



# STATUTES

Taking effect from 30 November , 2008



## **INTRODUCTION**

The purpose of this document is to provide the rules that govern the way of running the International Canoe Federation.

## **LANGUAGE**

The English written language is the only acceptable language for all official communications relating to these Statutes and the conduct of ICF competitions. For the sake of consistency, British spelling, punctuation and grammatical conventions have been used throughout.

Any word which may imply the masculine gender, also includes the feminine.

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# CHAPTER I - GENERAL PROVISIONS

## ARTICLE 1 - NAME PRINCIPALS AND RECOGNITION

1. With the object of encouraging the development of the sport of canoeing and of strengthening the bonds of friendship that unite those who practice in it, the Austrian, Danish, German and Swedish Canoe Associations founded the **INTERNATIONALE REPRÄSENTANTSCHAFT FÜR KANUSPORT (IRK)** in Copenhagen on 20<sup>th</sup> January 1924.

2. The Congress held in Stockholm from 7th to 10th June, 1946 decided that the Federation be called **THE INTERNATIONAL CANOE FEDERATION (ICF)**.

3. The ICF is an international non-governmental non-profit world organisation for multidiscipline canoeing activities of unlimited duration.

4. The ICF is recognised by the **INTERNATIONAL OLYMPIC COMMITTEE (IOC)** the **GENERAL ASSOCIATION OF INTERNATIONAL SPORTS FEDERATIONS (GAISF)** and the **ASSOCIATION OF SUMMER OLYMPIC INTERNATIONAL FEDERATIONS (ASOIF)**, as the sole controlling body for international canoeing.

5. The ICF recognises Continental Associations / National Federations under the following conditions:

(a) National Federations may group themselves into Continental Associations for the purpose of promoting and regulating canoe sports within their respective Continent.

(b) The Continental Associations must establish a constitution the general principles, rules and policy must conform to those of the ICF and be approved by the ICF Executive Committee.

(c) Only National Federations that are members of the ICF may affiliate to Continental Associations.

(d) Continental and Regional Championships must be conducted under the guidance of the Executive Committee of the respective Continental Association in full compliance with the ICF Statutes and Competition Rules.

(e) The ICF President or his delegate may attend meetings of the Board of Directors and Congresses of the Continental Associations recognised by the ICF.

(f) Representatives elected by each Continental Association (where applicable) are members of the ICF Board of Directors and will be the ICF Board of Directors Members for that Continent.

(g) The Continental Associations are advisors to the ICF on matters concerning their members. They assist the ICF in the supervision of any international events held in the given Continent and report to the ICF on these events.

(h) During Continental Championships, the Continental Associations have the authority to suspend competitors or officials and to take disciplinary action against them. They must report these facts to the ICF who in turn may extend these disciplinary measures to a worldwide level. Continental Associations may not suspend National Federations but may propose such measures to the ICF.

(i) Continental Associations cannot issue ICF International Official Cards.

## **BYELAW TO ARTICLE 1**

1. The ICF as a multi-sport organisation, which consists of all canoeing and paddling activities. The ICF embraces every activity in which a paddler is facing the direction of travel with a single or double bladed paddle.

2. Continental Associations may develop new disciplines that are not part of the ICF official disciplines, always requiring the approval of the ICF Executive Committee.

## **ARTICLE 2 - PURPOSE**

1. The principles of the ICF shall be general unity of action, mutual respect of National Federations in their dealings with one another and the inadmissibility of discrimination against National Federations or individuals on racial, political, religious, gender or other grounds. Paddling is competitive and recreational activity for all, regardless of race, age, gender, religion or ability.

2. The ICF shall observe the general and fundamental principles of the Olympic Charter, the IOC manual on sport and the environment and no provision of these Rules shall be deemed to conflict with or derogate from those principles.

3. The ICF shall not interfere with its National Federations, however, shall monitor all activities, which affect the ICF either in part or in its entirety.

4. All meetings and competitions of the ICF shall be held in countries, which guarantee unhindered, equal access to all officials, competitors and officers of the ICF under the correct denomination of their countries.

5. The ICF and its members will support a fair representation and equal access to women in all canoeing activities and in the management of sport.

## **BYELAW TO ARTICLE 2**

1. All members of the ICF Executive Committee, members of the ICF Board of Directors and members of the ICF Standing Committees must observe the IOC Code of ethics as referred to in the Olympic Charter.
2. In particular they must declare direct or indirect pecuniary or non-pecuniary interests and may not profit directly or indirectly from the sport. Any member having a pecuniary interest of any kind may not be directly involved in any financial transactions on behalf of the ICF. If any interest is not declared then the ICF Board of Directors may expel the Member.
3. The ICF Executive Committee members are not able to vote on any issue or subject that has any financial or conflictual interests relating to canoeing.

## **ARTICLE 3 - OBJECTIVES**

The objectives of the ICF shall be:

1. At an international level with the priority given to maintaining canoeing as an Olympic discipline.
2. To settle disputes that may arise within the sport among its National Federations and to be the highest authority.

3. To ensure that international competitions are governed by Competition Rules adapted to the development of the sport of canoeing.
4. To encourage and safeguard the organisation of international competitions open to all National Federations.
5. To establish international championships.
6. To co-operate with the Organising Committee of Olympic and Regional Games.
7. To encourage the establishment of National Federations in countries where no such organisation exists.
8. To take measures to prevent endangering the health of athletes.
9. To encourage the development of recreational canoeing as a contribution to the healthy development of all ages.
10. To protect nature and pursue the rights of access for the sport of canoeing by adopting environmentally friendly practices within the sport and respecting other users.

#### **ARTICLE 4 - HEADQUARTERS**

The ICF Headquarters shall be in the country decided by the ICF Board of Directors.

#### **ARTICLE 5 - EMBLEM AND FLAG**

1. The ICF Emblem represents one single Kayak paddler on the water surrounded by a laurel wreath. On the bottom of the ICF Emblem, there is a band with the traditional abridgement of the name of the International Canoe Federation.
2. The ICF Flag is the Emblem in yellow colour on a green background.

3. The ICF has the full authority and complete rights for the use of its Flag and Emblem and to assure that they appear at every ICF activity.

4. The ICF may design and use additional types of ICF logo for development, marketing and merchandising purposes.

## **ARTICLE 6 - ICF AWARDS**

The ICF may honour its Members and people and/or associations from outside the sport for their distinguished services with the awards of the following priority:

- Honorary Life President
- Honorary Membership
- Order of Merit
- Medals

## **BYELAW TO ARTICLE 6**

1. National Federations, the ICF Executive Committee, and the ICF Board of Directors may make nominations for all awards.

2. The ICF Board of Directors shall consider all awards.

3. The final decision for Honorary Life President, Honorary Membership and Order of Merit lies with the Congress. The ICF Executive Committee will decide for Medals.

## **ARTICLE 7 - LANGUAGES**

1. The official languages of the ICF are English, French, German, Spanish and Russian. In case of discrepancy, the English text shall prevail.

2. All official ICF documents shall be produced in English.

3. At the meetings of the ICF, Members or delegates are entitled to speak in the language of their country provided that a competent interpreter translates their speech into English.

## **BYELAW TO ARTICLE 7**

1. All expenses of the translator must be borne by the representatives themselves.

## **CHAPTER II - MEMBERSHIP**

### **ARTICLE 8 - ELIGIBILITY**

1. Members of the ICF are those National Federations, which have been approved by the Congress.
2. Between Congresses, the ICF Executive Committee has the right to accept a National Federation into provisional Membership, subject to ratification by the Congress.
3. A provisional Member is entitled to compete in all international and ICF competitions and to attend the Congress without the right to speak or vote until their approval.

