

EUROPEAN ATHLETICS COACHES ASSOCIATION

Founded 1960 - Paris

The CONSTITUTION

Name, Seat, Liabilities

Article 1

The name of the Association is the European Athletics Coaches Association hereinafter referred to as "The Association"

Article 2

The Association is an independent Association for active coaches of European Athletics Association (EAA) Member Federations, who hold an IAAF CECS Award, or a Member Federation coaching award or Member Federation approved coaching award and whose actions and behaviour are within the IAAF Coaches Code of Ethics.

Article 3

The Association has its seat in the town of residence of the incumbent President

Article 4

Only the property of the Association can be held in bond for its liabilities. There can be no personal liability of the members.

Article 5

The aims of the Association are: -

- i. To act as a vehicle for maintaining and improving the level of competitive and performance records of EAA member countries in the International arena.
- ii. To co-ordinate a European contribution to the IAAF Development Programme in coaching and related matters and to co-operate in the global IAAF Coach Development Programme.
- iii. To support the development of coaches in EAA member countries.
- iv. To contribute to and support the work of the EAA Development Committee as requested and as appropriate.

Article 6

The objectives of the Association are: -

- i. To organise an annual conference of the Association
- ii. To prepare directories of coaching related information annually for circulation to members, the IAAF and EAA.
- iii. To prepare and provide agreed services and product packages for members.
- iv. To afford general counsel on preparation and coaching and related matters for the EAA Development Committee and IAAF Development Commission.
- v. To contribute to and support the work of the IAAF Coaches Commission and to act on its advice/instructions.

Membership

Article 7

Full Individual Membership (Direct – Tariff A)

The Association covers all EAA Member Federation coaches. Those Coaches qualified for membership under Article 2, obtain full (direct) membership upon application and payment of the full member (direct) registration fee.

Article 8

Full Individual Membership (Indirect – Tariff B)

Coaches qualified for membership under Article 2, and who are members of the National Coaches Association registered with EACA, obtain full (indirect) membership upon application and payment of the full (indirect) registration fee through their National Coaches Association.

Article 9

Full membership is accorded incumbent members of the Association's Council and Life Vice Presidents.

Article 10

- i. Elected honorary membership may be extended to distinguished figures in International Coaching from EAA Member Federations and to persons who have contributed by precept and example in pursuit of the Aims and Objectives of the Association.
- ii. Associate membership status will be decided by the Council of the Association, who may delegate such responsibility to the Executive of the Council. Normally, such status will be restricted to International bodies or persons whose values and vision are aligned with the Aims and Objectives of the Association.
- iii. Interim membership for 2 years is given to members who have no formal coaching certification award but have been acknowledged by their Member Federation in the application as having a strong understanding of basic coaching principles. After 2

years, the membership may be converted to Full Membership on condition that the coach has achieved CECS 1 or has received a coaching award recognised and approved by the Member Federation.

Article 11

Corporate Membership

Corporate Membership status is accorded a National Coaches Association who meets the following criteria to become a Registered National Coaches Association: -

- i. The National Coaches Association enjoys the endorsement of the Member Federation and its constitution is approved by EACA Council. Any subsequent amendments to constitution must also be approved by EACA Council.
- ii. 30% minimum of the National Coaches Association membership are full (indirect) members of EACA.
- iii. The National Coaches Association has paid its annual registration fees to date, by six weeks prior to the relevant Assembly of Members.

A registered National Coaches Association is considered by EACA Council to represent and act on behalf of athletics coaches in that country.

Article 12

The Annual registration fee will be agreed for two-year periods by the Council. It is annually renewable, and is according to the information contained in Schedule A.

Article 13

Right to membership may be withdrawn if a member or applicant is considered by Council to have brought the Association or Athletics Coaches into disrepute. Membership is automatically suspended when annual registration fees fall in arrears but may be restored when a member's registration fee arrears, etc. return the member to good standing as agreed by the Council of the Association.

Organization

Article 14

The bodies of the Association are:

- a. The Assembly of Members
- b. The Council of the Association
- c. The executive of the Council
- d. The Auditor

Article 15

- i. The Assembly of members is convened every year at the Congress. The Agenda for the Assembly of Members will be circulated to Full Members, Elected Honorary Members and Association members at least six weeks prior to the date of the meeting of the Assembly of Members.
- ii. Extraordinary meetings of the Assembly of Members may be called by the Council, when this is required to address important and urgent matters, or if so requested by at least 25% of the Full Members.
- iii. The Assembly of Members consist of: -
 - The Incumbent Council of the Association
 - Full Members
 - Elected Honorary Members
 - Associate Members
 - Observers
- iv. The Assembly of Members has the following responsibilities
 - a. Approval of the Constitution and Amendments thereto
 - b. Approval of the Technical, Administrative and Financial Reports of the Council
 - c. Election of Executive, Council and Auditors of the Association at that Congress of the Association, which is in the year preceding an Olympic Year.
- v. The Assembly of Members can pass motion if those present include, apart from the Council, at least 25% of Full Members. If this number is not present 30 minutes after the Assembly of Members has been convened, then the Assembly is competent to make decisions regardless of the number of members present.

