

International Technical Officials Policy

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PIEMONTE LAND OF SPORT

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Ministro per lo Sport e i Giovani

Organizing Committee



1. NOMINATION AND DUTIES

International Technical Officials (ITOs) are nominated by the International Federations (IFs) or proposed by the NUSFs according to the Regulations for the Torino 2025 FISU World University Games (hereinafter called Torino 2025 Regulations) and approved by the FISU Games International Technical Committee. The numbers and functions of ITOs vary according to the sport (Torino 2025 Regulations).

Upon nomination, ITOs must fulfil their duties in accordance with IF and FISU regulations.

2. ONLINE ACCREDITATION SYSTEM

ITOs proposed by the National University Sport Federations (NUSFs) (Figure Skating, Ice Hockey and Short Track Speed Skating) must be registered by NUSFs in the FISU Online Accreditation System (ITO's N-forms) by 13/08/2024.

Once selected and they have received the invitation letter, ITOs from all sports are requested to fill in an Individual entry form (I Form) in a timely manner but at the latest by 30/09/2024. Individual entry forms must be completed through the FISU Online Accreditation System (OAS). Individual entry will open on 13/07/2024. ITOs will receive from the OC an invitation which will include the necessary login information.

3. WITHDRAWAL OF NOMINATION

International Technical Officials confirmed for a FISU event who wish to withdraw, must do so in writing to the Organising Committee, with a copy to FISU and the IF concerned. After flight tickets are purchased by the Organising Committee, ITOs are obliged to attend the event. In case of no show or last-minute withdrawal without significant reason (medical condition, confirmed by a medical certificate) the cost of flight will be fully charged to the ITO by the Organising Committee and it will be reported to the IF and FISU for further action. It is recommended that each ITO acquires travel insurance.

4. PER DIEM

ITOs are entitled to receive a per diem in the amount established in the FISU-IF partnership agreements and / or technical regulations of IFs for the entire days of duty, including travel days.

This per diem is to be considered as a daily allowance to cover incidentals for the approved length of stay in the host city or respective competition location for each sport.

Per diem will be paid by bank transfer in Euros (EUR).

The per diem will be paid to all ITOs in due time and shall be received by the ITO upon arrival to the FISU Games, or at the latest within two days after their arrival in the Host City or the respective competition location.

5. TRAVEL

5.1. Overview

Unless otherwise stated by FISU, all International Technical Officials are to arrive one (1) day prior to their first official meeting and depart one day after the end of their competition.

Travel is considered from the International Technical Official's place of residence / stay to the Host City and return.

The Organising Committee will arrange flight or train tickets where more suitable for ITOs, in compliance with the Torino 2025 Regulations. Flight or train tickets are booked by the Organising Committee in accordance with the procedure described below.

5.2. Ticket booking

With the aim of decreasing the costs, the ticket booking arrangements will be confirmed as soon as possible. However, no tickets will be issued until the ITOs have completed their entry forms through the FISU Online Accreditation System (OAS). The form shall be submitted to the OC as soon as possible but at the latest by 30/09/2024, including a copy of the passport (validity see 5.7).

5.3. Transport Class

5.3.1. Travel fare and Routes

Travel shall be via the most direct and economical means from the ITO's place of residence / stay and return. The OC will buy tickets for ITOs with due consideration of the lowest fare and routing and to avoid any long waiting for domestic or international transfer.

5.3.2. Booking class

The booking class for all ITOs is **economy**.

5.3.3. Airline and Frequent Flyer memberships

The selection of the airline will be based on fares versus routing and not on membership in a frequent flyer program. The selection of a higher cost itinerary or airline to obtain frequent flyer mileage is prohibited.

ITOs may retain all benefits from frequent flyer memberships. However, participation in these programs should not result in any incremental costs to the OC. Should an ITO want to use advantage / mileage for upgrades, he/she will be responsible for proceeding with these benefits as well as all extra financial costs (tax, etc.).

5.3.4. Booking procedure and travel management

Travel reservations will be made according to the approved procedure as soon as the ITO has duly completed and submitted their Individual Entry Form through the FISU Online Accreditation System (OAS), following requirements and procedures as outlined above. The OC will send to the ITO the proposed travel route for confirmation before issuing the tickets.

No	Procedure	Duration		Responsible
		Start	End	
1	ITO nomination	ongoing	13 Aug. 2024	IF, NUSF
2	ITO N Forms	13 May 2024	13 Aug. 2024	NUSF
3	ITO Invitation letter	ASAP (as soon as possible)	13 Sept. 2024	OC
4	ITOs complete and submit individual entry form online in OAS, ASAP after receiving invitation	13 July 2024	30 Sept. 2024	ITO
5	Travel proposal for ITO, ASAP after submission of individual entry form	Following step No. 4	11 Oct. 2024	OC
6	Confirmation of travel proposal, ASAP after receiving proposal	Following step No. 5	21 Oct. 2024	ITO
7	Travel approval and booking	Following step No. 6	28 Oct. 2024	OC

5.3.5. Baggage

The booked flight will include one carry-on bag and one checked-in bag.

ITOs who require extra baggage for their equipment (i.e.: Alpine Skiing, Freestyle & Freeski, Ice Hockey, Snowboard...) must inform the OC by completing the applicable fields in the OAS. Upon approval, the OC will book additional baggage together with the reservation of the flight; rules and rates are determined by the carrier.

Expenses for additional baggage requested at the airport will not be reimbursed. Overweight baggage and extra baggage will only be reimbursed if requested/claimed in advance during the OAS registration process.

