

**Bye-Laws  
of the  
EUROPEAN COLLEGE OF SPORT SCIENCE e.V.**

The Executive Board of the EUROPEAN COLLEGE OF SPORT SCIENCE e.V. (hereinafter briefly referred to as: *“the Association”*) adopted the following bye-laws in conformity with the powers conferred upon it under § 17 subs. 3 of the charter. As part II. of these bye-laws, the Executive Board adopted the Membership Fee Regulation in accordance with § 12 subs. 3 and 7 of the charter.

Supplementary to the following bye-laws the Executive Board adopted the following Annexes:

**ANNEX A** – Role and Person Specifications for ECSS Boards and Committees

**ANNEX B** – Guidelines and Procedures for the annual ECSS Young Investigators Award (YIA)

**ANNEX C** – Submission Criteria for the Invited Programme of the Annual Congress of the ECSS

**ANNEX D** – Compensation Declaration of ECSS Executive Volunteers: members of the Executive Board (EB), Scientific Board (SB), Scientific Committee (SC), Search Committee (SEC), Credentials, Awards & Tributes Committee (CATC) and Reviewing Panel (RP)

**I.  
Bye-Laws**

**§ 1  
Boards and Committees**

- (1) The Boards and Committees are established to support the Executive Board.
- (2) The Boards and Committees perform the tasks assigned to them in these bye-laws.
- (3) The Executive Board decides on the establishment, the cancellation and the constitution of such Boards and Committees.
- (4) The following permanent Boards and Committees shall be established:
  1. The Scientific Board
  2. The Scientific Committee
  3. The Search Committee
  4. The Credentials, Awards & Tributes Committee
  5. The Reviewing Panel
- (5) The regulations in § 20 subs. 2 and 3 (calling of and presiding over meetings), § 21 subs. 1, 2, 4 and 5 (resolutions) and § 26 (recording of resolutions) of the charter apply *mutatis mutandis* to the meetings and resolutions of the Scientific Board, Scientific Committee, Search Committee and Credentials, Awards & Tributes Committee, provided that the rights and duties assigned to the President by the aforementioned charter regulations are assigned to the respective Chair of these Boards and Committees.
- (6) The Boards and Committees may in consideration of the requirements of the charter and these bye-laws adopt their own internal rules governing their respective working processes and approaches.

- (7) These aforementioned (§ 1 subs. 6) rules and working processes are to be published as an Annex to these bye-laws.

## **§ 2**

### **The Scientific Board**

- (1) The Scientific Board (SB) renders advice to the Executive Board (EB) with regard to all issues relating to scientific aspects of the working process and approach of the College. The SB is in particular expected to review and prepare the scientific programme for the congress with the support of the Local Scientific Committee and together with the EB. For the open abstract submission programme, the SB, with support of the Scientific Committee (SC), reviews and evaluates all abstracts applying for the ECSS Young Investigators Award (YIA) and scores the ECSS YIA presentations during the Annual Congress.
- (2) Generally, the SB should consist of a Chair of the Board and at least two representatives from each of the different fields of sport science, namely Biomechanics & Motor Control, Physiology & Nutrition, Psychology, Social Sciences & Humanities, Sports & Exercise Medicine & Health and Applied Sports Sciences.
- (3) When selecting the members of the SB, it should generally be ensured that
1. SB members should be members of the SC and be a Fellow of the Association,
  2. SB members should be appointed for a term of 6 years, that their re-appointment should be limited to a new office term of 4 years only and that the appointment as Chair entails the commencement of a new office term of 6 years,
  3. regional aspects are reasonably taken into consideration and
  4. different gender identities should be represented in the SB.
- (4) The Chair of the SB may submit to the EB proposals for the appointment of a Co-Chair and Secretary from among the members of the SB. This right to submit proposals is without prejudice to the EB's authority to appoint according to § 1 subs. 3.
- (5) The Chair of the SB is assigned and authorised by the EB to conduct all aspects of the ECSS YIA as further described in Annex B.
- (6) As members of the SB and SC approach their end of tenure, the Chair of the SB alerts the EB. Suitable proposals for new members can be provided to the Chair of the SB by the ECSS Boards and Committees. The Chair of the SB presents successful candidates during an official EB meeting for approval.

## **§ 3**

### **The Scientific Committee**

- (1) The Scientific Committee (SC) renders advice to the Scientific Board (SB) with regard to all issues relating to scientific aspects of the Annual Congresses and the development of scientific targets of the Association. In addition, the SC supports the SB in the review and evaluation of abstracts applying for the ECSS Young Investigators Award (YIA) and scores the ECSS YIA presentations during the Annual Congress.
- (2) When selecting the members of the SC it should generally be ensured that

1. SC members come from the Reviewing Panel and are Fellows of the Association,
2. SC members are appointed for a term of 4 years and that their re-appointment, if any, should be made for an office term of another 4 years,
3. regional aspects are reasonably taken into consideration and
4. different gender identities should be represented in the SC.

