



**INTERNATIONAL CANOE FEDERATION**

# **STATUTES 2024**

Taking effect from November 2024 and approved provisions marked with \* are effective from the Hungarian Court registration.

## **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 1 - GENERAL PROVISIONS

### ARTICLE 1 - NAME PRINCIPALS AND RECOGNITION

**A.1.1.** 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 20th January 1924.

**A.1.2.** The Congress held in Stockholm from 7th to 10th June, 1946 decided that the Federation be called **THE INTERNATIONAL CANOE FEDERATION (ICF)**.

**A.1.3.** The ICF is an international non-governmental non-profit world organisation for multidiscipline canoeing and paddling activities of unlimited duration.

**A.1.4.** The ICF is recognised by the **INTERNATIONAL OLYMPIC COMMITTEE (IOC)**, the **International Paralympic Committee (IPC)**, 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 and paddling.

**A.1.5.** 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 Technical Official Cards.

## **BYELAW TO ARTICLE 1**

**B.1.1.** The ICF is 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.

**B.1.2.** 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**

**A.2.1.** The principles of the ICF shall be:

- a) General unity of action, mutual respect of National Federations in their dealings with one another;
- b) Rejection of discrimination of any kind including but not limited to racial, gender, political, or religious grounds;
- c) Rejection of all forms of harassment and abuse
- d) Paddling is a competitive and recreational activity for all, regardless of race, age, gender, religion or ability.

**A.2.2.** The ICF shall observe the general and fundamental principles of the Olympic Charter and Paralympic 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.

**A.2.3.** 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.

**A.2.4.** 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.

**A.2.5.** The ICF and its members will support a fair representation and equality (eg. gender, religion, race, disability etc) in all canoeing activities and in the management of the sport. .

## **BYELAW TO ARTICLE 2**

**B.2.1.** All NF members, continental members, ICF Staff and members of the ICF Executive Committee, members of the ICF Board of Directors and members of the ICF Standing Committees must strictly adhere to and observe the ICF Code of Ethics and the IOC Code of Ethics (as referred to in the Olympic Charter).

**B.2.2.** 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.

**B.2.3.** The ICF Executive Committee or Board of Directors members may not participate in the discussion or vote in respect of a matter in which they may have financial, conflictual interests or any mutual benefits relating to canoeing and themselves.

### **B.2.4. Prevention of the manipulation of Competitions**

**B.2.4.1.** This rule incorporates by reference the Olympic Movement Code on the Prevention of the Manipulation of Competitions of 8 December 2015 as well as any amendments made thereafter by the IOC.

**B.2.4.2.** Every reference to “sporting Organisation” in the Code shall mean “the International Canoe Federation and its affiliated members”.

## ARTICLE 3 - OBJECTIVES

The objectives of the ICF shall be:

**A.3.1.** At an international level with the priority given to maintaining canoeing as an Olympic sport.

**A.3.2.** To ensure that both genders are represented on all decision-making bodies, including working committees appointed from time to time.

**A.3.3.** To settle disputes that may arise within the sport among its National Federations and to be the highest authority.

**A.3.4.** To ensure that international competitions are governed by Competition Rules adapted to the development of the sport of canoeing.

**A.3.5.** To encourage and safeguard the organisation of international competitions open to all National Federations.

**A.3.6.** \*To promote cordial and friendly relations between its members, to uphold proper operating procedures of the member Federations and Continental Associations to lead and organise paddling activities throughout the world.

**A.3.7.** \*To organise ICF events, to supervise events organised by its members and to participate in the organisation of Olympic and international championship events.

**A.3.8.** \*To promote the ideals and objectives of the Olympic movements.

**A.3.9.** To co-operate with the Organising Committee of Olympic, Paralympic, Continental and Regional Games.

**A.3.10.** To encourage the establishment of National Federations in countries where no such organisation exists.

**A.3.11.** To take measures to prevent endangering the health of athletes.

**A.3.12.** To encourage the development of recreational canoeing as a contribution to the healthy development of all ages.

**A.3.13.** 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 AND GOVERNING LAW**

**A.4.1.** The ICF Headquarters shall be in the country decided by the ICF Board of Directors and ratified by the Congress.

**A.4.2.** The ICF headquarters is in Budapest, Hungary and the ICF is governed by Hungarian law. The exact location of the headquarters within Budapest shall be determined by the Board of Directors in a Board meeting resolution.

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

**A.5.1.** 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.

**A.5.2.** The ICF may design and use additional types of ICF logo for development, marketing and merchandising purposes.

## **ARTICLE 6 - ICF AWARDS**

**A.6.1.** 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:

- a) Honorary Life President (Eligible after 12 years of service to the ICF)
- b) Honorary Membership (Eligible after 12 years of service to the ICF)
- c) Order of Merit
- d) Medals

## **BYELAW TO ARTICLE 6**

**B.6.1.** National Federations, the ICF Executive Committee, and the ICF Board of Directors may make nominations for all awards.

**B.6.2.** The ICF Board of Directors shall consider all awards.

**B.6.3.** The final decision for Honorary Life President, Honorary Membership lies with the Congress and Order of Merit will be decided by the Board of Directors. The ICF Executive Committee will be responsible for deciding Medals.

## **ARTICLE 7 - LANGUAGES**

**A.7.1.** The official languages of the ICF are English, French, German, Spanish and Russian. In case of discrepancy, the English text shall prevail.

**A.7.2.** All official ICF documents shall be produced in English.

**A.7.3.** 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**

**B.7.1.** All expenses of the translator must be borne by the representatives themselves.

## **CHAPTER 2 - MEMBERSHIP**

### **ARTICLE 8 - ELIGIBILITY**

**A.8.1.** Members of the ICF are those National Federations, which have been approved by the Congress.

**A.8.2.** Between Congresses, the ICF Executive Committee has the right to accept a National Federation into provisional Membership, subject to ratification by the Congress.

**A.8.3.** 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:

**A.9.1.** Make a formal application, signed by its President and Secretary General, to the ICF Executive Committee.

**A.9.2.** Submit with its application:

- a) A copy of its Statutes in English
- b) A list of its officers
- c) 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
- d) Information on the number of clubs and Members and on their activity in the various disciplines
- e) A Strategic plan and a formal undertaking to observe the Statutes, Competition Rules and Regulations of the ICF.

### **BYELAW TO ARTICLE 9**

**B.9.1.** The formal application with all necessary documents and Membership Fees (if any) are to be sent to the ICF Headquarters.

**B.9.2.** The ICF Executive Committee shall examine the application and submit to the Congress a recommendation on its acceptance.

**B.9.3.** 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.

**B.9.4.** If the application for Membership is rejected, any amount paid will be refunded.

**B.9.5.** 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**

**A.10.1.** A National Federation wishing to withdraw from the Membership in the ICF shall give notice of resignation in writing to the ICF Executive Committee.

