



IBU ATHLETES' COMMITTEE TERMS OF REFERENCE

Version 21 November 2023

1. Status and role

- 1.1. The Athletes' Committee is established in accordance with Article 25 of the Constitution. Further to that provision, the role of the Athletes' Committee is to represent active Athletes and to give them a voice in the governance of the sport, including providing advice to the Executive Board and to the Technical Committee on matters affecting the IBU and Biathlon from the Athletes' perspective.
- 1.2. The business of the Athletes' Committee will be conducted, decisions will be made, and elections will be conducted, in accordance with these Terms of Reference, which are issued by the Executive Board in accordance with Article 25.5 of the Constitution, as proposed by the Athletes' Committee.
- 1.3. This version of the Terms of Reference replaces any prior documents pertaining to its subject-matter and is effective as from 21 November 2023. These Terms of Reference may be amended from time to time by the Executive Board, as proposed by the Athletes' Committee.
- 1.4. Unless otherwise stated, defined words and terms used in these Terms of Reference (denoted by initial capital letters) have the meaning given to them in the Constitution.
- 1.5. In the case of any conflict between these Terms of Reference and the Constitution, the Constitution will prevail.
- 1.6. Where a matter arises that is not otherwise provided for in these Terms of Reference, the Constitution or other IBU Rules, the Chair, as defined in Article 5 of these Terms of Reference, will address the matter as they see fit.

2. Composition

- 2.1. The Athletes' Committee consists of five members, who are elected in accordance with Article 25 of the Constitution. In particular:
 - 2.1.1. The five members must (i) be elected by the eligible Athletes in accordance with Articles 2.1.3 and 2.1.4 of these Terms of Reference; and (ii) include at least two (2) members of the male gender and at least two (2) members of the female gender.
 - 2.1.2. If the candidate pool does not allow for the election of at least two (2) members from the male gender and at least two (2) members of the female gender, every effort shall be made to include at least one (1) member of the minority gender.
 - 2.1.3. Three members are elected in Olympic Years by the Athletes that have competed in the World Cup in at least one of the first two trimesters of the season encompassing the Olympic Games in question, or at those Olympic Games.
 - 2.1.4. Two members are elected in non-Olympic even-numbered years by the Athletes that have competed in the World Cup in at least one of the first two trimesters or at the World Championships during the season in question.
 - 2.1.5. Each member must be proficient in English, must have been an active Athlete in that season (or would have been an active Athlete in that season save for injury, illness or other incapacity), and must be Eligible in accordance with Article 26 of the Constitution.
 - 2.1.6. The members of the Athletes' Committee must be affiliated to different full NF Members (i.e., no two or more of them may be affiliated to the same full NF Member). Two candidates may stand for election who are affiliated to the same full NF Member provided they have different genders, but only one of them may be elected.
- 2.2. The application and election procedure for Athletes' Committee members is set out in Schedule 1.

3. Term

- 3.1. The term of office of members of the Athletes' Committee will be four years, starting April 1 the year of their election. A member of the Athletes' Committee may be re-elected for up to two further and consecutive terms, provided they remain Eligible, i.e., they may serve up three consecutive terms.