### **ARTICLE 9 - ADMISSION TO MEMBERSHIP**

A National Federation wishing to become a Member of the ICF shall:

1. Make a formal application, signed by its President and Secretary General, to the ICF Executive Committee.
2. Submit with its application:
  - A copy of its Statutes in English
  - A list of its officers
  - A certificate from its Olympic Committee or highest sport authority stating that the National Federation is recognised as being the controlling body for canoeing in its country
  - Information on the number of clubs and Members and on their activity in the various disciplines
  - A formal undertaking to observe the Statutes, Competition Rules and Regulations of the ICF

### **BYELAW TO ARTICLE 9**

1. The formal application with all necessary documents and Membership Fees (if any) are to be sent to the ICF Headquarters.
2. The ICF Executive Committee shall examine the application and submit to the Congress a recommendation on its acceptance.

3. Applications for Membership shall be considered by the next Congress and must be accepted by at least two-thirds (2/3) majority of the votes.

4. If the application for Membership is rejected, any amount paid will be refunded.

5. If the application for Membership is accepted, the first 5 years of Membership (starting from the year after the Congress of acceptance) are free of Membership Fee.

## **ARTICLE 10 - RESIGNATION**

1. A National Federation wishing to withdraw from the Membership in the ICF shall give notice of resignation by registered mail to the ICF Executive Committee.

2. An affiliated National Federation cannot be regarded as having renounced its Membership of the ICF until all outstanding dues have been paid.

## **BYELAW TO ARTICLE 10**

After the decision of the ICF Executive Committee the ICF Secretary General shall immediately inform the National Federations affiliated to the ICF on any resignations submitted.

## **ARTICLE 11 - MEMBERSHIP FEE**

1. Members of the ICF shall pay an annual Membership Fee.

The first 5 years of Membership (starting from the year after the Congress of acceptance) are free of Membership Fee.

2. There are 3 (three) categories of the Membership Fee:  
- 1<sup>st</sup> category - low Membership Fee  
- 2<sup>nd</sup> category - medium Membership Fee  
- 3<sup>rd</sup> category - full Membership Fee

3. The Congress shall fix the annual Membership Fee for each category payable to the ICF every 4 years in the year of the Olympic Games.

4. The ICF Board of Directors shall establish the list of National Federations in each category every 4 years in

the year of the Olympic Games. The decision about the classification of each country will be based on International Economic Indicators.

## **BYELAW TO ARTICLE 11**

1. The annual Membership Fee is to be paid to the ICF Headquarters.

2. In order to retain the ICF Membership, a National Federation must pay the annual Membership Fee (if applicable) during the first quarter of each year, no later than the 31<sup>st</sup> March, to the ICF Headquarters.

## **ARTICLE 12 - LATE MEMBERSHIP FEE**

National Federations whose Membership Fee and all other outstanding fees are unpaid by the latest 30 days prior to the Congress shall be able to attend the Congress but will not be eligible to vote or take part in discussions at the Congress or give a proxy vote to another National Federation.

National Federations whose Membership Fees are unpaid may not take part in ICF Competitions and any other international competition until all outstanding fees have been paid.

## **ARTICLE 13 - EXPULSION**

If a National Federation does not continue the Membership duties of the ICF and does not rectify the situation by a date fixed by the ICF Executive Committee, or if there is any other justified reasons, (e.g. The violation of written agreements between a National Federation and the ICF or the non-compliance with any financial obligation to the ICF) the Congress may expel that National Federation. See Art. 42/43.

## **CHAPTER III - ADMINISTRATION**

### **ARTICLE 14 - ADMINISTRATION**

**The administration of the ICF shall consist of:**

1. The Congress.
2. The ICF Board of Directors.
3. The ICF Executive Committee.

### **ARTICLE 15 - CONGRESS**

1. The Congress is the supreme authority of the ICF.
2. All decisions of the Congress are final (except in the case of Article 29 b 1 & 2).
3. The Congress consists of delegates of National Federations.
4. The Congress shall be chaired by the ICF President or, in the absence of the ICF President, one of the ICF Vice-Presidents.

### **BYELAW TO ARTICLE 15**

1. The Chair of the Congress decides the number and the duration of the speeches allowed to the delegates.
2. The organiser of the Congress has to provide facilities and interpreters for simultaneous translation in the official languages of the ICF and when applicable, in its own language.

### **ARTICLE 16 - DELEGATES**

1. Each National Federation has the right to appoint up to three (3) delegates from its National Federation to the Congress one of whom has the right to vote.  
Delegates must be the members of that particular National Federation.
2. A National Federation may be represented at the Congress by another Member association.

3. Members of the ICF Board of Directors may represent their own National Federation as delegates to the Congress.
4. Delegates must give proof of their identity.

#### **BYELAW TO ARTICLE 16**

1. At least thirty (30) days before the opening of the Congress, each National Federation shall forward to the ICF Headquarters the names of its delegates, indicating the delegate exercising the voting right.
2. The National Federations must notify the ICF Secretary General of any change of their delegates at the latest by the accreditation time for the Congress. This must be done in writing and signed by the President and/or Secretary General of the National Federation concerned.
3. Before the opening of the Congress, a commission made up of three (3) persons will verify the credentials of the delegates. This commission consists of the ICF Secretary General and two Members of the ICF Board of Directors.

#### **ARTICLE 17 - ORDINARY CONGRESS**

An ordinary Congress shall take place every even year at the place and date decided by the preceding Congress. Should circumstances dictate, the ICF Board of Directors may change the date and/or venue of the Congress.

#### **ARTICLE 18 - EXTRAORDINARY CONGRESS**

1. An Extraordinary Congress may be called when at least one third of Members submit a request in writing to the ICF Executive Committee giving reasons thereof or when the ICF Executive Committee considers that circumstances have arisen warranting such a step.
2. The ICF Executive Committee shall fix the place and date of an Extraordinary Congress.
3. An Extraordinary Congress shall only deal with such matters, which have caused the meeting to be convened.

## **ARTICLE 19 - AGENDA**

The agenda for an ordinary meeting of the Congress shall at least include:

- Opening of the session
- Roll-call of delegates and establishing of the quorum
- Appointment of scrutinisers for the period of the Congress
- ICF President's report
- ICF Treasurer's report on financial matters and approval
- Auditors' report and approval
- Discussions and resolution on the proposals submitted by National Federations, the ICF Executive Committee and the ICF Board of Directors
- Reports on Membership applications
- Election of the ICF President
- Election of the ICF Vice-Presidents
- Election of the ICF Treasurer
- Election of the Chairs of the ICF Standing Committees
- Presentation of Continental Representatives as applicable by their respective Continental Associations or by delegates present at the Congress from a Continent where there is no Continental association recognised by the ICF
- Establishment of the ICF Working Programme for the next two years
- Fixing the annual ICF Membership Fee for the next two years
- Establishment of the Budget for the next two years
- General information
- Establishing time and place for the next Congress
- Closing of the Congress

### **BYELAW TO ARTICLE 19**

1. The ICF Executive Committee must approve the items on the agenda of the Congress and their order of discussion.
2. The Congress may only discuss items on the agenda.

## **ARTICLE 20 - SUBMISSION OF PROPOSALS TO THE CONGRESS**

1. Each Member of the ICF, the ICF Board of Directors and the ICF Executive Committee has the right to submit proposals to the Congress.
2. Proposals originating from National Federations signed by their President and/or Secretary General must be in the hands of the ICF Secretary General not later than 1<sup>st</sup> January of the year during which the Congress is held.
3. All applications and proposals have to be produced in English and must be sent in written and/or electronic form with the appropriate signatures (i.e. electronic signature).
4. Candidates for election to the ICF Board of Directors may be nominated by their National Federation, which should notify the ICF Headquarters three (3) months before the Congress.  
This must be done in writing and signed by the President and/or Secretary General of the National Federation concerned.
5. The ICF Board of Directors with the agreement of the National Federation concerned may also make nominations.
6. A National Federation may not nominate the same person to more than one position on the ICF Board of Directors.
7. Applications for the next Congress (to be hosted in 2 years time) may be submitted by the National Federations to the ICF Headquarters up until three (3) months before the Congress.

