

## Competition Commission

### 1. Establishment and Commencement

- 1.1. The World Athletics Competition Commission (“Competition Commission”) is established by Council in accordance with Article 47.2(n) of the World Athletics Constitution
- 1.2. These Terms of Reference for the Competition Commission are made in accordance with Rule 5.12 of the Governance Rules. They apply in addition to the Constitution and the applicable rules and regulations of World Athletics, including in particular the Governance Rules.
- 1.3. These Terms of Reference were approved by the Council on 30 July 2020 and are effective from that date. They replace any previous terms of reference for this Commission.

### 2. Role

- 2.1. The role of the Competition Commission is to provide expertise and advice to the Council on the matters necessary:
  - 2.1.1. To establish the format, qualifications, programme and organisation of all World Athletics International Competitions including new competitions; and,
  - 2.1.2. To uphold the highest technical and operation standards of International Competition.

### 3. Composition

- 3.1. The members of the Competition Commission, who were appointed by Council on 12 March 2020 for a term expiring at the conclusion of the next ordinary Election Congress to be held in 2023, are:
  - Raul Chapado, Spain, Chairperson
  - Antti Pihlakoski, Finland, Council Member
  - Anna Riccardi, Italy, Council Member
  - Julio Gomez Gaitán, Colombia, Member
  - Siddig Ibrahim, Sudan, Member
  - David Katz, USA, Member
  - Cydonie Mothersill, Cayman Islands, Member
  - Akani Simbine, South Africa, Member (Athletes’ Commission representative)
  - Trevor Spittle, New Zealand, Member
  - Katerina Stefanidi, Greece, Member
  - Ellen van Langen, The Netherlands, Member
  - Mariko Yamada, Japan, Member
  - Sebastian Coe, President (ex-officio)
- 3.2. The Competition Commission is supported by the World Athletics Director (“Director”) responsible for Competition and Events within World Athletics (decided by the Chief Executive Officer) who is assisted by a “*Staff Lead*” and a “*Coordinator*” for the Commission (both appointed by the Director).

### 4. Responsibilities

- 4.1. The responsibilities of the Competition Commission are set out below.
- 4.2. To review and formulate recommendations to Council on the following, among other things:
  - 4.2.1. The competition programme, format and qualification system for World Athletics Series (WAS) events, and for the Athletics events at Olympic and Youth Olympic Games;
  - 4.2.2. The annual and multi-year global calendar for International Competitions;
  - 4.2.3. The programmes for World Athletics competitions, including One Day meeting circuits, Road Race Labels, and Challenges;
  - 4.2.4. The World Ranking system;
  - 4.2.5. The competition-related aspects of Bids, and once selected, of local organising committees, for WAS Competitions;
  - 4.2.6. The development of a policy for the education, certification and appointment of International Officials (e.g., Technical Delegates and International Technical Officials) setting out the process for seeking persons to be appointed as International Officials and the process for deciding who it will recommend to Council.
  - 4.2.7. The World Athletics Certifications Programme (e.g., for track facilities, track surface products, competition equipment);
  - 4.2.8. The formats, qualifications and criteria for the Athletics competitions staged by organisations in which World Athletics holds an interest or is otherwise associated such as the Diamond League; and,
  - 4.2.9. The relationship with World Masters Athletics, World Mountain Running Association, International Association of Ultrarunners, International Trail Running Association and Association of International Marathons & Distance Races.
- 4.3. To approve a four-year plan for recommendation to Council for approval, which:
  - 4.3.1. aligns with the World Athletics Strategic Plan and sets out specified outcomes for the Competition Commission for the duration of its mandate; and,
  - 4.3.2. will be reviewed, and updated as appropriate, by the Competition Commission at least twice a year to ensure its continuing alignment with the World Athletics Strategic Plan and to measure progress against the specified outcomes.
- 4.4. With respect to Rules and Regulations where the subject matter relates to matters within the Competition Commission's roles and responsibilities:
  - 4.4.1. To develop and submit to Council proposed principles and policy positions to be incorporated into the adoption, amendment or repeal of Rules and Regulations, including drafts of any such Rules or Regulations; and

4.4.2. To review any such Rules and Regulations and report its views and recommendations to Council before their adoption, amendment or repeal.

4.5. To carry out such other tasks and activities relating to the Competition Commission's roles and responsibilities as may be requested by Council.

4.6. The Chairperson of the Competition Commission is ultimately responsible for the work and outcomes of the Commission. Should any issues or differences arise between the Chairperson and the relevant World Athletics Director, these shall be referred to the Chief Executive Officer.

### 5. Duties of Commission Members

5.1. **World Athletics Interests:** In undertaking any work in connection with the Competition Commission, each Commission member will act for the benefit and in the best interests of World Athletics.

5.2. **Participation:** Commission members will attend each meeting of the Competition Commission (in person or using technology) unless excused by the Chairperson. Each Commission member shall actively participate in Competition Commission meetings and in matters undertaken by the Competition Commission between meetings. Commission members must be adequately prepared for each Competition Commission meeting in order to participate effectively and constructively.

5.3. **World Athletics Officials:** Commission members are World Athletics Officials, who are bound by the Integrity Code of Conduct, as well as the Constitution, Rules and Regulations of World Athletics. This includes abiding by principles of conduct related to integrity, equality, dignity, good faith, conflicts of interest, benefits, and neutrality.

### 6. Reporting

6.1. The Chairperson of the Competition Commission will report to Council on progress against its four-year plan at least twice each year, either orally or in writing, including using technology, as requested by the President.

