street:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Country:</b>			
<b>Phone (home):</b>		<b>Phone (business):</b>	
<b>Mobile phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Current Profession:</b>				
<b>Knowledge of English</b>	Fluent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	No <input type="checkbox"/>

<b>Current Qualification</b>	Technical Controller <input type="checkbox"/>
	Technical Specialist <input type="checkbox"/>
Place and date of last Seminar attended:	
Name, place and date of last 2 International Competitions acting	Function at this event:
	Function at this event:
Name, place and date of 2 last National Competition acting (indicate Category – senior, junior or novice - and Discipline, as well as date and place of National event in which you officiated)	Function at this event:
	Function at this event:

By signing this form the candidates and the Member confirm that they have carefully read the contents of ISU Communication No.1664 as well as the ISU Code of Ethics (ISU Communication No. 1433) and confirm to meet and respect all criteria and conditions stated therein.

Signature of Candidate:

Signature of Member President  
or General Secretary

Date:

Return by April 15<sup>th</sup>, 2011 to ISU Secretariat, Patricia Mayor  
E-mail: [mayor@isu.ch](mailto:mayor@isu.ch) or [entries@isu.ch](mailto:entries@isu.ch) Fax: +41 21 612 6677



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## QUESTIONNAIRE

### Data Operator / Replay Operator seminar participants

Appendix D

<b>ISU Member:</b>	
<b>Name:</b>	<b>Given Name:</b>
<b>Date of birth:</b>	
<b>Place of birth</b> (city, state, country):	
<b>Country of current citizenship:</b>	
<b>Residence</b> (city, state, country):	

<b>Contact details</b>			
<b>Street:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Country:</b>			
<b>Phone (home):</b>		<b>Phone (business):</b>	
<b>Mobile phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>			

<b>Current Profession:</b>	
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<b>Short history as skater (Please list the most recent competitions – year and place)</b>
<b>Activity as Data or Replay Operator at National level (competitions – year and place)</b>

By signing this form the candidates and the Member confirm that they have carefully read the contents of ISU Communication No. 1664 as well as the ISU Code of Ethics (ISU Communication No. 1433) and confirm to meet and respect all criteria and conditions stated therein.

The Member of the candidate confirms by signing that the Federation will cover the expenses for travel, room and meals for this candidate.

Signature of Candidate:

Signature of Member President  
or General Secretary

Date:

Return by April 15<sup>th</sup>, 2011 to ISU Secretariat, Patricia Mayor  
E-mail: [mayor@isu.ch](mailto:mayor@isu.ch) or [entries@isu.ch](mailto:entries@isu.ch) Fax: +41 21 612 6677