**A.10.2.** 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**

**B.10.1.** 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**

**A.11.1.** Members of the ICF shall pay an annual Membership Fee.

**A.11.2.** There are 3 (three) categories of the Membership Fee:

- a) 1st category - low Membership Fee
- b) 2nd category - medium Membership Fee
- c) 3rd category - full Membership Fee

**A.11.3.** The Congress shall fix the annual Membership Fee for each category payable to the ICF every 4 years during the Congress of the third year of the Olympiad.

**A.11.4.** The ICF Board of Directors shall establish the list of National Federations in each category every 4 years during the Congress of the third year of the Olympiad. The decision about the classification of each country will be based on International Economic Indicators.

## **BYELAW TO ARTICLE 11**

**B.11.1.** The annual Membership Fee is to be paid to the ICF Headquarters.

**B.11.2.** 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**

**A.12.1.** National Federations whose Membership Fee and all other outstanding fees/debts are unpaid by the latest 90 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.

**A.12.2.** National Federations whose Membership Fees/debts are unpaid may not take part in ICF Competitions and any other international competition until all outstanding monies have been paid.

## **ARTICLE 13 - EXPULSION**

**A.13.1.** If a National Federation does not continue the Membership duties of the ICF or continues to have unpaid debts 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. 43/44.

## **CHAPTER 3 - ADMINISTRATION**

### **ARTICLE 14 - ADMINISTRATION**

**A.14.1.** The administration of the ICF shall consist of:

- a) The Congress.
- b) The ICF Board of Directors.
- c) The ICF Executive Committee.

### **ARTICLE 15 - CONGRESS**

**A.15.1.** The Congress is the supreme authority of the ICF.

**A.15.2.** All decisions of the Congress are final.

**A.15.3.** The Congress consists of delegates of National Federations who have paid their ICF membership fees/debts in due time.

**A.15.4.** 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**

**B.15.1.** The Chair of the Congress decides the number and the duration of the speeches allowed to the delegates.

**B.15.2.** 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**

**A.16.1.** 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. If there are three (3) delegates, at least one (1) should be from the other gender.

**A.16.2.** Delegates must be official members of that particular National Federation (Eg. Staff, Board Member, official).

**A.16.3.** A National Federation may be represented at the Congress by another Member association.

**A.16.4.** Members of the ICF Board of Directors may represent their own National Federation as delegates to the Congress.

**A.16.5.** Delegates must give proof of their identity.

## **BYELAW TO ARTICLE 16**

**B.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 and any proxy they hold, indicating the delegate exercising the voting right.

**B.16.2.** 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.

**B.16.3.** 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**

**A.17.1.** An ordinary Congress shall take place every even year at the place and date decided by the preceding Congress.

**A.17.2.** Should circumstances dictate, the ICF Board of Directors may change the date and/or venue of the Congress or hold the Congress electronically if no other suitable option is available.

**A.17.3.** There will be a Congress every four years in the year of the Olympic Games for all elected positions to the ICF. There will be a Technical Congress that concentrates on the requirements for the sport held every four years between Election Congresses.

**A.17.4.** The Congress has the responsibility to:

- a) Conduct elections of ICF Board Members with the exception of the Continental Presidents and Continental Members
- b) Approve changes to the ICF Statutes, Sports Governance Rules (CR) and give direction to ICF Principle Rules (PR) that relate to all disciplines of the sport
- c) Agree the ICF Strategic Plan as proposed by the ICF Board of Directors
- d) Approve the indicative budget and financial strategy of the ICF as proposed by the ICF Board of Directors
- e) Consider the proposals submitted by National Federations, ICF Executive Committee and the ICF Board of Directors

## **ARTICLE 18 - EXTRAORDINARY CONGRESS**

**A.18.1.** An Extraordinary Congress may be called when:

- a) at least one third of Members submit a request in writing/electronically to the ICF Secretary General giving reasons thereof; or
- b) when the ICF Executive Committee considers that circumstances have arisen warranting an Extraordinary Congress.

**A.18.2.** The ICF Executive Committee shall fix the place and date of an Extraordinary Congress. **\***The ICF may hold the Extraordinary Congress electronically.

**A.18.3.** An Extraordinary Congress shall only deal with such matters, which have caused the meeting to be convened.

## **ARTICLE 19 - **\***SPECIAL CONGRESS**

**A.19.1.** **\***A Special Congress may adopt written resolutions for:

- a) the approval of the annual financial report,
- b) the entry into force of a previous Congress decision.

**A.19.2.** **\***The delegates to the Special Congress are entitled to pass written decisions via mail or electronic means, i.e. without a formal meeting of the Congress. Decisions made via written decision-making procedure (postal or electronic) have the same value as those made during a meeting of the ICF Congress.



**A.19.3.** \*The agenda and the motions for the Special Congress shall be sent out by the ICF Secretary General via e-mail, which must contain information regarding the fact that voting will take place via electronic means, and the consequences of failure to send the vote within the deadline. The members of the Special Congress have 15 days to send their written votes to ICF via e-mail. If a member of the Special Congress does not send its written note within the deadline, the proposal shall automatically be considered as accepted by the member.

**A.19.4.** \*The ICF is obliged to accept its annual financial report every year. The financial, tax and accounting period of the ICF shall start on 1 January and end on 31 December each year. The acceptance of the financial report falls under the competence of the members of the Congress.

**A.19.5.** \*The Special Congress is also entitled to decide on the entry into force of one or more previously adopted but not yet effective Congress decisions on any topic (including amendments to the Statutes).

## **ARTICLE 20 - AGENDA FOR ORDINARY CONGRESS**

**A.20.1.** The agenda for an ordinary meeting of the Congress shall at least include:

- a) Opening of the session
- b) Roll-call of delegates and establishing of the quorum
- c) Appointment of scrutinisers for the period of the Congress
- d) ICF President's report
- e) ICF Secretary General's report
- f) ICF Treasurer's report on financial matters and approval
- g) Auditors' report and approval
- h) Discussions and resolution on the proposals submitted by National Federations, the ICF Executive Committee and the ICF Board of Directors
- i) Reports on Membership applications
- j) Election of the ICF President
- k) Election of the ICF Vice-Presidents
- l) Election of the ICF Treasurer
- m) Election of the Chairs of the ICF Standing Committees
- n) 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
- o) Establishment of the ICF Strategic Plan for the coming years

- p) Fixing the annual ICF Membership Fee for the next two years
- q) Establishment of the Budget for the next two years
- r) General information
- s) Establishing time and place for the next Congress
- t) Closing of the Congress

## **BYELAW TO ARTICLE 20**

**B.20.1.** The ICF Executive Committee must approve the items on the agenda of the Congress and their order of discussion.

**B.20.2.** The Congress may only discuss items on the agenda.

**B.20.3.** In exceptional circumstances, the ICF Executive Committee may request a simple majority approval by Congress to include additional relevant agenda items.

