



TECHNICAL COMMITTEES TERMS OF REFERENCE

ADOPTED BY THE ISU 1ST EXTRAORDINARY
CONGRESS AND THE ISU COUNCIL ON 3 & 4 JULY
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CONTENTS

GENERAL PROVISION	3
SECTION A – Members’ Rights	3
SECTION B	4
1 Status and Role	4
2 Composition	4
3 Powers and responsibilities	4
4 Chair	5
5 Meetings of the Committee	6
6 Voting process	7
7 Minutes	7
8 Independence, neutrality, collegiality and collective responsibility	8
9 Volunteer status and expenses	8
10 Liaison with ISU Office and administrative support	8
11 Resignation or removal	9
ANNEX - Processes regarding changes to the Competition and Event Regulations and the Sports Rules	10
APPENDIX – Definitions	13

GENERAL PROVISION

These Terms of Reference consist of two parts :

Section A is adopted and amended by the ISU Congress.

Section B is adopted and amended by the Council.

SECTION A – MEMBERS’ RIGHTS

1. Pursuant to Article 9.1.d of the ISU Constitution, the Members shall at all times have the right to make submissions to the Technical Committees or to the Council. Those submissions may include proposed changes to Sports Rules or to the Competition and Event Regulations, or any other technical or other changes impacting the relevant discipline(s).
2. The Technical Committees, supported by the ISU Office, will have the responsibility to consult and exchange with the Members in a fully transparent and timely manner.
3. The Technical Committees will present, in a reasoned manner, their proposals for changes to the Sports Rules which shall be submitted to the Council for discussion and decision.
4. A group consisting of at least 10 Members may appeal to the Council should a Technical Committee decline to submit a proposal for a rule change to the Council.
5. A group consisting of at least 25% of Members (or 25% of Members of a specific Branch where the matter concerns only one Branch) may require, where a proposal from a Member, having followed the procedure set out in the Annex to these Terms of Reference, is rejected by the Council, that the proposal is debated at the next available Congress subject to it being submitted in accordance with Article 18.1 of the Constitution.

SECTION B

1. Status and Role

- 1.1.** Technical Committees (hereinafter referred to as "Committees") are Single and Pair Skating, Ice Dance, Synchronized Skating, Speed Skating and Short Track and established in accordance with Articles 12c, 33 and 34 of the Constitution.
- 1.2.** The role of the Committees is to develop, analyse, maintain, and monitor the applicable Sports Regulations and Competition Rules for Single and Pair Skating, Ice Dance, Synchronized Skating, Speed Skating, and Short Track. The Committees also consider relevant amendments to the Sports Rules based on input received from Members, the Council, and ISU Office. A recommendation to amend the Sports Rules shall be submitted to the Council, provided it is supported by a simple majority of a Committee.
- 1.3.** Committees should seek and welcome input from coaches, athletes, ISU Officials, and Members at all times and especially during meetings held on the occasion of ISU Events and seminars organized by Committees dedicated to this purpose.
- 1.4.** The Technical Committees act as expert advisors to the Council in matters relating to their relevant sport.
- 1.5.** For Single and Pair Skating, Ice Dance and Synchronized Skating, Technical Requirements, including levels of difficulty and program requirements, are published by the Committees on or before the date set by the Council for the upcoming season.
- 1.6.** The Committees shall report to the Vice president of the respective Branch and/or the Committee's assigned Council liaison.

2. Composition

The composition of the Committees is laid down in Article 33.2. of the Constitution.

Each member must be proficient in English. Furthermore, Committee members should have a thorough understanding of the Competition and Event Regulations, Sports Rules and technologies used in their respective sports.

The application and election procedure for the election of Committee chairpersons and members is set out in the Electoral Code.