Voting rights are as follows:

2 Votes- Registered National Coaches Associations

The National Coaches Association exercises its 2 votes on behalf of the relevant EAA Member Country.

1 Vote- Where there is no National Coaches Association or where a National Coaches Association is not registered, EAA Member Federation's coaches who are full members, may exercise 1 vote. Where there are several full members from one country, they must agree between themselves how to exercise their 1 vote.

In effect this means that a country with a Registered NCA has 2 votes; a country without a Registered NCA has 1 vote.

Article 16

The Council

- i. The Council has 9 members – The President, The Secretary, 2 Vice-Presidents, five ordinary members, a co-opted Honorary Treasurer and an EAA delegate.
- ii. The Council membership must be broadly representative of the European Continent
- iii. At least 5 members of the Council must be or have been Chief Coaches, Directors of Coaching Technical Directors, National Coaches, Performance Directors or equivalent.
- iv. The Council's term of office is four years, elections being held at the Assembly of Members in that Congress of the Association which is in the year preceding Olympic Year. The co-opted treasurer is also elected at this time.
- v. The Council convenes in full every year and has the following duties for the duration of its term of office:
 - a. Drafting and handling of amendments to Constitution for Submission to Assembly of Members.
 - b. Implementation of action programmes and recommendations agreed by the Assembly of Members.
 - c. Approval of Technical, Administrative and Financial report of the Executive.
 - d. Acceptance and approval of adjustments to action programmes.
 - e. Approval of Associate and Honorary Membership status.
 - f. Management of the property of the Association and its Archives.
 - g. Annual reporting to Full, Associate and Honorary Members on work of the Association.
 - h. Represent the Association abroad.

Article 17

The Executive

- i. The Executive comprises a President, a Secretary, two Vice Presidents and co-options as necessary.
- ii. The Executive's term of office is four years, election being held in conjunction with Council Elections.
- iii. The separate duties of President, Secretary, Vice-Presidents and co-opted Treasurer, broadly speaking, are those normally associated with such positions in international associations.
- iv. The Executive convenes at least once per year, and collectively has the following duties: -
 - a. Implement the action programmes as agreed by Assembly of Members and adjustments to action programmes as agreed by Council.
 - b. Deal with day to day business of the Association.

- c. Prepare an annual Preparation Report for the next season by 31st January each year covering the major international competitions and distribute this to all full members, the EAA Committees and IAAF Development Committees/Commissions and IAAF Coaches Commission.
- d. Prepare a quarterly e-newsletter for all members, EAA and IAAF Development Committees/Commissions and IAAF Coaches Commission.
- e. Prepare and produce annual digests or directories as agreed by Council and Assembly of Members.
- f. Prepare and deliver a business plan to permit implementation of aims and objectives of the Association.
- g. Draw up themes, and advise in contacting experts, for Conferences as required.
- h. Liaise with and advise the EAA and IAAF Development Committee/Commissions and IAAF Coaches Commission in provision of a coaching, performance, development and/or technical support service as required.

Article 18

Auditor

- i. One auditor is elected at the proposal of the Council or of Members through the Assembly.
- ii. The term of office is four years.
- iii. His/her duty is to audit the accounts of the Association and the result of that audit will be reported to the Assembly of Members.

Article 19

Duties of National Coaches Association

- i. Supply relevant information for annual digests and directories as agreed by Council and Assembly of Members
- ii. Use the Association as a vehicle of consultation as occasion suggests on matters embraced by the aims and objectives of the Association.
- iii. Advise the Association on the organisation and work of the National Coaches Association.
- iv. Send representatives to the Association's Conferences.
- v. Payment of registration fees.
- vi. Approving Full (indirect) Membership applications.

Duties of Full Members

- i. Supply relevant information for annual digest and directories as agreed by Council and Assembly of Members.
- ii. Use the Association as a vehicle of consultation as occasion suggests on matters embraced by the aims and objectives of the Association.
- iii. Support the Association's Conference.
- iv. Payment of registration fees.

Article 20

Finances

- i. The fiscal Year of the Association is the calendar year.
- ii. The revenues of the Association are derived from:
 - a. Membership fees
 - b. Donations
 - c. EAA grant aid
 - d. Subsidies, sponsorship and patronage
 - e. Income from product and service offerings not included in the membership package.
 - f. IAAF contribution to EACA organisation build.
- iii. Expenditure consists of:
 - a. Administration and office costs of the Association
 - b. Assistance with travelling and accommodation costs of President, Secretary, Vice-Presidents, Council Members and relevant co-opted persons for meeting of the Executive.
 - c. Various approved expenses in connection with organisation of the Congress of the Association.
 - d. Costs of preparing and delivering product and service offering
 - e. Contribution to IAAF Academy Program
 - f. Special projects.