(3) The Chair of the SB presides over the SC.

#### **§ 4**

##### **The Search Committee**

- (1) The Search Committee (SEC) advises the Executive Board (EB) regarding proposals for the election of the EB members.
- (2) The SEC is constituted by the three most recent Past Presidents of the ECSS with the immediate Past President acting as the Chair. Members are appointed for a maximum term of 6 years. In the advent, that a Past President cannot serve in this capacity, the EB will appoint an appropriately qualified individual.
- (3) The SEC should propose to the EB at least two candidates for each new EB member to be elected. The candidates should be experienced and reputable scientists of international reputation as further described in Annex A.
- (4) When submitting the proposals, the SEC should consider the following aspects:
  1. Generally, representatives from the different fields of sport science, namely Biomechanics & Motor Control, Physiology & Nutrition, Psychology, Social Sciences & Humanities, Sports & Exercise Medicine & Health and Applied Sports Sciences, should be present in the EB.
  2. The composition of the EB should reasonably reflect regional aspects.
  3. Preferably, different gender identities should be represented in the EB.
  4. Members of the EB should be Fellows of the Association.
- (5) The right of each individual member of the SEC who is at the same time a member of the Association to submit candidate proposals to the President, either alone or jointly with other Association members, in exercising the member's right stipulated in the charter (§ 18 subs. 3 and § 19 subs. 4 of the charter) remains unaffected and is not dependent on decisions or proposals of the SEC or the EB.

#### **§ 5**

##### **The Credentials, Awards & Tributes Committee**

- (1) The Credentials, Awards & Tributes Committee (CATC) consists of the officiating President, the former President and the Chair of the Scientific Board. The officiating President presides over the CATC.
- (2) The CATC renders advice to the Executive Board (EB) with regard to the appointment of members as Fellows. Generally, the EB should obey the decision of the CATC when deciding on the appointment of a member as Fellow. The officiating President is

deemed permanently assigned and authorised by the EB to announce any relevant decisions of the EB to the member concerned.

## **§ 6**

### **The Reviewing Panel**

- (1) The purpose of the Reviewing Panel (RP) is to conduct the abstract review of the open abstract submission for the Annual Congress of the European College of Sport Science.
- (2) Each RP member is expected to review several abstracts before the forthcoming open abstract submission programme building in spring of the respective congress.
- (3) Each RP member is expected to act as an expert reviewer for the *European Journal of Sport Science* when invited to do so.
- (4) When selecting the members of the RP, it should generally be ensured that
  1. RP members shall ideally be appointed from among ECSS Fellows and former winners of the ECSS Young Investigators Award (YIA), but must at minimum be ECSS members.
  2. RP members should be appointed for a term of 4 years, and their re-appointment should be limited to a new office term of 4 years only.
- (5) The Chair of the Scientific Board presides over the RP.

## **§ 7**

### **Guidelines for ECSS Fellows**

- (1) Generally, regular members should only be conferred the position of an ECSS Fellow after at least 5 years of membership in the Association.
- (2) ECSS Fellowship applications can be submitted to the ECSS Office within the application period and will be forwarded to the Credentials, Awards & Tributes Committee (CATC).
- (3) The CATC makes recommendations based on the criteria stipulated in the charter and these bye-laws.
- (4) ECSS Fellows shall have made a significant contribution to the development of sport science through research. They receive approval by the ECSS after application for ECSS Fellowship within a set period during the calendar year by submitting their Fellowship application (and additional documentation as outlined below), and meeting the following criteria (more information provided online):
  1. Cover letter
  2. Short CV (2-3 pages)
  3. A high-resolution professional photograph of themselves suitable for use on the ECSS website and ECSS communications
  4. PhD level
  5. Minimum of five years membership (consecutive membership is not required)
  6. Participation in Annual Congresses of the ECSS (three out of the last five)

7. Given amount of publications (qualifying publications across all disciplines include international, peer-reviewed journal articles; monographs; edited books and chapters in edited books)
  8. Evidence of promoting the ECSS
  9. Signed confirmation statement from two currently active ECSS Fellows
- (5) All newly approved Fellows will be announced via an ECSS newsletter, on the ECSS website and will be welcomed during the General Assembly of the ECSS Annual Congress of the respective year.
  - (6) Upon approval, Fellows may denote their Fellowship by using FECSS on their CV or in correspondence.
  - (7) ECSS Fellows who have failed to pay their membership fees for two consecutive years will lose their ECSS Fellow status, will be removed from the ECSS website and shall therefore no longer be entitled to use FECSS on their CV or in correspondence. Any future application for ECSS Fellowship from such individuals would be regarded as a new application and require a submission as detailed in § 7 subs. 4 above.
  - (8) Membership shall be waived for ECSS Fellows from the age of 70 onward.