3. Powers and responsibilities

- 3.1.** Members of the Committees must comply at all times with the ISU Constitution, all ISU Regulations, Council decisions and Communications.
- 3.2.** The Committees are responsible for the following tasks:

- a. Receive from Members, or from other designated stakeholders, proposals for changes to their respective Sports Rules. The Committee shall consider each proposal, consult and exchange with the submitting Member or person and with all other interested Members or relevant parties, and conclude whether to propose the rule change to the Council. The Committee will act with full transparency with respect to Members in such matters.
 - b. Preparation of reports-for Congress, the Council and ISU Office.
 - c. Monitor and evaluate ISU Officials officiating at ISU Events and ISU-sanctioned competitions—in collaboration with the respective OAC. This monitoring and evaluation process will lead to the preparation of lists of ISU Officials primarily based on nominations submitted by Members and subject to approval by the respective Vice President and/or Council member.
 - d. Monitor the activities of ISU Officials officiating at ISU Events, International Competitions and ISU Sanctioned Events and to make recommendations to the relevant Vice President and Council member on this matter.
 - e. Submit proposals to the Vice Presidents for the appointment of the necessary ISU Officials.
 - f. Oversee seminars, courses, and exams for the Officials in their sport or discipline. The designated ISU Office liaison will be responsible for administrative, organisational and budgetary matters related to such events.
 - g. Develop and submit to the relevant Vice President and Council member for approval of four-year plans for the Committee's areas of responsibility, monitor the implementation of these plans, and recommend any necessary revisions in the interests of the sport. Additionally, the Committee will prepare a status report to the Council on a regular basis or as required.
 - h. Designate members of the relevant Committee to collaborate with members of other Committees in areas of shared sporting interests, such as event calendars, rules, development, and other relevant matters.
 - i. Investigate, study and make recommendations on matters related to the standard equipment, technical specifications, and requirements of sports facilities, sports equipment, and athlete equipment for ISU Events and ISU-sanctioned events or other international competitions.
 - j. Participate in the technical preparation and organization of events in the Committee's area of responsibility at ISU Events and by invitation at other international competitions.
- 3.3.** For the avoidance of doubt, the Committees have no authority to represent or to bind the ISU.

4. Chairperson

- 4.1.** The Chairperson may, upon invitation, attend and, if required, speak on behalf of a Committee at Council meetings.

- 4.2.** The Chairperson, with administrative assistance from the ISU Office, also has responsibility to:
- a. prepare the agenda/papers for and chair all meetings of the Committee;
 - b. be the spokesperson for the Committee;
 - c. liaise with the Vice President and Council member so assigned, and ISU Office as required or requested;
 - d. prepare, in collaboration with the other Committee members and assisted by the ISU Office, reports on the work and the budget of the Committee to Council and the ISU Office.
 - e. provide a written report to the Council at least once annually unless requested more frequently by the respective Vice President. One of those reports will include planned Committee activities for the following season. The ISU Office, through the Sports (or other relevant) Department, will provide administrative assistance to the Committee Chairpersons and members and will be responsible for any procurement required by the Committees.

5. Meetings of the Committee

- 5.1.** The Committees shall undertake their work at meetings of the Committees and in between meetings by telephone, email, and other means of communication specified by the Chairpersons, in order to keep Committee members apprised of relevant matters.

- 5.2.** The Committees will convene online whenever required to fulfil their duties.

Should the Committees meet in person, any such meeting should in principle take place during an ISU Event where more than one Committee member(s) is already scheduled to be present. Any in-person meeting requires budgetary approval from the ISU Office. The location of in-person meetings shall be approved in advance by the Director General.

- 5.3.** The agenda for a meeting of the Committees shall be set by the chairperson. Any other member may request the inclusion of items on the agenda at any time.

Committee meetings may be called at any time by the Chair or at the request of at least three (3) members of the Committee. Article 4.1. of the Council Procedures & Guidelines applies by analogy.

Notice of a Committee meeting shall include the date, time, kind and/or location, agenda, as well as any proposal(s) for Committee discussion/decision and related material.

- 5.4.** No matter may be validly decided at a Committee meeting unless a quorum is present (either in person or, if permitted, by other means of communication). For these purposes, a quorum is at least fifty (50) percent of the voting members of the Committee.