## **ARTICLE 21 - AMENDMENTS TO THE STATUTES AND COMPETITION RULES**

1. The Congress may amend the Statutes every two years.
2. The Congress may amend General Competition Rules every two years.
3. The ICF Board of Directors may amend the Byelaws of the Statutes and the Technical Competition Rules every

two years during the first ICF Board of Directors meeting in the year of the Congress.

4. Proposals for changes to the Technical Competition Rules and the Byelaws of the Statutes originating from National Federations signed by their President and/or Secretary General must be in the hands of the ICF Secretary General not later than 1<sup>st</sup> January of the year during which the Congress is held.

#### **BYELAW TO ARTICLE 21**

1. Changes to Statutes and Byelaws come into force after the Congress. Changes to General Rules and Technical Competition Rules come into force on January 1<sup>st</sup> after the Congress.

2. The ICF Board of Directors may only make major changes to the Technical Competition Rules in the year of the Olympic Games.

#### **ARTICLE 22 - QUORUM**

The Congress has the power to act if at least one half of the National Federations entitled to vote are represented.

#### **ARTICLE 23 - VOTING**

1. When voting each National Federation will be entitled to have one (1) vote.

2. A voting delegate is entitled to carry only one (1) proxy vote. Voting in writing without representation in person is not permitted.

3. Members of the ICF Board of Directors are entitled to be present at the Congress and to speak but not to vote unless such Member of the ICF Board of Directors represents his/her National Federation as a delegate with the right to vote.

4. Voting for personal elections shall be secret. To have a secret vote for other matters requires a simple majority.

5. Voting at the Congress other than in election may also take place by roll call in alphabetical order, except where the Chair is satisfied after a show of hands then such procedure is not necessary.

## **ARTICLE 24 - MAJORITIES**

1. The Congress shall pass resolutions, unless stated otherwise in these Statutes, by means of voting with simple majority of votes of the Members represented.

2. The election of Members to different seats shall take place with absolute majority of votes of the Members represented. If additional ballots are necessary, the candidate obtaining the lowest number of votes in each ballot shall be eliminated until one candidate obtains an absolute majority.

3. A decision to alter any of the Statutes can only be taken at a Congress with two thirds (2/3) majority of all National Federations represented at the Congress and entitled to vote.

4. A decision to alter the General Competition Rules can be taken at a Congress by absolute majority.

5. If there is a tied vote on an administrative or financial matter the Chair shall have a casting vote; if there is an equality of votes on any other matter the proposal shall fail and the meeting shall proceed with the next business.

## **BYELAW TO ARTICLE 24**

The candidate obtaining the lowest number of votes in each ballot shall be eliminated until an absolute majority is achieved for the place or places available. If an absolute majority is not achieved then the place or places will not be filled.

(For example if there are three places available and only two candidates achieve an absolute majority, then only two of the places will be filled.)

Two-thirds majority is 2/3 of the total number of National Federations present with the right to vote.

Absolute majority is half the number of National Federations present with the right to vote plus one.

Simple majority is more votes cast in favour than against.

## ARTICLE 25 - DATE OF TAKING EFFECT

All decisions of the Congress take effect immediately after the Congress, except for:

- The amendment of Competition Rules, which take effect as of 1<sup>st</sup> January of the following year.
- New Members of the ICF, once approved, may participate in the Congress with full voting right.

## ARTICLE 26 - ICF BOARD OF DIRECTORS

1. The ICF Board of Directors shall deal with all matters of broad ICF policy between Congresses.

2. The ICF Board of Directors is composed of the following persons:

- Elected persons  
ICF President  
ICF First Vice President  
ICF Second Vice President  
ICF Third Vice President  
ICF Treasurer  
Up to four (4) Members of the European Continent,  
Up to three (3) Members of the American and Asian Continent,  
Up to two (2) Members of each of the Oceanic and African Continents,  
Chairs of the ICF Standing Committees (See Art 32.1).
- Appointed Member  
ICF Secretary General

## BYELAW TO ARTICLE 26

1. The ICF Board of Directors shall meet at least once a year.

2. The ICF Board of Directors shall form a quorum if and when, after being duly summoned, at least half of its members are present.

3. The National Federations shall bear the travelling expenses of their Members taking part in the sessions of the ICF Board of Directors.

4. If necessary, ICF Board of Directors meetings and voting may be held via e-mails and conference calls.

## **ARTICLE 27 - ELECTION OF MEMBERS TO THE ICF BOARD OF DIRECTORS**

1. The ICF President, the ICF Second Vice President and the ICF Treasurer shall be elected at the Congress held in the year of the Olympic Games, the ICF First Vice President and the ICF Third Vice President at the following Congress.

2. The ICF President shall be elected individually. The ICF Vice-Presidents and the ICF Treasurer will be elected collectively. The Chairs of the ICF Standing Committees will also be elected collectively.

3. If a member of the Board of Directors is a candidate for another position on the Board then he/she has to resign from the original position and there will be an election for any remaining mandate of that position. Advance notification of the resignation should be given 3 months before the Congress. In this case the ICF Headquarters will notify National Federations in order to receive the nominations for the vacant position no later than 1 month before the Congress.

4. Assembly of the respective Continental Association shall elect the Continental Members of the ICF Board of Directors for a period of four (4) years. When such Continental Federation does not exist, only the delegates of the respective Continent present shall elect the Continental Members to the ICF Board of Directors. The Congress shall elect the Chairs of the ICF Standing Committees for a period of four (4) Years.

5. The Continental Members of the ICF Board of Directors must come from different countries.

6. A Member of the ICF Board of Directors may only have one function on the ICF Board of Directors: ICF Executive Committee Member, Continental Representative, or Chair of an ICF Standing Committee.

7. A Member of the ICF Board of Directors may not serve as member of an ICF Standing Committee at the same time. Therefore after the election the member has to resign from the other position.

## **BYELAW TO ARTICLE 27**

1. All elected Members of the ICF Board of Directors are eligible for re-election if duly nominated.
2. All elected members of the ICF Board of Directors are Honorary Members.
3. Members of the ICF Board of Directors are not able to vote on any issue or subject that has any financial or conflictual interests relating to canoeing.

## **ARTICLE 28 - VACANCIES**

1. In the case of decease resignation or suspension (by the ICF Board of Directors after consultation with the National Federation concerned see Article 42) of a Member of the ICF Board of Directors, a substitute can be nominated by the ICF Board of Directors or the appropriate Continental Association until the next ordinary or Extraordinary Congress.
2. If and when the ICF President is temporarily prevented from fulfilling the duties of office, the position shall be taken by the ICF First Vice President and if the latter is not available, by the ICF Second Vice President and if the latter is not available the ICF Third Vice President. If the latter is not available, the ICF Board of Directors shall appoint one of its Members to take the position of the ICF President.
3. The ICF Board of Directors shall appoint one of its Members to take the place of the ICF Treasurer.
4. The ICF Executive Committee shall appoint a Member of the respective ICF Standing Committee to act as Chair.