## **§ 8**

### **Allocation of duties within the Directorate**

- (1) The officiating President manages the affairs of the Association and performs the tasks assigned to them by the charter and these bye-laws.
- (2) The President Elect is responsible for the internal coordination and supervision of the organisation of future congresses. The President Elect assumes the responsibilities of the officiating President if the latter is prevented from performing them.
- (3) The Past President renders advice to the Association, its executive bodies and its Boards and Committees. The Past President assumes the responsibilities of the President Elect if the latter is prevented from performing them.

## **§ 9**

### **Assignment and authorisation of representatives; Appointment of a Managing Director; Management of the Association office**

- (1) The Executive Board (EB) and the Directorate may entrust third parties, in particular individual members of the EB or the Directorate but also non-members, with the performance of the tasks assigned to them. For the avoidance of doubt, it is made clear that this does not constitute an appointment of special representatives in terms of § 30 BGB (German Civil Code) but an assignment under the law of obligations and the grant by virtue of a legal act of the authority to represent. This clarification also particularly applies to any assignments and authorisations already specifically contained in these bye-laws.
- (2) In particular, the EB and the Directorate may entrust a Managing Director with the management of the current affairs of the Association including the management of the

Association office and may confer upon such Managing Director the powers required for such purpose.

- (3) Assignments and authorisations in terms of the preceding paragraphs should be documented in writing. This applies in particular to the assignment and authorisation of a Managing Director.

## **II. Membership Fee Regulation**

### **§ 1 Membership fee**

(1) The members are obliged under § 12 of the charter to pay recurring membership fees in the form of annual monetary payments (membership fee). Pursuant to § 12 subs. 2 of the charter, the membership fee is due on the 1<sup>st</sup> of January each calendar year. The membership is automatically prolonged until the member requests to stop it. Termination will require an active membership cancellation via the members' ECSS account by 30<sup>th</sup> of September at the latest. Pursuant to § 12 subs. 6 of the charter, the founding members and the honorary members of the Association are released from the obligation to pay membership fees.

(2) The membership fees of the regular members, the Fellows and the student members are fixed as follows:

- |                          |              |
|--------------------------|--------------|
| 1. ECSS Members:         | 100 EUR/year |
| 2. ECSS Fellows:         | 100 EUR/year |
| 3. ECSS Student Members: | 50 EUR/year  |

### **§ 2 “Lifelong Membership“**

(1) § 12 subs. 7 of the charter stipulates that regular members and Fellows have the right to fully satisfy their obligation to pay membership fees by rendering a one-off payment (so-called “Lifelong Membership”).

(2) The amount of the one-off payment is fixed as follows:

- |                          |           |
|--------------------------|-----------|
| 1. Regular ECSS Members: | 2,000 EUR |
| 2. ECSS Fellows:         | 2,000 EUR |

### **III. Language**

#### **§ 1 Working language**

The working language of the Association shall be English. This is without prejudice to the fact that solely the German versions of the charter and of these bye-laws including the Membership Fee Regulation are authoritative and legally binding and that any recordings prescribed by law or by the charter have to be drawn up in German, too.



## **ANNEX A**

### **Role and Person Specifications for ECSS Boards and Committees**

#### **1. Roles and Responsibilities of Elected Members of the ECSS Executive Board**

##### **President** (Time demanded – at least 1.5 days per week)

- Preside over all meetings of the College
- Oversee and coordinate the work of all Boards and Committees
- In agreement with the Executive Board, appoint a Managing Director for the College
- Oversee all strategic and operational functions of the College
- Work with the Executive Board, Scientific Board and Managing Director to deliver College missions
- Chair the Directorate which is required to meet at least twice per year
- Provide timely updates on activities, and present the College's status to the Executive Board at the annual Summer and Winter meetings as well as virtual meetings in Spring and Autumn
- In performing these tasks, work and communicate directly with the Managing Director of the ECSS Office

##### **President Elect** (Time demanded – at least 0.5 day per week)

- Coordinate and oversee the organisation of future congresses of the College
- In performing these tasks, work and communicate directly with the Vice Managing Director of the ECSS Office
- Assume executive function in the unscheduled absence of the President
- Attend all sessions of the Executive Board to help collectively make executive decisions
- Undertake any ECSS duties delegated to them by the President and the Executive Board
- Provide regular updates to members of the Executive Board on the status of congresses

##### **Past President** (Time demanded – at least 0.5 day per week)

- Provide an advisory role for the College and the Executive Board
- Chair the Search Committee
- Attend all sessions of the Executive Board to help collectively make executive decisions
- Undertake any ECSS duties delegated to them by the President and the Executive Board
- Assume executive function in the unscheduled absence of the President and President Elect

