



**2021-2022 MEMBER FEDERATION
SUPPORT PROGRAMME
REGULATIONS**

FOREWORD	3
I – GENERAL PROVISIONS	4
Article 1.1. Purpose of the Member Federation Support Programme	4
Article 1.2. Scope of Application	4
Article 1.3. Beneficiaries of the Member Federation Support Programme	4
Article 1.4. Advance payments, offsetting, taxes, costs and expenses	5
Article 1.5. Information to be provided	5
Article 1.6. Inspections, audits and fraud prevention	5
Article 1.7. Project management	6
II – MEMBER FEDERATIONS EXTRAORDINARY DEVELOPMENT PROJECTS	7
Article 2.1. Extraordinary Development Projects Description	7
Article 2.2. Beneficiaries	7
Article 2.3. Extraordinary Development Projects areas and evaluation	7
Article 2.4. Procedure for submission of Extraordinary Development Projects	8
Article 2.5. Financing Extraordinary Development Projects	8
Article 2.6. Allocation and payment provisions	8
III – MF STRUCTURING PROJECT GRANTS	10
Article 3.1. Structuring Project grants Description	10
Article 3.2. Beneficiaries	10
Article 3.3. Structuring Project grants areas	10
Article 3.4. Procedure	10
Article 3.5. Allocation and payment provisions	11
IV – INCENTIVE ACTIVITIES & OTHER GRANTS	12
Article 4.1. Member Federations Education Activities	12
Article 4.2. Participation to European Athletics Competitions	12
Article 4.3. Basic grant	12
V – FINAL PROVISIONS	13
Article 5.1. Implementation of these regulations	13
Article 5.2. Breach of these regulations	13
Article 5.3. Disputes	13
Article 5.4. Unforeseen cases	13
Article 5.5. Annexes	13
Article 5.6. Adoption, period of validity and abrogation	13

FOREWORD

According to the European Athletics Constitution, the purpose of the organisation is to serve our Member Federations. All our activities must be measured against this test.

We are fortunate that the commercial success of our event programme has made it possible to return value to the federations through various forms of support, which have been developed over more than a quarter of a century. This document represents the latest incarnation of how we provide that support and reflects the knowledge we have gained and the lessons we have learned over that period.

One of our priorities is to make sure the support we offer is customised to the specific needs of the federations. There is a consensus among the Council and our expert advisors that each federation is unique and faces its own specific set of circumstances and challenges. We have concluded that a one-size-fits-all programme is dated and not the most effective way to support federations as they work towards our strategic aim of developing athletics and making it 'Your Sport for Life' for every European.

The Member Federation Support Programme is designed with the intent that every federation can benefit and clearly see that it benefits from what is on offer. The regulations included here emphasise a project-oriented approach, flexibility, the sharing of ideas and accountability. I would urge all federation leaders and the various specialists who work with them to read through the document and then take the necessary steps to engage with the programme.

For our part, we in European Athletics will do our best to deliver the programme in line with the policies described here and we will always be available and happy to answer questions and clarify any points that arise. We invite feedback from the users and we will regularly review all aspects of the programme to find ways to refine and enhance it.

On behalf of the Council, I would like to thank our Member Federation Development Commission and staff for the considerable work they have done on this project and extend my best wishes to the Member Federations and the project leaders who will work with the programme in the coming years.



Dobromir Karamarinov
European Athletics Interim President

I – GENERAL PROVISIONS

Article 1.1. Purpose of the Member Federation Support Programme

1. The **Member Federation Support Programme (MF-SP)** has been established:
 - a. to increase the visibility of the overall **European Athletics'** support (both financial and in services) to its **Member Federations**;
 - b. to direct **Member Federations** to use **European Athletics** support in-line with its strategy;
 - c. to encourage participation in **Athletics** at all levels and by persons of all ages throughout Europe through competitions, events, programmes and activities within their territories;
 - d. to encourage and support the development, organisation and delivery of **Athletics** in Europe through its **Member Federations**;
 - e. to protect the integrity of **Athletics** and **European Athletics** by developing and enforcing standards of conduct and ethical behaviour, implementing good governance within **European Athletics** and promoting good governance among the **Member Federations**;
2. The **EA Council**, at its online meeting on 8th May 2020, approved the new way of supporting and developing **Athletics** in the **Member Federations** starting January 2021.

