

Candidate Pack

Vetting Form 2019

Eligibility Assessment

To Be Completed By All Applicants And Existing Officials

Private and Confidential.

All three sections must be completed.

By returning the completed disclosure form to us, you are confirming the accuracy of the information you have provided and representing that it is not misleading in any material respect.

Assistance With Completing The Forms

Introduction

Article 65 of the 2019 IAAF Constitution provides that a person seeking election or applying to be an IAAF Official (Applicant), or to remain in office as an IAAF Official (Existing IAAF Official), as well as certain IAAF employees must be determined to be Eligible to hold office.

This eligibility assessment is conducted by an independent Vetting Panel. It is based, in part, on a review of the three forms attached here:

1 – the consent form

2- the disclosure form

3- the reporting statement

The information provided in these three forms is then cross-referenced with other information available to the Vetting Panel, such as public domain information, in order for it to reach a decision regarding the eligibility of an Applicant or an Existing Official. The Vetting Panel safeguards confidential and personal data in accordance with strict confidentiality procedures and in compliance with applicable data protection and privacy obligations. The Vetting Panel may contact you to clarify any point raised during your Eligibility Assessment.

You will find immediately below some basic guidance on how to fill these forms, together with a short overview of the applicable rules and regulations. Subsequently, the three forms are provided. Each form needs to be completed. Before you fill in the forms, please make sure that you have read and understood the IAAF Integrity Code of Conduct and the 2017 IAAF Vetting Rules. All applicable rules and regulations are available on the [IAAF website](#).

Basic guidance

CONSENT AND IDENTIFICATION

You will be required to provide your full name in both the Consent and the Disclosure forms. That is because these forms are archived separately. If you have changed your name at any time (such as because of marriage) please also provide your former name(s).

“YES/NO” QUESTIONS IN REPORTING STATEMENT

For “Yes/No” questions, please delete the incorrect answer. If you choose to complete a paper version of this Form, please circle the correct answer.

TABLES

For a table requiring detailed information to be disclosed (for example, when disclosing commercial interests and affiliations), please provide as much information as possible. Where there is no relevant information to be disclosed in these tables, please write “N/A” (for “not applicable”) in at least one box in the first row of the table.

This form has been provided to you in electronic format. Where you require additional rows in tables (for example, should you wish to disclose more commercial interests than the table allows for), simply

press the “tab” button on your computer whilst the cursor is in the table. This will move the cursor through the rows of the table, creating new rows when it moves to the next line.

ADDITIONAL NOTES

There is a section at the end of the disclosure form to allow for any additional comments and notes that you feel are required.

FULL DISCLOSURE REQUIRED

It is important to understand that failure to complete and update the information provided to the Vetting panel in a timely, accurate and complete manner, may under Rule 14.2.4 of the Vetting Rules, give ground for a finding of Ineligibility.

ANY QUESTIONS?

If you have any questions in relation to the information that is requested in these forms, please contact Compliance@iaaf.org, with “Question – Disclosure Form” as the subject line.

Part IX Of The 2019 Constitution

Eligibility Of IAAF Officials And Vetting Panel

65. Eligibility

65.1 A person seeking election or applying to be an IAAF Official (Applicant), or to remain in office as an IAAF Official (Existing IAAF Official), shall be Eligible.

65.2 To be Eligible, every Applicant and Existing IAAF Official shall be approved by the Vetting Panel to:

- a. have satisfied the Integrity Check including all applicable disclosure obligations as required and specified in the Rules and Regulations; and,
- b. not be Ineligible.

65.3 The decision to approve that an Applicant and Existing IAAF Official is Eligible or otherwise shall be made by the Vetting Panel, except for prospective or current members of the Vetting Panel, in which case the decision shall be made by independent persons appointed by Council, in accordance with Article 67.6.

