

Annex 1 EB168_8.2_IBU JC_JOECH Allocation 2024-2026

IBU Junior Cup/JOECH allocation plan - season 2024/25 and 2025/26

| | Version I 2024/25 | | Version I 2025/26 | | |
|-------|----------------------|-------------------|----------------------|-------------------|-------|
| JC 1 | Ridnaun ITA | 09.-15.12.2024 | Goms SUI | 08.-14.12.2025 | JC 1 |
| JC 2 | Goms SUI | 16.-21.12.2024 | Martell ITA | 15.-20.12.2025 | JC 2 |
| JC 3 | Jakuszyce POL | 13.-19.01.2025 | Madona LAT | 12.-17.01.2026 | JC 3 |
| JOECH | Altenberg GER * | 20.-26.01.2025 | Imatra FIN *** | 19.-25.01.2026 | JOECH |
| YJWCH | Östersund | 24.02.-05.03.2025 | Arber | 24.02.-03.03.2026 | YJWCH |

* Due to a shooting lane width of 2,70m not according to the IBU Rules 3.4.3.1

*** Madona Tallinn 350 km
2 h Ferry Tallinn Helsinki
Helsinki Imatra 250 km



TEAM COMPOUND RATE CARD GUIDELINES FOR IBU WC and WCH

1. Introduction

In recent years, it has become apparent that more and more teams are using wax trucks and in addition, these trucks have grown in dimensions and power consumption. Also, other large vehicles such as cargo vans (like VW Crafter), camper vans and trailers with smaller waxing space have become more common. All those vehicles should be parked inside the Team compound at the venue, next to standard wax and changing cabins.

The standard key to allocating wax and changing cabins remains unchanged and is written in IBU ECR 3.6:

Each NF with a total number of competitors entered to start (men's and women's classes) of four to nine must have its own wax cabin, whilst NFs with a total of ten or more competitors entered to start must be given two wax cabins or one very large cabin. Smaller teams may have to share a cabin if work-space and security regulations permit.

Teams who register and come with a big wax truck are only entitled to get one changing cabin (when possible close to wax truck parking).

The main issue is that the needs/requirements from the team side have grown continuously while OCs can not ever extend their team compound. To limit this development, teams should cover some costs for needs that go beyond a reasonable basic offering. Additionally, if teams do not respect the deadlines for registrations or simply do not show, a fee will be charged to them.

A fixed amount will be charged in the following cases:

- Wax truck exceeding the standard truck size (=20 x 3 m)
- Electric power plug over 64 Amp
- Additional trailer/camper van/cargo van
- Additional wax cabin/changing cabin:
- In case of late registration, fees are charged to the teams

2. Rate Card season 2023/24

The standard setup must be provided by the OC for free according to ECR 3.6. For a team with a total of ten or more competitors this means:

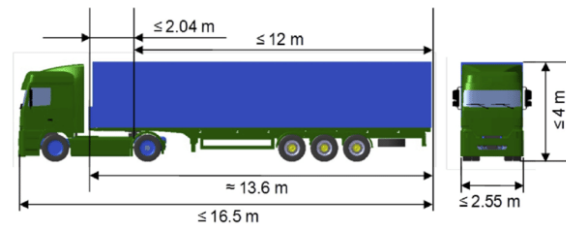
Option a) 2 wax cabins plus 1 changing cabin

Option b) 1 standard truck or trailer plus 1 changing cabin

2.1. STANDARD TRUCK

(standard truck size (=20 x 3 m) and plugged to maximum 64 Amp)

- For free as above



2.1.1. LARGER WAX TRUCK – EXPANDABLE TRAILERS

(larger than 20 x 3 m incl. side or back extension and plugged to maximum 64 Amp)

- 500,00 €/WC
- 750,00 €/WCH



2.2 ELECTRIC POWER PLUG OVER 64 Amps

- 150,00 €/WC
- 225,00 €/WCH



2.3. STANDARD CARGO VAN

- 200,00 €/WC
- 300,00 €/WCH



2.4. BIGGER CAR TRAILER

- 200,00 €/WC
- 300,00 €/WCH
- or for free if no wax cabin
and only one changing cabin



2.5. Camper van

- 200,00 €/WC
- 300,00 €/WCH



2.6. Additional wax or changing cabin

- 1000,00 €/WC
- 1500,00 €/WCH





3. Registration of additional vehicles/needs

Teams are required to carefully fill in the online form at IBU Membercenter/Team logistic hub, at least 2 months before the event.

3.1. Price management/fees:

- a. If the team fulfills all their registration duties on time, the above prices are valid.
- b. In case of late registration (up to 1 month before the event), OC may charge 30% more for each registered item.
- c. In case of very late registration (less than 1 month before the event), OC has a right to decline registration or charge 50% more for each registered item.
- c. Those who simply arrive with an above-mentioned item without any previous registration and/or notification will not be able to enter the Team compound with a vehicle.