5.5. Meetings of the Committee are not public but, subject to the approval of the ISU Director General, the Chairperson may invite third parties to attend all or part of such meetings to give additional input, provided that the third parties agree to respect the confidentiality of the meeting and, if requested, sign an appropriate non-disclosure agreement.

6. Voting process

- 6.1.** Each Committee member present (in person or by any means of communication) at a Committee meeting will have one vote on each motion, except a Committee member may not cast a vote on any matter if they have any potential conflict of interest related to the matter. Voting by proxy or by letter is not permitted.
- 6.2.** In the event of a dispute as to whether a Committee member has a potential conflict of interest, if the dispute arises before a Committee meeting, it will be resolved as set out in the Skating Integrity Unit Regulations. If the dispute arises during the meeting, it will be resolved by decision of the other Committee members.
- 6.3.** Voting will be conducted by a show of hands.
- 6.4.** Committees may decide on recommendations or requested decisions by circular vote, by email or other appropriate technological means.
- 6.5.** In the event of a tie, the chairperson will have the deciding vote.

7. Minutes

- 7.1.** A representative of the ISU Office will take minutes of each Committee meeting, noting the names of the persons present, all motions considered, and all motions passed at the meeting. The minutes will be finalised by the Chair with the assistance of the ISU Office and sent to Committee members within fourteen (14) days of the meeting and approved at the next Committee meeting. The finalised minutes of Committee meetings must be sent to the ISU Office for further distribution on a need-to-know basis.
- 7.2.** Subject to Article 7.1, documents, information, discussion, recommendations, or decisions made at a Committee meeting or otherwise exchanged or agreed in connection with the work of the Committee shall remain confidential. Members of the Committee, as well as any invited participants or observers, are required to maintain the confidentiality of all such information. They shall not disclose any confidential information to any third party without the prior written consent of the chairperson or as required by ISU Regulations or by applicable law.

8. Confidentiality, independence, neutrality, collegiality and collective responsibility

- 8.1.** All Committee meeting discussions are confidential. In addition, information, documentation, and materials received by Committee members are confidential and shall not be shared outside the ISU.
- 8.2.** The Committees operate on the principles of independence, neutrality, collegiality and collective responsibility.
- 8.3.** Once a decision is made by a Committee, all members are collectively responsible for and shall support and uphold the decision, irrespective of their personal views or individual votes.
- 8.4.** While robust discussion and debate are encouraged within Committee meetings to ensure thorough consideration of all viewpoints, any dissenting opinions shall remain confidential and not be disclosed outside the Committees.
- 8.5.** Members of the Committees acknowledge that their commitment to the above principles of collegiality is essential for the effective functioning of the Committee and the credibility of its decisions. Any breach of this principle may be addressed through appropriate internal procedures.

9. Volunteer status and expenses

- 9.1.** Committee chairpersons and members act as such in a voluntary capacity and will not be compensated for their Committee work, beyond the published indemnities fixed by the Council. The ISU will reimburse travel and designated out-of-pocket expenses for the Committee chairpersons and members in accordance with ISU Travel and Expenses Guidelines.
- 9.2.** The ISU will arrange travel and accommodation for the Committee chairpersons and members when they are conducting Committee business in accordance with ISU Travel and Expense Guidelines.

10. Liaison with ISU Office and administrative support

The ISU shall designate a staff member to act as the primary liaison between Committees and the ISU. This staff member will be responsible for secretarial, administrative and operational requirements of the Committees. The staff member shall also be responsible for overseeing the Committee's budget, liaising with the ISU Director General and Finance team and providing information to the Chair.

11. Resignation or removal

11.1. Should the Chair or a member of a Committee resign prior to the expiry of their term of office, they will endeavour to provide sufficient notice in writing to the Chair, the President and the Director General and make best effort to handover any ongoing matters.

11.2. The chairperson or member of a Committee may be removed from the Committee by the Council prior to the expiry of their term of office if they:

- a. have committed a serious breach of the ISU Constitution and/or ISU Code of Ethics.
- b. have engaged in conduct that brings or is likely to bring the ISU into disrepute.
- c. have failed to fulfil their duties and responsibilities as a member of the Committee.
- d. have been convicted of a criminal offence.
- e. Are unable to perform their duties due to physical or mental incapacity.