4. Powers and responsibilities

- 4.1. Members of the Athletes' Committee qualify as IBU Officials within the meaning of Article 27.1 of the Constitution. As such, they are bound by and must comply at all times with all the rules and regulations of the IBU (including the Integrity Code) and these Terms of Reference.
- 4.2. The Athletes' Committee has the right:
 - 4.2.1. to appoint the Chair or one of its other members as a voting member of the Executive Board, in accordance with Article 17.1.2 of the Constitution; and
 - 4.2.2. to appoint a person as a member of the Technical Committee in accordance with Articles 25.3 and 26.2 of the Constitution.
- 4.3. The Athletes' Committee has all of the powers that are necessary or helpful to carry out its mandate under Article 25 of the Constitution, including the power to:
 - 4.3.1. consult and liaise with Athletes, especially World Cup Athletes as they comprise the electorate of the Athletes' Committee, and other relevant persons within Biathlon;
 - 4.3.2. consult and liaise with athletes and other relevant persons in other sports, including other athletes' committees;
 - 4.3.3. act as a sounding board to the Technical Committee, Executive Board and Congress on matters affecting athletes;
 - 4.3.4. identify and propose matters for the Technical Committee, Executive Board and/or Congress to review or consider;
 - 4.3.5. propose persons to represent the Athletes' Committee on other Committees within the IBU, as required; and
 - 4.3.6. carry out any other specific responsibilities that are within the scope of the role and responsibilities of the Athletes' Committee.
- 4.4. For the avoidance of doubt, the Athletes' Committee has no authority to represent or to bind the IBU.
- 4.5. The Athletes' Committee must host at least one meeting per season that is open to all Athletes. This meeting may be held by teleconference, or such similar communications equipment as allows all persons participating in the meeting to hear each other at the same time (Virtual Attendance).

5. Chair

- 5.1. The members of the Athletes' Committee will elect one of their number to act as chair of the Athletes' Committee and its meetings (the Chair). Subject always to Article 5.2, they may also elect a deputy chair to stand in for the Chair when the Chair is unavailable, should they see fit (the Deputy Chair), and if so, then references to the Chair shall include the Deputy Chair when the Chair is unavailable.
- 5.2. If the Chair is the person appointed by the Athletes' Committee to the Executive Board (see Article 4.2.1), no one else may stand in for the Chair as a member of the Executive Board because alternates are not permitted on the Executive Board.
- 5.3. The Chair also has the right to attend and speak on behalf of the Athletes' Committee at meetings of Congress. The other members of the Athletes' Committee have the right to attend meetings of Congress as Observers.
- 5.4. The Chair also has the power and/or responsibility to:
 - 5.4.1. prepare the agenda/papers for and chair all meetings of the Athletes' Committee;
 - 5.4.2. be the spokesperson for the Athletes' Committee, including to the media;
 - 5.4.3. liaise with the President and Secretary General as required or requested;
 - 5.4.4. liaise with the Athletes' Committee appointee to the Technical Committee (the Technical Committee Representative);
 - 5.4.5. require or request the Technical Committee Representative to take part in Athletes' Committee meetings;
 - 5.4.6. be the IBU athlete representative at any forums, groups or presentations as requested by the President or the Secretary General, or to appoint another athlete to do so;
 - 5.4.7. liaise with the other members of the Athletes' Committee and other athletes and persons to identify issues for the Athletes' Committee to consider;
 - 5.4.8. prepare reports on the work of the Athletes' Committee to the Technical Committee, Executive Board and/or (by a date specified by the Secretary General) to Congress; and

- 5.4.9. relay relevant information from the Executive Board, Technical Committee, Athletes' Committee, International Olympic Committee, etc., to Athletes.
- 5.5. The Chair will circulate copies of the Athletes' Committee reports to all members of the Athletes' Committee.
- 5.6. The Deputy Chair is responsible for carrying out any of the responsibilities described above if the Chair is unable to do so, and for carrying out any specific responsibilities delegated to them by the Chair or the Athletes' Committee.
- 5.7. The Athletes' Committee may replace the Chair or Deputy Chair (with or without removing them as members of the Athletes' Committee) by unanimous decision of all other members of the Athletes' Committee.

6. Technical Committee Representative

- 6.1. The Technical Committee Representative is appointed by the Athletes' Committee as set out in Article 4.2.2.
- 6.2. The Technical Committee Representative has the power and/or responsibility to:
 - 6.2.1. be the spokesperson for the Athletes' Committee in the Technical Committee;
 - 6.2.2. take part in Athletes' Committee meetings, as required or requested by the Chair;
 - 6.2.3. liaise with the chairs of the Technical Committee and Athletes' Committee as required or requested;
 - 6.2.4. liaise with the other members of the Athletes' Committee to identify issues for the Technical Committee to consider; and
 - 6.2.5. prepare reports on the work of the Technical Committee for the Athletes' Committee.