➤ **The fees for late registrations apply for the season 2023/2024 and might be raised for the next season**

4. No shows/non-usage of confirmed cabins

In case of a team not showing up to an event after having registered without notification to the OC, a fee of 250,00 € will be charged.

➤ **The fees for no show/non-usage apply for the season 2023/2024 and might be raised for the next season**

All mentioned prices are gross prices (national taxes are already included)!

NOTE: This rate card only applies for teams

Proposal to EB in support of Fluor-Free Transition

NFs

OCs

Extra NF Support for Fluor-Free Transition

| NF | Euro | NF | Euro |
|-----------------|--------|------------------|--------|
| ARG | 1,000 | KAZ | 10,000 |
| AUS | 1,000 | KGZ | 1,000 |
| AUT | 15,000 | KOR | 5,000 |
| BEL | 5,000 | LAT | 5,000 |
| BIH | 2,000 | LTU | 5,000 |
| BRA | 1,000 | MDA | 5,000 |
| BUL | 10,000 | MEX | 1,000 |
| CAN | 10,000 | MGL | |
| CHI | 1,000 | MKD | 2,000 |
| CHN | | NED | 1,000 |
| CRO | 5,000 | NOR | 20,000 |
| CZE | 15,000 | NZL | 1,000 |
| DEN | 1,000 | POL | 10,000 |
| ESP | 1,000 | ROU | 10,000 |
| EST | 10,000 | SLO | 15,000 |
| FIN | 15,000 | SRB | 1,000 |
| FRA | 20,000 | SUI | 10,000 |
| GBR | 2,000 | SVK | 5,000 |
| GEO | 1,000 | SWE | 20,000 |
| GER | 20,000 | THA | 1,000 |
| GRE | 5,000 | TPE | 1,000 |
| GRL | 2,000 | TUR | 5,000 |
| HUN | 1,000 | UKR | 15,000 |
| ITA | 15,000 | USA | 15,000 |
| JPN | 5,000 | | |
| TOTAL-NF | | € 328,000 | |

Extra OC Support for Fluor-Free Transition

| Event | Nr of events | Amount | |
|-----------------|--------------|---------|-----------------|
| WC | 9 | 3,000 € | 27,000 € |
| WCH | 1 | 5,000 € | 5,000 € |
| IBU Cup | 7 | 2,000 € | 14,000 € |
| OECH | 1 | 2,000 € | 2,000 € |
| Junior Cup | 4 | 2,000 € | 8,000 € |
| YJWCH | 1 | 3,000 € | 3,000 € |
| TOTAL-OC | | | 59,000 € |

TOTAL SUPPORT (NF + OC) 387,000 €

REPORT UPDATE "DEVELOPMENT"

1. IBU ACADEMY

*Project Leader: Gerold Sattlecker, co-leader: Dagmara Gerasimuk
Supported by Christoph Gressenbauer and Anna Kitzbichler*

a. COACH EDUCATION

- **First Level Course 2023/24**

After the successful first week in Hochfilzen (AUT) from 6-11 May 2023, we are currently planning the 2nd week of the First Level Course, which will take place in Östersund (SWE) from 7-12 October 2023. In Sweden, Jonas Johansson, Ola Ravald, and Johan Hagström will serve as IBU Educators for the 20 coaches to be educated.

- **Second Level Course 2023/24**

At the moment, we are also planning the first week of the Pilot Second Level Course, which will take place in Oberhof (GER) from 23-27 September 2023. 20 coaches from 19 different NFs will be hosted in Germany and Siegfried Mazet, Trond Nystad, and Matthias Ahrens will serve as IBU Educators. We could also win Siegfried Mazet, Jonne Kähkönen, Matthias Ahrens, Wolfgang Pichler, and Roger Grubben as mentors for this course - each of these experienced coaches will support 4 coaches within the whole education period. The second and third weeks of this advanced education will be held in Lillehammer (NOR) from 7-11 April 2024, and in Antholz (ITA) from 29 June - 3 July 2024.

- **Educators Education**

On 26 and 27 June 2023, we hosted 12 coaches in the headquarters in Salzburg to introduce them to the IBU coach education program and to educate them as future IBU Educators. The IBU Educators play a crucial role in our coach education by delivering the practical content in our course weeks. Please find the report about the Educators' Education here: [LINK](#).

Next steps:

1. Finalize the plans for the Basic, First, and Second Level Courses in 2024 (venues, lecturers).
2. Plan Third Level Course for 2024 (structure, lecturers, venues, e-learning, mentoring).

Please find more information on the IBU Coach Education here: [LINK](#).