## ARTICLE 29 - DUTIES OF THE ICF BOARD OF DIRECTORS

The duties and power of the ICF Board of Directors shall be:

- a) To take steps as may be necessary to achieve the objectives laid down in Article 3 of the Statutes;
- b) To ensure the implementation of the decisions made by the Congress;  
The ICF Board of Directors shall have the power to amend or change a decision of Congress provided that:
  1. The ICF President has decided that the circumstances which prevailed at the time the decision was taken by Congress have changed to a material extent; and
  2. The decision by the ICF Board of Directors is taken by not less than 80% of the members present.
- c) To appoint or dismiss the ICF Secretary General if deemed necessary following an appropriate review;
- d) To appoint the Members of the ICF Standing Committees following the recommendations of the Chair of each ICF Standing Committee concerned; to appoint Chairs of ICF Standing Committees who are not members of the ICF Board of Directors.
- e) To clarify and to adopt where necessary rules and regulations coming from ICF Standing Committees;
- f) To examine the proposals received from National Federations for submission to the Congress and to take a position on those issues;
- g) To discuss the budget of the ICF for submission to the Congress;
- h) To examine the financial situation of the ICF and to submit a proposal for the annual Membership Fee to the Congress;
- i) To submit a proposal for the ICF Working Programme to the Congress;
- j) To appoint commissions or working groups as necessary.

### BYELAW TO ARTICLE 29

Any ICF Board of Directors member who fails to carry out the reasonable requests of the ICF Executive Committee may be suspended from the ICF Board of Directors at their next meeting by not less than 80% of the ICF Board of Directors members present.

## **ARTICLE 30 - ICF EXECUTIVE COMMITTEE**

An Executive Committee consisting of the following persons shall manage the ICF:

- The President
- Three Vice-Presidents
- The Treasurer
- The non-voting Secretary General

## **ARTICLE 31 - DUTIES OF THE ICF EXECUTIVE COMMITTEE**

- a) To manage the work of the ICF between meetings of the ICF Board of Directors
- b) To take such steps as may be necessary to achieve the objectives laid down in Article 3 to the Statutes;
- c) To ensure the implementation of the decisions made by the Congress and the ICF Board of Directors;
- d) To ensure the maintenance of proper standards in the organisation of the ICF Competitions, Olympic and multi-sports Games, canoeing events and all other events and competitions conducted under the authority of the ICF;
- e) To ensure the observation of the Statutes, Competition Rules and Regulations of the ICF and whenever necessary to interpret these Statutes, Competition Rules and Regulations;
- f) To ensure the representation of the ICF by its President or by one of its Members;
- g) To be responsible for the administrative and financial directives of the ICF. To this end, the ICF Executive Committee may establish administrative offices with remunerated personnel;
- h) To take any decisions appropriate to the circumstances in the interest of the sport of canoeing;
- i) To examine the proposals received for submission to the Congress and to express the ICF Executive Committee's view on these to the ICF Board of Directors;
- j) To give directives to the work of the ICF Standing Committees;
- k) To keep Member National Federations informed as to the position of the ICF and its activities;

## **BYELAW TO ARTICLE 31**

1. The ICF Executive Committee shall meet at least three times annually.
2. When the ICF President deems it necessary, urgent matters can be dealt by voting in writing or by telephone.
3. The ICF Executive Committee shall also act as Finance Committee.
4. The ICF Executive Committee shall invite the Chair of the ICF Standing Committees to the discussion of issues that fall within the competence of their particular Committee.
5. The ICF Executive Committee is responsible for reaching objectives, particularly those which are not directly executed by an ICF Standing Committee, and principally those which are coordinated by the IOC. The ICF Executive Committee coordinates recommendations from the Continental Associations and can name ICF experts.
6. The ICF Executive Committee shall form a quorum if and when, after being duly summoned, at last half of its members are present.
7. The National Federations shall bear the travelling expenses for the ICF First Vice President, ICF Second Vice President, ICF Third Vice President and ICF Treasurer when taking part in the sessions of the ICF Executive Committee.

## **ARTICLE 32 - ICF STANDING COMMITTEES**

1. All ICF Standing Committees are consultative organs of the ICF Board of Directors and of the ICF Executive Committee and are responsible for carrying out their policies. The ICF Standing Committees (except the Athletes' Committee) are composed of up to four (4) Members nominated by the National Federations prior to the deadline as set by the ICF Executive Committee and appointed by the ICF Board of Directors for a period of four (4) years, which may be renewed.

The ICF Board of Directors appoints these members for the same four-year periods as the Chair of that committee.

Regarding the competitive disciplines ICF Standing committees, the Congress will only elect a Chair if the participation at World Championships in the previous 4 years contains an average of 20 participating National Federations from at least 3 continents.

If there are fewer participating National Federations or Continents then the Chair will be appointed by the ICF Board of Directors and he/she will not be a member of the ICF Board of Directors.

**2. Athletes' Committee consists of 6 members including a Chair. The Committee is elected as follows:**

- 2 representatives of the Canoe Sprint discipline (1 man and 1 woman) and 2 representatives of the Canoe Slalom discipline (1 man and 1 woman) elected by athletes during World Championships in the year of the Congress
- The election process and the counting of the votes will be monitored by an independent individual
- 2 representatives of the non-Olympic disciplines appointed by the ICF Board of Directors
- Chair is elected by the Congress from the 4 Olympic disciplines representatives assuming they are nominated for the Chair's position by their National Federation.

**3. In the case of forming a new ICF Standing Committee at the Congress, the ICF Board of Directors appoints the Chair and the members for the first 4 years.**

New disciplines introduced need to be established for 4 years before they may have representation on the ICF Board of Directors, but they may be represented by the Competition Commission.

## **BYELAW TO ARTICLE 32**

**1. A Chair who is not an ICF Board of Directors member will be appointed by the ICF Board of Directors from nominations received from the National Federations.**

**1.1 Members are appointed by the ICF Board of Directors from nominations by National Federations sent to the ICF Secretary General for presentation to the ICF Board of Directors.**

2. For the sake of fulfilling their working plan the ICF Standing Committees shall hold at least one session a year.
3. The ICF Board of Directors may co-opt members to the ICF Standing Committees for periods up to two years renewable by the ICF Board of Directors.
4. The ICF Board of Directors may appoint advisers to the ICF Standing Committees for up to two years renewable by the ICF Board of Directors.
5. The Members of the ICF Executive Committee may attend the meetings of all ICF Standing Committees.
6. At all meetings minutes must be kept and a list of attendance signed.
7. The sessions of all ICF Standing Committees are closed.
8. The participation in the meetings is compulsory for the Members. Members absent for justified reasons must advise of their absence prior to the meeting.
9. The ICF Board of Directors has the power to suspend those Members of ICF Standing Committees who have been absent for two consecutive meetings without a written justification.
10. In case of necessity, the ICF Executive Committee has the right to replace Members of the ICF Standing Committees being unable to satisfy the working requirements of the ICF Board of Directors or having discontinued to serve the ICF in the ICF Standing Committees. The new Members serve until the next appointment of the ICF Standing Committee.
11. The National Federations shall bear the travelling expenses of their Members taking part in the sessions of the ICF Standing Committees. The ICF will pay the travelling expenses for the members of the Athletes' Committee for their annual meeting.
12. The following ICF Standing Committees shall deal with specific activities of the ICF:

Canoe Sprint  
Canoe Slalom

Wildwater Canoeing  
Canoe Marathon (including Ocean racing)  
Canoe Sailing  
Canoe Polo  
Dragon Boat  
Medical & Anti-Doping  
Athletes'  
Canoe Freestyle  
Canoeing for All

## **ARTICLE 33 - DUTIES OF THE ICF STANDING COMMITTEES**

The Byelaws of the ICF Statutes shall define the duties, authority and field of activity of each ICF Standing Committee.