65.4 An Applicant or Existing IAAF Official will be Ineligible if:

- a. Other Position: the person is a member of IAAF Staff;
- b. Bankrupt: the person is declared by a Relevant Authority to be an undischarged bankrupt or is subject to a condition not yet fulfilled or any order under insolvency laws;
- c. Conviction: the person has been convicted by a Relevant Authority of any offence punishable by a term of imprisonment of two (2) or more years (whether or not a term of imprisonment is imposed) unless that person has obtained a pardon or has served the sentence imposed on them;
- d. Disqualified Director: the person is prohibited by a Relevant Authority from being a director or promoter of or being concerned or taking part in the management of a company for breach or non-compliance with any law applicable to that person;
- e. Property Order: the person is subject to an order by a Relevant Authority that the person is lacking in competence to manage their own affairs;
- f. Majority: the person is a minor by law;
- g. Full Civil Rights: the person is deprived of his or her civil rights by proper application of the law;
- h. Breach of Integrity Code of Conduct: the person is serving a period of ineligibility (including provisional suspension) for breach of the Integrity Code of Conduct or for breach of the Former Code of Ethics;

i. Anti-Doping Rule Violation: the person is found by a Relevant Authority to have committed an anti-doping rule violation at any time, including any person who has served any period of ineligibility for that violation;

j. Removal: the person was removed from office by Congress, Council or the Executive Board in accordance with this Constitution, the Rules or Regulations or under Previous Constitutions;

k. Other: the person is otherwise prohibited from holding such position, or any similar position, under any other circumstances as provided by law.

65.5 Cessation of Office: If the Vetting Panel decides, in accordance with the Rules and Regulations, that an Applicant or Existing IAAF Official has not satisfied an Integrity Check or that any of the circumstances listed in Article 65.3 (Ineligibility) apply to that person, the Vetting Panel or independent persons in Article 67.6, as the case may be, shall declare the person Ineligible. A declaration to that effect will have immediate effect.

65.6 Article 65.5 does not limit or waive the right to suspend or remove an IAAF Official as specified in this Constitution.

IAAF Vetting Rules

Integrity Check

- 12.1 Integrity Checks shall be carried out in a reasonable and proportionate manner based on the level of authority and influence exercised by the person holding, or proposing to hold, the relevant position as an IAAF Official as set out in these Rules.
- 12.2 For an Applicant or Existing IAAF Official to satisfy an Integrity Check, the Vetting Panel must decide, on the balance of probabilities, and after considering all relevant information available to it, that the person:
- 12.2.1 is able to meet the high standards of conduct and integrity required of an IAAF Official; and
 - 12.2.2 is of good character and reputation; and
 - 12.2.3 is physically and mentally fit to perform the position being sought or the position he or she hold.
- 12.3 In assessing whether or not an Applicant or Existing IAAF Official satisfies the criteria specified in Rules 12.2.1 and 12.2.2 the Vetting Panel, shall without limiting its considerations, take into account whether the person:
- 12.3.1 is, or has been, the subject of an investigation or disciplinary action, (whether or not in any sporting context including within Athletics), resulting in adverse findings being made about the person's credibility, integrity, honesty or reputation; or
 - 12.3.2 has at any time not complied with the law; or
 - 12.3.3 is or has been the subject of any public controversy, which has so undermined that person's credibility, integrity, honesty or reputation or has brought the person into such disrepute, that his or her association, or continued association, with the IAAF has or is likely to adversely affect the reputation or interests of the sport of Athletics or the IAAF.
- 12.4 The Vetting Panel may determine that an Applicant or Existing IAAF Official satisfies an Integrity Check even though one or more of the matters specified in Rules 12.3.1 to 12.3.3 (inclusive) exist. In reaching this determination, the Vetting Panel may also take into account the process by which any of the circumstances in Rules 12.3.1 to 12.3.3 occurred, including whether the process involved a fair hearing before an impartial body or followed the applicable rules or law, or an appeal is pending.
- 12.5 The Vetting Panel may issue informative guidance from time to time elaborating on the matters which may be taken into account by the Vetting Panel in determining whether an Applicant or Existing IAAF Official satisfies an Integrity Check.

