

Discipline Support Contracts

Dear Board Members,

I am pleased to propose a set of guidelines that will help enhance revenue generation opportunities for each discipline, while also ensuring transparency and fairness in the selection process of sponsorship and licensing agreements between us (the ICF) and manufacturers or equipment suppliers. Through the 'Discipline Support Contracts' our aim is to compliment wider ICF partnership agreements and support the revenue growth of each discipline.

As we have seen, there are many examples of successful partnerships between suppliers and our discipline committees. It is recognised that often it is the discipline committee that can sell the merits of their discipline best and many of you have very close working relationships with main manufacturers or equipment suppliers relevant to your discipline.

With this in mind, we want to ensure that we can facilitate the growth of each discipline by supporting you further through our newly established Growth and Communications team. With this team in place, we now have the capacity to support each discipline more directly and take measures to centralise all contracts to ensure consistency and legal compliance, but most importantly offer greater support throughout the partnership acquisition process.

To that end, we propose the following key principles:

- Discipline Committees are entitled to enter into their own sponsorship discussions, and we actively encourage this to happen.
- If the contract is for the provision of equipment for competition, Discipline Committees must run an open tender process.
- The duration of any contract should not exceed the maximum of two (2) years or conflict with the wider ICF partnership agreements.
- The ICF Growth and Communications department will support the contractual process through the provision of template contracts and a clearly defined tender process.
- All contract signatures must be centralised through the ICF Executive Office and signed by either the ICF President or Secretary General.
- Income generated from a Discipline Support Contract will be attributed to the ICF budget in a ratio of 30% (ICF Admin) to 70% (Committee Budget Line).
- All income from these contracts will be centralised through the ICF accounts.
- The budget gained from any 'Discipline Support Contract' will be available to be transferred from year-to-year and will be supplementary to the ICF annual committee budget allocation.

We are confident that these guidelines will promote fairness and transparency in the selection process of sponsorships and licensing agreements, while also providing additional revenue for the support each discipline.

This recommendation is part of a wider review of all contracts across the ICF to foster a more transparent legally compliant and consistent approach to the way we conduct our daily activity. We therefore recommend that these guidelines be adopted.

Thank you for your attention to this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Richard Pettit", written in a cursive style.

Richard Pettit
ICF Secretary General