- **Coaching Framework to be reviewed by the International Council of Coaching Excellence**
[LINK](#)

As a part of the action plan of Target 2026 to decentralise the delivery of IBU Academy's Basic level courses through the development of regional educators, we want our programmes to be reviewed by the experts, which helps us to define the approach and requirements for regional course delivery. The review should be done in the fall time.

b. E-LEARNING PLATFORM: LEARNING SUITE

The changes and updates for the basic and the first-level courses are finished. We are currently finishing the content of the second-level course on the platform. This course will be launched at the beginning of September 2023. Within the next few weeks, we will start to implement the content of the third-level course in the Learning Suite - the launch of this course is planned for summer 2024.

We are working to be ready to release the public content section on the Learning Suite with general biathlon content, findings of our Research Grant Programme, and the recordings of our past seminars/webinars. About 1,000 registrants from our NFs have access to the Learning Suite now (part of the action plan Target2 2026).

c. RESEARCH GRANT PROGRAMME

For the current cycle of the Research Grant Programme (2022/23), we agreed with the 5 supported Universities and the IBU Research Grant Working Group to hold the presentations of the reports on **12 September 2023**.

Research Grant 2023/24: The 6 selected Universities have started to work on their projects, and we expect an interim report by 30 November 2023.

All details about the Research Grant Programme can be found here: [LINK](#)

d. SEMINARS and WEBINARS 2023

After the successful Coach Webinar about shooting on 25 May, we held a Physicians Webinar on 14 June 2023. Medical experts from Finland, the UK, and Germany spoke about prevention, health management, medication, and mental health. More than 200 registrants and nearly 100 participants live online made this webinar a great success.

Upcoming Seminars/Webinars:

- **6 September 2023:** Coach Webinar, Topic: Recovery (we have passed 300 registrants)
- **14 September 2023:** Athletes Webinar, Topic: Culture of Training
- **19-21 September:** Technicians Seminar, Topic: Flour Ban, in person (Salzburg-Rif)
- **November 2023 (Date TBC):** [Para Biathlon Webinar](#), Topics: TBC

Please find all details about our seminars and webinars here: [LINK](#).

e. PARA BIATHLON FORUM - CAPACITY BUILDING 22-27August 2023

The Capacity Building Forum (CBF) was a first step to increase the understanding of Para-Biathlon and to discuss the requirements regarding the business of sport, research and educational activities. The IPC IF grant supported the project.

We have achieved most of the goals set in the concept:

- Got a better understanding of para-biathlon and its performance-determining factors
- Collected ideas for educational and research activities
- Got ideas about creating content for education
- Focused on the business of sport and getting ideas on how to integrate para-biathlon in the IBU.

More you can read here: [LINK](#)

Next steps:

- Para Biathlon Webinar November 2023
- Integration of Para Biathlon Education in IBU Academy

f. DUAL CAREER PROGRAMME

Supported by Theresa Heisinger

Several projects of the Dual Career action plan are currently in work: In June 2023, the next cycle of the IBU Mentorship Programme for former female athletes started successfully. The above-mentioned athletes' webinar on 14 September will be another activity for athletes.

Topics and lecturers:

- Preventing Mental Health Issues: Experiences by Athletes (Marie-Laure Brunet and Jacques Jefferies)
- Creating a Positive and inclusive Culture of Training (Sverre Olsbu Roiseland)
- Harassment and abuse: Experiences by an Olympian (BIU & Allison Forsyth)

g. ACADEMY WORKING GROUP

The next Academy Working Group meeting is planned for the end of February 2024 in Otepää (EST) during the Youth and Junior World Championships. Please find more details of the Working Group here: [LINK](#).

The group will define the delivery criteria for the regional courses and application procedure (Target 2026)

h. UNIVERSITY COOPERATIONS

After signing the first agreement with the Mid Sweden University in Östersund in March 2023, the second partnership agreement was signed with the Norwegian School of Sport Science in Oslo on 22 June 2023. IBU President Olle Dahlin and NIH Rector Lars Tore Ronglan signed the agreement. Please find a report about the signing here: [LINK](#).

On 7 November 2023, an agreement with the Academy of Physical Education in Katowice (POL) will be signed.

i. JOURNAL OF BIATHLON COACHING

In Q4 of 2023, we plan to accomplish the first edition of the Journal of Biathlon Coaching. Currently, we are designing the layout of the journal. The content will consist of basic biathlon knowledge, the main results of the Research Grant Programme, summaries of scientific papers about biathlon and winter sports, summaries of past seminars & webinars, interviews with experts & coaches, and more. The launch of the first edition is planned for the end of the year 2023.

2. DEVELOPMENT PROGRAMMES SUPPORT

Project leader: Theresa Heinsinger, project co-leader: Dagmara Gerasimuk

Supported by : Maija Ruotsalainen and Anna Kitzbichler

a. NF's DEVELOPMENT PROJECT SUPPORT 2023/2024

In the new application period in Spring 2023, we received a record number of 125 applications from 40 Member federations by the deadline 15 May 2023 whereby three of the applications have been entered late. Based on the limited budget for the Development projects and some weak applications, we agreed to support 102 projects in the amount of 1.279.984,00 EUR. Especially the number of NF partnership projects have strongly increased in comparison to the past years.