##### **Executive Board Member responsible for Journal Development and Communication** (Time demanded – at least 0.5 day per week)

- Oversee all matters concerning the management and scientific status of the *European Journal of Sport Science*
- In performing this role, communicate directly with the Editor-in-Chief of the Journal, and act as regular contact person for the journal publisher
- Support all communication and transfer activities (e.g., Newsletters, PR, social media, transfer activities, press conferences) of the College
- Present a report on the Journal and communication status of the College at least twice a year and notify the Executive Board of any concerns immediately

- In performing these tasks, communicate directly with the (Vice) Managing Director and Communications Manager of the ECSS Office
- Attend all sessions of the Executive Board to help collectively make executive decisions
- Undertake any ECSS duties delegated to them by the President and the Executive Board

**Executive Board Member responsible for Early Career Researchers, Exchanges and Affiliations** (Time demanded – at least 0.5 day per week)

- Representative of and contact person for Early Career Researcher’s issues in the Executive Board
- Organise regular workshops (Masterclasses) tailored for Early Career Researcher’s during the Annual Congress (pre-congress programme) or as webinars and creates networking platforms and mentoring programmes
- Oversee all activities of the College relating to affiliated Societies and Organisations and ensure that content of invited exchanges is submitted appropriately
- Present a report on Early Career Researcher’s needs and expectations as well as of Exchanges and Affiliations at least twice a year and notify the Executive Board of any concerns immediately
- In performing these tasks, communicate directly with the (Vice) Managing Director and Communications Manager of the ECSS Office
- Attend all sessions of the Executive Board to help collectively make executive decisions
- Undertake any ECSS duties delegated to them by the President and the Executive Board

**Executive Board Member responsible for Congress Development and Member Support** (Time demanded – at least 0.5 day per week)

- Scientific support for congress activities (pre-congress programme, congress report, Special Interest Groups)
- Scientific support for members (e.g., webinar coordination) and integration of new target groups (e.g., social science, physiotherapists, coaches, PE teachers, under-represented geographic areas)
- Present a report on the status of Congress Development and Member Support activities at least twice a year and notify the Executive Board of any concerns immediately
- In performing these tasks, communicate directly with the (Vice) Managing Director of the ECSS Office and the Chair of the Scientific Board
- Attend all sessions of the Executive Board to help collectively make executive decisions
- Undertake any ECSS duties delegated to them by the President and the Executive Board

**Task Force responsible for Management of Finances and College and Congress Partners**

- A College Task-Force consisting of the Directorate and the Managing Director of the College is responsible for the Management of Finances and the Relationships with core College and Congress Partners; the Chair of the Task Force is the officiating President
- Has full knowledge of all records relating to the past, current and forecasted finances of the College
- Has ultimate responsibility for ensuring vitality and health of all relationships and for identifying and negotiating new relationships
- Present a report on the status of partner relations and the financial status of the College at least twice a year and notify the Executive Board of any concerns immediately;

the financial status of the College is to be presented to the General Assembly at the Annual Congress

- In performing these tasks, communicate directly with the (Vice) Managing Director of the ECSS Office

## **2. Roles and Responsibilities of Members of the Scientific Board, Scientific Committee and Reviewing Panel**

### **Chair of the Scientific Board** (Time demanded – at least 1 day per week)

- Preside over all meetings of the Scientific Board, Scientific Committee and Reviewing Panel
- Oversee and coordinate the work of the Scientific Board, Scientific Committee and Reviewing Panel
- Manage all aspects of congress quality assurance (content and programming)
- Oversee all aspects of the ECSS Young Investigators Award (YIA) competition and its judging
- Provide timely updates on activities to the Executive Board at annual Summer and Winter meetings
- Attend Summer and Winter Scientific Board meetings of the ECSS, programming meetings of future congresses and various meetings of the ECSS Executive Board as requested
- Monitor sitting time of members of the Scientific Board, Scientific Committee and Reviewing Panel and propose new candidates to the Executive Board

### **Co-Chair and Secretary of the Scientific Board** (Time demanded – at least 0.5 day per week)

- Support the work of the Chair of the Scientific Board in overseeing and coordinating the work of the Scientific Board, Scientific Committee and Reviewing Panel
- Support the work of the Chair of the Scientific Board in managing all aspects of congress quality assurance (content and programming)
- Support the work of the Chair of the Scientific Board in overseeing all aspects of the ECSS YIA competition and its judging
- Attend Summer and Winter Scientific Board meetings of the ECSS and programming meetings of future congresses
- Undertake the work of the Chair of the Scientific Board if and when absent