7. Conduct of the business of the Athletes' Committee

- 7.1. The Athletes' Committee shall undertake its work at meetings of the committee and in between meetings by telephone, email, and other means of communication specified by the Chair, in order to keep members apprised of relevant matters.
- 7.2. The Athletes' Committee will meet at least three times each calendar year on such dates and at such times and places as the Chair decides, either in person or (if the Chair so permits) via Virtual Attendance. For cost purposes, the location of in-person meetings, including the meeting referred to in Article 4.5, will be agreed in advance by the Chair and the President and/or the Secretary General.
- 7.3. The agenda for a meeting of the Athletes' Committee shall be set by the Chair. Any other member may request the inclusion of items on the agenda at any time, including during the meeting.
- 7.4. Notice of Athletes' Committee meetings and an agenda should ordinarily be provided at least 21 days before they are held. However, where more urgent action is required, the Chair may call a meeting on shorter notice (of not less than 12 hours, unless unanimously agreed by the Athletes' Committee members then in office), which may be attended by members by Virtual Attendance.
- 7.5. No business may be validly conducted at an Athletes' Committee meeting unless a quorum is present (either in person or, if permitted, by Virtual Attendance). For these purposes, a quorum is at least three of the members of the Athletes' Committee.
- 7.6. Each member shall actively participate in Athletes' Committee meetings and in matters undertaken by the Athletes' Committee between meetings. Each member must be adequately prepared for each meeting (including by reviewing all materials when circulated) in order to participate effectively and constructively.
- 7.7. Meetings of the Athletes' Committee are not public, but the Chair may invite third parties to attend all or part of such meetings, subject to such confidentiality protections as the Chair may deem appropriate. For example, the Chair may invite the President and/or the Secretary General or other person(s) to attend all or part of meetings of the Athletes' Committee as observers or to provide information or advice on a specific item of business at a meeting.
- 7.8. Voting at meetings:
 - 7.8.1. Each Athletes' Committee member present (in person or by Virtual Attendance) at an Athletes' Committee meeting will have one vote on each motion, save that Athletes' Committee members may not cast a vote on any matter in respect of which they have a conflict of interest. Voting by proxy or by letter is not permitted.
 - 7.8.2. In the event of a dispute as to whether an Athletes' Committee member has a conflict of interest, if the dispute arises before an Athletes' Committee meeting it will be resolved as set out in the IBU Integrity Code. If the dispute arises at the meeting, it will be resolved by decision of the Athletes' Committee.

- 7.8.3. Voting will be conducted by voice, or (if requested by any Athletes' Committee member) by a show of hands.
- 7.8.4. Unless otherwise specified in the Constitution or these Terms of Reference, motions require a majority of votes cast by those present at the meeting to be in favour of the motion in order for the motion to be passed. In such cases, in the event of a tie in votes, the Chair will have a deciding vote.
- 7.9. The Chair or their delegate will take minutes of each meeting of the Athletes' Committee, noting the names of the persons present and all motions considered, and all motions passed at the meeting. The minutes will be finalised by the Chair and sent to Athletes' Committee members within one month of the meeting and discussed and agreed at the next meeting. Once agreed, minutes of Athletes' Committee meetings (or a summary thereof) will be distributed to the Athletes on the Chair's athlete distribution list (and such other Athletes who request to receive a copy).
- 7.10. Conducting business outside of meetings:
 - 7.10.1. If all members of the Athletes' Committee then in office and entitled to vote agree unanimously, any business that could have been conducted at an Athletes' Committee meeting may be considered and voted upon by email, or other available form of electronic communication, without a meeting of the Athletes' Committee having to be convened.
 - 7.10.2. A motion in writing that is signed or consented to by email or other forms of electronic communication by all of the members of the Athletes' Committee then in office and entitled to vote will be valid as if it had been passed at a meeting of the Athletes' Committee. Any such motion may consist of several documents in the same form, each signed or consented to by one or more of the Athletes' Committee members.
- 7.11. Subject to Article 7.9, no documents, information, discussion, recommendations, or decisions made at an Athletes' Committee meeting or otherwise exchanged or agreed in connection with the work of the Athletes' Committee shall be disclosed to any other person (other than the President, Secretary General, and/or the Biathlon Integrity Unit) unless:
 - 7.11.1. the Chair authorises such disclosure;
 - 7.11.2. the Athletes' Committee agrees that such disclosure is necessary or desirable to advance its work;
 - 7.11.3. the matter is in the public domain; or
 - 7.11.4. such disclosure is required by law or any applicable authority, including the Biathlon Integrity Unit or the Disciplinary Tribunal.