6.2. The Chairperson of the Competition Commission will provide a report on the work and activities of the Competition Commission as part of the Annual Council Report to Congress, as requested by the President or the Chief Executive Officer.

6.3. The Chairperson of the Competition Commission will otherwise report on the work and activities of the Competition Commission at such times as requested by the Council or the President.

6.4. The content of the reports mentioned above must be prior approved by the members of the Competition Commission.

### 7. Meetings and Procedure

7.1. **Meetings:** The Competition Commission will undertake its work at meetings of the Competition Commission and in between meetings as is necessary to fulfil its responsibilities.

7.1.1. The Competition Commissions should meet at least three times each year. At least once in person and otherwise using technology (e.g. video conferencing, etc.).

- 7.1.2. The Director will, in consultation with the Chairperson of the Competition Commission set the meeting schedule and agendas (subject to budget).
- 7.1.3. The date(s) and venue(s) of the in-person meeting(s) will be agreed with the Director responsible for overseeing the governance budget.
- 7.1.4. The Chairperson of the Competition Commission will, at a time and place decided by the Chief Executive Officer, meet in person at least once a year with the Chairpersons of all the other Commissions to discuss matters of commonality between the Commissions.
- 7.1.5. Commission members will be given at least 3 months' notice of the date and venue of meetings to be held in person, and at least 14 days' notice for meetings using technology, unless exceptional circumstances and/ or an urgent matter arise(s).
- 7.2. **Organisation:** The agenda, together with relevant papers, will be distributed will be distributed by email or such other form of electronic delivery or platform to all Competition Commission members by the "Staff Lead" to the Competition Commission at least one week prior to the meeting.
- 7.3. **Attendance:** In addition to Competition Commission members:
- 7.3.1. The Chief Executive Officer will be invited to attend meetings of the Competition Commission.
- 7.3.2. The Director and Staff Lead will attend all meetings of the Competition Commission and will be included in all work of the Competition Commission undertaken between meetings.
- 7.3.3. Other persons may be invited by the Chairperson to attend meetings to provide information or advice on a specific item of business at a meeting, with prior consent of the Director and/ or the Staff Lead, and the Director responsible for overseeing the governance budget.
- 7.4. **Chairperson:** The Chairperson will chair all meetings unless they are unavailable or recused in which case the Chairperson may will appoint another member of the Commission to chair the meeting or part of the meeting.
- 7.5. **Quorum:** The quorum for meetings and decisions of the Competition Commission will be a majority of the total number of members, including the Chairperson of the Commission.
- 7.6. **Decisions:** The decisions of the Competition Commission should generally be made by consensus. If a consensus cannot be reached and a vote is required, each Competition Commission member will have one vote. Voting by proxy is not permitted. A majority of votes in favour of an action by those Competition Commission members present at a meeting, is required for it to be passed. In the event of an equality of votes, the Chairperson will have both a deliberative and a casting vote.
- 7.7. **Minutes:** Minutes for each meeting of the Competition Commission will be taken. The "Staff Lead" will be responsible for taking the minutes during the meeting. The minutes will be finalised in consultation with the Chairperson and the Director and sent to Competition Commission members within a maximum of one (1) month of the meeting. Any amendments to the Minutes will be agreed at the next meeting of the Competition Commission and will be noted accordingly.

7.8. **Confidentiality:** All meetings and the work of the Competition Commission are confidential. No documents, information, discussion and decisions made at a Competition Commission meeting or otherwise exchanged or agreed in connection with the work of the Commission, shall be disclosed to any other person (other than the President, Council Members, Chief Executive Officer, Chief Operating Officer, and the Director and “*Staff Lead*” for the Competition Commission) unless:

7.8.1. the President or the Chief Executive Officer and the Competition Commission Chairperson authorises such disclosure;

7.8.2. the matter is in the public domain; or

7.8.3. such disclosure is required by law or any applicable authority, including the Constitution and Rules of World Athletics.

7.9. **Consultants:** Only the Chief Executive Officer may engage advisors to provide particular expertise or advice to the Competition Commission, following consultation with the Chairperson, the Director and the Director responsible for the governance budget. The role and responsibilities of any advisor should be advised to the members of the Competition Commission and should not duplicate or conflict with the role of the Competition Commission. Such advisors are not members of the Competition Commission.

## 8. Authority

8.1. The Competition Commission is an advisory body to the Council, has no authority to make decisions for or on behalf of Council or World Athletics, and has no authority to incur any expense or bind World Athletics to any financial or other commitments.

8.2. The Competition Commission, and its members, shall neither represent World Athletics (unless they do so in another World Athletics official capacity such as the President, Vice-Presidents, Council Members or Athletes’ Commission member), nor engage any person on behalf of World Athletics, unless in accordance with these Terms of Reference or as prior approved by the Council.

8.3. The Competition Commission, and its members shall not make public statements about the Competition Commission or any aspect of its work, unless:

8.3.1. the member does so in another World Athletics official capacity such as the President, Vice-Presidents or Council Members; or,

8.3.2. it is expressly permitted in these Terms of Reference; or,

8.3.3. it is prior approved by the Council.

## 9. Administration

9.1. **Fees and Expenses:** For each Commission member, World Athletics will reimburse expenses, and provide any other allowances or service fees, in accordance with World Athletics policy.

9.2. **Administration:** World Athletics will organise and make logistical arrangements for travel, accommodation and insurance for Competition Commission meetings in accordance with World Athletics policy.

- 
- 9.3. Documents: World Athletics will provide the Competition Commission with all documents relevant to the work of the Competition Commission.