### **Member of the Scientific Board** (Time demanded – at least 1 day per month)

- Encourage the submission of quality proposals for the invited programme
- Review the submitted invited proposals in preparation of the Winter meeting
- Ensure quality of congress plenary sessions and invited symposia
- Advise the Chair of the Scientific Board on latest developments in the respective field
- Act as expert reviewer and judge for the ECSS YIA competition
- Attend Summer and Winter Scientific Board meetings of the ECSS

### **Member of the Scientific Committee** (Time demanded – at least 0.5 day per month)

- Encourage the submission of quality proposals for the invited programme
- Ensure quality of congress plenary sessions and invited symposia
- Advise the Chair of the Scientific Board on latest developments in the respective field
- Act as expert reviewer and judge for the ECSS YIA competition
- Attend Summer Scientific Committee meeting of the ECSS
- Assist in reviewing open abstract submissions where necessary

### **Member of the Reviewer Panel** (Time demanded – at least 0.5 day per month)

- Act as expert reviewer for submitted abstracts to the open programme of the Annual Congress

- Ensure the quality of abstracts accepted for the Annual Congress
- Act as expert reviewer for the *European Journal of Sport Science*
- Where possible, attend the Annual Congress and Summer meeting of the ECSS

### **3. Job Description & Person Specifications**

#### **Executive Board Member**

##### Job description

- Lead future direction of the College
- Strategically plan future activities of the College
- Implementation of organisational processes
- Responsible for governance issues – quality/finance
- Steer activity of the ECSS Office (only the President)
- Approval of operational decisions

##### Person specification

- Significant leadership experience
- International research profile and track record in Sport Science/Exercise Science/Medicine
- Understand developments in Sport Science/Exercise Science
- Have a history of service to ECSS including, for example, serving as ECSS Board or Committee member and being an ECSS Fellow

#### **Scientific Board Member**

##### Job description

- Possess international expertise in the field of Sport Science/Exercise Science
- Ensure quality of the Scientific Programme
- Work collaboratively and diplomatically within a committee structure
- Respect opinion of colleagues from a multidisciplinary perspective
- Review ECSS YIA abstracts and judge presentations

##### Person specification

- International research profile and track record in Sport Science/Exercise Science/Medicine
- Understand developments in Sport/Exercise Science
- Have a record of postgraduate mentorship
- Have a history of service to ECSS including, for example, serving as ECSS Committee or Reviewing Panel member and being an ECSS Fellow

#### **Scientific Committee Member**

##### Job description

- Possess expertise in the field of Sport Science/Exercise Science
- Help to ensure quality of the Scientific Programme
- Work collaboratively and diplomatically within a committee structure
- Respect opinion of colleagues from a multidisciplinary perspective
- Review ECSS YIA abstracts and judge presentations

##### Person specification

- Have an emerging international research profile in Sport Science/Exercise Science/Medicine
- Understand developments in Sport Science/Exercise Science

- Have a history of service to ECSS including, for example, serving as ECSS Reviewing Panel member and being an ECSS Fellow

### **Reviewing Panel Member**

#### Job description

- Possess expertise in the field of Sport Science/Exercise Science
- Review abstracts of open submission programme
- Ensure the quality of the open submission programme

#### Person specification

- Have an emerging international research profile in Sport Science/Exercise Science/Medicine
- Understand developments in Sport Science/Exercise Science
- Ideally being an ECSS Fellow or a former ECSS YIA winner
- Be an ECSS member

## **ANNEX B**

### **Guidelines and Procedures for the annual ECSS Young Investigators Award (YIA)**

One tenet in the mission of the ECSS is “to empower the development of young scientists” and one step towards fulfilling this part of its mission is the annual ECSS Young Investigators Award (YIA) competition. The award provides exposure for and promotes the careers of outstanding young scientists working in any discipline area represented in the ECSS and/or related to sport science. This annex describes the ECSS YIA programme and the procedures and guidelines that govern the selection of ECSS YIA winners. The ECSS wishes to ensure that the selection of ECSS YIA winners is based on the merit (i.e., quality) of the application and that no significant preference is given to any specific discipline or area of research. The process described here is designed to achieve that goal.

The ECSS is governed by the Executive Board (EB), which appoints ECSS members to serve on the Scientific Committee (SC) and a number of the SC members to serve on the Scientific Board (SB). SC and SB members are selected to represent all research disciplines represented in the ECSS, which are categorised into five general fields: Biomechanics & Motor Control, Physiology & Nutrition, Psychology, Social Sciences & Humanities, Sports & Exercise Medicine & Health, and Applied Sports Sciences.

#### **Evaluation Criteria/Ratings and Review/Selection Process**

ECSS YIA recipients are selected through a multi-stage process carried out by the ECSS YIA Committee (YIAC), which includes all members of the SB and the SC as well as the Chair of the ECSS YIAC, who is the acting Chair of the SB. Each year, prizes are awarded to young scientists who present an oral or poster presentation at the ECSS Annual Congress. Awards are designated for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place, followed by the six equal 5<sup>th</sup> places among all oral presentations and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place among all poster presentations. The total number of awards may vary, but it is usually 10 for oral and 4 for poster presentations.