Article 21

Conferences

- i. A Conference shall take place annually. Every fourth year (that before the Olympic year) the Assembly of Members shall take place in Association with the Conference.
- ii. In principle the Conference themes should appeal to the range of events. However, themes may be topical or critical current issues as recommended through the Assembly of Members, or the Council, for consideration by the Executive when drawing up a final programme of Congress themes. Where relevant, cross training shall be built into the program so that Athletics may contribute to and learn from other sports.

- iii. Members must be sent an invitation and programme at least 3 month prior to each Conference.
- iv. The Council will meet every year on the occasion of the Conference.
- v. The Executive should meet at least once per year in addition to the occasion of the conference.
- vi. Representatives of EACA will co-operate with EAA and IAAF Development Committees and contribute to their programmes on request. On such occasions cost to representatives such as travel etc. will be borne by EAA or IAAF.
- vii. Preparation guidelines as prepared by EACA/EAA (schedule B) must be followed by the Local Organizing Committee.
- viii. The EAA Member Country of the Local Organizing Committee will be awarded the Frank Dick Belgrade Trophy and retain a miniature of this Trophy.

Article 22

Administration

- i. The administrative headquarters of the Association shall be in the town of residence of the incumbent President, with administrative or secretarial support via the President's office until such time as a permanent lease is agree.
- ii. The archives of the Association are held by the incumbent President.

Article 23

Constitutional Change

The Constitution can be completely revised by an Assembly of Members by a two thirds majority of votes provided detail of such revision is distributed to Full Members at least six weeks prior to the date of the Congress. Partial revision requires a simple majority but such revision must again be distributed to Full Members at least six weeks prior to the date of the Congress.

Article 24

The Association can be dissolved by decision of the Assembly of Members by a three quarter majority of votes. In this case the archives and the resources of the Association go to a new Association with the same Aims and Objectives – and are for this purpose handed over to the IAAF until the new Association is formed.

Article 25

Schedules

- Schedule A is concerned with Fees – and is revised every 4 years
- Schedule B is concerned with the organisation of the Conference of the Association
- Schedule C is concerned with Digests and Directories and is revised every 4 years
- Schedule D is concerned with Expenditure and Allowances for Executive Members

SCHEDULE A

Memberships Advantages

- Bronze**
- Voting Rights (Article 15 v)
 - Conference Access
 - Newsletter
 - Support Services and Products (bronze package)
 - Technical Digests (blue package)
 - EACA e-conference report
- SILVER**
- Bronze Advantages
 - CECS 11 Preparation Support
 - HPTC and ATC Access
 - Coach 2 Coach Course Access
 - Support Services and Products (silver package)
 - Technical Digest (silver package)
 - Access to other Area Conferences
 - Annual ACA's confirming proceedings digest
 - Discounted IAAF publication.
- GOLD**
- Silver and Bronze Advantages
 - World Championships Coaches Club Access
 - Academy Course Access and Preparation Support
 - Support Services and Products (gold package)
 - Technical Digests (gold package)
- PLATINUM**
- Bronze, Silver and Gold Advantages
 - Honorary Membership of ACA
 - Academy Faculty Associate Status in ACA Technical Programmes
 - Support Services and Products (platinum package)
 - Technical Digests (platinum package)

Fees

Zone	Bronze	Silver	Gold	Platinum
Zone A Individual members applying directly	Tariff A, 1 € 40	Tariff A, 2 € 60	Tariff A, 3 € 80	€ 0
Zone A Individual members applying indirectly via National Association of Athletics Coaches	Tariff B, 1 € 30	Tariff B, 2 € 45	Tariff B, 3 € 60	€ 0
Zone B All individuals applying directly or indirectly for membership	Tariff C, 1 € 20	Tariff C, 2 € 30	Tariff C, 3 € 40	€ 0

Zone A EAA members are European Union nations;
Zone B EAA members are Non-European Union nations.

No Membership Fees Charged

- Incumbent Council Members
- Life Vice-Presidents
- Elected Honorary Members
- Associate Members
- Platinum ACA Members

CORPORATE MEMBERSHIP

FEE €250

Memberships Advantages

Voting Rights (Article 15 v)

Conference Access for Full (indirect) EACA Member

Newsletter

NSA – 2 Free copies / ¼

EACA- E Conference Report

Index of Other EACA Conference Reports plus Selected Articles/Presentation Access

Annual Academy and ACA program & contact directory

SCHEDULE B

EACA CONGRESSES

The European Athletics Coaches Association (EACA) organises an annual congress for coaches on a variety of subjects, in accordance with its 4-year plan.

