



ÍSS Agreement

Rules regarding travel on behalf of ÍSS

Competitors, Team Leaders, coaches and officials shall always show a good example in behavior during travel on behalf of ÍSS and show courtesy and orderliness during competition and off venue.

During Travel the whole team works together for the groups wellbeing, good image, team spirit and success.

Breach of discipline can lead to travel bans following further decisions by the ÍSS Board and ÍSS Ethics Committee.

Here you can find useful information and what is expected of you and others in your group and what your role is.

Iceland is an organizer of international competitions such as Reykjavik International Games (RIG) and Nordics and that is something to keep in mind and promote while representing the country. Together we can elevate Iceland as an exciting choice for an international competition. Figure skating is a young sport in Iceland with ambitious and talented skaters who we want to promote.

We as the Icelandic skating family:

- Work with integrity.
- Strive for quality and development.
- Support and encourage one another.
- Seek out and share information.
- Follow the motto "Everyone has an opportunity".
- See the positive in everyone and everything.
- Learn from mistakes.
- Rejoice in everyone's success.
- Take responsibility and are honorable.
- Respect and tolerate differences.
- Are healthy, drug-free and stand for good sportsmanship. Respect rules on alcohol and tobacco.
- Respect decisions made by superiors.
- Know that everything is possible and working as a team we can make miracles happen.

Substitutes

Substitutes are meant to prepare for competition and be ready in the same manner as entries.

Skater

You, being a skater in Afrekshópur, Úrvalshópur or National Team, have met criteria to be a representative of Iceland. This is an honor that you deserve. You have acquired this with your diligence and with the support of your coach and club.

As a skater in these groups it is important to remember that you are a role model and a good representative not only for yourself but also for ÍSS, your sport and Iceland.

Here is useful information that you should read carefully upon qualifying for the group and have as a guiding light throughout your participation in competitions and other assignments you get chosen for.

We recommend that you inform yourself well on every event you participate in f. ex. announcement, schedule, event website and financial issues such as grants, expenses and insurance to name a few.

Preparation

You need to announce any sicknesses or injuries or if you for any reason will not be able to fulfill criteria or prepare as you should. Remember to do so with good notice.

You need to make sure that your passport is valid at least 6 months after the competition. Your insurance needs to be in order. ÍSS does not take care of insurance.

You are responsible for checking whether you need visa for travelling and to obtain it. Visas can take time to get and some countries require both visas and extra passport photos upon arrival.

Make sure that all information about you is correct and up to date such as program content, music information, CD's, press information and event organizer. This information should be sent to ÍSS upon request.

Review the competition announcement and see if participation in the gala exhibition is mandatory. If so, you have to be willing to take part in the gala show. Bring your gala music and clothing.

Anti-doping

ÍSS follows international anti-doping regulations. You are responsible for not using illegal substances. Over the counter medication shall be used with caution as some could be on anti-doping list.

ÍSS advises against using food supplements as ingredient lists can be insufficient and misleading and have been known to have contained illegal substances.

If you use medication that is on the anti-doping list you need to apply for an exemption to the ISU.

Use "therapeutic use exemptions standard application form" or "declaration of use" found on ISU' website. Skaters are responsible for the application according to World Anti-Doping Association (WADA) rules.

If you have any questions direct them to the ÍSS office.

At competition

Obtain information and follow team leaders' instructions. Participate in the events that the team leader has planned and you have agreed upon. Schedule can change on short notice during competition so make sure that the team

leader can always get a hold of you. It is important that you keep an eye out for changes, as the team leader might be busy.

Interviews and contact with the media should always go through the team leader.

It is important that you participate in maintaining a good team spirit and that together you form a solid team. It is rewarding to connect with competitors from other countries as a representative of Iceland, ÍSS and yourself and should always be done in a positive manner. Keep in mind to be a good role model at all times.

Alcohol consumption is forbidden by everyone under the age of 20. Skaters who are older than 20 years of age may not use alcohol at camp, international competitions or other assignments on behalf of ÍSS.

Logos/trademarks

All logos on clothing are under control of ÍSS. No personal sponsors of skaters are allowed without an approval from ÍSS. Rules about logos and trademarks apply.

It is very important that our sponsors are visible where interaction with media is possible.

Kiss & Cry is the most important place in which our sponsor's logos are visible. National team clothing should be worn so that logo is visible.

Memo

- You are responsible for your clothing, both for the competition and for training.
- National team clothes shall be worn during travel, training and official practices and as often as possible at competition. National team clothing can be obtained at the ÍSS office.
- Music clearly marked with your name, category, country, length, SP/FS in addition to spare copies is your responsibility.
- You are responsible for any back-ups you might need like laces, skates, tights, dresses, guards and screw driver to name a few.
- Clothing for receptions. Pack trousers/skirt, jacket/dress for official dinner.
- Passport, insurance documents and visa if needed.
- Anti-doping papers from ISU if needed.
- A copy of necessary papers (announcement, first information etc.)
- First aid.
- Good mood.
- Flags or banners to use while your team mates are competing.
- This agreement.
- Follow finance rules.