1. IAAF Consent Form

Full Name Please underline your surname . If you have changed your name at any time (such as because of marriage) please also provide your former name(s).	
IAAF Position (either current or proposed)	

I am aware of and have had the opportunity to review the IAAF Vetting Rules (the “Rules”) and the IAAF Integrity Code of Conduct available on the IAAF website at: <https://www.iaaf.org/about-iaaf/documents/rules-regulations>.

I agree to comply with and be bound by the Rules and the Integrity Code of Conduct (and any amendments to the Rules and the Code of Conduct as may be made from time to time).

I agree in particular to be subject to Vetting as an Existing IAAF Official in accordance with the Rules and to remain subject to Vetting on an on-going basis throughout any term I serve as an IAAF Official.

I consent to the use of my personal data by the IAAF and agree to waive my privacy rights (in accordance with applicable data protection and privacy laws and regulations), as required for the purposes of carrying out the Vetting.

I agree to submit on a timely basis for review by the Vetting Panel an accurate and complete Disclosure Form and Reporting Statement.

Date [Day/Month/Year]:

Signature:

2. IAAF Disclosure Form

Identification

Full Name Please underline your surname	
Full Name (2) If alternative spelling or language Please underline your surname	
Date of birth DD/MM/YYYY	
Current citizenship(s)	
National ID number Passport or equivalent	
Primary home address	
Secondary address	
Email address and telephone number:	

Declaration

Please tick if true

I have read and understood Part 65. of the 2019 IAAF Constitution regarding Eligibility	
I have read and understood the Integrity Code of Conduct and the Vetting Rules	
I have read and understood the Conflicts, Disclosures and Gifts Rules	
I am Eligible under the rules to the best of my knowledge and belief	
I understand that as an IAAF Official I am at all times subject to the provisions of the IAAF Integrity Code of Conduct	
I am NOT aware of any ongoing or previous matter that would constitute a breach of the IAAF Integrity Code of Conduct	
I am aware that I must submit a Reporting Statement to the IAAF's Ethical Compliance Officer disclosing all Significant Interests that I and members of my immediate family hold	
I am aware that I must disclose any Interests that I (or any members of my immediate family) currently hold that could present a potential or actual Conflict of Interest with my duties as an IAAF Official	
I am NOT aware of any act or omission on my part, or of any information that relates to me (such as investigations, convictions, anti-doping violations or sanctions), that could negatively affect the image or reputation of the IAAF.	
I acknowledge that I have an on-going obligation to bring matters that could negatively affect the reputation of the IAAF to the IAAF Ethical Compliance Officer	
I am aware that the IAAF may request further disclosure from me and/or may undertake independent research on me and my sports, commercial and professional interests, as part of its on-going programme to verify the Eligibility of Existing IAAF Officials.	
I consent to such research and agree to comply with IAAF requests in a timely manner	
I acknowledge that I must perform my duties in Athletics with integrity, transparency and in an independent manner, free from any influence that might interfere, or be perceived to interfere, with the best interests of Athletics.	

I consent to the use of the information provided in this Disclosure Form and the Reporting Statement by the IAAF, for the strict purpose of ensuring compliance with the IAAF Integrity Code of Conduct and the IAAF Rules and Regulations

I understand that the IAAF will process and safeguard this information with appropriate confidentiality in accordance with applicable laws

Signature:

Place and date

By returning the signed Disclosure Form, you confirm the accuracy of the information you have provided which you represent is complete and not misleading in any respect.

3. IAAF Reporting Statement

This Reporting Statement asks you to disclose relevant information regarding your activities, interests and affiliations.

Significant Commercial interests: shareholdings, directorships and material influence

Please provide details of any Entity or Organisation in which you (or members of your immediate family) hold any “Significant Interest” meaning:

- any position as a partner, executive director or non-executive director, management committee member, or executive officer
- any financial investment as a shareholder, member or partner amounting to 5% or more of the shares, capital or control;
- any other position or financial investment amounting to a Material Influence ; or
- any Interest of whatever nature or level which may present an actual or potential Conflict of Interest with your duties to the IAAF.