### **BYELAW TO ARTICLE 33**

1. Each ICF Standing Committee is obliged to draw up and submit the following documents to the ICF Executive Committee for submission of the ICF Board of Directors;
  - a) The draft of its working plan and budget for four (4) years;
  - b) An annual report on its activity, with accounts, and any other reports required;
2. All these documents shall be sent to the ICF Secretary General.
3. The duties of the ICF Standing Committee of the competitive disciplines are:
  - a) To prepare the ICF Competition Rules of their discipline in a ready-to-print form;
  - b) To issue regulations for the enforcement of the ICF Competition Rules and submit proposals for their changes, including the setting of standards for the organisation of international competitions, for boats, courses etc.;
  - c) To express an opinion on the applications for World Championships submitted by National Federations;
  - d) To express an opinion on the motions submitted by National Federations concerning their Competition Rules;
  - e) To help the preparations, the organisation and the programme of World Championships (and of Olympic Games in the case of Olympic disciplines);

- f) To prepare statistics and to analyse World Championships and Olympic Games;
- g) To approve competition courses;
- h) To establish an International Competition Calendar for each year;
- i) To submit proposals for the officials of World Championships (and of Olympic Games in the case of Olympic disciplines);
- j) To propose and help the organisation of international coaches' and officials' seminars and courses;
- k) To organise and conduct examinations for International Officials candidates in their disciplines;
- l) To submit proposals for the development of their discipline;
- m) The Chairs of all competitive disciplines (including the Chairs who are not the ICF Board of Directors members) are forming the Competition Commission, which is chaired by an ICF Executive Committee member. The purpose of the Competition Commission is coordination of competition matters (calendar, officials, bidding process, education, examinations, safety, organisation guidelines...).

4. The duties of the Medical & Anti-Doping Committee are:

- a) To advise the ICF, its affiliated National Federations and the ICF Standing Committee on medical and Anti-Doping matters;
- b) To monitor the medical services at World Championships;
- c) To investigate and promote the prevention of sports injuries;
- d) To study, monitor and publicise biological aspects of training;
- e) To assist in the basic medical and Anti-Doping education of coaches;
- f) To formulate and publish guidelines for medical services;
- g) To plan and process educational Anti-Doping measures for athletes and National Federations;
- h) To give medical advice to the ICF Executive Committee and monitor the Doping-control panel in Anti-Doping matters;
- i) To establish Doping-control research programmes and participate in medical working groups on international level (IOC etc.);
- j) To nominate the ICF Medical officers for international competitions, World Cups and World Championships (ICF Competitions) and Olympic Games;

- k) To establish Anti-Doping test procedures;
- l) To conduct scientific measures and seminars.

5. The duties of the Athletes' Committee are:

- a) To represent the athletes in the decision making bodies of ICF;
- b) To act as a mediator between active athletes and the ICF Organisms;
- c) To represent the athletes in the meetings of the discipline related ICF Standing Committees and in the ICF Medical & Anti-Doping Committee if invited by the Chair;
- d) To form the official opinion of the athletes concerning actual issues and to pass resolutions of the athletes;
- e) To work for the athletes' representation in the National Federations;
- f) To represent the athletes during the ICF Competitions of the discipline as a spokesman/spokeswoman.

All proposals by the Athletes' Committee are ratified by the ICF Board of Directors.

6. The duties of the Canoeing for All Committee are:

- a) To encourage the practice of Sport for All and support the efforts and development of National Federations involved in Sport for All,
- b) Objectives and Activities: development of Women in Canoeing, Masters Events, Touring and Recreational Canoeing, Paddle-Ability Canoeing, Environment etc.
- c) To follow and cooperate with the IOC Sport for All Commission

## **ARTICLE 34 - OFFICERS OF THE ICF**

The Officers of the ICF shall be:

- a) The ICF President
- b) The ICF Vice Presidents
- c) The ICF Secretary General
- d) The ICF Treasurer

## **ARTICLE 35 - DUTIES OF THE ICF PRESIDENT**

(See Byelaw to article 35)

### **BYELAW TO ARTICLE 35**

1. The ICF President is the highest officer of the ICF. It is incumbent upon the ICF President to:

- a) Guide and control the entire work of the ICF;
- b) Represent the ICF at the meetings of the IOC, GAISF, ASOIF and other sport organisations the ICF is affiliated to;
- c) Summon meetings of the ICF Executive Committee, the ICF Board of Directors and the Congress;
- d) Establish the agenda for such meetings;
- e) Act as Chair of meetings of the ICF Executive Committee, the ICF Board of Directors, as well as, of the Ordinary and Extraordinary Congress;
- f) Attend World Championships, Olympic Games and other important ICF competitions;
- g) Provide the ICF Secretary General with copies of all official correspondence;
- h) Sign together with the ICF Secretary General all official documents of the ICF;
- i) Keep the ICF Treasurer informed on all matters with financial effects;
- j) Keep Members of the ICF Executive Committee, the ICF Board of Directors and the Chair of the ICF Standing Committees informed on all matters affecting their specific responsibilities;
- k) Propose nominations for the position of the ICF Secretary General;

2. The travelling and accommodation expenses of the ICF President in connection with the duties of office are paid by the organising National Federation or by the ICF.

## **ARTICLE 36 - DUTIES OF THE ICF VICE PRESIDENTS**

(See Byelaw to Article 36)

### **BYELAW TO ARTICLE 36**

It is incumbent upon the ICF Vice President to:

- a) Help and supervise the work of the ICF Standing Committees according to the directives given by the ICF Executive Committee;
- b) Fulfil the specific tasks allocated to them by the ICF Executive Committee or the ICF President and to

- report on their activities to the ICF Executive Committee or the ICF President;
- c) Provide the ICF President and the ICF Secretary General with copies of all their official correspondence;
  - d) Contribute to the publication of ICF books, magazines with articles and various materials;

## **ARTICLE 37 - DUTIES OF THE ICF SECRETARY GENERAL**

(See Byelaw to Article 37)

### **BYELAW TO ARTICLE 37**

1. The ICF Secretary General directs the administrative work of the ICF according to his contract of employment.
2. The travel and accommodation expenses of the ICF Secretary General, in connection with the duties of office, are paid by the ICF.

## **ARTICLE 38 - DUTIES OF THE ICF TREASURER**

(See Byelaw to Article 38)

### **BYELAW TO ARTICLE 38**

The ICF Treasurer is directly responsible for all financial affairs of the ICF. It is incumbent upon the ICF Treasurer to:

- a) Pay attention to all financial matters of the ICF;
- b) Prepare in consultation with the ICF Executive Committee (Finance Committee) the budget of the ICF for submission to the ICF Board of Directors and Congress;
- c) See to it that the expenditure keeps within the limits laid down in the budget;
- d) To keep the financial records of the ICF;
- e) Prepare the accounts and to obtain the report of the auditors for presentation to the ICF Executive Committee, the ICF Board of Directors and the Congress;
- f) Provide the ICF Executive Committee and the ICF Board of Directors with a financial report at each meeting.

## **ARTICLE 39 - DUTIES OF CONTINENTAL REPRESENTATIVES**

(See Byelaw to Article 39)

### **BYELAW TO ARTICLE 39**

It is incumbent upon the Continental Representative to:

- a) Be active in their respective continent or region as representative of the ICF;
- b) Carry out all tasks which have been allocated to them by the ICF Executive Committee and by the ICF President;
- c) Promote the development of canoeing in their continent;
- d) Contribute to the publication of the ICF magazine with articles and other materials;
- e) Report on their activity to the ICF Executive Committee and the ICF Board of Directors.