Article 1.2. Scope of Application

1. These regulations define the financial contributions allocated under the **Member Federation Support Programme**, the type of projects that falls under this programme and the administrative tasks of the parties involved.
2. These regulations cover the period from 1st January 2021 until 31 December 2022.
3. The **Member Federation Support Programme** consists of the following types of funds for the whole aforementioned financial period:
 - a. Member Federations Extraordinary Development Projects;
 - b. Member Federations Structuring Project;
 - c. European Athletics Education Activities;
 - d. Member Federations participation to EA Competitions.

Article 1.3. Beneficiaries of the Member Federation Support Programme

1. The beneficiaries of the **Member Federation Support Programme** are **Member Federations** which have been admitted as members of the **European Athletics** by the **EA Congress** in accordance with the relevant provisions of the **EA Constitution** (i.e. excluding those which have been admitted as members on a provisional basis) and which fulfil the requirements for receiving the **EA grants** as specified in these regulations.
2. The **EA grants** are paid to the beneficiaries. Unless decided otherwise by **European Athletics**, the **EA grants** are never paid directly to a third party, such as a member of a **Member Federation** (i.e. a Club, a Sport School, a Grassroot Organisation, ...).
3. In the case of suspension of a **Member Federation** in accordance with the relevant provisions of the **EA Constitution**, any payments due in connection with the **Member Federation Support Programme** are immediately frozen until further notice. The **EA Executive Board** may take further measures, such as making deductions from future payments or requesting partial or full reimbursement of payments already made during the financial period covered by these regulations. On the lifting of the suspension, the **EA Executive Board** decides what action to take in respect of the frozen payments.

4. In the case of case of termination of **European Athletics** membership in accordance with the relevant provisions of the **EA Constitution** (i.e. exclusion), **European Athletics** reserves the right to request full or partial reimbursement of any payments made during the financial period covered by these regulations.
5. The categorisation of the **Member Federations** has been agreed as follows:
 - a. **Established Federations** (27): AUT, BEL, BLR, BUL, CRO, CYP, CZE, DEN, EST, FIN, GRE, HUN, IRL, ISR, LAT, LTU, NED, NOR, POR, ROU, SLO, SRB, SUI, SVK, SWE, TUR & UKR;
 - b. **Developing Federations** (17): ALB, AND, ARM, AZE, BIH, GEO, GIB, ISL, KOS, LIE, LUX, MDA, MKD, MLT, MNE, MON & SMR;
 - c. **Large Federations** (6): ESP, FRA, GBR, GER, ITA, POL (& RUS).

Article 1.4. Advance payments, offsetting, taxes, costs and expenses

1. Unless **European Athletics** and the **Member Federation** applying for “**MF-SP**” have agreed otherwise, no advance payments will be made.
2. The **EA Office** may offset any amounts allocated to a **Member Federation** under the terms of these regulations against any other amounts due to **European Athletics** by that **Member Federation**.
3. The **Member Federation** is responsible for paying any taxes, other duties and fees due as a result of receiving the **EA grants**.
4. The **Member Federation** should bear all costs and expenses, including legal, professional, banking and exchange charges incurred in connection with the preparation, execution, implementation and completion of projects undertaken as part of the **Member Federation Support Programme**, and the cost of any documents, amendments, supplements or waivers associated with such projects.

Article 1.5. Information to be provided

1. Unless stipulated otherwise in these regulations, for each project undertaken under the **Member Federation Support Programme**, the relevant **Member Federation** must supply **European Athletics** with:
 - a. a project application (except for incentive payments and activities);
 - b. a Progress Report at the end of each year of the project and a Final Report at the end of the project, all of them containing extensive financial and descriptive information (except for incentive payments and activities);
 - c. any relevant information related to the development of the project, such as any event that causes or might cause a delay or default in the development of the project and any steps being taken to remedy it;
 - d. any other relevant information related to the development of the project as requested by **European Athletics**;

Article 1.6. Inspections, audits and fraud prevention

1. **Member Federations** may not use the **EA grants** for any purpose other than those defined in the corresponding agreement.
2. **European Athletics** reserves the right to inspect any Member Federation accounts and documents relating to the management of project and the allocated **EA grants** at any time.
3. **European Athletics** reserves the right to send its own duly authorised representatives to carry out any technical and financial checks and audits that it considers necessary in relation to the management of project and the allocated **EA grants**.

