



# **ATHLETES COMMITTEE TERMS OF REFERENCE**

ADOPTED BY THE ISU 1<sup>ST</sup> EXTRAORDINARY  
CONGRESS AND THE ISU COUNCIL ON 3 & 4 JULY  
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## **1. Status and Role**

- 1.1.** The Athletes Committee ("Committee") is an ISU Body and is established in accordance with Articles 12d., 33.3 and 34 of the Constitution. The Committee represents the interests and rights of the athletes, providing them with a voice in ISU's decision-making processes.

The Committee's role is to engage with fellow athletes to represent their views and provide a voice on any aspect of the ISU Sports and activities.

- 1.2.** The Committee should assist in providing information to athletes regarding relevant events and developments that are directly related to the ISU Sports and their activities.
- 1.3.** The Committee should always seek and welcome input from athletes and especially during meetings held on the occasion of ISU Events and special Forums organized by the Committee dedicated to this purpose.
- 1.4.** The Committee Chairperson shall serve as the Athletes Committee member on the Council and report to the Council.

## **2. Composition**

- 2.1.** The composition of the Committee is set forth in Article 33.3 of the Constitution.

- 2.2.** The Committee is composed of at least one athlete from each of the following:

- Single Figure Skating
- Pair Figure Skating
- Ice Dance
- Synchronized Skating
- Speed Skating
- Short Track;

In each case, elected by fellow athletes participating in the same sport in accordance with these Athletes Committee Terms of Reference.

- 2.3.** Should there be no candidate elected for any of the sports, that seat on the Committee may be filled by appointment of the Council.
- 2.4.** Each member must be proficient in English.

## **3. Term and Elections**

- 3.1.** The term of office of the members of the Committee is four (4) years, with a maximum of three (3) terms.

- 3.2.** The members of the Committee will be elected by their peers, by an in-person or an electronic vote, as determined by the Council, at the relevant ISU World Championships or other ISU Event or at any other appropriate time during the season of the Olympic Winter Games (OWG).

- 3.3.** For the election of each Committee member, all athletes (including substitutes or reserves) officially entered in the event(s) designated by the Communication in respect of the electoral procedure for elections to the Athletes Committee shall have the right to vote.
- 3.4.** Each country, even if it has two ISU Members, can have only one athlete on the Committee.

#### **4. Eligibility, Nomination and Election Procedure**

- 4.1.** To be eligible for election to the Committee, a candidate must:
- be eligible as defined in the ISU Regulations;
  - have competed in at least one (senior) ISU Event of the respective discipline within the previous eight (8) seasons before the season of the election;
  - must not be under sanction for any violation of the World Anti-Doping Code, ISU Anti-Doping Regulations, ISU Code of Ethics, IOC Code of Ethics, other disciplinary offence, Safe Sport offence, and/or other ethical offence;
  - on the 1<sup>st</sup> January of the season of the election, must be at least eighteen (18) years of age; and
  - be nominated by the ISU Member for which the candidate is competing according to the applicable ISU Regulations and Sports Rules during the season of election or during their last season of competing in ISU Events.
- 4.2.** The ISU will issue an ISU Communication including all relevant details for the Athletes Committee elections by 1 October of the year preceding the OWG.
- 4.3.** ISU Members are encouraged to base their nominations of candidates for election to the ISU Athletes Committee through elections held at the national level and to consider both genders when deciding which athletes to nominate.
- 4.4.** Each ISU Member may nominate only one Athlete per Branch. The same Athlete may be nominated for only one discipline even if they have competed at ISU Events in different disciplines.
- 4.5.** The Committee members are elected by secret ballot.
- 4.6.** At its first Committee meeting after the elections, the Committee members elect their Chairperson and Vice-Chairperson who must be from different Branches.

#### **5. Powers and responsibilities**

- 5.1.** Members of the Committee must comply at all times with the ISU Constitution, ISU Regulations including ISU Code of Ethics as well as with all Council decisions and Communications.
- 5.2.** The Committee is responsible for the following tasks:
- submission of reports to the Congress and Council prepared by the ISU Office and validated by the Committee.

- represent the rights and interests of athletes and make relevant recommendations.
- support the ISU's mission to develop and promote the ISU Sports.
- consider issues related to athletes and provide advice and recommendations to the Council and other ISU Bodies as appropriate.
- serve as ambassadors to promote the popularity of skating and inspire young people.
- encourage and assist national federations and athletes in establishing their own national athletes committees.
- maintain regular communication with the Athletes Commission of the International Olympic Committee.

