



## **EUROPEAN VETERANS FENCING**

### **ADMINISTRATIVE HANDBOOK**

**European Veterans Fencing manages and organises Veterans Fencing in Europe.  
The affairs of EVF are managed and controlled according to the Constitution  
by an elected Board.**

**The conduct and activities of the Board are outlined within the Administrative Handbook  
which serves as a secretariat guide for the Board, the Members and the Members of  
Honour.**

**The work and projects undertaken by the Board will be supported but not necessarily  
constrained by the administrative framework.**

**The President will arbitrate any issues or disputes arising from the Administrative  
Handbook guidelines.**

**For the purposes of this handbook, 'Members' refers to Member Countries, Board  
Directors and Members of Honour.**

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# The Board

## Board Structure

The Board is comprised of the following:

- 1 President
- 1 Secretary General/Treasurer
- 4 Directors

Other temporary directors may be co-opted by the Board for particular projects.

Board members undertake responsibility for specific portfolios as identified by the President and Board and which are assigned immediately following the Congress at which they are elected.

For the purposes of voting at Congress, Board members are considered Individual Members.

All Board members undertake to respond to member needs and inquiries, encourage and promote Veterans Fencing in Europe, encourage sponsors and supporters and pro-actively participate in Board discussions and activities.

The Board will undertake the delivery of EVF objectives in accordance with that which has been agreed by Congress and each Board Member will have authority and responsibility within their portfolio.

Major deviations from Policy that may impact Members will be polled through the Membership.

Board members will be provided with EVF business cards if deemed necessary and appropriate.

## Board Meetings

The Board will meet in person at least once a year immediately after the Congress.

General conduct of business throughout the year will primarily take place by means of electronic communications including email, phone, skype or other means as appropriate.

Board members will ensure that they have appropriate facilities to communicate with their colleagues and members.

Board members will confer with their colleagues on all matters that affect the image and perception of EVF within or outside Europe.

Decisions at Board Meetings will be made by means of simple voting following open discussion and debate.

Where decisions are being made by means of email, nil response will be considered an assenting vote.

In any cases of equality of voting, the President will have an additional casting vote.

Each Board member will be provided with an EVF email address with which to communicate on EVF business.

## Board Portfolios

The Portfolios below reflect the priorities of the EVF Board in 2019 but remain dynamic and open to change as required for the smooth running of the organisation.

### President

- General leadership of EVF & Board
- Ceremonial leadership at Championships and Events
- Chair of meetings
- Liaison with other fencing bodies
- External liaison
- Co-opt expertise as required
- Overview all portfolios

### Secretary General/Treasurer

- Assist the President with all duties as required
- Take charge of all the administration duties of the Board
- Maintain and manage names and contacts details of EVF Country Representatives
- Maintain and manage records of correspondence and respond to all enquiries
- Call for and receive expressions of interest, nominations and other material from members
- Advise the board on timing for actions and responses as appropriate
- Prepare and present reports at Congress
- Take and circulate minutes of EVF Meetings
- Liaise with Event organisers on preparation and presentation of Congress
- Other duties as required to ensure the smooth running of the organisation
- Manage EVF funds and bank accounts
- Make recommendations for improvements in the EVF Administrative Handbook

### Competitions

- Ensure that all EVF Events are run to the highest possible standard
- Oversee the preparations for EVF Championships
- Advise potential event organisers of EVF expectations
- Review suitability of organising committees and venues for EVF events
- Validate the membership of the DT
- Validate the referees proposed by Championships organisers
- Monitor Competitions and prepare reports
- Ensure the provision of validated results for publication
- Liaise with Data Portfolio on rankings and seedings
- Make recommendations for improvements in the EVF Handbook of Regulations

## Data and Technology

- Maintain the EVF database of fencers and results
- Make recommendations for improvements in the Ranking system
- Make recommendations for improvements in the Seeding system
- Provide Ranking tables following EVF events
- Provide Seeding tables for EVF events
- Liaise with Competitions Portfolio on ranking and seeding
- Develop and maintain an EVF entry registration system as a plug-in to host websites
- Develop and maintain EVF website

## Medical

- Maintain the medical sections of the EVF Handbook of Regulations
- Oversee the medical specification in advance of an EVF event
- Control an event taking place if the medical specification is not met
- Ensure that the standards of medical cover are available during an EVF event