## **ARTICLE 40 - DUTIES OF CHAIRS OF THE ICF STANDING COMMITTEES**

(See Byelaw to Article 40)

### **BYELAW TO ARTICLE 40**

The Chairs of the ICF Standing Committees shall be responsible for:

- a) The work of their ICF Standing Committee in accordance with the decisions of Congress and the directives received from the ICF Board of Directors, and the ICF Executive Committee,
- b) Summoning meetings of their ICF Standing Committee;
- c) The dispatch of all documents relating to the meetings;
- d) The recording and distribution of minutes of all meetings.
- f) The Chairs of the ICF Standing Committee shall send their accounts together with original invoices to the ICF Treasurer within 15 days following the financial year.
- g) In the year of the Olympic Games, in addition to those under f) - the accounts of all expenses occurred prior to the Congress shall be sent to the ICF Treasurer by the deadline specified.

## **ARTICLE 41 - AUDITING OF ICF FINANCES**

- a) The ICF must have a professional auditing company.
- b) The company will audit the accounts of the ICF Treasurer and Headquarters.
- c) The company will inspect and report on all ICF finances.
- d) Act, if requested by the ICF, as a financial adviser to the ICF Executive Committee.

# CHAPTER IV - DISCIPLINARY REGULATIONS

## ARTICLE 42 - DISCIPLINARY MEASURES

The disciplinary measures of the ICF are:

- a) Caution
- b) Reprimand
- c) Exclusion of some or all Members of a National Federation from participation in the international competitions and ICF Competitions
- d) Suspension
- e) Expulsion
- f) The imposition of a fine.

These disciplinary measures can be taken against individual Members of a National Federation or National Federations in their entirety for breach of the ICF Statutes and Competition Rules or for having harmed the interest of the ICF or for the non-payment of Membership Fees and any other financial obligations to the ICF arising from contractual agreements or any other duties.

Disciplinary measures may also be taken against:

(1) Any official or member of a National Federation who by word or gesture threatens any Referee or other official during the competition and

(2) Referees and officials who violate the ICF Statutes or Competition Rules during an ICF Competition Suspension bars individual Members of a National Federation or the National Federation itself from all rights and prerogatives until the suspension is lifted.

In the case of expulsion of a National Federation its Membership of the ICF ceases.

Disciplinary measures a) - c) and f) are taken by the ICF Executive Committee, measure d) by the ICF Board of Directors and e) by the Congress with a two thirds majority of the National Federations represented at the Congress and entitled to vote.

The National Federation can make appeals against a decision of the ICF Executive Committee to the ICF Board of Directors whose decision is final.

A National Federation can make appeals against a decision of the ICF Board of Directors to the Congress whose decision is final.

## **ARTICLE 43 - DISCIPLINARY PROCEDURES**

1. When a National Federation penalises an athlete or official in connection with an international competition, the ICF Secretary General must be advised immediately. The ICF Secretary General informs all other National Federations.

2. When an athlete commits a violation of the rules while participating in an international competition held in another country the organising National, must send a detailed report to the ICF Secretary General. The ICF Secretary General informs the ICF Executive Committee which, in turn, decides on the appropriate penalties. The organising National Federation cannot penalise athletes from another country, except for eliminating them from the competition.

3. Athletes who believe they have been wronged with respect to international events have the right to submit a written complaint to the ICF through their National Federation.

4.1 All National Federations and athletes shall have the right to be heard before disciplinary measures are taken against them according to the procedures set forth hereunder.

4.2 The ICF Secretary General shall cause a registered letter to be sent to the athlete or National Federation concerned wherein the contravention alleged against him is set out.

4.3 In the letter the athlete or National Federation shall be afforded a period of 14 calendar days within which to reply to the allegations made against him/her and in which to set out his/her defence thereto. In urgent cases the ICF President may shorten this period.

4.4 Should the athlete or National Federation concerned fail to reply to such letter he/she or it will forfeit the right to any further hearing.

4.5 Should the National Federation or athlete concerned reply to the letter of complaint within the period afforded, the ICF Secretary General shall forthwith advise him/her of the date, time and place at which the disciplinary hearing is to take place.

**4.6** The said National Federation or athlete shall be entitled to legal representation at the hearing, but may also appear personally. The National Federation or athlete concerned may further ask leave to be excused from the hearing and to rely on his/her written statement of defence.

# CHAPTER V - COURT OF ARBITRATION OF THE ICF

## ARTICLE 44 - ESTABLISHMENT

In the case of a dispute, other than at ICF competitions where the ICF Competition Rules apply, a Court of Arbitration of the ICF will be appointed, consisting of three (3) Arbitrators.

Arbitrators will be selected from the list of ICF appointed arbitrators by a draw (secret ballot) at the ICF Headquarters within a time limit of fifteen days set by the ICF Executive Committee upon receipt of the request. The Chair of the arbitration will be decided by mutual agreement of the arbitrators drawn. If mutual agreement is not reached, the ICF Executive Committee shall appoint the Chair.

Each disputing party will have the right to have a representative attend the draw, or request that an auditor of the ICF be present.

A redraw must occur to replace an arbitrator drawn for a dispute who fulfils any of the following criteria:

- the arbitrator is a legal assistant of one of the parties
- the arbitration involves one party where the arbitrator is a member or representative

No matter what the difference between the disputing parties, no case may be taken to a court of law.

The ICF would only recognise and accept the decisions of the Court of Arbitration for Sport (CAS) in Lausanne (Switzerland) should the necessity of an appeal against an ICF decision arise.

## BYELAW TO ARTICLE 44

### List of Arbitrators

There are to be at least 9 (nine) arbitrators on the ICF list, with a maximum of 20 (twenty). In the initial establishment of the list, 5 (five) arbitrators shall be appointed for a period of 4 (four) years and 4 (four) arbitrators for a period of 2 (two) years. Thereafter, all arbitrators stand on the list for a period of four years. The ICF Board of Directors reviews the list every two years in order to replace the expiring appointments. The list enters into force on 1 January of the following year.

In establishing the list of ICF arbitrators, the ICF Board of Directors shall call upon personalities with full legal training, recognised competence with regard to sports law and/or international arbitration, a good knowledge of the sport of canoeing or at the very least of sport in general, and a good command of the English language. In addition, the ICF Board of Directors shall respect, in principle, the following:

- 3 of the arbitrators selected among the persons proposed by the National Federations
- 3 of the arbitrators selected among the persons proposed by the Continental Associations
- 3 of the arbitrators selected among persons proposed by the ICF Athletes Committee or other sources independent to the ICF and its Continental Associations or NFs

In appointing the personalities who appear on the list of arbitrators, the ICF Board of Directors shall, wherever possible, ensure fair representation of the continents.

The ICF Board of Directors has the right to refuse proposals and request further proposals.

ICF arbitrators are bound by the duty of confidentiality.

If an ICF arbitrator resigns, dies or is prevented from carrying out his/her functions for any other reason, he/she may be replaced, for the remaining period of his/her mandate.

The ICF Board of Directors has the power to withdraw an arbitrator from the list after 3 (three) refusals to arbitrate.

The list of ICF arbitrators and all modifications to such list are published.

## **ARTICLE 45 - DECISION**

The decision of the Court of Arbitration of the ICF as well as a complete report on the case must be given in writing, the original to be kept by the Chair and copies to be sent to the parties concerned and the ICF Executive Committee. The decision must state which of the disputing parties has to bear the costs.

## **ARTICLE 46 - EXPENSES**

The cost of the Court of Arbitration of the ICF must be borne by the party against which the Court has found.

Should neither party be found at fault, both parties shall defray the costs in equal parts. The Court is to do everything to keep the costs as low as possible without, however, being detrimental to either the ICF or the parties concerned in the case.