**5.3.** For the avoidance of doubt, the Committee has no authority to represent or bind the ISU.

## **6. Chairperson/Representation on the Council**

**6.1.** The Chairperson serves as the Athletes Committee member of the Council, attends all Council meetings and has the right to vote on all matters decided by the Council.

In case of the unavailability of the Chairperson to attend a Council meeting, the Chairperson may be substituted on the Council for the meeting by the Vice Chairperson of the Committee. In such circumstance, the Vice Chairperson only has the right to participate in the discussion of matters not declared by the Council as confidential or sensitive and has only the right to speak and no right to vote on any matter.

**6.2.** The Chairperson is responsible for the following:

- serve as the spokesperson for the Committee;
- liaise with the President and ISU Office as required or requested;
- liaise with the other members of the Committee and other persons to identify issues for the Committee to consider.

**6.3.** The ISU Office, under guidance of the Chairperson, will:

- prepare the agenda/papers for all meetings of the Committee;
- prepare, in collaboration with the other Committee members and assisted by other ISU Office staff, reports to the Council on the work and budget of the Committee.
- prepare a written report to the Council at least twice a year and upon request of the Vice President. One of those reports will include planned Committee activities for the following season.
- be responsible for any procurement required by the Committee.

## **7. Meetings of the Committee**

**7.1.** The Committee shall undertake its Committee work at meetings and, in between meetings, by electronic or other means of communication, to keep Committee members apprised of relevant matters.

**7.2.** The Committee will meet at least three (3) times each calendar year on such dates and at such times and places as the Chairperson decides, either in person, by videoconference or by another means of communication.

Should the Committee meet in person, any such meeting should take place during an event when more than one Committee member is already scheduled to be present. Any in-person meetings require budgetary approval from the ISU Office.

**7.3.** The location of in-person meetings shall be approved in advance by the Director General.

**7.4.** The agenda for a Committee meeting shall be set by the Chairperson. Any other Committee member may request the inclusion of items on the agenda at any time.

Committee meetings may be called at any time by the Chairperson or at the request of at least the majority of Committee members.

Notice of a Committee meeting shall include the date, time, kind and/or location, agenda, as well as any proposal(s) for Committee discussion/decision and related material.

**7.5.** No business may be validly conducted at a Committee meeting unless a quorum is present (either in person or, if permitted, by other means of communication). For these purposes, a quorum is a majority of the members of the Committee.

**7.6.** Each member shall actively participate in Committee meetings and in matters undertaken by the Committee between meetings. Each member must be adequately prepared for each meeting (including by reviewing all materials when circulated).

Meetings of the Committee are not public but, subject to the approval of the ISU Director General, the Chairperson may invite third parties to attend all or part of such meetings to give additional input, provided that the third parties agree to respect the confidentiality of the meeting and, if requested, sign an appropriate non-disclosure agreement.

**7.7.** Regular (scheduled) Committee meetings, whether online or in-person, shall be attended by a representative of the ISU Office who will prepare minutes of the meeting in accordance with Art. 9 below.

## **8. Voting process**

**8.1.** Each Committee member present (in person or by any means of communication) at a committee meeting will have one vote on each motion, except that a Committee member may not cast a vote on any matter for which they have a potential conflict of interest. Voting by proxy or by letter is not permitted.

- 8.2.** In the event of a dispute as to whether a Committee member has a conflict of interest, if the dispute arises before a Committee meeting, it will be resolved as set out in the Skating Integrity Unit Regulations. If the dispute arises at the meeting, it will be resolved by decision of the Committee.
- 8.3.** Voting will be conducted by a show of hands.
- 8.4.** The Committee may decide on recommendations or requested decisions by circular vote, by email or other appropriate technological means.
- 8.5.** In the event of a tie, the Chairperson will have the deciding vote.

## **9. Minutes**

- 9.1.** A representative of the ISU Office will take minutes of each Committee meeting, 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 Chairperson with the assistance of the ISU Office and sent to Committee members within fourteen (14) days of the meeting and approved at the next meeting. Once agreed, minutes of Committee meetings (or a summary thereof) will be distributed. The finalised minutes of the Committee meetings must be sent to the ISU Office for further distribution on a need-to-know basis.
- 9.2.** Subject to Article 9.1, documents, information, discussion, recommendations, or decisions made at a Committee meeting or otherwise exchanged or agreed in connection with the work of the Committee shall remain confidential. Members of the Committee, as well as any invited participants or observers, are required to maintain the confidentiality of all such information. They shall not disclose any confidential information to any third party without the prior written consent of the Chairperson or as required by ISU Regulations or by applicable law.