## Member Liaison/Communications

- Liaison with Members
- Increase nations engagement with EVF
- Managing EVF presence on social media
- Increase participation of fencers at EVF events
- Increase Veteran fencing profile at European Fencing events

## Legal

- Overview legal issues pertaining to EVF
- Advise on legal implications of decisions and proposals
- Provide written guidance and direction where appropriate
- Make recommendations for improvements in the EVF Handbook of Regulations
- Make recommendations for improvements in the EVF Administrative Handbook

## Sponsorship/Financial

- Review Financial opportunities for EVF
- Identify and approach potential sponsors
- Prepare and present sponsorship proposals
- Manage and support sponsors

## Succession Planning

All Board members will ensure that, in the event of their being unable to continue with their normal role, another person may be able to pick up on their work.

## Board Elections

Board terms are for 4 years. Any person from any member country may nominate for election to the Board. The four years' service begins immediately following the full process of election of the Board members at that congress and ends with the conclusion of the last agenda item before the next election for that post.

No more than one Board member to be drawn from one country, except in the case of the Secretary/Treasurer. The Secretary/Treasurer may be, for the purposes of ease of communication, from the same country as the President.

In the event of no candidates from a different country for a Board position, the post may be filled by a candidate from a country already represented on the Board for one year only.

Elections are undertaken every two years with half the Board required to stand for re-election. The election of President and two Directors will take place in one cycle while election of the Secretary/Treasurer and two directors will take place in the other to ensure continuity of the Board. Elections will, therefore, take place every 'odd' year.

A Board member may re-nominate himself/herself as often as they feel they have a contribution to make and enjoy the support of the members in that position.

- Members notified of vacancies on Board: January of year of Congress
- Closing date for nominations: 1 month prior to Congress
- Candidates may be nominated by a Member or they may nominate themselves.
- Each nomination must be accompanied by a CV or presentation no longer than 1 A4 page.
- Nominations will be circulated to Members within 5 days of closing date and posted on the EVF Website.

The Secretary will confirm each nomination and advise the Candidate that:

- They must attend the Congress and election in person
- They may make a short speech to the Congress to support their candidature
- They may request that other candidates leave the room while they present
- Election will be decided by a simple majority
- In the event of equality, a second ballot will take place between equals
- In the event of a second equality, the President will have the casting vote

The Board may fill vacancies as they arise. The President may re-assign a portfolio as appropriate. Any temporary appointment lasts only until the next Congress.

Co-opted individuals for specific projects may participate in Board discussions but will not have a vote.

## Administration

### Secretarial

The Secretary, in conjunction with the President, is primarily responsible for the ongoing administration of the organisation.

The Secretary includes the function of Treasurer in the current structure but does not preclude another Director taking on the role of Treasurer if deemed appropriate.

All communication between Members and the Board should pass through or be copied into the Secretary.

The Secretary will hold primary responsibility for maintaining documents for historical purposes and be the arbiter of version control for current documents whether they are in hard copy format or electronic format on the Web Server.

### Members

#### Categories and Fees

There are three categories of Membership of EVF:

- Country Member by virtue of participation fees paid by fencers at European Championships
  - Each member country will pay according to its participants at Championships at €3 per individual and €20 per weapon/age group team. This money to be collected by the organisers through registration and passed to EVF.
  
- Country Member without participating fencers by virtue of nominal fee paid
  - Countries with no fencers competing pay €50 per year for membership.
  
- Individual Member
  - Board Members who have voting rights at Congress and represent the views of European Veterans Fencing more broadly.
  - Members of Honour who are nominated and voted onto the Honour Roll.

The fee structure is designed to encourage participation of fencers while seeking a nominal fee to enable countries without European Championship entrants to remain an active part of EVF.

Membership fees collected will be allocated by the Board towards its activities and projects as outlined to the Membership at the Congress or by electronic means through the year.

Membership commences from opening of the Congress for the forthcoming year and ends at the opening of the Congress for the next year.

## Members of Honour

The title of Member of Honour of the EVF may be awarded to persons who have served European Veterans Fencing with distinction for many years and/or have made a considerable personal contribution for the benefit of veterans fencing in Europe.