#### **ARTICLE 47 - APPEAL**

A party to a dispute has the right to appeal against a decision of the Court of Arbitration of the ICF.

Any appeal to a body outside the ICF shall be made only to the Court of Arbitration for Sport (CAS) in Lausanne (Switzerland).

## CHAPTER VI - DISSOLUTION

### ARTICLE 48 - DISSOLUTION

1. The dissolution of the ICF shall only be valid if carried by four-fifths (4/5) of the votes of National Federations present at an Extraordinary Congress specifically convened for the purpose. Further more, a quorum of two-thirds of the affiliated National Federations is necessary.

2. If the proposal for dissolution is carried, the ICF Executive Committee shall be entitled to realise the assets of the ICF, which shall be divided equally among the National Federations constituting the ICF at the time the vote is taken.

## **CHAPTER VII - MATTERS NOT COVERED BY THE STATUTES**

### **ARTICLE 49 - MATTERS NOT COVERED BY THE STATUTES**

All matters not specifically covered by the ICF Statutes and ICF Competition Rules shall be decided by the ICF Executive Committee, subject to ratification by the ICF Board of Directors.

## **STANDING BYELAWS TO MEETINGS PROCEDURES**

1. Notices of meetings of the ICF shall be dispatched as follows:
  - a) Notices of the meetings of the Ordinary Congress shall be sent by the ICF President by e-mail not later than four (4) months before the date of the Congress to all affiliated National Federations, President of Honour and Members of the ICF Board of Directors. Only in case an acknowledgment to the e-mailed notices is not received, a registered letter will be sent.
  - b) The agenda and the motions for the Ordinary Congress shall be sent out by the ICF Secretary General by e-mail not later than 45 days before the date of the Ordinary Congress;
  - c) Notices of the meetings of the Extraordinary Congress shall be sent out by the ICF President by e-mail not later than two (2) months before the opening;
  - d) The ICF Secretary General shall send out the agenda and the motions for the Extraordinary Congress by e-mail not later than (30) thirty days before the date of the Extraordinary Congress;
  - e) Notices of the meetings of the ICF Board of Directors, together with the agenda, shall be dispatched by the ICF President by e-mail not later than 60 days before the meeting;
  - f) Documents relating to the items on the agenda of the meeting of the ICF Board of Directors shall be dispatched by the ICF Secretary General by e-mail not later than 30 days before the meeting;
  - g) Notices of the meetings of the ICF Executive Committee shall be sent out by the ICF President by e-mail not later than 45 days before the meeting;
  - h) The agenda and the documents relating to the meetings of the ICF Executive Committee shall be dispatched by the ICF Secretary General by e-mail not later than 15 days before the meeting to all members of the ICF Board of Directors and the Chairs who are not the ICF Board of Directors members.
  - i) Notices of the meetings of ICF Standing Committees shall be sent out by e-mail not later than 60 days before the date of the meeting. Such notices to be sent to all Members of the ICF Executive Committee and the ICF Board of Directors and the Chairs who are not the ICF Board of Directors members.
  - j) Documents relating to the items on the agenda

of the meeting of ICF Standing Committees shall be dispatched by e-mail not later than 20 days before the meeting to the Members of the ICF Standing Committee concerned, to the ICF Executive Committee and to the ICF Board of Directors and the Chairs who are not the ICF Board of Directors members.

2. The Minutes of the meetings shall be circulated, as follows:

- a) Minutes of the Congress, under the direction of the ICF Secretary General and after approval by the ICF President, within 60 days of the meeting, to the affiliated National Federation and the Members of the ICF Board of Directors;
- b) Minutes of the ICF Board of Directors, under the direction of the ICF Secretary General and after approval by the ICF President, within 45 days of the meeting, to the Members of the ICF Board of Directors. These minutes are confidential. The most important information on matters discussed at the meetings shall be released to the National Federations either on the ICF Website or in PaddleAway.
- c) Minutes of the ICF Executive Committee meetings, under the direction of the ICF Secretary General, within 30 days of the meeting, to the Members of the ICF Board of Directors. These minutes are confidential. The most important information on matters discussed at the meetings shall be released to the National Federations either on the ICF Website or in PaddleAway.
- d) Minutes of the ICF Standing Committee meetings, under the direction of the Chair concerned, within 30 days of the meeting, to ICF Standing Committee Members and the Members of the ICF Board of Directors.

3. No correction or alteration to the Minutes will be accepted unless written notification has been received and acknowledged by the Headquarters within 2 (two) months of the date of circulation of the Congress Minutes and within 1 (one) month of the date of circulation of the Minutes of the ICF Board of Directors, of the ICF Executive Committee and of the ICF Standing Committees.

# STANDING BYELAWS TO THE PREPARATION AND ORGANISATION OF WORLD CHAMPIONSHIPS

## I - APPLICATION

1. Application will be made electronically. Two types of application will be available:

- a) First Time Applicant - the venue with no World Cup or World Championships (ICF Competitions) in the last 5 years. Prior to making an application for the organisation of World Championships, the National Federation is obliged to arrange for a Technical Delegate of the ICF, i.e., the Chair of the appropriate ICF Standing Committee or deputy to inspect the proposed venue and the facilities described in the application. The report of this delegate shall be submitted, together with the application, to the ICF Secretary General for submission to the ICF Executive Committee for their decision.
- b) ICF Certification Applicant - the venue with World Cup or World Championships (ICF Competitions) in the last 5 years.

Both forms are containing questions, which will allow or not allow electronic application.

Application deadline: before 1<sup>st</sup> January five (5) years before the year of the planned event.

2. A National Federation applying for World Championships shall submit a bidding file in electronic format plus one paper copy to the ICF Secretary General before 1<sup>st</sup> January four (4) years before the year of the planned event.

The bidding file shall contain the following details:

- a) Proposed date - in accordance with the ICF Skeleton Calendar, with the possibility of alterations in justified cases
- b) Provisional Competition Schedule
- c) Provisional Budget (according to the ICF template)
- d) Plans and illustrations of the course (with the checkmarks of all the facilities)
- e) Public transportation (the means of transportation; the nearest airport, railway or bus station - distance from the course)
- f) Accommodation (number of the hotels with the distance from the course, the capacity, the maximum

- prices, clear definition of categories, price difference in percentage between categories)
- g) Transportation (between the hotels and the course out and during the competition)
  - h) Marketing plan (how the Applicant will advertise and promote the Event, national and international promotion)
  - i) TV/Media requirements (list of possible broadcasters, description of TV Coverage, number and position of cameras)
  - j) Motivation and Legacy: why the Applicant wants to organise the event and how will this affect canoeing sport in his city, region or country
  - k) Description of Innovations which the Applicant wishes to introduce at the World Championships
  - l) ICF Letter of Agreement signed by the Applicant which is a formal undertaking to adhere to all ICF regulations for organising a World Championships
  - m) Guarantee letters (City Council, NOC or State Government etc. - anything that proves the higher instance support of the Event)
  - n) Applicants for Senior World Championships Olympic Disciplines: Copy of the bank transfer of € 15.000 as a guarantee, which will be given back to the Applicant in case the application is refused or after the event is successfully finished.

## **II - PRESENTATION TO THE ICF BOARD OF DIRECTORS**

The minimum requirement for applicants is to submit a written presentation to the ICF Board of Directors. Audio-visual presentations of no more than 10 minutes may be used to supplement this written presentation if the applicant feels it is necessary.

## **III - ALLOCATION**

- a) All applicants must have signed their part of a Letter of Agreement with the ICF before the ICF Board of Directors awards the World Championships.
- b) The ICF Board of Directors will allocate an Event only four (4) years in advance. Allocations will be decided only for one year (for example - in the year 2007, only events for 2011 will be decided).