## **ARTICLE 21 - SUBMISSION OF PROPOSALS TO THE CONGRESS**

**A.21.1.** Each Member of the ICF, the ICF Board of Directors and the ICF Executive Committee has the right to submit proposals to the Congress.

**A.21.2.** Proposals originating from National Federations signed by their President and/or Secretary General must be received by the ICF Secretary General not later than 1st March of the year during which the Congress is held.

**A.21.3.** 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).

**A.21.4.** 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 or electronically and signed by the President and/or Secretary General of the National Federation concerned.

**A.21.5.** The ICF Board of Directors with the agreement of the National Federation concerned may also make nominations.

**A.21.6.** A National Federation may not nominate the same person to more than one position on the ICF Board of Directors.

**A.21.7.** 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 22 - AMENDMENTS TO THE STATUTES AND COMPETITION RULES**

**A.22.1.** The Congress may amend the Statutes.

**A.22.2.** The Congress may amend Sport Governance Rules (CR) and Principle Rules (PR) every two years.

**A.22.3.** The ICF Board of Directors may amend the Byelaws of the Statutes.

**A.22.4.** The ICF Board of Directors may amend the ICF Sports Rules (SR) every two years during the first ICF Board of Directors meeting in the year of the Congress.

**A.22.5.** The Standing Committees (upon approval of the ICF Board of Directors) may amend the appendices of the Competition Rules every year between October 1<sup>st</sup> and December 31<sup>st</sup> but not before the discipline's last major event of the season. The changes of the appendices go into effect the following January 1<sup>st</sup>.

**A.22.6.** Proposals for changes to the Statutes and Byelaws, Sport Governance Rules (CR), Principle Rules (PR), and ICF Sports Rules (SR) originating from National Federations signed by their President and/or Secretary General must be received by the ICF Secretary General not later than 1<sup>st</sup> March of the year during which the Congress is held.

## **BYELAW TO ARTICLE 22**

**B.22.1.** In exceptional circumstances where clearly ICF Sports Rules (SR) need to be amended in order for the sport to function efficiently rules can be decided upon in the first ICF Board of Directors meeting of that year.

## **ARTICLE 23 - QUORUM**

**A.23.1.** The Congress has the power to act if at least one half of the recognised National Federations entitled to vote are represented.

## **ARTICLE 24 - VOTING**

**A.24.1.** When voting each National Federation will be entitled to have one (1) vote.

**A.24.2.** A voting delegate is entitled to carry only one (1) proxy vote. Voting in writing without representation in person is not permitted.

**A.24.3.** 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.

**A.24.4.** Voting for personal elections shall be by secret ballot (electronic or paper form). To have a secret vote for other matters requires a simple majority.

**A.24.5.** 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 25 - MAJORITIES**

**A.25.1.** The Congress shall pass resolutions, unless stated otherwise in these Statutes, by means of voting with simple majority of votes of the Members represented.

**A.25.2.** 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.

**A.25.3.** 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.

**A.25.4.** Alteration of the ICF Byelaws can be agreed by simple majority of the ICF Board of Directors.

**A.25.5.** A decision to alter the Sport Governance Rules can be taken at a Congress by absolute majority.

**A.25.6.** If there is a tied vote on any matter the Chair shall have a casting vote.

## **BYELAW TO ARTICLE 25**

**B.25.1.** 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.)

**B.25.2.** Two-thirds majority is  $2/3$  of the total number of National Federations present with the right to vote.

**B.25.3.** Absolute majority is half the number of National Federations present with the right to vote plus one.

**B.25.4.** Simple majority is more votes cast in favour than against.

## **ARTICLE 26 - DATE OF TAKING EFFECT**

**A.26.1.** All decisions of the Congress including changes to Statutes and Bye-laws take effect immediately after the Congress, except for:

- a) The amendment of Sport Governance Rules (CR), Principle Rules (PR) and ICF Sport Rules (SR), which take effect as of 1<sup>st</sup> January of the following year.
- b) New Members of the ICF, once approved, may participate in the Congress with full voting rights.

## **ARTICLE 27 - ICF BOARD OF DIRECTORS**

**A.27.1.** The role of the ICF Board of Directors is to deal with all matters of broad ICF policy between ICF Congresses. The Board should be committed to the legal and ethical requirements of good governance. Board members have a general and fiduciary duty to act honestly, in good faith, and in the best interests of the ICF at all times.

**A.27.2.** The ICF Board of Directors is composed of the following persons:

a) Elected persons ICF President:

- Three ICF Vice Presidents, represented by both genders,
- ICF Treasurer,
- Up to four (4) Members of the European Continent represented by at least one female,
- Up to three (3) Members of the African, American and Asian Continents represented by at least one female, Up to two (2) Members of the Oceanic Continent represented by at least one female,
- Chairs of the ICF Standing Committees (See Art 33.1).

b) Appointed Member:

- ICF Secretary General

**A.27.3.** The ICF Board of Directors will actively strive to achieve equitable representation of both genders.

**A.27.4.** \*The ICF President and ICF Secretary General shall be entitled to sign on behalf of ICF and represent the ICF towards third parties. Both of them shall have independent representation right.

## **BYELAW TO ARTICLE 27**

**B.27.1.** The ICF Board of Directors shall meet at least once a year.

**B.27.2.** The ICF Board of Directors shall form a quorum if and when, after being duly summoned, at least half of its members are present.

**B.27.3.** The National Federations shall bear the travelling expenses of their Members taking part in the sessions of the ICF Board of Directors as at ICF Congresses.

**B.27.4.** If necessary, ICF Board of Directors meetings and voting may be held via e-mails and conference calls.

## **ARTICLE 28 - ELECTION OF MEMBERS TO THE ICF BOARD OF DIRECTORS**

**A.28.1.** The ICF President, Vice Presidents, and the ICF Treasurer shall be elected at the Congress held in the year of the Olympic Games.

**A.28.2.** 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.

**A.28.3.** If a member of the Board of Directors is a successful candidate for another position on the Board then he/she has to resign from a position.

**A.28.4.** 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 Association 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. Except the Chair of the Athlete's Committee who will be elected by their own members.

**A.28.5.** The Continental Members of the ICF Board of Directors must come from different countries and at least one must be female.

**A.28.6.** A Member of the ICF Board of Directors may only hold one function on the ICF Board of Directors; as ICF Executive Committee Member, Continental Representative, or Chair of an ICF Standing Committee.

**A.28.7.** 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 28**

**B.28.1.** All elected Members of the ICF Board of Directors are eligible for re-election if duly nominated.

**B.28.2.** All members of the ICF Board of Directors can serve a maximum of 3 consecutive terms of office in the same position.