In total, we support each project category with the following amount of projects:

Youth and junior athlete development: 25

Popularization of biathlon among kids: 10

Biathlon Expert support: 3

Support of training venue: 9

NF Partnerships: 23

Athlete recruitment: 12

Gender Equality: 15

Sustainability: 5

All NFs signed agreements.

In addition, we got one application under the **Customized Development Project** with contributions to all stakeholders from NF NOR - Liatoppen Biathlon Festival and the development program -Pilot (18240 EUR), to provide a camp and access to this unique competition for 7 NFs. The camp and competition will take place from April 10th to April 15th. Participants are expected to arrive on Wednesday, April 10th, and depart on Monday, April 15th. The plan is to accommodate everyone in Geilo for the duration of the event and travel to Liatoppen for the competitions and prize-giving show. In addition to the regular competitions, participants will participate in the mixed relay on Friday. We have various options for this event, including a mix of nationalities or nations competing against each other and Norwegian club teams. In addition to the competitions, we will organise various activities for the participating youths and coaches at Geilo. These activities will include both social and educational components.

b. IBU IOC CAMPS

Project leader: Theresa Heinsinger

Supported by: Dagmara Gerasimuk, Gerold Sattlecker, Anna Kitzbichler

1. IBU IOC CAMP 02-11 JUNE 2023, RHPOLDING

16 NFs enrolled in the first IBU IOC Camp in RHPolding (TUR, BRA, SRB, KGZ, GRE, JPN, ESP, GBR, AUS, MDA, MGL, MKD, HUN, CRO, BIH, GEO). The Camp was supported by IBU Head Coaches Matthias Ahrens and Martina Seidl (Zellner) as well as Walter Hörl (AUT) and Athlete Role Model Julian Eberhard (AUT). In addition, the programme

included expert talks and workshops by Judith Haudum, Tobias Reiter and Thomas Wünn.

The full report can be read [here](#).

2. IBU IOC CAMP 25 NOVEMBER - 03 DECEMBER 2023, POKLJUKA

21 NFs registered for the IBU IOC Camp in Pokljuka (AUS, BIH, BRA, CHI, CRO, DEN, ESP, GRB, GEO, GRE, GRL, HUN, JPN, KAZ, KGZ, KOR, MDA, MGL, MKD, NZL, SRB). The Camp will be supported by IBU Head Coaches Armin Kasslatter, Ilario Maddalin, Nusa Pogacar, Anna Sprung and Nika Blazenic. Tadeja Brankovic will support as an Athlete Role Model. The camp will be organised with 82 Athletes and 21 Coaches and will be just before the first IBU Junior Cup in Pokljuka.

c. INTERNATIONAL YOUTH CAMP 2023 - 23 - 28 OCTOBER 2023, LENZERHEIDE

Project leader: Dagmara Gerasimuk

23 NFs confirmed their participation (AUS, BiH, BUL, CZE, DEN, EST, GBR, GRE, GRL, HUN, KOR, LAT, KGZ, LTU, MDA, MGL, NMKD, POL, ROU, SRB, SVK, SUI, TUR), and 17 NFs got support from Olympic Solidarity (OS) and their NOCs. The OS financially supports the project in a minimum amount of 55,000 USD. The final support will be decided after it finishes.

d. IBU ATHLETE AMBASSADOR PROGRAMME 2023-2025

Project leader: Theresa Heinsinger

Supported by: Dagmara Gerasimuk, Riikka Rakic, Lucie Rothauer

After a first kick-off call with all Athlete Ambassadors on 30 May 2023 and the official communication of the new Ambassador Group on 09 June 2023, the Ambassadors had meetings within their dedicated groups to learn about IBU's efforts in the respective fields. Given several opportunities for the upcoming year to educate themselves, e.g. a Media training offered by JTA to work on their communication skills and several webinars under the Mentorship programme, the Ambassadors are currently figuring out what topics they want to focus on in the upcoming two years.

e. BIATHLON FOR ALL

Project leader: Dagmara Gerasimuk, co-leader: Gerold Sattler

The distribution of the rifle sets started in August. 17 NFs have already received their packages. 5 NFs should be received by the 5th of September. The first activities have started.

Next steps of the project:

1. Project Coordinators online meeting end of September 2023
2. A questionnaire distributed among the NFs about the laser/optical rifles functionality
3. Materials collection for IBU Biathlon For All Toolkit - how to run training and competitions for kids and youth with laser/optical rifles.

f. DEVELOPMENT COMMISSION NEXT MEETING

The next DC meeting is planned in Oestersund from 09 to 10 October 2023.

DC will discuss:

1. Development Programmes support
2. Define criteria for the IBU development structure
3. Develop the concept of the International Biathlon day
4. Discuss the approach towards the goal of doubling the number of athletes by 2030

1. GENDER EQUALITY

Project leader: Dagmara Gerasimuk; co-leader: Theresa Heinsinger

a. IBU - SHESKILLZ GLOBAL MENTORSHIP PROGRAMME

IBU's goal for this round of our mentor and leadership programme is to keep and attract former female athletes for new roles within the biathlon family.