## **IV - PREPARATION**

1. The Agreement between the ICF and the organising National Federation must be signed within 90 days after the allocation of the World Championships.
2. Prior to the World Championships, the organising National Federation shall, at a date fixed by the ICF Standing Committee concerned, make a report on the progress of the preparations for the World Championships and arrange that the Technical Delegate of the ICF is given an opportunity to check at least once the progress of the preparations at the venue. The cost of the Delegate's travel and accommodation shall be borne by the organising National Federation.
3. The organising National Federation is responsible for accommodation with full board for the Members of the Jury and the Chief Official.
4. Each National Federation shall be provided with two (2) identity cards for access to the areas of the Competition Committee and the Jury. Only persons in possession of such an identity card are allowed to speak on behalf of their National Federation. These persons are to be named at the team leaders meeting.

## **V - REPORT**

The organising National Federation is obligated to forward after the World Championships to the ICF the final report containing the following:

1. Paper results
2. Electronic results in PDF and excel format
3. Set of entry forms, bulletins, tickets
4. Athletes biographies in electronic format (compatible to the ICF database)
5. The list and contact details of all media accredited persons
6. Minimum of 200 high resolution photographs (pictures of winners; minimum 15cm x 15cm in 200 dpi; with

the name of the photographer and caption for each photo) - ELECTRONIC FORMAT

7. An article in English about the Event (including data about participating countries, number of entries, presentation of the venue, atmosphere, results, testimonies from the athletes, coaches, public...)
8. A Transfer of Knowledge proposal - what do you recommend to the next organisers, what was good from your side, what would you like to offer to the ICF to use regarding different items (on-line entries software, VIP protocol).

In addition to the final report, the ICF Technical Delegates shall also prepare a report on the execution of the World Championships.

## **VI. OTHER CANOEING EVENTS**

All other multi-sports Games, which incorporate canoeing events within their programme, must comply with the ICF Competition Rules.

Eventual changes in the ICF Competition Rules are subject to the agreement of the ICF Executive Committee in consultation with the Chair of the appropriate ICF Standing Committee.

Continental Associations may have different Competition Rules, subject to the agreement of the ICF Executive Committee in consultation with the Chair of the appropriate ICF Standing Committee.

Where ICF designates a Continental Championships as an Olympic Qualification Competition an operational contract will be signed by both parties.

# STANDING BYELAWS TO THE FINANCIAL RULES

## I - ADMINISTRATION

The ICF Treasurer administers the financial matters in accordance with Article 38 of the ICF Statutes.

## II - CURRENCY

In all financial matters of the ICF, the Euro (€) serves as official basic currency for all calculations.

## III - SIGNATURE COMPETENCE

1. The ICF President and the ICF Treasurer have the right to distribute the ICF money on the bank accounts according to the agreed budget and the decisions of the ICF Board of Directors or ICF Executive Committee. Expenditure (checks, assignments) exceeding 10,000 Euros must be signed by both, the ICF President and the ICF Treasurer.

2. For the daily expenses, the ICF President, the ICF Secretary General and the ICF Treasurer have a disposition account.

3. Statements of bank accounts must be sent to the ICF Treasurer at least every 3 months.

## IV - INVESTMENT OF THE LIQUID RESOURCES AND OF THE ASSETS

The ICF Treasurer decides after co-ordination with the ICF President on the investment of liquid resources, the ICF Executive Committee is to be informed about the transactions.

## V - ADMINISTRATION OF PAYMENTS

1. Funds advanced for any ICF projects approved by the ICF Board of Directors and the ICF Executive Committee

must be requested in writing to the ICF Treasurer with a copy to the ICF President.

Funds for a project must be advanced as soon as possible. The ICF must pay all costs of the transaction. Advanced funds must be settled with the ICF Treasurer if possible immediately after the project was finished but no later than the end of the respective year.

2. The ICF Treasurer must provide a written financial statement balanced against the ICF budget at each ICF Board of Directors meeting and must submit a report on the finances to the ICF Executive Committee at least every 6 months.

## **VI - BOOK ACCOUNTING**

The ICF Treasurer is responsible for the recording of accounts. The ICF Treasurer shall select a credible accounting firm for book keeping purpose. The ICF must pay all costs of auditing.

## **VII - RELEASE OF DUTY**

If any ICF Board of Directors member or ICF Headquarters Staff member is found to have mismanaged or misappropriated any financial accounts, they will be suspended and their duties will be taken from them. A formal investigation can continue.

## **STANDING BYELAW ON ELIGIBILITY**

All participants in competitions governed by the regulations of the ICF shall:

1. Respect the spirit of fair competition and agree to comply with the ICF Competition Rules of the discipline in which they will take part.
2. Refrain from using substances and methods banned by the regulations of the IOC and WADA.
3. Respect and comply with all aspects of the ICF Anti-Doping Control Rules.

## STANDING BYELAWS TO TELEVISION

1. The ICF is worldwide the exclusive owner of the TV / Broadcasting, Internet and any other media property rights of World Championships and World Cups (ICF Competitions) of all official ICF disciplines as defined in the ICF Statutes and Bye-Laws.
2. The ICF has the right to grant or contract the rights as mentioned under point 1 entirely or partly to International TV / Broadcasting Unions, National Federations, Organising Committees, Internet providers and Agencies.
3. The contracts as mentioned under point 2 will be in written form and will include the financial and technical requirements.
4. The ICF Executive Committee shall have the power to modify the programme of World Championships and World Cups (ICF Competitions) to ensure a high quality of Television Broadcast or to ensure live Broadcast.

## STANDING BYELAWS TO ADVERTISING / PROPERTY RIGHTS

1. The ICF is worldwide the exclusive owner of the Advertising and any other property rights of World Championships and World Cups (ICF Competitions) of all official ICF disciplines as defined in the ICF Statutes and Bye-Laws.
2. The ICF has the right to grant or contract the rights as mentioned under point 1 entirely or partly to National Federations, Organising Committees and Agencies.
3. The contracts as mentioned under point 2 will be in written form and will include the financial and technical requirements.
4. The ICF has the right to award advertising rights in all categories of sponsoring concerning the mentioned events to partners. The rights of ICF sponsors and official partners shall be considered as premium advertising rights regarding all questions concerning the promotion of the event.

# STANDING BYELAWS TO THE PREPARATION AND ORGANISATION OF THE ICF CONGRESS

## I - APPLICATION

1. The Letter of Application will be made electronically on the form available on the ICF website.

Deadline: Application Letters for the next available Congress may be submitted by a National Federation to the ICF Headquarters at least three (3) months before the preceding Congress (set out in the Article 20).

2. A National Federation applying for Congress organisation shall submit a bidding file in electronic format plus one paper copy to the ICF Secretary General at least 2 months before the preceding Congress.

The bidding file shall contain the following details:

- a) Proposed dates
- b) Accommodation (Congress hotel(s), the capacity, description of meeting rooms, the maximum prices)
- c) Transportation (between airport and the hotel)
- d) Invitation to the ICF Secretary General for the Technical Appraisal visit with proposed dates
- e) Motivation: why the Applicant wants to organise the Congress and how will this affect canoeing sport in his city, region or country

## II - PRESENTATION TO THE CONGRESS

The minimum requirement for applicants is to submit a written presentation to all Congress participants. Audio-visual presentations of no more than 10 minutes may be used to supplement this written presentation if the applicant feels it is necessary.

All applicants must have signed their part of a binding contract before the current Congress awards the organisation of the next Congress.

## III - ALLOCATION

The allocation of the next Congress will be decided by a simple majority of votes of the Members represented at the Congress.



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