4. **Member Federations** must provide any relevant information and documents that are requested for the purpose of such inspections, checks and audits in relation to the management of project and the allocated **EA grants**, and take all appropriate steps to facilitate the work of duly authorised representatives, including giving them access to sites and premises where the relevant information and documents are kept.
5. **Member Federations** must ensure that any suspected or actual cases of fraud, corruption or other illegal activity in relation to the management of project and the allocated **EA grants** funding are duly investigated and dealt with.

Article 1.7. Project management

1. **Member Federations** must manage their projects in accordance with:
 - a. the provisions of these regulations and the terms of the corresponding countersigned project agreement;
 - b. **European Athletics** no-tolerance approach to any attempt or act of corruption of any shape or form and in any jurisdiction, even if such activities are allowed, tolerated or not prosecutable in the country in question;
 - c. all applicable laws, including those governing data privacy.
2. **Member Federations** are recommended to:
 - a. establish appropriate procedures, such as bidding processes, to evaluate and select suppliers and subcontractors based on their commitments to social and environmental accountability;
 - b. assess and reduce the environmental impact of their projects and use resources responsibly, in order to achieve sustainable growth that respects the environment;
 - c. cooperate at any time with **European Athletics** supervision of the use of **EA grants**.

II – MEMBER FEDERATIONS EXTRAORDINARY DEVELOPMENT PROJECTS

Article 2.1. Extraordinary Development Projects Description

The Member Federations will be able, each year during the 2021-2022 period, to submit an application for Extraordinary Development Projects.

EA reserves the right to share the Projects and all information related to the applications with all Member Federations. Member Federations should provide ready-to-use Projects which could be easily usable by other Member Federations.

Each year, up to 15 Projects with the highest impact potential will be selected to receive the Extraordinary Development Project grant of up to CHF 40'000. The project has to be in-line with European Athletics strategy, such as youth activities, clubs system, running, volunteering, integrity, athlete development, commercial strengthening... The quality of the application and the relevance of the project will be taken into account.

Member Federations are encouraged to have multi-year projects, but EA will allocate up to CHF 40'000 per project.

Article 2.2. Beneficiaries

All following 50 Member Federations are able to submit an application for Member Federations Extraordinary Development Projects: AUT, BEL, BLR, BUL, CRO, CYP, CZE, DEN, EST, FIN, GRE, HUN, IRL, ISR, LAT, LTU, NED, NOR, POR, ROU, SLO, SRB, SUI, SVK, SWE, TUR, UKR, ALB, AND, ARM, AZE, BIH, GEO, GIB, ISL, KOS, LIE, LUX, MDA, MKD, MLT, MNE, MON, SMR, ESP, FRA, GBR, GER, ITA, POL (& RUS).

Article 2.3. Extraordinary Development Projects areas and evaluation

1. **Extraordinary Development Projects** must help develop the sport of Athletics, be of strict common interest for the Athletics community and have a clear functional, educational and sporting purpose.
2. **Extraordinary Development Projects** must be tailor-made to suit the individual needs of the respective **Member Federations** in one or more of the following areas:
 - a. Education for leaders, administration staff, coaches, referees, sports medicine, safety and security, and other specialist topics;
 - b. Athletics for kids and youth;
 - c. Development of competition opportunities nationally;
 - d. Athletics and social responsibility (social and environmental -sustainability- topics);
 - e. Running and Mass Participation in link with **European Athletics Strategy**;
 - f. Women in Athletics (improving gender equity in all areas);
 - g. Development activities for Clubs, Sport Schools or another Grassroots Organisation;
 - h. Health and Well-Being, Masters....
3. Only the best projects will be chosen for this grant. By best project, it means that the different criteria will be evaluated:
 - 1) Problem/need identified to be solved/fulfilled;
 - 2) Value for the sport of Athletics overall;
 - 3) Project description;

- 4) Phone call/Project presentation;
- 5) Adequacy with the grant's purpose;
- 6) Key Performance Indicators (KPIs);
- 7) Long-term perspective;
- 8) Fit with EA's strategy;
- 9) Usability of the project for other MFs;
- 10) Applicant's item specific to the project.

The projects with the best evaluation according to these criteria will be chosen for receiving the Extraordinary Development Project grant.