**B.28.3.** Members of the ICF Board of Directors are not able to discuss or vote on any issue or subject in which they could have pecuniary interests, benefits or advantages or give rise to conflictual interests relating to canoeing and the member's role. Each member must abide by the ICF's Code of Ethics, Code of Conduct and declare all conflicts of interest.

## **ARTICLE 29 - VACANCIES**

**A.29.1.** In the case of death, resignation or suspension (by the ICF Board of Directors after consultation with the National Federation concerned see Article 43) 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.

**A.29.2.** If and when the ICF President is temporarily prevented from fulfilling the duties of office, the position shall be taken by a nominated ICF Vice President. If no ICF Vice President is available, the ICF Board of Directors shall appoint one of its Members to take the position of the ICF President.

**A.29.3.** The ICF Board of Directors shall appoint one of its Members to take the place of the ICF Treasurer if required.

**A.29.4.** The ICF Board of Directors shall appoint a Member of the respective ICF Standing Committee to act as Chair if required.



## **ARTICLE 30 - DUTIES OF THE ICF BOARD OF DIRECTORS**

**A.30.1.** The duties and responsibilities of the ICF Board of Directors shall be at least:

- a) To be accountable and supportive to the ICF President;
- b) To take steps as may be necessary to achieve the objectives laid down in Article 3 of the Statutes;
- c) To ensure the implementation of the decisions made by the Congress;
- d) Recognise the importance of the ICF Statutes, ICF Rules, ICF Strategic Plan, employment contracts and relevant laws in line with ICF Congress resolutions whilst making decisions in the interest of the sport;
- e) Have a thorough understanding of the governance environment of the ICF including its strategic objectives, philosophy and stakeholder relationships;
- f) Maintain a commitment to the principle of Board collective responsibility and to represent the ICF in a positive, professional and appropriate manner including the commitment to accepting Board decisions;
- g) 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;
- h) To clarify and to adopt where necessary rules and regulations coming from ICF Standing Committees;
- i) To examine the proposals received from National Federations for submission to the Congress and to take a position on those issues;
- j) To discuss and propose the budget of the ICF for submission to the Congress;
- k) To examine the financial situation of the ICF and to submit a proposal for the annual Membership Fee to the Congress;
- l) Select host cities for ICF events based on objective criteria and analysis provided in reports from the Technical Committees and the ICF Headquarters;
- m) Agree and submit the ICF Strategic Plan to the Congress;
- n) To appoint commissions or working groups as necessary;

- o) Advise the Board of any potential conflicts of interest, which would compromise that Board Directors ability to contribute to any issue before the Board in accordance with the conflicts of interest policy and the ICF Code of Ethics;
- p) Observe the confidentiality of non-public information acquired in the role as Board Directors;
- q) To appoint or dismiss the ICF Secretary General if deemed necessary following an appropriate review
- r) Be part of the jury or competition commissions when required at ICF Events;
- s) Sign and abide by the ICF Code of Ethics and Code of Conduct;
- t) Select the Chair and members of the finance commission.

## **BYELAW TO ARTICLE 30**

**B.30.1.** 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 31 - ICF EXECUTIVE COMMITTEE**

**A.31.1.** An Executive Committee consisting of the following persons shall manage the ICF:

- a) The President
- b) Three Vice-Presidents representing both genders
- c) The Treasurer
- d) Five Continental Presidents
- e) Canoe Sprint Chair
- f) Canoe Slalom Chair
- g) Chair of Paracanoe
- h) Athletes Chair
- i) The non-voting Secretary General

## **ARTICLE 32 - DUTIES OF THE ICF EXECUTIVE COMMITTEE**

**A.32.1.** The role of the ICF Executive Committee is to support the work of the ICF President, facilitated through the ICF Secretary General and to manage the work of the ICF between meetings of the ICF Board of Directors; with particular reference to the organisation's objectives as laid down in article 3 of the ICF Statutes and in line with the Strategic Plan agreed by the ICF Congress.

**A.32.2.** In addition to the responsibilities of being a Member of the ICF Board of Directors the key duties of an Executive Committee member are at least:

- a) To ensure the implementation of the decisions made by the Congress and 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 maintenance of proper governance standards and strive for gender equality 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;
- d) 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;
- e) To ensure the representation of the ICF at all major ICF events by its President or by one of its Members;
- f) To be responsible for the administrative and financial directives of the ICF. To this end, the ICF Executive Committee will work with the administrative offices with remunerated personnel to achieve the strategic plan outlined by the ICF Congress;
- g) To take any decisions appropriate to the circumstances in the interest of the sport of canoeing;
- h) 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;
- i) To give directives to the work of the ICF Standing Committees;
- j) To keep Member National Federations informed as to the position of the ICF and its activities;

**A.32.3.** The role of the ICF Continental Presidents is

- a) To represent the interests and views of the continent within the ICF Executive Committee discussions and decisions that are made.
- b) To represent the ICF within their Continents as part of the ICF Executive Committee.

**A.32.4.** The ICF Canoe Sprint, Canoe Slalom and Paracanoe Chairs will hold a place on the ICF Executive Committee to ensure that discussions in respect of the Olympic and Paralympic disciplines are well informed and that liaison with future Games organisers and the IOC/IPC is maintained and are prioritised.

**A.32.5.** In addition to their responsibilities as a technical Chair to the Executive Committee their duties will be at least:

- c) To co-ordinate and oversee the technical work of the Olympic and Paralympic Disciplines;
- d) To chair the Olympic and Paralympic Disciplines Technical Committees;
- e) Work closely and advise the ICF Headquarters technical work for Olympic and Paralympic Disciplines;
- f) To be responsible for operations of International Technical Officials at events;
- g) To give advice, opinions and direction to the ICF Executive Committee and to the Board of Directors in co-operation with the ICF Headquarters staff.

## **BYELAW TO ARTICLE 32**

**B.32.1.** The ICF Executive Committee shall meet at least three times annually.

**B.32.2.** When the ICF President deems it necessary, urgent matters can be dealt by voting electronically or by telephone.

**B.32.3.** 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.

**B.32.4.** 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.

**B.32.5.** The ICF Executive Committee shall form a quorum if and when, after being duly summoned, at least half of its members are present.

**B.32.6.** The National Federations shall bear the travelling expenses of the ICF Executive Committee.

### **ARTICLE 33 - ICF STANDING COMMITTEES**

**A.33.1.** 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.

**A.33.2.** The ICF Standing Committees (except the Athletes' Committee and the Medical and antidoping committee) are composed of up to four (4) Members, of which at least one (1) member should be of the other gender, 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.

**A.33.3.** The ICF Board of Directors appoints these members for the same four-year periods as the Chair of that committee.

**A.33.4.** Regarding the ICF Standing committees for sport disciplines, 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.

**A.33.5.** 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.

**A.33.6.** The ICF Medical and anti-doping Committee shall be composed of five (5) members of which at least two (2) are doctors and at least two (2) are experts in any of the Allied Professions such as Sports Physiology, Sports Science, Sports Physiotherapy and Sports Psychology. At least one (1) member should be of the other gender. The members are 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.

