



INTERNATIONAL BOBSLEIGH & SKELETON FEDERATION

## Candidate Application Process for IBSF Executive Committee

### 1. The International Bobsleigh & Skeleton Federation

The “International Bobsleigh and Skeleton Federation” (IBSF), is the religiously and politically neutral international non-governmental organisation administering the sports of Bobsleigh (including Bob-on-the-Road) and Skeleton. The IBSF, originally the Fédération Internationale de Bobsleigh et de Tobogganing (FIBT), was founded in Paris on the 23<sup>rd</sup> November 1923, by the delegates of Great Britain, France and Switzerland and the representatives of Canada and the United States.

It is the “supreme authority” in all matters relating to international Bobsleigh and Skeleton. In that capacity, the IBSF asserts its authority over all current and future forms, variations and derivatives of the sport, including those forms, variations and/or derivatives modified or derived from its traditional form.

The IBSF cooperates with the International Olympic Committee (IOC), the International Paralympic Committee (IPC) and other International Federations on all matters related to the governance of sports and the Olympic Family. The IBSF recognizes and observes the Olympic Charter, and supports the ideal of Fair Play in sport.

The IBSF does not allow any kind of discrimination on improper grounds, in particular discrimination on grounds of race, color, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status.

### 2. The Executive Committee (see Art.10 of IBSF Statutes)

Subject to the exclusive powers and ultimate authority of Congress, the Executive Committee shall have full power and authority to manage the affairs of the IBSF and exercise all its powers.

The Executive Committee shall consist of:

- President
- Vice President of Corporate and Financial Affairs;
- Vice President of Sport;
- Vice President of International Affairs;
- Vice President of Marketing and Events;
- Vice President of Communication;
- Vice President of Legal Affairs;
- Chairperson of the Athletes Committee; and
- Secretary General (without voting rights).

The President and the Secretary General, or their duly authorized alternative/s have authority to bind the IBSF.

- The President of the IBSF shall be the Chair of the Executive Committee. In the absence of the President, the Vice Presidents shall choose a Presiding Officer for the meeting by majority vote.

The President shall be the Chief Executive Officer and shall preside at all meetings of the IBSF. The President shall be an ex officio member of all committees and shall perform such other duties as may be assigned by vote of the Executive Committee

The President may not hold any office or position with a Member of the IBSF or with any sponsor of the IBSF.



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- The Vice President of Corporate and Financial Affairs shall be responsible for all matters that concern the finances of the IBSF, including accounting, audits, budgets, taxes, banking, income and expenses.
- The Vice President of Sport shall be responsible for all matters that concern organization, operation and validation of IBSF competitions for bobsleigh and skeleton including rules, races, tracks, juries and the safety of the athletes.
- The Vice President of International Affairs shall be responsible for international relations that concern the IBSF and the development and growth of the disciplines of bobsleigh and skeleton, including issues of emerging nations and nations requiring special assistance for sporting competition.
- The Vice President of Marketing and Events shall be responsible for all matters that concern the IBSF in regards of media and marketing rights, television production and relations with the race organizers.
- The Vice President of Communication shall be responsible for all matters that concern IBSF and the communication strategy, publications, and media.
- The Vice President of Legal Affairs shall be responsible for all matters that concern the law and the IBSF, including rules, Statutes, contracts, property and personal rights, litigation, arbitration, mediation, anti-doping and ethics.
- The Chairperson of the Athlete Committee shall be responsible for all matters that concern the athletes.

No Member shall have more than one (1) individual elected to the offices of President or any of the Vice Presidents (this does not apply to the Chairperson of the Athlete Committee)

The members of the Executive Committee are elected for a four (4) year term corresponding to the Olympic cycle.

The Executive Committee issues general guidelines and regulations for each single field pertaining to the Vice Presidents.

The Executive Committee provides advice and fulfils the responsibilities stated in these Statutes. The Executive Committee is bound by the decisions of the Congress.

Members of the Executive Committee shall preferably be present in person at Executive Committee meetings. If circumstances permit members of the Executive Committee may participate in a meeting via phone or a videoconference facility.

Vacancies on the Executive Committee shall be filled at the next regular Congress by election of a replacement to serve until the next regular election.

A quorum of the Executive Committee will be a simple majority of its members that have voting rights.

No person is eligible for election to the Executive Committee if they have reached the Age Limit as at the date of Congress at which they stand for election or if they will reach the Age Limit within six (6) months thereafter. For these purposes, the "Age Limit" is such age that the IOC has implemented as the age limit for membership of the IOC.

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### **3. VOTING & ELECTIONS (see Art. 14 Statutes)**

#### **3.1. Voting**

**3.1.1.** All decisions taken during the IBSF Congress are decided by a simple majority of votes cast unless specifically stated otherwise in these Statutes.