Chaperones

Chaperones are welcome as spectators only and do not participate in the teams' schedule.

Requests for chaperones shall be sent to ÍSS office.

ÍSS does not handle booking for chaperones for travel, hotel or tickets for the event.

Chaperones are responsible for their expenses.

Chaperones are not allowed to take competitors on personal excursions without the consent of team leader and coach.

Chaperones are expected to follow protocol of good manners.

Team leader

Some trips organized by ÍSS will have a team leader.

The team leader can be a coach, official or others depending on the team size and type of event.

The team leader is ÍSS's representative at the event and the middleman between the team, event organizer and media.

Role

- Heads the team.
- Maintains good spirits within the team.
- Is a neutral person for both skaters and coaches.
- Has the last word.
- Is in contact with the news media.
- Knows and follows this agreement.

It is important that ÍSS is in good standings with others skating associations and ISU to strengthen and develop our international connections. The team leader will ensure good interactions and communications at every event.

Preparation

The team leader contacts skaters and coaches that have been chosen for the trip and makes sure that everyone is well informed:

- Where to meet, time, place, travel arrangement etc.
- Communicates useful information regarding the competition to ensure good preparation of skaters.
- Is familiar with all information such as announcement, which hotel you will be staying at, transportation to and from airport/hotel/rink and any other information that have passed between the organizer and ÍSS office.
- Knows the rules and even has a copy of them.
- Knows the anti-doping rules.
- Checks with ÍSS office if to provide national flag and anthem on CD if needed.

Team leader has on hand:

- Confirmation of registration and other information sent from the organizer.
- Information about finances.
- Pins, gifts to organizer if needed.
- National flag and anthem if needed.

At location the team leader:

- Announces and registers the team.
- Participates in public affairs such as receptions, draw etc.
- Obtains information on everything relevant to the competition.
- Is responsible for the skaters' schedule and that they are informed on their duties.
- Always knows where the members of the team are. Skaters should keep you informed of their activities. Stay in touch.
- Is present during practices if possible.
- Maintains a good working relationship with coaches for planning purposes.
- Is responsible for any complaints or protests.
- Be present at anti-doping tests as the skaters' representative.
- Is responsible for all contact with the news media.
- Observes that rules for logos and trademarks are followed.

Memo

- Alarm, stopwatch, screwdriver, needle and thread, chargers.
- First aid kit.
- Rules, invitations and other information about the event obtained from ÍSS office.
- This agreement.

Upon return

Please submit a written report and all invoices necessary to the office.

Contact ÍSS office if you need information.

Coaches

As a coach for skaters chosen for international assignments you are representing the Icelandic Skating Association (ÍSS) and Iceland.

You are responsible for your skaters and the team as a whole.

Your responsibility as a coach

- Practices, warm-up, and competition preparations for skaters.
- Inform and come to an agreement with everyone involved.
- Necessary papers such as announcement.
- Maintain good spirits within the team.

It is important that ÍSS is in good standings with others skating associations and ISU to strengthen and develop our international connections. Ensure good interactions and communications at every event.

Preparation

- Go over the planning with your skaters before the competition and have a back-up plan.
- Check if you need a visa and obtain one if needed.
- Obtain information from ÍSS office such as travel documents and information from the organizer.
- Information about finances.
- Have competitive rules and other rules on hand.
- Follow ISU Code of ethics.

Last but not least

Observe dress code, communication and rules about logos and trademarks on clothing. Information for skaters, team leaders and officials apply to coaches too.

If you are also a team leader the chapter on “team leaders” also applies to you.

Officials

As an official at an international event you represent the Icelandic Skating Association (ÍSS) and Iceland. It is important that ÍSS is in good standings with others skating associations and ISU to strengthen and develop our international connections. Ensure good interactions and communications at every event. Help maintain good spirits within the Icelandic team. It is an honor to represent Iceland!

A part of your duties might be to assist the team leader if needed. In some cases the team leader might be busy in other tasks and in those instances you need to be available.

If you are also a team leader the chapter on “team leaders” also applies to you.

At the event

- Accompany the team where possible (check-in at the airport and/or hotel).
- Be in touch with the team leader.
- Participate in receptions, meetings, draw etc.
- Obtain information on everything regarding the competition.
- Be present at the team’s practices if possible so you can observe the Icelandic skaters and when they compete.
- Be informed of competition schedule.
- Contact the team leader if you need to comment on the Icelandic skaters’ programs.
- Go over the programs of skaters with skater/coach/team leader if requested.
- Participate in discussions and/or other necessary meetings.
- Arrive in a timely manner
- Follow ÍSS’s rules.
- Follow ISU Code of Ethics.

Memo

- Rules, invitation and/or all information ÍSS office has on the competition.
- All other items you might need for your work as an official.
- Appropriate clothing.