List of mentees:

1. Anais Bescond (NF FRA)
2. Karin Oberhofer (NF ITA)
3. Susan Dunklee (NF USA)
4. Monika Hojnisz (NF POL)
5. Kaisa Mäkäräinen (NF FIN)
6. Karolina Dusiłova (NF CZE)
7. Kristina Skjevdal (NF NOR)
8. Malin Joranil (NF NOR)
9. Mihaela Visinski (NF CRO)
10. Mina Ilic (NF SRB)
11. Sanja Kusmuk (NF BiH)
12. Nika Blazenic (NF SLO)
13. Theresa Heinsinger (IBU)
14. Anna Kitzbichler (IBU)

Throughout the 10-month programme, delivered by IBU in partnership with the SHESKILLZGLOBAL company, participants benefit from personal and professional development through their one-on-one mentoring journey complemented by inspirational talks, panel discussions in small groups, skills-enhancement workshops and networking events.

Mentors and Mentees are matched according to shared goals, motivations, interests, professions, and answers to specific questions. Participants typically meet in smaller groups online once a month and join 'face-to-face' 3-4 days sessions at the IBU HQ in June 2024.

Project milestones and actions:

1. Call for applications - April 2023
2. Interviews with candidates - May 2023
3. Mentees selection and matching with mentors from SSG and IBU
4. Kick-off meeting with all Mentees - July 2023
5. Group tasks assignment and first meeting - August 2023

6. Kick-off meeting with all mentors- August 2023
7. Webinars:
 - 5th of September 2023 Communication- Storytelling
 - 7th of November 2023 Building your brand
 - 9th of January 2024 Sport movement
 - 21st of March 2024 Negotiations
 - 14th of May 2024 Public speaking
8. Meetings with mentors - September 2023 - June 2024
9. Task group meetings
10. In-person meeting in IBU HQ with IBU EB, June 2024
11. Project evaluation

IBU Mentors:

1. Max Cobb
2. Tim Farcnik
3. Riikka Rakic
4. Jürg Carpol
5. Knut Kuvas Brevik
6. Elizabeth Winfield
7. Zibi Szlufcik
8. Ulrika Oeberg
9. Heather Ambery
10. Erlend Slokvik
11. Alf Koksvik
12. Dagmara Gerasimuk
13. Gunhild Kvistad

b. BREAKING BOUNDRIES

The IBU developed a campaign to portray inspiring and self-confident women working in different job positions within the biathlon family. The goal is to show the range of different jobs in biathlon by portraying women in a personal and authentic way in order to attract more women for such positions in the future. In the last months, we released interviews and stories with:

1. Clare Egan (USA), IBU Athletes' Committee Chair [LINK](#),
2. Sarah Studebaker-Hall (USA), IBU TD
3. Ulrika Oeberg Sports Director of the Swedish Biathlon Federation, Chief of Competition, Technical Delegate, and Technical Committee Member since 2022. [LINK](#)
4. Just recently, an interview with Tadeja Brankovic, Team manager of NF SLO has been conducted. The Interview will soon be published on the IBU Website.

A summary of the Breaking Boundaries campaign can be found [here](#).

Stories with Katharina Blume, Team doctor NF GER and a female coach (TBD) are planned for the upcoming winter season.

4. REGIONAL EVENTS 2022/2023

*Project leader: Dagmara Gerasimuk, project Coordinator: Maija Ruotsalainen
Supported by Martin Stricker*

a. NATIONAL EVENTS CALENDAR AND RESULTS (Target 2026 action)

NFs shared with IBU their summer events calendars, which can be found here [National Event Calendar](#). Starting in September, we will update the calendar with all the dates from the upcoming winter season.

b. REGIONAL EVENTS SUMMER 2023

The updated calendar can be found here [LINK](#)
One event has been cancelled - 15-17 September in Sjenice (SRB).

The deadline for the winter events is the 15th of September.

We plan to have a Regional Events Working Group online meeting on the 3rd of October, 2023.