In the first round of review, applications are first checked administratively by the ECSS Office to ensure that all eligibility criteria, as stated in the following sections, are met. The Chair of the SB then assigns each ECSS YIA abstract to its relevant general field and sends the abstracts, grouped by discipline, to two members of the ECSS YIAC with relevant expertise. In addition to the evaluation requirements for the open abstract submission, the ECSS YIAC members evaluate the ECSS YIA abstracts based on seven criteria and assign a rating (scale of 1 (outstanding) to 5 (inadequate)) to each abstract.

#### **The nine evaluation criteria are:**

1. The work is original – ergo not published at the time of abstract submission. This means that the work is not published, or accepted for publication in any peer-reviewed journal nor in any book whether indexed or not in an established disciplinary database.
2. The research has relevance for sport and/or exercise and its effects on performance and/or health and/or aspects of well-being.
3. The abstract has been carefully prepared and is well structured.
4. The background and relevance are clearly described.
5. The work is innovative.



6. The methodology is sound and the data/arguments/reasoning are solid.
7. Where there are quantitative data in the abstract, the study has enough power and appropriate statistical tests have been performed to underpin claims on significance. Where there are qualitative data in the abstract these are reported/interpreted using established paradigms/frameworks and contextualised appropriately. For a mixed-methods study, a brief description of both types of methodological approaches should be provided, as well as reporting the data to meet the criteria of quantitative and qualitative data listed above.
8. There is a clear and justified conclusion at the end.
9. The work is either highly significant for the respective field or has a potential future high impact (e.g., development of new methodologies/interpretations that will generate new knowledge and impact for society).

**The abstract rating is based on which and how many of the nine specified criteria the abstract satisfies using the following guidelines:**

- Rating = 1 (outstanding); satisfies  $\geq 8$  criteria, including criterion 1, 2 and 9.
- Rating = 2 (excellent); satisfies  $\geq 6$  criteria, including criterion 1, 2 and 9.
- Rating = 3 (very good); satisfies  $\geq 6$  criteria but fails to satisfy criterion 9.
- Rating = 4 (good); no specific deficiency but while scientifically sound, is not very exciting, interesting or novel, is primarily confirmative or descriptive or is inconclusive.
- Rating = 5 (inadequate); one or more of the following deficiencies are present: poor study design, methodologically or technically unsound, data fails to justify stated conclusions, omission of essential experiments/data, presentation is inadequate or uninterpretable due to poor English language skills, poor preparation or other inadequacies.

Applications are accepted and moved forward in the review process, if the abstract receives a rating of 1, 2 or 3. Applications with a rating of 4 or 5 are removed from consideration for the ECSS YIA. It is expected that only the top 5% of submissions in each general field should receive a rating of 1, and the top 10% of submissions in each general field should receive a rating of 1 or 2.

ECSS YIAC members send their abstract ratings to the Chair of the ECSS YIAC, who reviews all ratings for inter-rater (within each general field) and interdisciplinary variance. If discordant opinions are noted (i.e., large inter-rater variance and a rating discrepancy of  $\geq 2$  levels), the Chair of the ECSS YIAC resolves the issue in consultation with the discipline experts.

Prior to the ECSS Annual Congress and based upon the submitted abstract, the Chair of the ECSS YIAC and the ECSS YIAC identify the top 75 applicants for oral and the top 45 applicants for poster presentations, inviting them to give a presentation at the Annual Congress. The Chair of the ECSS YIAC will also ask at least two discipline experts to evaluate each oral and poster presentation during the Annual Congress schedule using the same seven criteria/rating system as used for abstract evaluation.

After listening to all oral and poster presentations at the congress, the ECSS YIAC meets to evaluate and rank all presentations. The ratings for the presentation have a double weighting compared to the abstract ratings. The ECSS YIAC then discusses ratings and impressions of each presentation/presenter, to come to a consensual decision on the relative merit of all presentations. The task of the ECSS YIAC is to identify: 1) the 10 best oral presentations and

the 4 best poster presentations; 2) the 4 best oral presentations; 3) the 1<sup>st</sup> to 4<sup>th</sup> place poster presentations. The 4 best oral presentation candidates will be invited to give a second 10-minutes oral presentation on Friday, followed by 5 minutes of questioning by a discipline expert member of the ECSS YIAC. After the ECSS YIA finalists presentations, the ECSS YIAC will reconvene to determine the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place winners of the oral presentation competition.

Note that the ECSS YIAC must remain independent of other ECSS structures and must not be influenced by solicitation of any kind. Should this be the case, this must be reported to the Chair of the ECSS YIAC.