Article 2.4. Procedure for submission of Extraordinary Development Projects

1. Any **Extraordinary Development Project** submitted by a **Member Federation** is subject to the following procedural rules:
 - a. **EA Office** will send the first call for **Extraordinary Development Projects** applications to the **Member Federations**, latest on 1st September 2020;
 - b. The **Member Federations** will have two months to finalise their projects, the deadline for reception of the Project application by **EA Office** is the 1st November 2020;
 - c. By 15th December 2020, each **Member Federation** interested in the **Extraordinary Development Project** grant will schedule a phone call/meeting with **European Athletics** in order to present its project;
 - d. After the review by **European Athletics** of the **Extraordinary Development Projects** received, **EA Office** will inform the **Member Federations** concerned of the acceptance of their applications. This should be done by 15th February 2021 at the latest;
 - e. The entire payment of the EA grant should be sent to **Member Federations** by 15th March 2021;
 - f. **EA Office** will request, on 1st October of each year, a **Progress Report** concerning the **Extraordinary Development Project** as well as a **Final Report** in the last year of the Project;
2. Extraordinary Development Projects may address one or a combination of the areas listed in Article 2.3.

Article 2.5. Financing Extraordinary Development Projects

1. **Member Federations** should seek further financial support from **World Athletics** and/or other third parties, whether private or public entities, in order to realise **Member Federation Extraordinary Development Projects** with mixed funding from external partners (government, local authorities, sponsors, etc.).
2. **European Athletics** actively supports mixed funding, provided that the external partners enlisted by the **Member Federation** have been approved by **European Athletics** and the conditions of their financial and operational involvement are clearly defined and agreed in writing.

Article 2.6. Allocation and payment provisions

1. **European Athletics** will only disburse **EA grants** if the necessary conditions and requirements are met and respected.
2. If a **Member Federation** does not use all the **EA grant** available to it in the financial period covered

by these regulations, the remaining amount is not carried over for use in the framework of a subsequent **Member Federation Support Programme** cycle unless so approved by the **EA Executive Board**.

3. **EA grant** is disbursed only on receipt of a countersigned **Extraordinary Development Project** agreement and subject to the condition that the **Member Federation** does not violate the provisions of these regulations or the terms of the countersigned **Extraordinary Development Project** agreement.
4. Allocated **EA grant** may be used solely for the purposes defined in the corresponding countersigned **Extraordinary Development Project** agreement. Failure to respect this provision may result in **European Athletics** stopping or withdrawing payments and referring the matter to the **EA Court**.
5. **EA grant** is credited to the **Member Federation's** ordinary bank account.
6. The **Member Federations** are encouraged, if applicable, to plan a sustainable continuation of the **Extraordinary Development Project** beyond the **EA grants** period.
7. The **Member Federations** are responsible for all **Extraordinary Development Project**-related invoicing and accounting.
8. **European Athletics** bears no responsibility for how **EA grants** are used by the **Member Federations**.
9. The **EA Office** reserves the right to check or monitor any documents related to a given project at any time.

III – MF STRUCTURING PROJECT GRANTS

Article 3.1. Structuring Project grants Description

The **Structuring Project** grants are awarded over the two-years period. **European Athletics** will assist **Member Federations** for Capacity Building and Federation Structuring. In order to be approved, the application has to include a clear project with financial and descriptive information about the intended use of the grant. The yearly amount for each **Member Federation** is up to CHF 10 000, making the total **Structuring Project** grant for the period 2021-2022 to the amount of up to CHF 20 000.

Article 3.2. Beneficiaries

Only **Developing Federations** (ALB, AND, ARM, AZE, BIH, GEO, GIB, ISL, KOS, LIE, LUX, MDA, MKD, MLT, MNE, MON & SMR) are entitled to apply for the **Structuring Project** grants from **European Athletics**.

Article 3.3. Structuring Project grants areas

The **Member Federations Structuring Project** grants have to be used in order to provide help to **Developing Federations** in following areas:

- a. Administration (organisational structure of the **Member Federation** and/or the affiliated regional associations, including staff salaries, staff education, office equipment, ...);
- b. Education for leaders, coaches, referees;
- c. Organisation of National Competitions.

Article 3.4. Procedure

The Member Federations **Structuring Project** grants are subject to the following procedural rules:

- a. **EA Office** will send information to Developing Federations explaining the procedure to be followed to receive the **Member Federations Structuring Project** grant at the latest on 1st September 2020;
- b. The Member Federations will have two months to send their application for the **Member Federation Structuring Project** grant, describing their project with financial and descriptive information. The deadline for reception of the confirmation by **EA Office** is the 1st November 2020;
- c. The yearly payment of the **EA grant** should be sent to **Member Federations** by 15th March of respective year;
- d. **EA Office** will request, on 1st October 2021, a **Progress Report** on the use of the **EA grant** by the **Member Federation**;
- e. The **Member Federations** should send the **Progress Report** on the use of the **EA grant** no later than 15th January 2022.
- f. **EA Office** will request, on 1st October 2022, a **Final Report** on the use of the **EA grant** by the **Member Federation**;
- g. The **Member Federations** should send the **Final Report** on the use of the **EA grant** no later than 15th January 2023.