**A.33.7.** The Athletes Committee consists of 8 members including a Chair. The Committee is elected as follows:

- a) 2 representatives of the Canoe Sprint discipline (1 man and 1 woman); 2 representatives of the Canoe Slalom discipline (1 man and 1 woman) and 2 representatives of Paracanoe (1 man and 1 woman) elected by athletes the year after the Summer Olympic and Paralympic Games.
- b) 2 representatives of the non-Olympic disciplines will be elected or appointed by the ICF Board of Directors based on the recommendations of the ICF Athletes Committee.
- c) The election process and the counting of the votes will be monitored by an independent individual
- d) The Athletes Committee Chair is elected from amongst its elected members.
- e) National Federations will be informed about the election rules 3 months prior to the World Championships. The candidates will be presented to the ICF at least 30 days prior to the competition where the elections will occur
- f) Members of the Athletes Committee automatically become part of the ICF Standing Committee in their respective disciplines, with a maximum of one (1) member per discipline.

**A.33.8.** 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.

**A.33.9.** 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 33**

**B.33.1.** A Chair who is not a member of the ICF Board of Directors will be appointed by the ICF Board of Directors from nominations received from the National Federations.

**B.33.2.** Members are appointed by the ICF Board of Directors from nominations by National Federations sent to the ICF Secretary General.

**B.33.3.** For the sake of fulfilling their working plan the ICF Standing Committees shall hold at least one session a year.

**B.33.4.** 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.

**B.33.5.** The ICF Board of Directors may appoint advisors to the ICF Standing Committees for up to two years renewable by the ICF Board of Directors.

**B.33.6.** The Members of the ICF Executive Committee and Athlete's Committee may attend the meetings of all ICF Standing Committees.

**B.33.7.** At all meetings minutes must be kept and a list of attendance signed.

**B.33.8.** The sessions of all ICF Standing Committees are closed.

**B.33.9.** The participation in the meetings is compulsory for the Members. Members absent for justified reasons must advise of their absence prior to the meeting.

**B.33.10.** 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.

**B.33.11.** 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.

**B.33.12.** 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.

**B.33.13.** The following ICF Standing Committees shall deal with, but are not limited to specific activities of the ICF:

- a) Canoe Sprint
- b) Canoe Slalom
- c) Wildwater Canoeing
- d) Canoe Marathon
- e) Canoe Polo
- f) Dragon Boat
- g) Medical & Anti-Doping Athletes
- h) Canoe Freestyle Canoe Ocean Racing Paracanoe
- i) Stand Up Paddling

## **ARTICLE 34 - DUTIES OF THE ICF STANDING COMMITTEES**

**A.34.1.** The Byelaws of the ICF Statutes shall define the duties, authority and field of activity of each ICF Standing Committee.

### **BYELAW TO ARTICLE 34**

**B.34.1.** Each ICF Standing Committee is obliged to draw up and submit the following documents to the ICF Executive Committee for submission to 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;

**B.34.2.** All these documents shall be sent to the ICF Headquarters.



**B.34.3.** The duties of the ICF Standing Committee of the competitive disciplines are:

- c) To prepare the ICF Competition Rules of their discipline in a ready-to-print form;
- d) 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.;
- e) To express an opinion on the applications for World Championships submitted by National Federations;
- f) To express an opinion on the motions submitted by National Federations concerning their Competition Rules;
- g) To help the preparations, and organisation of World Championships (and of Olympic Games in the case of Olympic disciplines);
- h) To make proposals to the ICF Board of Directors as to the programme for World Championships (and for Olympic Games in the case of Olympic disciplines);
- i) To approve competition courses;
- j) To establish an International Competition Calendar for each year;
- k) To submit proposals for the officials of World Championships (and of Olympic Games in the case of Olympic disciplines);
- l) To propose and help the organisation of international coaches' and officials' seminars and courses;
- m) To organise and conduct examinations for International Technical Officials candidates in their disciplines;
- n) To submit proposals for the development of their discipline;
- o) The Chairs of all competitive disciplines and Athlete Committee (including the Chairs who are not the ICF Board of Directors members) constitute 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...).

**B.34.4.** 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 an 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.

**B.34.5.** The duties of the Athletes' Committee are:

- m) To represent the athletes in the decision making bodies of ICF;
- n) To act as a mediator between active athletes and the ICF Organisms;
- o) To represent the athletes in the meetings of the discipline related ICF Standing Committees and in the ICF Medical & Anti-Doping Committee;
- p) To form the official opinion of the athletes concerning actual issues and to pass resolutions of the athletes;
- q) To work for the athletes' representation in the National Federations;
- r) To represent the athletes during the ICF Competitions of the discipline as a spokesman/spokeswoman.

**B.34.6.** All proposals by the Athletes' Committee are ratified by the ICF Board of Directors.

**B.34.7.** The additional duties of the Paracanoe Committee are:

- a) To encourage the practice of disabled athletes in Canoeing and support the efforts and development of National Federations involved in Paracanoe,
- b) Oversee the rules and organisation of Paracanoe events and classification of athletes.

## **ARTICLE 35 - OFFICERS OF THE ICF**

**A.35.1.** 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
- e) Chairs of Standing Committees
- f) Continental Representatives

## **ARTICLE 36 - DUTIES OF THE ICF PRESIDENT**

**A.36.1.** The ICF President is the highest office holder in the ICF and leads the ICF.

**A.36.2.** The ICF President is the Chairperson and leader of the ICF Board of Directors carrying overall responsibility for the integrity of the Board's processes and actions.

**A.36.3.** The President's role is to create and maintain an environment of unity, common purpose and harmony within the Board.

**A.36.4.** At all times the ICF President must act in the best interest of the ICF with the utmost personal integrity.

## **BYELAW TO ARTICLE 36**

**B.36.1.** It is incumbent upon the ICF President to:

- a) Guide and control the strategy and direction of the ICF as agreed by the ICF Congress;
- b) Set the agenda for the Executive Committee and Board of Directors meetings;
- c) Represent the ICF at the meetings of the IOC, GAISF, ASOIF, IPC, IWGA and other sport organisations the ICF is affiliated to;
- d) Chair meetings of the ICF Executive Committee, the ICF Board of Directors and the Congress or Extraordinary Congress;
- e) Deal with issues, disputes and conflicts referred to the ICF President or Board of Directors;
- f) Communicate with key internal and external stakeholders;
- g) Oversee the general performance of the Board of Directors. Ensure new Board members are inducted appropriately;

- h) Attend World Championships, Olympic Games and other important ICF competitions;
- i) Ensure information flows to and from the Board/Executive allowing for objective decision making and understanding of the Federation's activities;
- j) Ensure the Executive and Board members operate within their governance role;
- k) Establish and build a strong working relationship with the Secretary General in accordance with their contract;
- l) Provide appropriate support to and actively monitor the performance of the Secretary General;
- m) Ensure that there is an appropriate co-operation between the Board/Executive and the Secretary General;
- n) Have a thorough understanding of the governance environment of the ICF including its strategic objectives, compliance requirements, and stakeholder relationship;
- o) Keep Members of the ICF Executive Committee, the ICF Board of Directors and the Chairs of the ICF Standing Committees informed on all matters affecting their specific responsibilities;
- p) Ensure the Board of Directors regularly reviews its own performance with a view of measuring its own development and quality assurance;
- q) Form ad-hoc ICF Commissions or working groups suitable to the needs of the sport and selecting experienced members for the commission.

