

EXPLANATORY NOTES

IAAF ATHLETES' REPRESENTATIVES REGULATIONS FOR TOP-30 ATHLETES

(In force as from 1st May 2012)

Who is concerned by the IAAF AR Regulations?

- 1. <u>Member Federations</u> Member Federations are required to implement and enforce the IAAF AR Regulations by establishing appropriate regulations to govern the activity of ARs in their respective countries.
- 2. <u>Athlete Representatives</u> ARs seeking to represent Top-30 Athletes in 2013 must be authorised to do so under the IAAF AR Regulations.
 - 2.1 The list of the current Athletes' Representatives who have been granted Authorisation, together with the relevant period of validity of such Authorisation, is available on http://www.iaaf.org/mm/Document/06/44/11/64411 PDF English.pdf.
 - 2.2 Any person not included in the list at 2.1 above wishing to become an AR will be required to submit an Application Form to the relevant Member Federation, pass an Examination (unless exempt see below); be issued with an Authorisation before 31 December 2012 and submit his Registration Form by 15 January 2013.
- 3. <u>Athletes</u> Top-30 Athletes for their part need to make sure that the representatives whom they wish to act on their behalf in 2013 have been duly authorised under the IAAF AR Regulations and that their contractual arrangements for 2013 are concluded in the form of the Standard Athlete/AR Agreement (see below). It is a breach of IAAF Rules for an Athlete to use an unauthorised AR.
- 4. <u>Area Associations</u> Each Area requested to organise the holding of an Examination shall ensure that there are at least two people available to act as supervisors in accordance with the IAAF AR Regulations.
- 5. <u>Meeting Organisers</u> Meeting Organisers need to make sure when negotiating the participation of Top-30 Athletes in their competitions in 2013 that they deal only with authorised ARs under the IAAF AR Regulations.

Procedure for the Authorisation and Registration of an AR

- 6. <u>Application Form</u> any new person wishing to become an AR must submit an Application Form by <u>1 October 2012</u> to the relevant Member Federation, being the Member:
 - (i) to which the Athlete he wishes to represent is affiliated; or
 - (ii) of the country of which he is a citizen; or
 - (iii) of the country of which he is a resident.

The Application Form is Appendix 2 of the IAAF AR Regulations and can be downloaded at http://www.iaaf.org/mm/Document/05/78/04/57804 PDF English.pdf.

- 7. If an AR wishes to represent Top-30 Athletes from more than one country, he must become an authorised AR and then ensure that he complies with any recognition process that is in place in the countries of the Athletes whom he wishes to represent (see "Recognition process" below).
- 8. <u>Examination</u> any person whose Application is accepted will be required to attend and pass a written examination (other than those who are exempt from taking the examination http://www.iaaf.org/mm/Document/06/26/04/62604 PDF English.pdf). The purpose of the examination is to assess whether an applicant has sufficient knowledge and experience to become an AR and to test his knowledge both of the IAAF AR Regulations and the regulations of any Member Federation whose Athletes he wishes to represent.
- 9. <u>Standard Athlete/AR Agreement</u> any agreement between an Athlete and an authorised AR must be in the form of a Standard Athlete/AR Agreement. A copy of the current version of the Standard Athlete/AR Agreement is at Appendix 3 of the IAAF AR Regulations and can be downloaded at:

 http://www.iaaf.org/aboutiaaf/publications/regulations/index.html.
- 10. <u>Professional liability insurance/bank guarantee</u> any person wishing to become authorised as an AR must provide appropriate proof that he holds either professional liability insurance or an irrevocable bank guarantee for a minimum amount of \$30,000.
- 11. Recognition process an Authorisation to act as an AR under the IAAF AR Regulations will have worldwide effect i.e., will allow the AR to represent any Top-30 Athlete anywhere in the world <u>unless</u> a Member Federation specifically stipulates in its regulations that, in order to be able to represent its Athletes, an authorised AR must first seek recognition of his Authorisation by that Member. In such a case, the AR will have to meet the conditions and requirements set out in the Member's regulations before being authorised to represent Athletes of that country.