Article 3.5. Allocation and payment provisions

Allocation and payment provisions:

- a. **European Athletics** will only disburse **EA grants** if the necessary conditions and requirements are met and respected;
- b. **EA grant** is credited to the **Member Federation's** ordinary bank account;
- c. **European Athletics** bears no responsibility for how EA grants are used by the **Member Federations**;
- d. The **EA Office** reserves the right to check or monitor any documents related to a given project at any time.

IV – INCENTIVE ACTIVITIES & OTHER GRANTS

Article 4.1. Member Federations Education Activities

1. Every year, **European Athletics** puts in place an **Education Programme** proposed by the **Member Federation Development Commission** and agreed by the **EA Executive Board** and the **EA Council**.
2. This **Education Programme** includes Conferences, Seminars and Courses in the areas of:
 - a. Member Federations capacity building activities;
 - b. Technical Officials activities;
 - c. Coaches education activities.
3. For all EA assistance to **Member Federations** on staging and participating at educational activities, allocated funds will be calculated and presented in the end-of-year accounting cards.

Article 4.2. Participation to European Athletics Competitions

1. According to the **European Athletics Competition Regulations** for each of the events in its calendar, **European Athletics** may provide financial support to the Organisers and to the participating **Member Federations**, in the form of the following subventions:
 - a. **Organisational Subvention** to be paid to the Organisers;
 - b. **Accommodation Subvention** to be paid to the Organisers to the benefit of the **Member Federations**;
 - c. **Travel Subvention** to be paid directly to the **Member Federations**.
2. The **Accommodation Subvention** corresponds to the **European Athletics** support to the Organisers on the accommodation expenses for the number of athletes in quota and for certain events officials in quota, as set in the respective event **Competition Regulations**.
3. For all individual Championships (ECH, EICH, EU18CH, EU20CH and EU23CH) **European Athletics** determines the Free Places Quota that are used for the calculation of the **Accommodation Subvention** (and also for the **Travel Subvention** when applicable), based on the previous results.
4. For all EA assistance to **Member Federations** on staging and participating at educational activities, allocated funds will be calculated and presented in the end-of-year accounting cards.

Article 4.3. Basic grant

1. The **Member Federations** are receiving, every year, a **Basic grant**.
2. This **Basic grant** of CHF 500 is provided to Large, Established and Developing Federations and is aimed at covering their annual Membership Fee to **European Athletics** according to the **EA Constitution** (article 39).

V – FINAL PROVISIONS

Article 5.1. Implementation of these regulations

1. The **EA Office** is responsible for taking all decisions and measures necessary for implementing these regulations and monitoring their application.
2. For this purpose, the **EA Office** may, in particular:
 - a. monitor the use of the amounts allocated under these regulations;
 - b. request financial documentation related to these amounts;
 - c. ask for progress and/or status reports on projects;
 - d. ask for a financial audit report to be issued by an independent auditor appointed by the **EA Executive Board**.
3. In carrying out these tasks, the **EA Office** cooperates with the relevant **European Athletics** commissions and expert panels in accordance with the **EA Organisational Rules**.

Article 5.2. Breach of these regulations

1. In case of any violation of these regulations, in particular when fraud or corruption have been committed, **European Athletics** may decide at any time to suspend payments, request a partial or full reimbursement, make deductions from future **Member Federation Support Programme** payments, terminate any project agreement concluded with the concerned **Member Federation** and/or take any other appropriate measures.
2. **Member Federations** must pay **European Athletics** any interest, costs and expenses, including legal fees, incurred by **European Athletics** as a result of any breach of these regulations.

Article 5.3. Disputes

Any disputes related to the allocation of the amounts laid down in these regulations are referred to the **EA Executive Board**, whose decisions are final.

Article 5.4. Unforeseen cases

The **EA Executive Board** takes a final decision on any matters not provided for in these regulations

Article 5.5. Annexes

All annexes form an integral part of these regulations.

Article 5.6. Adoption, period of validity and abrogation

1. These regulations were adopted by the **EA Executive Board** at its meeting on 4th May.
2. They apply for the financial period from 1 January 2021 to 31 December 2022.