AUTHORIZATION RULES

for

International Biathlon Union

("IBU")

(Version 4.0, Date 07/09/2023)

Document information Change history

| Version | Author | Description of change | Date of change |
|---------|--------------------|--------------------------------------|----------------|
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| 2.0 | Margit Eidenhammer | Update Authorization Structure | 01/02/2021 |
| 3.0 | Margit Eidenhammer | Appendix 1 – Internal control system | 01/06/2021 |
| 4.0 | Margit Eidenhammer | Update Authorization Structure | 28/08/2023 |
| | | | |

Approval

| Version | Approved by | Date of approval |
|---------|------------------|------------------|
| 1.0 | Decision EBM 152 | 06/06/2020 |
| 1.0 | Olle Dahlin | 06/06/2020 |
| 1.0 | Niklas Carlsson | 06/06/2020 |
| 2.0 | Decision EBM 156 | 11/02/2021 |
| 3.0 | Decision EBM 157 | 20/06/2021 |
| 4.0 | Decision EBM 168 | 07/09/2023 |
| | | |

Olle Dahlin, President

Max Cobb, Secretary General

TABLE OF CONTENTS

Authorization Rules - Content

| | |
|---|-----------|
| 1. Responsibility / Authorization Rules of signing | 3 |
| 1.1 Constitution from the Congress Oct. 2019 / Article 39 | 3 |
| 1.2 Framework requirement for the Administration | 3 |
| 1.3 Procedure for how the Authorization Rules are reviewed | 8 |
| 2. President, Vice-President, Treasurer, Secretary General | 9 |
| 2.1.: Article 21: President | 9 |
| 2.2.: Article 22: The Vice-President and the Treasurer | 10 |
| 2.3.: Article 23: Secretary General | 10 |
| 3. Approval of decisions of the Executive Board – Minutes management | 11 |

Authorization Rules

1. Responsibility / Authorization Rules of signing

Regulations for

- Financial thresholds for approval by EB or IBU staff
- Separation of duties to initiate and approve payments
- Procedure for how these regulations is reviewed

1.1 Constitution from the Congress Oct. 2019 / Article 39

Article 39.1:

The IBU will be legally represented by the President jointly with any elected member of the Executive Board. The Executive Board may decide from time to time as a matter of internal policy that only specified elected members of the Executive Board will exercise this power.

Article 39.2:

The legal representatives must not have a conflict of interest in respect of the issue at hand. If the President is incapacitated or conflicted for any reason, the Vice-President will replace the President for these purposes. If any elected member of the Executive Board is conflicted for any reason, another (non-conflicted) elected member of the Executive Board will replace that conflicted member for these purposes.

Article 39.3:

The legal representatives may grant powers of attorney to other designated persons, which may be restricted or qualified as set out in the power of attorney in question.

Article 39.4:

Any contract in the name of the IBU that is signed by the legal representatives or by persons holding a relevant power of attorney will bind the IBU.

1.2 Framework requirement for the Administration

Abbreviations: P = President VP = Vice - President
 T = Treasurer SG = Secretary General
 Ho/D = Head of / Director
 E = Employee

A distinction must be made between contracts, invoices, and payment instructions!

Contracts:

- Long-term contracts (more than one year), with a total value of more than EUR 20.000 must be signed by the President and Vice President or Treasurer according to Authorization rules. The General Secretary is authorized to sign these contracts together with the aforementioned persons (P, VP, and T) (according to the permission table). 2 signatures are required for the conclusion of these contracts.
- One-off contracts with a value of over EUR 20.000 can be signed by the Head of / Director, the Secretary General, and the President. 2 Signatures are required.
- Contracts with a value of EUR 20,000 or less count as a daily business. These have to be signed by the Head of / Director and the General Secretary. Daily business contracts can also be signed by the General Secretary and the President.

Credit notes:

- Payments up to EUR 400.000 to NFs/OCs which are made according to EB decisions, are processed by all departments. After their approval, the Secretary General must approve and release the payments.
- If the payments are over EUR 400.000 then the President must approve and release the payments to the NFs/OCs additionally.

Financial Investments:

- The Financial Investment Instruction of IBU will serve as the basis for the financial investments of the securities.
- The daily business, and thus the necessary liquidity can be handled by the General Secretary and the Head of F&A. The President, Treasurer, and the Executive Board are informed through ongoing reporting.
- Changes to the long-term investment (according to the Financial Investment Instruction), meaning the reserves decided according to the statutes, are released by the President and Treasurer or the Vice-President according to the Authorization structure.

Permission / Authorization Structure

| | # of signatures required | Employee (E) | Head of / Director (Ho/D) | Secretary General (SG) | Treasurer (T) | Vice-President(VP) | President (P) | Comment |
|--|--------------------------|---------------|---------------------------|------------------------|---------------|----------------------|---------------|--|
| CONTRACTS | | | | | | | | |
| >1 year and > 20 TEUR | 2 | - | - | 1st signature | - | 2nd signature | 2nd signature | |
| One-off> 20 TEUR | 2 | - | 1st signature | 1st or 2nd signature | - | - | 2nd signature | |
| Employee contracts (does not apply to Ho/D and SG) | 2 | - | 1st signature | 2nd signature | - | - | - | |
| Employee contracts (Ho/D and SG) | 2 | - | | 1st signature | - | 1st or 2nd signature | 2nd signature | |
| Daily Business <= 20 TEUR | 2 | - | 1st signature | 1st or 2nd signature | - | - | 2nd signature | |
| CREDIT NOTES (to NFs and OCs) | | | | | | | | |
| <= 400 TEUR | 3 | 1st signature | 2nd signature | 3rd signature | | | | |
| >400 TEUR | 4 | 1st signature | 2nd signature | 3rd signature | | | 4th signature | |
| Financial Investments | | | | | | | | |
| Investments Liquidity/KO (=medium-term bonds) | 2 | - | unlimited | unlimited | unlimited | - | unlimited | Liquidity/Kassen-Obligation (=medium-term bonds) |
| Investments Stock and Bonds | 2 | - | - | - | unlimited | unlimited | unlimited | Bonds and Stocks |

The financial investments are referred to the Financial Investment Instructions from the EBM 156.