The EAA supports this activity in different ways including co-operation with member federations, promotions and financial contributions.

The venue for the Congress changes each year e.g. Poland 2000, France 2001, Slovenia 2002, for 2003, it will be held in Malta.

Local organisation for the Congress is normally carried out by the respective coaches association of that country, together with the EAA member federation and the EACA. Initial preparations are made by the EACA, in close co-operation with the respective local organiser. This includes deciding the date, venue, general programme, the main lecturers and to set up the draft budget for the Congress (see appendix 1)

The LOC is responsible for the main preparations and organisation of the Congress. To set up a proper budget is important. The main income should come from local sources (contribution of the member federation, the city or other local/regional bodies and sponsors) and from the Congress fee of the participants. LOC expenditure will include the organisation of the Congress (rental of Congress room and/or other facilities, translation, lecturers' travel, stay and honorarium, accommodation of all participants, documentation and print cost) as well as expenses for local transport and transport from and to the airport and expenses for some social functions.

The Congress participants (both, from abroad and from the host country) should pay a Congress fee, which should normally cover the complete Congress participation (full board accommodation and Congress accreditation). Each participant (or his federation) is responsible for his travel cost to and from the venue.

The content of the Congress should be discussed with the EAA Development Committee of which the EACA is a member.

Because the EAA believes that the EACA Congresses are important for the coaches' education and therefore for the development of athletics in Europe, the EAA supports the EACA Congresses. As mentioned above the EAA support is given in different ways.

- Promotion through the EAA information system
- Co-operation with the EAA member federations through the EAA office (use of the direct connection to the federation etc)
- Financial contribution

The congresses are organised not only for the coaches in the respective host country, but also for coaches of all the EAA member federations. The EAA encourages its member Federations to send at least one participant.

It is strongly recommended that the Congresses take place in Sport Centres, Sport Schools and/or similar places and not in luxury hotels.

The EAA financial support can be given in the following way:

Organising Grant

Upon presentation of the full Congress budget, the EAA is prepared to contribute towards the organisation cost a sum between 3,000 and 5,000 Euros (maximum). The written request for a contribution must be accompanied by a reason for this request.

The financial support will be given to the LOC according to conditions to be agreed and confirmed in a written contract. The EAA Treasurer will prepare the contract.

EAA Scholarship

To allow the EAA member federations to be present with at least one participant, the EAA is ready to pay one (1) scholarship per Member Federation. This scholarship (which normally covers fully or partly the Congress fee, see above) should not be higher than 200 Euros in order to determine the final amount of the scholarship, the EAA needs to receive from the LOC full information regarding the full board accommodation prices and the Congress fee, at least four months prior to the Congress.

How to proceed with the Congress preparation:

	Action	Responsibility
1	EACA internal consultation, preparation of the EACA Congresses plan including speaker selection, potential venue etc.	EACA President
2	Discussion of the EACA Congress plan with the EAA Development Committee; co-ordination with other EAA development activities, especially with other coaches' seminars; co-operation with EAA Treasurer and EAA General Secretary	Chair Person EAA Development Committee
3	Decision regarding the final Congress venue and date	EACA President and the respective member federation
4	Preparation of the organisational plan of the Congress and the Congress budget	'LOC' Chairman latest six month prior to the Congress
5	Speaker invited and Technical programme build plus EACA business aspects	EACA President
6	Co-operation and help fro the EAA office on administration and economics according to LOC requests	EAA General Secretary
7	Decision on and preparation of the EAA organising grant	EAA Treasurer
8	Decision of the EAA scholarship for the participants from the different European Federations	EAA Treasurer
9	Final written report of the Congress with the budget evaluation and conclusions of the Congress (results and recommendations for the future)	LOC Chairman (organisational aspects) and EACA President (Technical aspects)
10	Evaluation of the EACA Congress and its contribution for the development for athletics in Europe	Chair Person EAA Development Committee

EACA Congress – Budget Template

(The budget has to show at least the following positions)

I	Income		Cost	Remarks
1	Participation Fee *			
2	Accommodation (If not included in the participation fee)			
3	Contributions Federation/City/Region			
4	EAA – Organising Grant (towards organising cost)			Usually between 3 - 5000
A	TOTAL INCOME			

II	Expenditure			Remarks
1	General Organisation <ul style="list-style-type: none"> • Room rental • Local Transport • Administration • Lecturers (Travel and honorarium) • Translation • Documentation, printing • Other • 			
2	Accommodation and board (x participants x3 days x euros...)			
B	TOTAL EXPENDITURE			
	Result (A-B)			

* The EAA may grant an EAA Scholarship for one participant per Member Federation (Eurosper one representative per country)

Signed

Date

Position
Constitution of the European Athletics Coaches' Association