11.3. If an elected position on the Committee becomes vacant, whether by resignation, removal or otherwise, such a vacancy may be replaced by the Council until the next Electoral Congress in accordance with Article 34.4 of the Constitution.

If an appointed position on the Committee becomes vacant, such vacancy may be replaced by the Council.

Annex to Technical Committees Terms of Reference

Processes regarding changes to the Competition and Event Regulations and the Sports Rules

Overriding principles:

Rule changes –

1. Changes to Competition and Event Regulations (CER) and Sports Rules (SR) are classified into three distinct categories :
 - i. Rules or regulations which may have a substantial impact on choice of programme, choreography, music or other training matters.
 - ii. Rules or regulations which, while they may impact training, do not, if changed, have any impact on ensuring equitable competition conditions.
 - iii. Rules of both categories (i) and (ii) above which are urgent/emergency rule changes for athlete health or general safety reasons, or other urgent considerations.
2. The timing of the rule changes will be as follows:
 - i. Changes to rules described in (i), above, will normally take place once in an Olympic Cycle. The timing of such change would be an adoption by the Council immediately preceding the Olympic Year Congress (OYC), with changes taking effect following the Congress.
 - ii. Changes to rules classified in (ii) above, will be made annually at a designated Council meeting and will take effect at the start of the following season, unless otherwise notified.
 - iii. Changes to rules classified in (iii) above, will be made at the next available Council meeting, or an emergency Council meeting, and will take effect upon publication, unless otherwise notified.

Process

1. The ISU Office will provide Members with an online platform/forum where they can submit ideas and proposals for rule changes to either the respective Technical Committee (SR) or the Council (CER), "Submissions".
2. Other Committees, such as Athletes Committee, Medical Committee etc. will also have the opportunity to submit changes to the CER which fall outside of their committee's own Terms of Reference.
3. The Member will indicate whether they consider their Submission to be a rule category (i), (ii) or (iii).

4. The ISU Office will ensure that the process is carried out in a fully transparent manner. This will include ensuring the designated platform provides full transparency for all users to see other users' activity, or by regular publication of lists of Submissions received from the Members, categorised as above. The ISU Office will also publish at the same time any Submissions made by the TCs or by the Council.

I. Normal (cat i) Rule Changes

5. Within three months of publishing Submissions, the respective TC or the Council will provide feedback to Members confirming, in a reasoned manner and having sought input from other Members, which Submissions will be taken forward and which will not be retained.
6. All Submissions which are taken forward will be consolidated from quarter to quarter; any new Submissions which compliment or contradict a Submission already in progress will be assessed to ensure that similar Submissions are combined, and contradictory Submissions are not retained.
7. If the Member making the Submission is not satisfied with the decision of a TC, they may, with the support of a minimum of nine (9) other Members, make a request within one month to the Council to review the TC's decision. Any Member may similarly make such a request concerning a Submission by the TC or the Council.
8. On the 31st March before an Olympic Year, the final Submissions for the next Olympic Cycle are to be received. These Submissions will be published the following 30 June and TC and Council final proposals for all rule changes will be published the following 30 September.
9. TC's will hold online forums open to all Members to allow additional feedback and exchange between Members and Technical Committees.
10. Following the Council meeting in December prior to the Winter Olympic Games, the updated CER and SR for the next Olympic Cycle will be published.
11. If a Member is not satisfied with a decision of the Council in respect of a properly-made Submission, they may require, by providing a request in accordance with Article 18.1 of the Constitution, from at least 25% of active full Members (or at least 25% of active full Members of a specific Branch where the matter concerns only one Branch), that the Submission in question be debated at the following Congress. The Council will follow the recommendation reached by Congress.

II. Rule Changes not impacting Sporting Equity (cat ii)

12. Within one month of publishing Submissions, the respective TC or the Council will provide feedback to the Member confirming, in a reasoned manner and having sought input from other Members, whether, and if so how, the Submission will be reflected as a change to the rules.