It is customary for the winners of the ECSS YIA to be selected by a consensus decision of the ECSS YIAC. However, if the ECSS YIAC is unable to reach an acceptable consensus through discussion alone, the Chair of the ECSS YIAC may, at their discretion, conduct a vote using specific terms or criteria to be agreed upon by the ECSS YIAC present. In addition, the Chair of the ECSS YIAC shall have the authority to cast a deciding vote, if the vote count does not unequivocally identify a single candidate as winner of the ECSS YIA.

### **Conflict of Interest**

Members of the ECSS YIAC must abstain from rating or discussing a submitted abstract, poster or oral presentation, if the ECSS YIAC member has a relevant conflict of interest (see below). This applies equally to the Chair of the ECSS YIAC and all members of the ECSS YIAC.

A conflict of interest exists when a ECSS YIAC member is:

- Co-author with an applicant for the ECSS YIA.
- Colleague in the same research group as the applicant for the ECSS YIA.
- Colleague in the same department as the applicant for the ECSS YIA.
- Involved in a personal relationship of any kind with the applicant for the ECSS YIA.

### **Ethical Guidelines for ECSS YIAC Members**

ECSS YIAC members are expected to be as objective as possible, capable of acting as an eager champion of outstanding young scientists, *whether or not* the scientist works within the same general field as the ECSS YIAC member. This is meant to reflect an important principle: namely, scientists are expected to act in professional manner, which means that they should remain open-minded and impartial and should always treat the opinions and expertise of all colleagues with the utmost respect, independent of their personal interests or disciplinary allegiances. Without adherence to this principle, neither the ECSS YIAC nor the ECSS as a whole could operate in a just and fair manner. This point is reiterated at each ECSS YIAC meeting and guides the recruitment and selection of SB and SC members.

To reiterate, **ECSS YIAC members** are expected to:

- Be critical but fair.
- Be respectful of opinion and expertise from all colleagues on the ECSS YIAC.
- Promote outstanding work from any discipline.
- Use evidence-based reasoning and sound scholarly judgment.
- Always adhere to complete transparency.

### **Roles of Officers of the SB/SC during the ECSS YIA Competition**

### **Chair of the ECSS YIAC**

- Distributes abstracts to best-qualified members of the SB and SC for evaluation and rating
- Informs members of the SB and SC about the plenary meeting scheme of ECSS YIA evaluations at the Annual Congresses
- Assigns the submitted ECSS YIA abstracts to two ECSS YIAC members for evaluation following the previous described criteria
- Appoints two or more ECSS YIAC members per oral or poster presentation before the Annual Congress, who are responsible for the evaluation of the presentations on-site
- Leads deliberations of ECSS YIAC at all stages of the ECSS YIA selection process, as described above
- Willingly defers to Co-Chair, who assumes role of the Chair, if the Chair of the ECSS YIAC has a conflict of interest in relation to any ECSS YIA applicant
- Remains impartial at all times and upholds the principles of cross-disciplinary equity and fairness as described above

### **Co-Chair and Secretary of the ECSS YIAC**

- Supports the Chair of the ECSS YIAC in above duties
- Assumes the role of the Chair of the ECSS YIAC, as described above, if the Chair of the ECSS YIAC cannot perform the role because of an existing conflict of interest (or any other valid reason/unanticipated complication, such as medical emergency)
- Lists abstract ratings in the programme of the Annual Congress
- Records ratings of oral and poster presentations once received from the reviewers/ECSS YIAC members
- Makes a list of the submissions with ratings of  $\leq 2$  which are considered for the award
- Records outcomes of all ECSS YIAC discussion sessions
- Generates an overview page that allows the Chair of the ECSS YIAC to officially name and announce the final results of the ECSS YIA competition, including the relative ranking of the best 14 presentations

### **Eligibility Requirements for ECSS YIA Application/Abstract Submission and Ineligibility for Concurrent Awards**

- The applicant submitted only one abstract as first author
- The applicant uploaded a current student enrolment certificate of the university including its expiration date or a digital copy of the doctoral degree showing that the degree was awarded within two years before the abstract submission deadline, during the abstract submission process; due consideration and extension will be provided in case of maternity or paternity leave undertaken in the period after obtaining the PhD degree; applicant to provide ample documentation when applying for the ECSS YIA
- The applicant uploaded a copy of the ID/passport/driver licence during the online abstract submission to verify being 35 years of age or younger at the time of the abstract submission deadline; due consideration and extension will be provided in the case of maternity or paternity leave; applicant to provide ample documentation when applying for the ECSS YIA
- The applicant uploaded the signed and stamped ECSS YIA Verification Form during abstract submission

- The applicant has made an independent and reasonable contribution to the work submitted for presentation
- The applicants has a paid ECSS Membership for the respective membership year
- The applicants has paid the congress registration fee before the payment deadline for presenting authors
- As a previous ECSS YIA winner, the applicant cannot take part in the same category again (oral/poster)
- As an ECSS YIA applicant it is possible to apply for the GSSI Sports Nutrition Award simultaneously, but an ECSS YIA winner cannot be a GSSI winner at the same time and vice versa

## **ANNEX C**

### **Submission Criteria for the Invited Programme of the Annual Congress of the ECSS**

Only proposals fulfilling the criteria listed below will enter the review process.