**B.36.2.** 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 37 - DUTIES OF THE ICF VICE PRESIDENTS**

**A.37.1.** The role of the ICF Vice Presidents is to understand and be aware of all issues that pertain to the ICF and any topic of importance determined by the ICF President.

**A.37.2.** Should the President be unable to carry out any of their duties a Vice President can temporarily take up the position and represent the ICF President.

## **BYELAW TO ARTICLE 37**

**B.37.1.** It is incumbent upon the ICF Vice President to at least:

- a) Represent the ICF and the ICF President when required;
- b) Help and supervise the work of the ICF Standing Committees according to the directives given by the ICF President and the Executive Committee;
- c) 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;
- d) At world events, be responsible to oversee protocol and public relations role as a representative of the ICF;
- e) Be part of the Jury or competition commissions when required at events;
- f) Give advice, opinions and direction to the ICF Executive and Board of Directors in co-operation with the ICF technical staff;
- g) Work closely with the ICF Headquarters and Secretary General on technical work that promotes and develops the sport.

## **ARTICLE 38 - DUTIES OF THE ICF SECRETARY GENERAL**

**A.38.1.** The role of the ICF Secretary General is to implement policies and plans to ensure the strategic direction of the Board of Directors is achieved within the policy framework.

**A.38.2.** The Secretary General is to professionally lead and manage the ICF within the parameters established by the Board.

**A.38.3.** The Secretary General must establish all operational practices essential for the effective management of the ICF.

**A.38.4.** The ICF Secretary General's role and responsibility will include at least:

- h) Implementation of the strategic goals and objectives of the ICF;
- i) Support of operations and the administration of the Board of Directors by advising and informing Board members, interfacing between Board and staff and advising the Board on strategy, direction and real time operations;
- j) Provide administration support to the ICF President, Executive Committee, Board of Directors and Congress where necessary;
- k) Oversee the design, marketing, promotion, delivery and quality of programmes, products and services agreed by the ICF Board of

- Directors;
- l) Manage prudently and diligently, the ICF's resources within defined and agreed budgets by the Board of Directors and according to current laws and regulations;
  - m) Responsibility for hiring, firing, day to day work programmes and the general working conditions of ICF staff according to authorised personnel policies and procedures.
  - n) Ensure that the ICF and its mission, programs, products and services are consistently presented in a strong positive image to the canoeing fraternity, Olympic family, partners and international media and external stakeholders
  - o) Represent the ICF at competitions, events, international meetings or other functions that are remitted as part of the position of Secretary General of an International Sports Federation;
  - p) Provide support and an initial platform for problem resolution for canoeing issues and matters related to ICF from all stakeholders.

## **BYELAW TO ARTICLE 38**

**B.38.1.** The ICF Secretary General directs the administrative work of the ICF according to his contract of employment.

**B.38.2.** The travel and accommodation expenses of the ICF Secretary General, in connection with the duties of office, are paid by the ICF.

## **ARTICLE 39 - DUTIES OF THE ICF TREASURER**

**A.39.1.** The ICF Treasurer is member of the Finance Commission and presents the Commission's views to the ICF Congress and Board of Directors.

**A.39.2.** The Treasurer ensures that the Board of Directors are informed in advance of the financial consequences of future plans, monitors financial performance and oversees the appropriate investment of International Canoe Federation Funds.

**A.39.3.** The Treasurer will provide an overview and monitor the day to day work of the ICF Office in managing the operational finances.

## **BYELAW TO ARTICLE 39**

**B.39.1.** The ICF Treasurer is responsible at least to:

- a) Pay attention to all financial matters of the ICF;
- b) Prepare in consultation with the ICF Executive Committee the budget of the ICF for submission to the ICF Board of Directors and Congress;
- c) Work with the ICF Secretary General to review and oversee that expenditure is kept within the limits laid down in the agreed budgets of the ICF;
- d) Have general oversight of the financial records of the ICF;
- e) Ensure the ICF accounts and the report of the auditors are presented 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 40 - DUTIES OF CONTINENTAL REPRESENTATIVES**

**A.40.1.** The role of the ICF Continental representatives is to provide objective opinions regarding ICF topics which relate to their continent, that could benefit the ICF and the Sport of Canoeing as a whole.

## **BYELAW TO ARTICLE 40**

**B.40.1.** It is incumbent upon the Continental Representative to:

- g) Be active in their respective continent or region as representative of the ICF;
- h) Carry out all tasks which have been allocated to them by the ICF Executive Committee and by the ICF President;
- i) Promote the development of canoeing in their continent;
- j) Contribute to the media promotion of the sport in their continent;
- k) Report regularly on their activity to the ICF Executive Committee and the ICF Board of Directors.

## **ARTICLE 41 - DUTIES OF CHAIRS OF THE ICF STANDING COMMITTEES**

**A.41.1.** The Chairs of the Olympic and non-Olympic disciplines and all those specific technical areas important to the development work of the ICF will hold a place on the ICF Board of Directors.

**A.41.2.** The role of the Technical Chair is to advise the ICF on the direction, strategy and technical aspects of their discipline in order to promote and develop the sport.

**A.41.3.** The Technical Chair will produce a working plan for 4 years and an annual report on the discipline's activities.

### **BYELAW TO ARTICLE 41**

**B.41.1.** The Chairs of the ICF Standing Committees shall be responsible at least to:

- a) Lead and Chair the Technical Committee;
- b) Work with their Committee in accordance with the decisions of Congress and the directives received from the ICF Board of Directors, and the ICF Executive Committee;
- c) Consult with the Technical Committee and relevant stakeholders to prepare proposals for ICF Competition Rules for the discipline;
- d) Enforce ICF regulations and competition rules for ICF events in co-operation with the ICF Headquarters. Ensuring the minimal standards set for ICF competitions are met (eg. Course, boats, IT systems and equipment) and ensure the preparations for events are adequate for athletes;
- e) Co-operate with the ICF Headquarters in assessing bids from National Federations for ICF competitions and providing an objective and unbiased opinion to the ICF Board of Directors on the suitability of the bids;
- f) Work with the ICF Headquarters, other Technical Chairs and Continental representatives to formalise the ICF Competition Calendar and more specifically the disciplines sporting calendar and programme;
- g) Determine the ITO lists for the World Cups and World Championships to propose to the ICF Board of Directors;
- h) Arrange and organise officials' courses and examinations;



- i) Organising and conducting international coaches seminars and courses in co-operation with the ICF Headquarters;
- j) Act as a representative on ICF working groups or commissions related to the sport where needed.