Upon getting the travel confirmation, the OC shall complete the Online Accreditation System section with the "Arrival/Departure" information (travel, flight data etc.).

5.4. Transfer to the airport and return

Transfer from the ITO's place of residence / stay to the nearest airport and back must be organized by the ITO himself / herself using **public transportation**. The costs for public transportation (e.g., bus, train, subway) will be reimbursed by the OC on the basis of the original receipts, attached to the "ITOs Reimbursement Form".

The use of any other means of transportation shall not be refundable unless for special circumstances (e.g., no public transportation, early flight departure, late flight arrival, heavy equipment, etc.) with the **prior approval** of the Organising Committee (see 6. REIMBURSEMENT).

Any reimbursement requires the original receipt, except for the travel by car which will be reimbursed with the rate per km according to the respective IF regulations.

Transfers from the airport to the ITO accommodation at the FISU World University Games and back are organized by the Organising Committee.

5.5. Travel by car

Should an ITO travel to the airport or directly to the Host City or competition location by car, a request should be submitted to the OC for approval – at the latest when confirming to the OC the flight schedule for the FISU World University Games. In this case, a fixed rate per km following the ITO's IF policies will be refunded on site in electronic form (bank transfer) in Euros (EUR).

Provided the flight or train is cheaper than traveling by car, the ITO must travel by plane or train. In this case, if the ITO prefers to travel by car, the OC will reimburse the travel only up to the actual economy airfare or train ticket price for the date of the request.

5.6. Local transportation

5.6.1.

During the FISU World University Games, the Organising Committee will provide transportation services only between International Airport Torino Caselle and the Torino 2025 ITO's accommodation.

5.6.2.

The OC will provide all ITOs with transportation services between ITO's accommodation at the FISU World University Games and competition venues according to training, competitions and technical meeting schedules.

5.6.3.

Costs for using additional means of transportation (e.g., taxis) during the FISU World University Games will not be reimbursed by the Organising Committee.

5.7. Passport / VISA

All ITOs are required to have a valid travel document (passport or ID for EU). Original passport that is valid for at least six months after exiting the Schengen area and that has been issued within the last ten years (it shall contain at least two blank pages).

The cost of passport renewal is to be borne by the ITO.

The Organising Committee will provide the necessary invitation letter, which will help you to obtain the visa. This includes travel arrangements and accommodation procurement.

More detailed information and explanations about the visa applications will be sent to ITOs in due time.

6. REIMBURSEMENT

6.1. Overview

All ITOs may claim reimbursements for certain expenses incurred by participating in Torino 2025 FISU World University Games (e.g., bus, subway, train, overnight at the airport hotel due to no other flight ticket options, etc.).

The above listed travel expenses are paid. Any additional expenses (minibar, phone, etc.) are the responsibility of the ITO and should be considered within the per diem.

6.2. Expenses Reimbursement Procedure

6.2.1. ITO's Expected Expenses Form

In order to obtain reimbursement for an expense incurred by participating in the FISU World University Games, ITOs must announce their expected expenses to the OC at the latest when confirming to the OC the travel schedule for the FISU Games. An "ITO's Expected Expenses Form" will be provided by the Organising Committee, which shall be completed by each ITO with **all expected expenses and confirmed by the OC**.

Any costs that are not announced on this form by the given deadline will not be taken into consideration and will not be reimbursed.

6.2.2. ITO's Reimbursement Form (Effective Expenses)

Expenses reimbursement will be paid by the OC in electronic form (such as a bank transfer) in Euros (EUR).

In order to obtain reimbursement for an expense incurred by participating in the FISU World University Games, ITOs must fill in their expenses on the provided form.

The "Expenses Reimbursement Form" and the scanned copy of the expenses receipts must be sent to the OC (itoservices@wugtorino2025.com) at the latest **by 7 February 2025** in order to proceed with reimbursement by bank transfer. The OC will cover bank transfer costs, if any.

Any costs that are not listed on this form by the given deadline will not be taken into consideration and will not be reimbursed.

Any and all expenditures specified in the reimbursement form are subject to audit and approval by the Organising Committee.

The Organising Committee will proceed with the reimbursement of the expenses after verification of the form and receipts received at the latest by the 28 February 2025.

7. ACCOMMODATIONS

According to the FISU Minimum Requirements for the FISU World University Games, all involved International Technical Officials shall be accommodated in single rooms in 3- to 4-star hotels.

In each cluster, International Technical Officials will be accommodated in a 3 stars hotel, or equivalent. In any case, ITOs won't be accommodated in the FISU Games Villages.

A credit card is required upon check-in as a warrant and charging target for any expenses or damage that are not covered by the Organising Committee.

8. FOOD AND BEVERAGES

ITOs are provided with full board at the expense of the OC. This may include meals at their hotel; meals on-venue, meal vouchers, and/or a meal allowance.

The cost for any other type of meals not mentioned above (e.g., outdoor restaurants, etc.) must be borne by the ITO himself / herself.

9. UNIFORMS

The OC will provide uniforms for all ITOs, as well as officiating uniforms for Ice Hockey ITOs (jersey, helmet and visor).

Each ITO shall complete their details of the uniform size through the FISU Online Accreditation System (OAS).

Please note that:

Weight of a standard ITO's uniform is about 3 kg.

Weight of Ice Hockey ITO's officiating uniform (jersey, helmet and visor) is about 1.5 kg.

Expenses for overweight baggage will not be reimbursed by the OC.

10. INSURANCE

Participants must have the appropriate insurance to cover travel and participation (including secondary, non – emergency medical treatment), as they are the responsibility neither of the Organising Committee nor of FISU.