The Authorization order in wording above this chart is to be governing.

Only original or Adobe signatures are accepted on all contracts.

Invoices:

- Invoices over EUR 20.000 are also presented to the President as a second or third approval.
- Invoices up to EUR 3.000 can get their first signature/approval from an employee and then the invoice will be approved by the Head of / Director. Invoices up to EUR 3.000 can be released by the Head of / Director directly as well.

Example:

Invoice above EUR 20.000 = it can be approved by the Head of / Director but it requires the signatures by the Secretary General and the President.

Invoice up to EUR 20.000 = it requires 2 signatures: Ho/D + SG

Holiday & time compensation:

Holiday & time compensation = it requires one signature: direct supervisor

(Example: Employee needs the signature from Ho/D and Ho/D needs the signature from SG)

Payments:

- The transfer is the execution of approved contracts and approved invoices.
- Digitization of the release of invoices and thus the automatic control of the specified threshold values (Docuware)
- The 4-eyes principle must be observed for the transfer, the three positions that can approve the transfer is the General Secretary, Head of Finance and Administration, and staff working in the accounting department. Contractually defined payments to NFs or OCs are part of daily business and are also subject to the dual control principle.

| | Number of signatures | Employee (E) | Head of / Director (Ho/D) | Secretary General (SG) | Treasurer (T) | Vice-President(VP) | President (P) |
|--|----------------------|---------------|--------------------------------|--------------------------------|---------------|--------------------|----------------------|
| <u>Travel Expenses / Credit Card statements Employee</u> | | | | | | | |
| General, except Ho/D, SG | 3 | 1st signature | 2nd signature | 3rd signature | - | - | - |
| Ho/D | 3 | - | 1st signature | 2nd signature | - | - | 3rd signature |
| SG | 3 | | 1st signature | 2nd signature | - | - | 2nd signature |
| <u>Travel Expenses Board</u> | | | | | | | |
| President | 2 | own signature | 1st signature | - | 2nd signature | | - |
| Vice-President | 3 | own signature | 1st signature | 2nd signature | - | - | 3rd signature |
| Treasurer | 3 | own signature | 1st signature | 2nd signature | - | - | 3rd signature |
| Other Board Members | 3 | own signature | 1st signature | 2nd signature | - | - | 3rd signature |
| <u>Travel Expenses others</u> | 2 | own signature | 1st signature | 2nd signature | - | - | - |
| Vacation & time compensation | 1 | - | direct supervisor | direct supervisor | - | - | - |
| <u>INVOICES & RECEIPTS All Departments</u> | | | | | | | |
| <= 3 TEUR | 2 | 1st signature | 1st signature or 2nd signature | 1st signature or 2nd signature | - | - | 2nd signature |
| <= 20 TEUR | 2 | 1st signature | 1st or 2nd signature | 2nd signature | - | - | |
| >20 TEUR | 2/3 | 1st signature | 1st or 2nd signature | 2nd signature | - | - | 2nd or 3rd signature |
| | | | | | | | |

| | Number of signatures | Employee (E) | Head of / Director (Ho/D) | Secretary General (SG) | Treasurer (T) | Vice-President(VP) | President (P) |
|---|----------------------|---------------|---------------------------|------------------------|---------------|--------------------|---------------|
| Payments | | | | | | | |
| Invoices and credit notes (after complete approval) – No limit | 2 | 1st signature | 1st or 2nd signature | 1st or 2nd signature | | | |
| Salaries/Tax unlimited | 2 | 1st signature | 1st or 2nd signature | 1st or 2nd signature | | | |
| Transfers from one IBU account to another IBU account | 2 | 1st signature | 1st or 2nd signature | 1st or 2nd signature | | | |

In order to be reimbursed for travel expenses, a valid submission of receipts is required.

The given form (Travel Expenses) must be used otherwise no refund is possible.

Reference is made here to the rules for travel expenses.

The travel expenses report must show:

The date, the individual amounts, and what the amounts are for. Hospitality expenses must be submitted on the form provided.

A booking confirmation, a bank statement, or a bank receipt are not valid invoices and will not be accepted.

The travel expenses report must be submitted to the accounting department no later than the next month after the traveling date. Travel expenses report received later will not be refunded unless specifically approved by the SG and President due to compelling circumstances.