- The Honour may only be endowed at an annual congress of the representatives of the member nations. The endowment must be agreed by ballot, with a simple majority being sufficient of those present and voting, after careful consideration of the merits of each case.
- Any member nation may propose persons who they consider suitable for consideration for the Honour.
- The Honour should be awarded for life.
- If a Member of Honour dies then his or her name shall remain on the Roll of Honour.
- There should be a maximum of 6 “Active” Members of Honour at any one time.
- A Roll of Honour will bear the names of persons honoured by the EVF.
- A Member of Honour may not be a serving officer of the EVF or be a national representative.
- Members of Honour shall have the right to one vote if present at the congress.

## Delegates and Communication

The Secretary maintains a register of members and updates it annually based on fees received or from time to time if changes are notified by a Member.

Each Country provides a delegate contact details that is featured on the EVF website and each Country is responsible for advising EVF of any changes.

All communication with members is conducted by email in English.

Where members are asked to vote on issues or make decisions during the course of the year, an email poll will be undertaken. No response to such a poll will be taken as a vote in favour of the proposal.

All Members are invited to raise ideas, proposals and suggestions for the improvement of Veterans Fencing in Europe at any time for consideration by the Board and other Members.

All Member countries may seek to host a European Championships and EVF encourages them to do so as a means of showcasing Veterans Fencing throughout Europe.



## Meetings

### Congress

The EVF Congress takes place once a year prior to the European Championships. Each Member is eligible to be represented at the meeting. A quorum of at least 3 Board members and 6 Country representatives is required in order to make formal decisions. All matters affecting the general membership may be discussed and decided at the Congress.

The Secretary will circulate email notification of the Congress in the January of the year of the Congress inviting Members to attend and to send in any matters they wish raised or discussed at the meeting.

Final papers and Agenda will be circulated by email and on the EVF Website approximately three weeks prior to the meeting along with details of time and location.

The Secretary will maintain the record of attendance at the meeting and clarify who may or may not be allowed to vote. The Secretary will also record the minutes of the meeting and circulate them to Members and on the website after the Championships.

### Voting and Decision Processes

Each Member present at the Congress has one vote with the exception of the President. The President will have the right to cast a vote in the event of equal votes for and against a proposal.

- All those present may take part in the discussions that may lead to a vote.
- All decisions to be taken at the Congress, after opportunity for the country representatives to have conferred with their National Membership Associations.
- All resolutions of the Congress to be decided by a simple majority of those present.
- A non-quorate meeting may discuss agenda items but not take decisions.

All decisions will be made by a simple vote show of hands of Members. The Secretary will conduct and record the voting. The President will have a casting vote in the event of any ties.

### Other Meetings

An extra-ordinary meeting may be called if there is an issue of significant importance identified by the Board for such a meeting and may take place remotely by means of prevailing technology. Records will be produced for circulation to the membership. The same rules for a quorum will apply, 3 Board Members and 6 Country Members. Such “meetings” may take decisions to be acted upon by the Board before the next congress.

Board Meetings will take place as and when required either face to face or by means of email, skype or telephone as appropriate.

The Secretary General or the President will call the Board Meeting, set the Agenda and conduct the meeting.

The Secretary General will maintain records of all meetings for circulation as appropriate.

## Financial

The financial year for EVF will commence on January 1 and conclude on December 31 of each year. The accounts for this period will be presented to the Congress.

EVF operates two bank accounts. A Sterling account for administrative purposes by the Secretary and President and a Euro account for the collection of memberships fees and for disbursement of funds for projects as agreed and approved.

Administrative payments are subject to Board approval. Euro payments are subject to Board approval and counter signatures from the President and Secretary.

Administrative expenses cover stationery, incidental items for meetings and reasonable expenses subject to pre-approval by the Board.

Project expenses cover the scope of the project costs as outlined in the project proposal. These may include capital items, fees, consumables or reimbursements as agreed in advance by the Board.

Projects calling upon EVF funds will be presented to Members for approval at the Congress or by electronic means as appropriate for efficiency.

The Secretary General/Treasurer will manage the conduct of the bank accounts in conjunction with the President.

The Secretary General/Treasurer will provide a Financial Report to the Congress or at any time to the Board on request.

The Secretary General/Treasurer will seek to obtain an independent examination of the accounts if deemed necessary by the Board or a majority of members.