#### **Submission types**

For the ECSS Annual Congresses proposal submissions for plenary sessions and invited symposia are welcomed. For both submission types, the following criteria apply:

- The speakers must not be affiliated with the same institute; Ideally, speakers should represent different countries
- The proposal should include representation of both a male and a female speaker and/or chair
- Any invited speaker (plenary session or invited symposia) can only be part of one submitted proposal (proposal submitters need to make sure to double-check with their proposed speaker that they are not committed to a second proposal)
- Where this works well, the combination of a Social Science and Natural Science perspective will be preferred

Detailed requirements are listed below.

#### **Plenary Sessions**

The plenary sessions represent the most important and prestigious sessions within the Annual Congress of the European College of Sport Science. During the congress, there is one plenary session scheduled each day, with no other sessions running in parallel. The plenary session should focus on a 'hot scientific topic' of general interest to the sport science/exercise science/medicine community.

The plenary session is organised by one chair and supported by a local co-chair (from the Local Scientific Committee of the respective congress, not to be suggested within the proposal).

The duration of the plenary session is one hour and fifteen minutes (1h 15min) in total. Each speaker (of two in total) has up to 30 minutes to give their presentation, leaving at least 15 minutes for a short introduction and close with a multidisciplinary discussion of the topic led by the Chair.

The plenary chair (not the co-chair) and the plenary speakers are entitled to waived congress registration fees, accommodation at the congress hotel during the congress days and an economy class return airfare, courtesy of the ECSS.

As chair and/or plenary speaker we expect a contribution to the congress as follows:

- Provide an abstract according to ECSS standards within the given submission period
- Present one 30-minute keynote during the congress
- Chair additional sessions within the area of expertise (oral/poster)

- Allow for your session to be filmed and streamed to ECSS.tv (YouTube channel); in addition, it would be appreciated, if chair and plenary speaker would actively participate in free communication in sessions of your interest during the congress
- Attend the majority of the social events throughout the congress
- Contribute to the publicity of the congress by meeting with media
- After proposal acceptance, please provide a short video with an explanation of what the session is about and its scientific relevance which can be shared via ECSS social media accounts to promote your session; technical requirements will be provided

### **Invited Symposia**

Each invited symposium is organised by one chair and supported by a local co-chair (from the Local Scientific Committee of the respective congress, not to be suggested within the proposal).

Each invited symposium has three speakers. One of them should act as chair.

The duration of the invited symposium is one hour and fifteen minutes (1h 15min) in total. Each speaker has 20 minutes to give their presentation, leaving 5 minutes for a short introduction and discussion after each presentation. Exact timings are left to the discretion of the chair but must not exceed the scheduled 75 minutes.

All invited symposia speakers are entitled to waived congress registration fees (a maximum of three persons per invited symposium). Accommodation and travel expenses are to be met by speakers themselves.

As a chair and/or speaker for an invited symposium we expect a contribution to the congress as follows:

- Invite and organise a session with three speakers (of which the chair should be one)
- Make sure that abstracts of speakers are submitted according to the defined standards of the ECSS and within the given abstract submission deadline
- Chair additional sessions within the area of expertise (oral/poster)
- Attend and where possible, actively participate in free communication in sessions of interest during the congress
- Contribute to the publicity of the congress by meeting with the media
- After proposal acceptance, please provide a short video with an explanation of what the session is about and its scientific relevance which can be shared via ECSS social media accounts to promote your session; technical requirements will be provided

Invited symposia can be submitted to one of the five general fields of the College: Biomechanics & Motor Control, Physiology & Nutrition, Psychology, Social Sciences & Humanities, Sports & Exercise Medicine & Health, and Applied Sports Sciences.

## **ANNEX D**

### **Compensation Declaration of ECSS Executive Volunteers: members of the Executive Board (EB), Scientific Board (SB), Scientific Committee (SC), Search Committee (SEC), Credentials, Awards & Tributes Committee (CATC) and Reviewing Panel (RP)**

The functions and actions of the above Boards and Committees are enabled by volunteers who serve the executive duties of the College. These individuals invest their time freely in performing these functions and also are responsible for the payment of their personal travel costs when attending annual Summer and Winter meetings. In return for this engagement, registration fees to the Annual Congress are waived and for EB, SB and SC various accommodation expenses are covered when attending.

Last amended by the Executive Board of the European College of Sport Science on 16/02/2024