1.3 Procedure for how the Authorization Rules is reviewed

- According to the Constitution and EB-decisions
- Compliance with the 4-eyes principle
- According to the Financial investment instruction for IBU
- According to further guidelines and policies for IBU
- At least once a year reporting/updates to the Executive Board in the course of the board meetings

2. President, Vice-President, Treasurer, Secretary General

2.1.: Article 21: President

21.1 The President has the following particular duties and responsibilities (which may be delegated to others, where agreed by the Executive Board):

- 21.1.1 to be the ambassador and main spokesperson for the *IBU* in accordance with policies decided by the *Executive Board*;
- 21.1.2 to maintain good relations with the *IOC*, *WADA*, and other international sports federations and organizations;
- 21.1.3 to chair meetings of *Congress* and of the *Executive Board*;
- 21.1.4 to lead the work of the *Executive Board*, including ensuring the *Executive Board* is organized properly, functions effectively, acts within its powers, and meets its obligations and responsibilities;
- 21.1.5 to ensure the decisions of *Congress* and the *Executive Board* are implemented and that the *Constitution* and the *Rules* are complied with;
- 21.1.6 to liaise and facilitate effective communication and relationships with *IBU Members*, commercial partners, and other stakeholders;
- 21.1.7 to support, monitor, and liaise with the *Secretary General* and to form a strong, collaborative working relationship with the *Secretary General* on behalf of the *Executive Board*;
- 21.1.8 to authorize transactions and sign documents on behalf of the *IBU* only as set out in the described Article and
- 21.1.9 to perform such other tasks and duties as are delegated to the *President* by *Congress* or the *Executive Board*.

21.2 The *President* may not hold any position (paid or unpaid) with an *NF Member*, whether as a director, officer, committee member, employee, consultant, or otherwise.

21.3 If the *Vice-President* is required to take over the *President's* role because the *President* is incapacitated (not just temporarily unavailable), the same restriction will apply to the *Vice-President*. The *President* may not be appointed as the *Executive Board* member on the *BIU Board*.

2.2.: Article 22: The Vice-President and the Treasurer

22.1 The role of the *Vice-President* is to stand in for the *President* whenever the *President* is unavailable and/or otherwise as the *President* may request.

22.2 The role of the *Treasurer* will be as defined by the *Executive Board*, and will focus on strategy and consultations.

2.3.: Article 23: Secretary General

23.1 The *Secretary General* is appointed by, and accountable to, the *Executive Board*. The *Secretary General* is responsible for:

- 23.1.1 managing the day-to-day operations of the *IBU* (except for the *Biathlon Integrity Unit*), in accordance with the directions of the *Executive Board* and the *President*, and within such limitations and delegated authority as the *Executive Board* may specify. If there is any inconsistency between directions from the *President* and directions from the *Executive Board*, the matter will be referred to the *Executive Board* for resolution;
- 23.1.2 managing the *IBU* office and the *IBU Staff* (but not the *BIU Staff*);
- 23.1.3 serving as a non-voting member of the *Executive Board*;
- 23.1.4 attending meetings of the *Executive Board* and *Congress*;
- 23.1.5 supporting the *Executive Board* in its development of a strategic plan for the *IBU*, and implementing the plan following its approval by the *Executive Board*;
- 23.1.6 developing an annual operational plan for the *IBU* and implementing that plan following its approval by the *Executive Board*;
- 23.1.7 developing and growing the commercial revenues of the *IBU* to enable it to fulfil the *Purposes*;
- 23.1.8 supporting the *President* in engaging with stakeholders of the *IBU*;
- 23.1.9 ensuring compliance by the *IBU* and *IBU Staff* with all applicable laws, rules and regulations, including this *Constitution* and the *Rules*;
- 23.1.10 preparing minutes of meetings of *Congress* and the *Executive Board*;
- 23.1.11 preparing the annual reports of the *Executive Board* to *Congress*, including arranging for the required review by the *Auditor* of the financial statements included in those reports;
- 23.1.12 supporting the activities of the Committees established by the *Executive Board*, including ensuring that they are functioning effectively, acting within their powers, and meeting their obligations and responsibilities; and

23.1.13 undertaking all of these responsibilities within the approved budgets, respecting the limits of authority set by the *Executive Board*, and striving to meet best practice standards in the administration of international sports federations.

3. Approval of decisions of the Executive Board – Minutes management

The Executive Board's decisions must be accurately documented in the minutes. For this purpose, the material of the departments must be marked with a name, date, and a number. It must be clearly visible which decisions were made by the Executive Board and which were rejected.

For this purpose, the sub-items "*approved decisions*" and "*rejected decisions*" must be listed in the minutes, after all departments have given their explanations.

If a matter is discussed that has not been mentioned in any document in advance, then the exact factual situation must be documented.

If the matter is approved or disapproved, then this matter must also be listed under the sub-items.

The final minutes must be signed by the President and the Secretary General for the validity of the decisions.