12. <u>4-year Authorisations</u> - an Authorisation under the IAAF AR Regulations shall be granted for a period of 4 years with effect from 1 January of the year following issue of the Authorisation. Only after an Authorisation has expired shall an AR be required to renew his Authorisation (see IAAF ARs Regulations - Chapter 6.9).

<u>Timetable for the Authorisation and Registration of Athletes' Representatives for 2013</u>

13. The timetable is as follows:

5 September 2012	Circular published
21 September 2012	IAAF publishes provisional Top-30 List for 2012
1 October 2012	Deadline for persons applying for Authorisation as an AR to submit Application Form to relevant Member Federation
6 November 2012	IAAF publishes final Top-30 List for 2012
16 November 2012	Deadline for decisions on Applications by Member Federations
16 November 2012	Deadline for Member Federations to submit questions to the IAAF related to the Member's regulations for inclusion in the Examination
1 December 2012	Examination to be held [date and venue(s) still to be decided]
31 December 2012	Deadline for the issue of Authorisations by Member Federations
15 January 2013	Deadline to submit the list of Authorised ARs registered with your Athletes ranked in the Top-30 of the IAAF World List (as at 6 November 2012) to the IAAF.

Member Federation Obligations:

- 14. Member Federations with Top-30 List Athletes need to:
 - (i) Ensure that the IAAF AR Regulations are properly incorporated within their own rules and regulations. In doing so, Members need to be satisfied that their system of regulation is in accordance with local legal requirements. Members should specifically regulate if they wish to impose recognition of an AR's Authorisation (granted by another Member) before that AR can represent

Athletes from its country. <u>Copies of all rules and regulations must be filed with</u> the IAAF.

Contracts between Athletes and ARs shall be subject to the provisions of the IAAF AR Regulations

- (ii) Establish an internal system within the Federation to be responsible for:
 - Publishing any specific requirements as part of the Application process (references, administration fee etc);
 - Reviewing incoming Application Forms and ensuring their early review and approval within one month of receipt in any event;
 - Formulating questions for inclusion in the Examination concerning the Member's regulations (deadline 16 November 2012);
 - Issuing Authorisations upon proof of an AR's professional liability insurance or bank guarantee (deadline 31 December 2012);
 - Issuing Registrations for authorised ARs;
 - Notifying the IAAF of each registration of an authorised AR;
 - Maintaining a list of current authorised ARs registered in its jurisdiction.
- (iii) Ensure that all applications for Authorisation and Registration as an AR are dealt with strictly in accordance with the IAAF AR Regulations.
- (iv) Ensure that their Athletes in the Top-30 list only use the services of an Authorised AR, failing which the Athlete and Member Federation will be in breach of IAAF Rules.

Athletes Representative Obligations:

15. Any person seeking to represent an Athlete ranked in the Top 30 of the IAAF World List for 2013 must:

New Applicants:

- (i) Complete the Application Form and submit it to the relevant Member Federation, together with any references and administration fee as may be required by the Member, by 1 October 2012.
- (ii) Prepare to attend the Examination (unless exempt) on 1 December 2012 if the Application Form is accepted.
- (iii) Prepare to make arrangements for the holding of professional liability insurance/bank quarantee.

- (iv) Once an Authorisation is granted, seek recognition, if applicable, from any other Member Federation whose affiliated Athletes he/she seeks to represent in addition.
- (v) Submit the Registration Form (Appendix 4), approved and countersigned by the Member Federation of the Athlete, to the IAAF by 15 January 2013.
- (vi) Complete and sign the "Standard Athlete Athletes' Representatives Agreement" (Appendix 3) for each Athlete in the Top-30 to be represented and send it to the Athlete's Member Federation.

Athletes' Representatives already with a valid Authorisation for 2013 (see 2.1 above)

- (i) Submit the Registration Form (Appendix 4), approved and countersigned by the Member Federation of the Athlete, to the IAAF by 15 January 2013.
- (ii) Complete and sign the "Standard Athlete Athletes' Representatives Agreement" (Appendix 3) for each Athlete in the Top-30 to be represented and send it to the Athlete's Member Federation.

Who should you contact if you need further information?

16. In case of any enquiries arising out of this Circular, or more generally for further information as regards the implementation of the IAAF AR Regulations, please contact the IAAF Office at: athletes-representatives-info@iaaf.org.