8. Administration

- 8.1. Athletes' Committee members act as such in a voluntary capacity and will not be compensated for their work as a Committee member. The IBU will reimburse expenses for each Athletes' Committee member in accordance with IBU policy.
- 8.2. Subject to Article 7.2, the IBU will arrange travel, accommodation, and insurance for Athletes' Committee members when they are conducting business of the Athletes' Committee in accordance with IBU policy.

9. Resignation or removal

- 9.1. A member of the Athletes' Committee may resign prior to the expiry of their term of office by giving not less than one month's notice in writing to the Chair and President.
- 9.2. The Chair may resign prior to the expiry of their term of office by giving not less than one month's notice in writing to the President and the other members of the Athletes' Committee.
- 9.3. In accordance with Article 16.6 of the Constitution, no person may hold more than one elected IBU position at any one time. If an elected member of the Athletes' Committee is elected to the Executive Board, they must immediately resign from the Athletes' Committee.
- 9.4. A member of the Athletes' Committee may be removed from the Athletes' Committee prior to the expiry of their term of office:
 - 9.4.1. if they are no longer Eligible under Article 27 of the Constitution;
 - 9.4.2. as a sanction imposed pursuant to the Constitution and/or the IBU Rules, including the IBU Integrity Code; and/or
 - 9.4.3. where they have failed to attend two or more meetings of the Athletes' Committee without valid excuse, by the unanimous decision of all of the other members of the Athletes' Committee.



- 9.5. If any position on the Athletes' Committee becomes vacant, whether by resignation, removal or otherwise, the position will remain vacant until the next Athletes' Committee election where a replacement member, who shall be of the same gender as the outgoing member, shall be elected unless such replacement member has been directly appointed by the Athletes' Committee. In each case, such replacement member must first be vetted by the Vetting Panel in accordance with the Vetting Rules and determined to be Eligible in accordance with Article 27 of the Constitution. The replacement member will sit for the remainder of the term of the replaced member.

SCHEDULE 1 – ELECTIONS PROCEDURE FOR ATHLETES' COMMITTEE

1. Invitation to submit applications

- 1.1. The Chair and/or the IBU must publicise the Athletes' Committee election at least three months prior to the election, at a minimum by posting a notice on the IBU website and by the Chair circulating details by email to the relevant team, athlete, and support personnel distribution lists.
- 1.2. The Athletes' Committee and/or the IBU should encourage teams to nominate candidates. The candidate must submit an application form, which includes the mandatory biographical information detailed in Schedule 2. It is the right and responsibility of athletes to undertake a process within their National Federation athlete group to nominate a maximum of one male and one female athlete.

2. Submitting an application form

- 2.1. The official candidate application form (see Schedule 2) must be completed, signed by the candidate, and received by the Chair by no later than one month prior to the date of the election.
- 2.2. Any person who submits an official candidate application form is bound by the rules and regulations of the IBU (including the Integrity Code) and these Terms of Reference, as if they were already an IBU Official.

3. Vetting

- 3.1. As a pre-condition to acceptance of their candidacy, candidates will be vetted by the Vetting Panel in accordance with the Vetting Rules. If the Vetting Panel confirms that the person is Eligible to stand for election under Article 27 of the Constitution, their candidacy for election to the Athletes' Committee will be accepted. If the Vetting Panel does not so confirm, then their candidacy will not be accepted.