13. If the Member making the Submission is not satisfied with the decision of a TC, they may with the support of a minimum of nine (9) other Members, make an appeal within one month to the Council to review the TC's decision. Any Member may similarly make such an appeal concerning a Submission from the TC or the Council.
14. If a Member is not satisfied with a decision of the Council in respect of a properly-made Submission, the remedy will be for the next Council elections they may require, by providing a request in accordance with Article 18.1 of the Constitution, from at least 25% of active full Members (or at least 25% of active full Members of a specific Branch where the matter concerns only one Branch), that the Submission in question be debated at the following Congress. The Council will follow the recommendation reached by Congress.
15. When the respective TC or the Council decides that a Member Submission should lead to a Rule change, the change will be tabled until the next available Council meeting.

III. Urgent Rule Changes (cat iii)

16. Within one month of publishing Submissions, the respective TC or the Council will provide feedback to the Member confirming, in a reasoned manner and having sought input from other Members, whether, and if so how, the Submission will be reflected as an urgent change to a rule.
17. If the Member making the Submission is not satisfied with the decision of a TC, they may with the support of a minimum of nine (9) other Members, make an appeal within one month to the ISU Council to review the TC decision. Any Member may similarly make such an appeal concerning a Submission from the TC or the Council.
18. If a Member is not satisfied with a decision of the Council, in respect of a properly-made Submission, the remedy will be for the next Council elections they may require, by providing a request in accordance with Article 18.1 of the Constitution, from at least 25% of active full Members (or at least 25% of active full Members of a specific Branch where the matter concerns only one Branch), that the Submission in question be debated at the following Congress. Council will follow the recommendation reached by Congress.
19. Should the item be a matter of athlete safety or any other time-critical matter or, if the respective TC or the Council decides that a Member Submission should lead to an Urgent Rule Change, the TC may request, or the Council may convene, a special Council meeting to debate and decide on the rule change. Otherwise, the change will be tabled until the next available Council meeting.

Appendix - Definitions

For purposes of the ISU Constitution and Regulations, provided the context so permits:

- a. the singular shall include the plural and vice-versa;
- b. the feminine gender shall include the masculine and vice-versa;
- c. references to natural persons shall include any legal person or corporation.

“Athlete Support Personnel” means any coach, team leader, trainer, manager, agent, team staff, federation official, technician, medical, paramedical personnel, choreographer, parent or any other person working with, treating or assisting a Skater participating in or preparing for sports Competition.

“Internal Control System” / “SCI” means measures, which are adapted to regular risk assessment designed to help monitor important internal business processes in order to achieve corporate goals, to safeguard process security and to identify or prevent errors and irregularities. The SCI includes policies and internal regulations concerning the limitation of the powers and responsibilities of the President, Vice-Presidents, individual Council members, Director General and the ISU Office.

“ISU Communications” are the official means of publication of general decisions of the Council.

“ISU Events” are Competitions enumerated and described in Article 1 of the Competition and Event Regulations.

“ISU Office Holders” are:

- President, Vice Presidents and Council Members
- Director General
- Chair persons and members of the Technical, Athletes and Elections Committees.

“ISU Officials” are all persons, other than ISU Office Holders and ISU staff, having a special role in overseeing and upholding the rules of Competitions falling under the application of the Competition and Event Regulations. ISU Officials includes, but is not limited to, Judges, Referees, Assistant Referees, Assistant Referees Video, Starters, Competitors' Stewards, Sport Experts, Technical Controllers, Technical Specialists, Data & Replay Operators, OAC members, and Doping Control Officers and Chaperones.

“ISU Regulations” are sets of rules subordinate to the ISU Constitution adopted by the Council to provide for a consistent non-contradictory legal order of the ISU. If an ISU Regulation contains a section which must be approved by the Congress, it is adopted by the Council pending approval of that section by the next-following Ordinary Congress.

“ISU Sports” shall be defined as all sports disciplines that involve racing or artistic performances on ice skates, conducted on ice, as well as any e-sports, electronic, e-gaming or any other digital simulation of these sports.