**3.1.2.** Abstentions and invalid votes are not counted in the determination of the majority.

**3.1.3.** In the event of a tie this shall be interpreted as a rejection.

#### **3.2. Elections**

**3.2.1.** Each Member has a defined number of votes at the IBSF Congress (in accordance with the Statutes see Art. 14 Statutes) for the election of the President and Executive Committee.

Before the voting is opened, the candidates for the IBSF Executive Committee shall each have the opportunity to present their programme to the Congress for a maximum of 5 minutes.

**3.2.2.** In principle, voting is to be conducted in writing and by secret ballot;

**3.2.3.** In the event that there should be only one candidate proposed for an office, and if that candidate is prepared to accept the said office, the election may be by a show of hands, if no secret ballot is requested. Candidates are elected if they obtain a simple majority of the votes;

**3.2.4.** Candidates in absentia may be elected, provided they state their acceptance for the office in writing in advance;

**3.2.5.** If there are several candidates for election, the candidate who secures at least 50% of the votes is elected. In the event no candidate secures such a number of votes, a second ballot shall take place between the two candidates who secured most votes during the first ballot. In this second ballot a simple majority of votes is decisive for the election.

**3.3.** Only Members can submit candidates for election to the Executive Committee. Any such candidates must be:

**3.3.1.** Over twenty-one (21) years of age; and

**3.3.2.** Possess the citizenship of his/her nominating Member; or be an official resident of that Nation for at least three years prior to the date of the Congress.

### **4. Application System**

#### **4.1 General**

Candidatures and electoral campaigns shall be carried out by the candidates for the Executive Committee in a fair and reputable manner and, more generally, in fully compliance with fundamental



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ethical principles. Furthermore, candidates shall conduct all campaigns with dignity and moderation and with respect for any other candidate(s), as well as for IBSF and its member associations.

## 5. Applications

Candidatures for the IBSF Executive Committee must be proposed by the Member of which the candidate possesses the citizenship of his/her nominating Member; or be an official resident of that Nation (see 3.3.2) by the deadline specified in the official invitation signed by the IBSF President and sent to the Members, through the submission of a written proposal signed by the Member, addressed to the IBSF Secretary General. In addition to the written proposal the candidate will need to send the following documents:

- Current Passport (ID “Check”)
- [Eligibility Questionnaire](#)
- [Declaration of Interests](#)

A candidate for the Executive Committee must be proposed by his/her National Federation (Member) not later than the deadline specified in the official invitation signed by the IBSF President and sent to the Members.

The list of proposed candidates shall be sent to the Members not later than twenty-one (21) days before the opening of the Congress.

## 6. Promotional Campaign

The candidates may produce a double-sided A4 document with details of their programme to distribute after the closure of the candidacies, namely from 28 days before the opening of the IBSF Congress.

Candidates and their National Federation may not organize receptions, such as cocktail parties, buffets, breakfasts, lunches, dinners or other banquets of whatever kind on the occasion of IBSF Congress, including the IBSF Congress at which the election will take place.

## 7. Eligibility Questionnaire

Candidates holders of official positions in IBSF bodies who are subject to eligibility checks are obliged to collaborate in establishing relevant facts. In particular, they shall comply with requests for any documents, information or any other material of any nature held by them, upon reasonable notice. In addition, they shall comply with the procurement and provision of documents, information or any other material of any nature not held by them but which they are entitled to obtain.

In the context of carrying out eligibility checks, in principle, it shall be deemed as not passed if the individual concerned is found to have committed misconduct that has a direct material connection to the position they hold or is a candidate for.



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Subject to the relevant provisions regarding disclosure and forwarding of the information and related data in accordance with the Eligibility Questionnaire, all such information and all related data must be treated as strictly confidential by IBSF. Incomplete or false information submitted in the context of eligibility checks is subject to cancellation of the application.

The evaluation of the Eligibility Questionnaire will be conducted by a panel appointed by the IBSF Executive Committee.

[Eligibility Questionnaire](#)

## **8. Conflicts of interest Policy**

The Conflicts of Interest Policy sets out the procedures for identifying and managing conflicts and potential conflicts of interests or duty (called “Conflicts” in this Policy) affecting all persons involved in the elected, appointed and professional administration and running of the International Bobsleigh & Skeleton Federation (who are called “Parties” in the Policy).

Parties have an obligation to act in the best interests of the IBSF and in accordance with the Statutes and Rules. They are expected to act impartially and objectively and to actively take steps to avoid Conflicts.

Conflicts matter because they affect discussions and decision-making and may result in decisions being reached that are not in the best interests of IBSF. They can give the impression – both internally and to the wider public – that improper conduct has occurred even when it has not.

Conflicts come in a number of different forms. It is primarily the responsibility of each Party to identify if there is a Conflict or potential Conflict that may affect them or someone connected to them.

The Conflicts of Interest Policy is not intended to adversely affect normal decision making within IBSF. It is intended to make it more transparent and to allow the management of Conflicts that will inevitably arise. It is important that management of a Conflict is proportionate to the risk that it poses to the best interests of IBSF.

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