## **ARTICLE 42 - AUDITING OF ICF FINANCES**

**A.42.1.** The ICF must have a professional auditing company.

**A.42.2.** The company will audit the accounts of the ICF.

**A.42.3.** The company will inspect and report on all ICF finances.

**A.42.4.** The company will act, if requested by the ICF, as a financial adviser to the ICF Executive Committee.

## CHAPTER 4 - DISCIPLINARY REGULATIONS

### ARTICLE 43 - DISCIPLINARY MEASURES

**A.43.1.** 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

**A.43.2.** These disciplinary measures can be taken against individuals, Members of a National Federation or National Federations in their entirety for breach of the ICF Statutes, Sport Governance Rules, Principle Rules and ICF Sport Rules, having harmed the interests of the ICF, bringing the sport into disrepute, tarnishing the image or good name 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.

**A.43.3.** Disciplinary measures may also be taken against:

- a) Any athlete, official or member of a National Federation who by word or gesture threatens any Referee, staff, volunteer or other official during the competition and
- b) Athletes, referees and officials who violate the ICF Statutes or Competition Rules during an ICF Competition.

**A.43.4.** Suspension bars individual Members of a National Federation or the National Federation itself from all rights and prerogatives until the suspension is lifted.

**A.43.5.** In the case of expulsion of a National Federation its Membership of the ICF ceases.

**A.43.6.** Disciplinary measures a, b, c, d and f can be taken by the ICF Executive Committee or the ICF Board of Directors. Disciplinary measure (e) must be by the ICF Congress with a two thirds majority of the National Federations represented at the Congress and entitled to vote.

**A.43.7.** 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.43.8.** A National Federation can make appeals against a decision of the ICF Board of Directors to the Congress whose decision is final.

## **ARTICLE 44 - DISCIPLINARY PROCEDURES**

**A.44.1.** 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.

**A.44.2.** When an athlete commits a violation of the rules while participating in an international competition held in another country the organising National Federation, 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.

**A.44.3.** 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.

**A.44.4.** 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.

**A.44.5.** The ICF Secretary General shall send a registered letter or electronic mail to the athlete or National Federation concerned wherein the contravention alleged against him is set out.

**A.44.6.** 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.

**A.44.7.** 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.

**A.44.8.** 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.

**A.44.9.** 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 5 - COURT OF ARBITRATION OF THE ICF

### ARTICLE 45 - ESTABLISHMENT

**A.45.1.** 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.

**A.45.2.** 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.

**A.45.3.** 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.45.4.** A redraw must occur to replace an arbitrator drawn for a dispute who fulfils any of the following criteria:

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

**A.45.5.** No matter what the difference between the disputing parties, no case may be taken to a court of law.

**A.45.6.** 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.

**A.45.7.** In the case of a dispute between a National Federation and the Continental Association of which that Federation is a member; the appeal has to be addressed to the Congress of that Continental Association.

**A.45.8.** The resolution taken by the Continental Association Congress can be referred to the ICF Court of Arbitration.

## **BYELAW TO ARTICLE 45 - List of Arbitrators**

**B.45.1.** There are to be at least nine (9) arbitrators on the ICF list, with a maximum of twenty (20). In the initial establishment of the list, five (5) arbitrators shall be appointed for a period of four (4) years and four (4) arbitrators for a period of two (2) 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.

**B.45.2.** 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:

- a) 3 of the arbitrators selected among the persons proposed by the National Federations
- b) 3 of the arbitrators selected among the persons proposed by the Continental Associations
- c) 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

**B.45.3.** 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.

**B.45.4.** 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.

**B.45.5.** The ICF Board of Directors has the power to withdraw an arbitrator from the list after three (3) refusals to arbitrate.

**B.45.6.** The list of ICF arbitrators and all modifications to such list are published.

## **ARTICLE 46 - DECISION**

**A.46.1.** 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.

**A.46.2.** The decision must state which of the disputing parties has to bear the costs.

## **ARTICLE 47 - EXPENSES**

**A.47.1.** The cost of the Court of Arbitration of the ICF must be borne by the party against which the Court has found.

**A.47.2.** Should neither party be found at fault, both parties shall defray the costs in equal parts.

**A.47.3.** 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 48 - APPEAL**

**A.48.1.** A party to a dispute has the right to appeal against a decision of the Court of Arbitration of the ICF.

**A.48.2.** Any appeal to a body outside the ICF shall be made exclusively and only to the Court of Arbitration for Sport (CAS) in Lausanne (Switzerland).

## **ARTICLE 49 - ICF ETHICS COMMISSION**

**A.49.1.** The ICF Ethics Commission forms a part of the ICF Court of Arbitration and is charged with defining and updating a framework of ethical principles, including a Code of Ethics, based upon the values and principles enshrined in the Olympic Charter. In addition, it investigates complaints raised in relation to the non-respect of such ethical principles, including breaches of the Code of Ethics and, if necessary, proposes sanctions to the ICF Board.

**A.49.2.** The ICF Board, on the recommendation of the ICF President, appoints the Chair of the ICF Ethics Commission. The members of the commission are drawn from the list of ICF appointed arbitrators who will follow the procedures established for a Court of Arbitration in article 45, excepting the appointment of the Chair.

## **Code of Ethics**

### **A.49.3. Members of the Board of Directors**

1. Shall act honestly and in good faith at all times in the interest of the ICF and its owners/stakeholders, ensuring that all stakeholders are treated fairly according to their rights.
2. Shall carry out their duties in a lawful manner and ensure that the ICF carries out its business in accordance with the law.
3. Shall avoid conflicts of interest in as far as this is possible. Where such conflicts arise, the Board member(s) concerned will act within the terms of the Board's Conflict of Interest Policy.
4. Shall be diligent, attend Board meetings, and allow sufficient time to prepare for Board meetings to allow for full and appropriate participation in the Board's decision making.
5. Shall observe the confidentiality of non-public information acquired by them in their role as Board members and not disclose to any other person such information.
6. Shall act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
7. Shall be loyal and supportive to the Board, abiding by Board decisions once reached.
8. Shall observe the IOC Code of ethics as referred to in the Olympic Charter.