Legal entity	Country of incorporation	Shareholding (%)	Role

Sports and other significant interests: affiliations

Please provide details of all other organisations to which you are contractually affiliated, including a brief description of your obligations in relation to these affiliations.

Entity	Role	Remunerated? Yes/No

Links with Sponsors

Partner / Sponsor	Position/Interest OR Not Applicable (N.A)
Dentsu, Inc	
Asics	
Seiko	
TDK	
Toyota	
Eurovision	
TBS	
Mondo	

Conflicts of interest

Are you aware of any actual or potential conflicts with the IAAF, based on the significant interests held by you or members of your immediate family?	
<i>If yes, please provide brief description(s) here</i>	

Integrity Check

<p>Are you aware of any information that could cause concern with respect to Rules 12.2 and 12.3 of the Vetting Rules? In particular (and without limiting those rules) have you ever</p> <ul style="list-style-type: none">• been involved in an investigation or disciplinary action resulting in adverse findings about your credibility, honesty or reputation;• not complied with the law;• been the subject of a public controversy which has called in to question your credibility, honesty or reputation or has brought you into disrepute.	
<p><i>If yes, please add any additional comments here</i></p>	

Criminal convictions and civil litigation

Please detail all **material civil and criminal convictions** other than minor traffic offences and convictions forgotten by law¹, in all cases whether brought against you personally or in your official capacity.

<p>Have you been convicted by a Relevant Authority of any offence punishable by a term of imprisonment of two (2) or more years (whether or not a term of imprisonment is imposed) unless you have obtained a pardon or has served the sentence imposed on you;</p>	
<p>Have you been deprived of your civil rights by proper application of the law?</p>	
<p><i>If yes, please provide brief description(s) here</i></p>	

1. In some jurisdictions, a conviction “forgotten by law” is a conviction which, after the passage of a stated time period, does not have to be disclosed.

Details of additional litigation you wish to disclose:

Court or agency (include country and/or state)	Charge or cause of action	Year	Civil or criminal	Were you the Plaintiff?	Were you the Defendant?	Final verdict

Disqualification and Bankruptcy

Have you been prohibited by a Relevant Authority from being a director or promoter of or being concerned or taking part in the management of a company for breach or noncompliance with any law applicable?

If yes, please provide details	

Have you ever been declared by a Relevant Authority to be an undischarged bankrupt or to be subject to a condition not yet fulfilled or any order under insolvency laws? If so, please list all proceedings. If they are ongoing and you are permitted to disclose them, please write “ongoing” in the Date column.

Court or agency (include country and/or state)	Nature of proceeding	Date	Final verdict

Court or agency (include country and/ or state)	Nature of proceeding	Date	Final verdict

Sanctions

Have you ever been found by a Relevant Authority to have committed an anti-doping rule violation at any time, including if you have ever served any period of ineligibility for that violation:

If yes, please provide details	

Have you, your immediate family, or any Entity or Organization in which you hold a Significant Interest, been listed on any international sanctions list or other international regulatory databases, in the past 10 years?

If yes, please provide details	

Other information

Are you aware of any other material information that would preclude you from serving, or make you unsuitable to serve, as an IAAF Official?	
Are you aware of any ongoing or previous matter, in which you are/were involved and which is not disclosed here, that is likely to result in a breach of the IAAF's Integrity Code of Conduct?	
Are you aware of any action or omission, on your part, that, should you serve as an IAAF Official, that action or omission may bring the IAAF into disrepute?	
Are you physically and mentally fit enough to perform the position you seek or currently hold. If you are unsure, please provide further details.	

Additional comments

If you wish to include any notes or commentary to support this disclosure form, please do so here.

Explanatory notes

Signature:

Place and date

By signing above, I confirm that the above information is accurate and complete to the best of my knowledge as of the date stated, and I consent to the use of the information by the IAAF for the purpose of vetting in accordance with the IAAF Vetting Rules and for ensuring compliance with the IAAF Integrity Code of Conduct. I understand the IAAF will process and safeguard the information with appropriate confidentiality in accordance with applicable laws.