4. Publication of candidates and campaigning

- 4.1. The candidate may send a one-page A4 document explaining the reasons why they want to be elected to the Athletes' Committee. No other document, poster, sign, banner, or presentation may be distributed and/or displayed for campaigning purposes. The IBU may request that the candidate amend the promotional document or (if they refuse to do so) decline to publish the promotional document in the event that it contains information that would bring the IBU or the sport of biathlon into disrepute.
- 4.2. The names of the eligible candidates seeking election for the Athletes' Committee (and any promotional document submitted under paragraph 4.1 of this Schedule 1) will be published on the IBU website no later than 14 days prior to the election.
- 4.3. Candidates must campaign with respect for every other candidate. They must comply with any candidacy rules issued by or on behalf of the IBU or the Biathlon Integrity Unit.

5. The election

- 5.1. The elections for the Athletes Committee shall take place through an online (secret ballot) voting system on a date after the winter Olympic Games or World Championships, but before the final competition of that winter's World Cup season. The online voting system and election date will be selected by the Chair, in consultation with the IBU for approval of costs.
- 5.2. For the vote, there will be one list of candidates listing all female and male candidates together.
- 5.3. Each Athlete with a right to vote under Article 25 of the Constitution may cast two votes in non-Olympic even numbered years and three votes in Olympic years. Each vote cast must be for a different person on the list of candidates, i.e. two or more votes may not be cast for the same person. An additional vote may be cast if a replacement member must be elected in accordance with Article 9.5 of the Terms of Reference.
- 5.4. The candidates who receive the highest number of votes in a given election and who meet the gender balance requirements of the Athletes' Commission in accordance with Article 2.1.1 of these Terms of Reference shall be elected.
- 5.5. If one female candidate and one male candidate from the same NF Member both have the necessary number of votes to be elected, only the candidate from that NF Member with the highest number of votes will be elected (because as per Article 2.1.4, only one person affiliated to any NF Member may be elected to the Athletes' Committee).

- 5.6. With consideration of Article 2.1.1 of these Terms of Reference and if two candidates from the same NF Member have the same necessary number of votes to be elected, the NF Member will decide which candidate will sit on the Athletes' Committee.
- 5.7. After voting has closed, the Chair will confirm the result and inform the President. The result as confirmed by the President will be final and there is no right of appeal.
- 5.8. The names of the elected Athletes will be announced on the IBU website. The IBU will also inform the NF Members of the results.



SCHEDULE 2 – CANDIDATE APPLICATION FORM

To be completed by the candidate

CANDIDATE'S FULL NAME (PRINTED)	GENDER	NATION
<input type="text"/>	<input type="text"/>	<input type="text"/>
CANDIDATE'S LANGUAGES		
<input type="text"/>		
CANDIDATE CONTACT DETAILS: EMAIL	CANDIDATE CONTACT DETAILS: TELEPHONE	
<input type="text"/>	<input type="text"/>	
PORTRAIT PHOTOGRAPH OF THE CANDIDATE		
<input type="checkbox"/> TO BE ENCLOSED WITH APPLICATION		

Persons who wish to be elected as a member of the IBU Athletes' Committee must send this form (with supporting documents) to the Chair by email no later than one month prior to the date of the election.

Candidates may also enclose a one-page A4 document explaining the reasons for their application. The promotional document (if submitted) must contain the mandatory information marked below with an asterisk, and may include the other optional information listed below:

- Candidate's full name*
- Portrait photograph of the candidate*
- Candidate's country*
- Position sought by the candidate* (i.e. IBU Athletes' Committee member)
- Languages*
- Age
- Email address
- Professional career
- Education
- Experience in biathlon
- Experience in sports administration
- Other relevant experience or information
- Candidate's statement explaining why they wish to become a member of the Athletes' Committee

All candidatures are subject to the approval of the Vetting Panel (see Constitution Articles 26 and 27).

By submitting their candidacy for election to the Athletes' Committee, each candidate agrees that they are bound by the rules and regulations of the IBU (including the Integrity Code) and the Athletes' Committee Terms of Reference, as if they were already an IBU Official.

DATE	CANDIDATE'S SIGNATURE
<input type="text"/>	<input type="text"/>