



LEAD COUNSEL – SPORTS and BUSINESS LAW

Reports to	Director of Legal and Business Affairs
Direct Reports	None
Indirect Reports	None

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics.

It includes 6 continental federations and 214 national federations. The IAAF organizes many major athletics competitions worldwide, including World Athletics Series (WAS) and One Day Meetings, Diamond league and IAAF Road Race label events. Its vision is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity.

It is based in Monaco, has a staff of 90 persons, from 21 different nationalities.

Lord Sebastian Coe was elected as the new IAAF President in 2015 and has since instigated a period of organisational transformation and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

KEY INTERNAL RELATIONSHIPS

- Director of Legal and Business Affairs
- Legal team
- Council & Executive Board
- IAAF Leadership Team
- IAAF Officials
- IAAF Staff

KEY EXTERNAL RELATIONSHIPS

- Marketing Agency
- IAAF Productions and Rights holding broadcasters
- Local Organising Committees
- Meeting Organisers
- Area Associations
- Member Federations
- Main IAAF suppliers
- IAAF external counsels

GENERAL OVERVIEW OF THE POSITION

The Lead Counsel Sports and Business Law works closely with the Local Organising Committees for IAAF Events, the IAAF's Marketing agency, IAAF Productions as well as rights holding broadcasters and various service providers in order to advise the IAAF and draft the relevant agreements. He/she also advises the various departments of the IAAF in drafting standard contracts, supporting or managing tenders, implementing proper contract management, compliance, risk management procedures and more generally assists on all corporate and commercial issues managed by the Department.

Reporting directly to the Director of Legal and Business Affairs, he/she is also responsible for the delivery of legal services to the organisation in relation to regulatory matters and compliance with IAAF Rules and Regulations, pre-litigation management and business law. He/she also manages the IAAF's trademarks portfolio in conformity with the strategy agreed with the Director and handles the various IP licensing programmes.



MAIN ACTIVITIES

Contracts drafting and negotiation:

- Draft and negotiate of simple and complex contractual structures, in English (and French if possible) in cooperation with the relevant department(s) according to the needs. Ex: licensing, sponsorship, broadcasting, production, procurement, general terms, loan, promotion, etc.
- Draft general terms and standard agreements in English (and French if possible).

Procurement procedures and tenders:

- Advise on and draft tender documents and standard contracts;
- Staff training on applicable rules and templates;
- Provide contract management and operational advice.

Research, advice and support:

- Provide advice in relation to contract interpretation;
- In collaboration with the IAAF's marketing agency and the relevant Local Organising Committee(s), implement and enforce local rights protection programmes;
- Have a pragmatic approach to solving the issues identified within the IAAF;
- Research and monitor business and/or legal developments linked to the IAAF's activities;
- Provide support to the Director in relation to the activities of the Department;
- Collaborate with the other members of the legal team in relation to their respective activities, including data protection, contract management, regulatory matters and ethical compliance.

Pre-litigation and litigation management:

- Manage outside counsels, draft and negotiate settlement agreement, follow-up on legal proceedings as requested.

Trademark and domain names portfolio management:

- Implement and manage the strategy for registration and enforcement of trademarks and domain names with support of external agencies;
- Coordination of legal matters with various IAAF partners;
- Follow-up of pre-litigation and litigation as requested;
- Coordinate, manage and follow-up on IP licensing programmes.

Regulatory and legal services:

- Assist the Director and Lead Counsel Governance and Sports Law in relation to regulatory matters and compliance with the IAAF Rules and Regulations including drafting, amendments, consultations, presentations to IAAF Council.

SOFT SKILLS

We expect excellence and impeccable integrity from every member of our staff and partners. From you, we also expect that you:

- Lead by example, inspiring high levels of engagement and commitment to compliance with the IAAF Rules and Regulations
- Be a team player
- Serve as an IAAF ambassador, communicating our culture and values internally and externally
- Demonstrate commitment and loyalty, being prepared to work the necessary hours and at weekends as well as to travel extensively

The IAAF Legal Department is a small senior team that covers all legal, regulatory and compliance matters of the sport of Athletics globally, with the assistance of a small group of



external counsels. As a member of the legal team, the successful Candidate will need to be comfortable operating under tight deadlines and dealing with multiple international stakeholders with a high degree of autonomy and responsibility.

REQUIREMENTS

- Legal qualification, with at least 6 to 8 years post-qualification experience business law.
- Working knowledge of the sports business sector, gained in an international environment preferably with a sports event organiser, a sports governing body (national or international federations), or a major stakeholder (such as a sports equipment manufacturer, sports marketing agency or other).
- Ability to draft and negotiate autonomously complex contractual agreements of high financial value at international level, taking into account all related risks and to follow up on contracts proactively on a day-to-day basis.
- Knowledge of European regulation on data protection.
- Ability to adjust and adapt methodologies in order to ensure the best possible impact within a sport governing body.
- Ability to work efficiently with all levels within IAAF.
- Ability to serve as a credible and effective representative of the IAAF's interests in dealing with its members as well as with external parties such as the IAAF's marketing agent and local organising committees.
- Fluent in English (speaking and writing), basic French (speaking and writing) preferred, other languages a strong asset.

To apply, please send your CV and short covering letter in English to emploi@iaaf.org before September 27th, 2019