#### **A.49.4. The Board of Directors**

1. Shall meet according to the ICF Statutes to monitor the management and performance of the ICF.
2. Shall ensure that there is an appropriate separation of duties and responsibilities between the Board & Executive, and the Secretary General and that no one has unfettered powers of decision-making.
3. Shall ensure that the independent views of Board members are given due consideration and weight.
4. Shall ensure that stakeholders are provided with an accurate and balanced view of the ICF's performance including both financial and service provision.
5. Shall regularly review its own performance as the basis for its own development and quality assurance.
6. Shall ensure that the ICF's assets are protected.

#### **A.49.5. Ethics Commission Chair**

1. Notice of all Complaints and Disputes in respect of ethical matters shall be given to the Ethics Commission Chair. The Notice shall be given confidentially in writing/email as soon as practicable and within 15 days of the alleged breach of ethics.
2. On receipt of the Notice, the Ethics Commission Chair shall consider whether or not the Notice shows that there is sufficient evidence for the case to be decided.
3. The Ethics Commission Chair shall make such decision (having carried out such investigations as he deems appropriate) in his complete discretion and as soon as practicable.
4. If the Ethics Commission Chair decides that there is a case, he shall forthwith either:
  - (i) refer the matter for mediation, by appointing an appropriate mediator or by appointing an organisation to mediate the dispute and inform the parties and any Interested Parties of such referral;
  - (ii) convene a court of arbitration and ethics resolution in accordance with Article 45 to consider the matter in accordance with the ICF's Code of Ethics.
5. If the Ethics Commission Chair in his complete discretion does not consider that the Notice shows a case, the person making the Complaint or having the Dispute and the complainant shall be so informed and no further action taken.

6. The ICF Ethics Commission shall strictly respect the principle of confidentiality at all times.
7. All parties to a complaint or Dispute in respect of ethical matters shall keep all matters confidential, particularly information related to a violation Of the ICF Code of Ethics.
8. Any disclosure of information must not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation.
9. The ICF Code of Ethics will be subject to automatic quadrennial review or such shorter notice as the ICF board requires. Such reviews will be led by the Ethics Commission Chair who will seek support, as they deem necessary.

## CHAPTER 6 - DISSOLUTION

### ARTICLE 50 - DISSOLUTION

**A.50.1.** 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. Furthermore, a quorum of two-thirds of the affiliated National Federations is necessary.

**A.50.2.** 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 7 - MATTERS NOT COVERED BY THE STATUTES**

### **ARTICLE 51 - MATTERS NOT COVERED BY THE STATUTES**

**A.51.1.** 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.

## CHAPTER 8 - 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 Headquarters by e-mail not later than four (4) months before the date of the Congress to all affiliated National Federations, ICF Honorary members 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 Headquarters 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 thirty (30) 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 Headquarters 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 Headquarters 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 Executive Committee and copied to the Board of Directors.
  - 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 not present.

- 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 members.
2. The Minutes of the meetings shall be circulated and published online, 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.. The most important information on matters discussed at the meetings shall be released to the National Federations.
  - 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. The most important information on matters discussed at the meetings shall be released to the National Federations.
  - 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 two (2) months of the date of circulation of the Congress Minutes and within one (1) 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.

## **CHAPTER 9 - STANDING BYELAWS TO THE PREPARATION AND ORGANISATION OF WORLD CHAMPIONSHIPS AND WORLD CUPS**

### **I - APPLICATION**

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

- a) First Time Applicant - A 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 - A venue with World Cup or World Championships (ICF Competitions) in the last 5 years.

2. A National Federation applying for World Championships and World Cups shall submit a bidding file in electronic format to the ICF Secretary General. 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 before 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) Hosting fee for Senior World Championships (Olympic Disciplines) is a minimum of 15.000 Euros.
- o) Hosting fee for Senior non-Olympic Disciplines and Junior and U23 Olympic Disciplines is a minimum of 10.000 Euros. Hosting fee for World Cups (Olympic Disciplines) is a minimum of 3.000Euros. The fee must be paid on notification of the winning candidature.

## **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 must be used to supplement this written presentation if required.

## **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 generally allocate World Championships and World Cups three (3) years in advance.
- c) The ICF and the organiser will enter into a binding contract for the preparation of the World Championships or World Cup. Any dispute between parties will be passed to the ICF President and if need be the Executive Committee or Board of Directors.



## **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 or World Cup. The hosting fee must be paid promptly or the host risks losing the allocation of the Championships.
2. Prior to the World Championships, the organising National Federation shall, at a date fixed by the ICF, make a report on the progress of the preparations for the World Championships and arrange that a 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. Live Electronic results in free text and suitable format for immediate publication. Results must conform to ICF defined norms.
2. Set of entry forms, bulletins, tickets.
3. The list and contact details of all media accredited persons.
4. Events Debrief feedback on the operational aspects of the Championships.

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 Board of Directors 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.

## **CHAPTER 10 - STANDING BYELAWS TO THE FINANCIAL RULES**

### **I - ADMINISTRATION**

The ICF Headquarters administers the financial transactions of the ICF. The ICF Treasurer oversees the financial aspects in accordance with Article 39 of the ICF Statutes.

### **II - CURRENCY**

In all financial matters of the ICF, the Euro (€) serves as official basic currency for all calculations. The ICF also keeps its accounting books and prepares its annual financial reports in Euro.'

### **III - SIGNATURE COMPETENCE**

1. The ICF Secretary General has 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 exceeding 50,000 Euros should be signed additionally by the ICF President or 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 Finance Commission 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 Headquarters.
2. Funds for a project must be advanced as soon as possible. Advanced funds must be settled with the ICF Headquarters if possible, immediately after the project was finished but no later than the end of the respective year.
3. 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.

## CHAPTER 11 - 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. Must abide by ICF Code of conduct and Code of Ethics.
3. Refrain from using substances and methods banned including the manipulation of competitions by the regulations of the IOC and WADA.
4. Respect and comply with all aspects of the ICF Anti- Doping Control Rules.

## CHAPTER 12 - STANDING BYLAWS TO TELEVISION

1. The ICF is the worldwide exclusive owner of the TV / Broadcasting, Internet and any other media property rights for World Championships, World Cups and any other 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 and Board of Directors shall have the power to modify the Competition programme, events and schedule of events at World Championships, World Cups and any other ICF Competitions to ensure a high quality of Television Broadcast or to ensure live Broadcast.

## **CHAPTER 13 - STANDING BYLAWS TO ADVERTISING/ PROPERTY RIGHTS**

1. The ICF is the worldwide exclusive owner of the Advertising and any other property rights for 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.

## **CHAPTER 14 - STANDING BYELAWS TO THE PREPARATION AND ORGANISATION OF THE ICF CONGRESS**

### **I - APPLICATION**

1. The Application will be made electronically using the bidding form from the ICF.

Deadline: Applications 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 21).

2. A National Federation applying for Congress organisation shall submit a bidding file to the ICF Secretary General.

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 benefit canoeing sport in the city, region or country

### **II - PRESENTATION TO THE CONGRESS**

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