



Communication

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Rule amendment for hosting ISIAAsia competitions

In order to be fair to all the ISIAAsia Members, the rules stated below for hosting ISIAAsia Competitions will be effective immediately and apply to all those approved endorsements in 2020.

General Rules

- The competition must be held in strict accordance with the current ISI Handbook. Any deviation from the Handbook will void the approved endorsement.
- Current version of ISI Edge software must be used for the competition.
- Competitions at the same city/region must be held at least two weeks apart.
- Competition name cannot be similar to our premier "Skate Asia" Event in any ways.
- Endorsement application form must be submitted **two months prior** the proposed competition date.
- Host rink and Competition Director must ensure that each participant is a current Individual Member / Professional Member of ISIAAsia, of good standing and have registered all relevant tests with ISIAAsia Office, before competition.
- Host rink has to submit at least 5 photos about the competition (i.e. skater performance on ice, skater on award stage etc) to ISIAAsia after competition ends

Host Rink

- The host rink is a current Administrative member of the ISIAAsia with dues paid up to and including the date requested on endorsement application form.
- The rink has joined as Administrative Member for at least one year prior to the requested competition date with at least 100 registered skater members
- The rink has been using and understanding the ISIAAsia Test Program and registered tests for skaters in the past year.
- Any change of competition name, date, venue, Competition Director and event must notify ISIAAsia Office and seek for approval **before competition starts**.
- Any money due to the ISIAAsia must be settled **within two months after completion of competition**.



Competition Director

- Entry forms, competition details and poster must be sent to ISIAAsia **at least two weeks before entry deadline.**
- There should not be any Non-ISI events printed on the ISIAAsia entry form.
- All the referees and judges must be current Professional members with valid Judge Level.
- A participant list with event details, a participant list for team event and tentative competition schedule must be submitted to ISIAAsia office **within one week after entry deadline.**
After checking the eligibility of participants to join the competition, Competition Director and the Host rink will be informed the list of skaters who are not eligible to join the competition and Competition Director has to remove those skaters from the competition schedule and not allow them to join the competition.
- A complete competition results, participant placement details and final competition schedule must be submitted **within two weeks after completion of competition.**

If the host rink or Competition Director violates the above rules, ISIAAsia has the right to revoke the approved endorsement and the announcement would be posted on the ISIAAsia website to notify our members. Endorsements may not be granted to the host rink in future and the Competition Director may not be permitted to host other ISI competitions in future.

Suggested Timeline for hosting ISI competition

Host Rink

Competition Director

ISIAAsia

Apply endorsement

ISIAAsia approved endorsement

Prepare competition poster, entry forms and related documents

Settle endorsement payment

Issue letter of endorsement after confirmed payment receipt

Two months before competition

Submit competition poster, entry forms and competition info to ISIAAsia

Announce competition details to public

Collect entry forms and payment

Submit skater or coach membership applications and test registrations to ISIAAsia

Issue invoices for the applications

Entry deadline (around one month before competition)

Submit participant list and related files to ISIAAsia

One week after entry deadline

Inform coaches / ice rink if there are skaters do not fulfil eligibility rules

Submit additional applications

Issue / revise invoices for the applications

Settle payment for all the applications

Inform Competition Director if there are skaters do not fulfil eligibility rules

Remove those skaters who do not fulfil eligibility rules from schedule

Inform ISIAAsia if there are any updates about the competition

Approve the updates

Competition

Submit full competition report to ISIAAsia

Two weeks after competition

Settle the remaining payment & submit at least five competition photos

Two months after competition