## **10. Confidentiality, independence, neutrality, collegiality and collective responsibility**

- 10.1.** All Committee meeting discussions are confidential. In addition, information, documentation, and materials received by Committee members are confidential and shall not be shared outside the ISU.
- 10.2.** The Committee operates on the principles of independence, neutrality, collegiality and collective responsibility.
- 10.3.** Once a decision is made by the Committee, all members are collectively responsible for and shall support and uphold the decision, irrespective of their personal views or individual votes.
- 10.4.** While robust discussion and debate are encouraged within Committee meetings to ensure thorough consideration of all viewpoints, any dissenting opinions shall remain confidential and not be disclosed outside the Committee.

**10.5.** Members of the Committee acknowledge that their commitment to the above principles is essential for the effective functioning of the Committee and the credibility of its decisions. Any breach of this principle may be addressed through appropriate internal procedures.

## **11. Volunteer status and expenses**

**11.1.** Committee members act as such in a voluntary capacity and will not be compensated for their Committee work, beyond the published indemnities fixed by the ISU Council. The ISU will reimburse travel and designated out-of-pocket expenses for each Committee member in accordance with ISU's published policies.

**11.2.** The ISU Office will arrange travel and accommodation for Committee members when they are conducting Committee business in accordance with relevant ISU policies in force.

## **12. Liaison with ISU Office and administrative support**

**12.1.** The ISU Office shall designate a staff member to act as the primary liaison between the Committee and the ISU. The designated staff member will be responsible for secretarial, administrative and operational requirements of the Committee. The staff member shall also be responsible for overseeing the Committee's budget, liaising with the Director General and Finance team and providing information to the Committee Chairperson.

## **13. Resignation or removal**

**13.1.** Should the Chairperson or a member of the Committee resign prior to the expiry of their term of office, they will notify the Chairperson, the President and Director General at the earliest opportunity and make best efforts to handover any ongoing matters.

**13.2.** A member of the Committee may be removed from the Committee by the Council prior to the expiry of their term of office if they:

- have committed a serious breach of the ISU Constitution and/or ISU Code of Ethics.
- have engaged in conduct that brings or is likely to bring the ISU into disrepute.
- have failed to fulfil their duties and responsibilities as a member of the Committee.
- have been convicted of a criminal offence.
- are unable to perform their duties due to physical or mental incapacity.

**13.3.** If any position on the Committee becomes vacant, whether by resignation, removal or otherwise, such a vacancy may be replaced by the Athletes Committee, validated by the Council, until the next ISU Event or Olympic Winter Games at which elections will be held.

## Appendix - Definitions

For purposes of the ISU Constitution and Regulations, provided the context so permits:

- a. the singular shall include the plural and vice-versa;
- b. the feminine gender shall include the masculine and vice-versa;
- c. references to natural persons shall include any legal person or corporation.

**“Athlete Support Personnel”** means any coach, team leader, trainer, manager, agent, team staff, federation official, technician, medical, paramedical personnel, choreographer, parent or any other person working with, treating or assisting a Skater participating in or preparing for sports Competition.

**“Internal Control System” / “SCI”** means measures, which are adapted to regular risk assessment designed to help monitor important internal business processes in order to achieve corporate goals, to safeguard process security and to identify or prevent errors and irregularities. The SCI includes policies and internal regulations concerning the limitation of the powers and responsibilities of the President, Vice-Presidents, individual Council members, Director General and the ISU Office.

**“ISU Communications”** are the official means of publication of general decisions of the Council.

**“ISU Events”** are Competitions enumerated and described in Article 1 of the Competition and Event Regulations.

**“ISU Office Holders”** are:

- President, Vice Presidents and Council Members
- Director General
- Chair persons and members of the Technical, Athletes and Elections Committees.

**“ISU Officials”** are all persons, other than ISU Office Holders and ISU staff, having a special role in overseeing and upholding the rules of Competitions falling under the application of the Competition and Event Regulations. ISU Officials includes, but is not limited to, Judges, Referees, Assistant Referees, Assistant Referees Video, Starters, Competitors' Stewards, Sport Experts, Technical Controllers, Technical Specialists, Data & Replay Operators, OAC members, and Doping Control Officers and Chaperones.

**“ISU Regulations”** are sets of rules subordinate to the ISU Constitution adopted by the Council to provide for a consistent non-contradictory legal order of the ISU. If an ISU Regulation contains a section which must be approved by the Congress, it is adopted by the Council pending approval of that section by the next-following Ordinary Congress.

**“ISU Sports”** shall be defined as all sports disciplines that involve racing or artistic performances on ice skates, conducted on ice, as well as any e-sports, electronic, e-gaming or any other digital simulation of these sports.