

OPERATING GUIDELINES

Version: Validated Version - Bucharest, December 2024

1 Identity

In order to identify the group, the title of “Affiliation of Sports and Cultural Associations of European Central Banks and international institutions” has been adopted.

2 The aims of the affiliation

The affiliation is targeted towards the following aims:

➤ *Team spirit*

To foster a corporate culture of communication, trust and co-operation between staff within the various organisations through improved networking across organisational and international borders.

➤ *Wellness & Productivity*

To contribute to the general wellness of staff within the various organisations through exchange of information related to physical fitness, intellectual relaxation, social interaction and improved work/life balance with a view to increasing performance and motivation.

➤ *European Cultural awareness*

To present opportunities to staff members within the various organisations to experience cultures of other European countries through sporting and cultural exchanges.

➤ *Public Relations and Organisational Identity*

To share experiences of representation activities in support of the parent organisation at (or by hosting) sporting or cultural events within the local country.

3 The activities of the affiliation

The affiliation fulfils its aims through:

- sports and cultural exchanges
- exchange of information through a common site or EXTRANET (not available at the moment) and email
- exchange of ad-hoc information on demand
- meetings of representatives of the various associations held on a two-yearly basis
- other ad-hoc meetings and social events

4 Membership

- Central Banks within the borders of Europe, having a recognised function with responsibility for Sports and /or Cultural activities, can become members of the affiliation. In this context, “Europe” should not be seen as limited by the EU, but should also include EU candidate countries and other European countries as defined within http://europa.eu/abc/european_countries/index_en.htm.
- Other International Organisations (located within European boundaries and operating within the EU financial and/or central banking sector) having a recognised function with responsibility for Sports and/or Cultural activities can become members of the affiliation.
- Central Banks and other International Organisations within these borders, but without a defined Sports and /or Cultural Association may request membership on a “guest” basis for a limited period of time.
- The application of membership should be made in writing, addressed to the European Secretary (see below).
- There is no entitlement to being admitted. Current affiliation members may be asked to validate and approve requests for membership
- Members may terminate their membership at any time through the notification to other members.

5 Membership fee

There is no current membership fee. Any future introduction of a membership fee (or change in membership fee thereafter) should be subject to the approval of the affiliation, following the decision process defined below. Should a membership fee be introduced at a later date, these operating guidelines would need to be amended accordingly (i.e. to cater for management of funds).

6 Offices of the Affiliation

- The affiliation comprises one elected official: the European Secretary.
- The term of office for the European Secretary is two years.
- There is no limit on number of terms (consecutive or otherwise) that can be served by one person.

7 Election process for role of European Secretary

- The European Secretary is elected by the members in the course of the meeting which takes place every two years.
- Call for candidates for the position of European Secretary should be made by the host organisation at the time of invitation to the meeting.
- Candidates for the position of European Secretary (maximum one per organisation), should announce themselves to all members at least 4 weeks prior to the meeting. It is also expected that the incumbent European Secretary shall announce his/her willingness to continue in the position at least 8 weeks prior to the meeting.
- Candidates should have the possibility of presenting information supporting their application to members in advance of the meeting. This should be limited to one communication or “posting” per candidate.
- Voting at the meeting should be in the form of a secret ballot with one vote per organisation.
- The candidate receiving the highest number of votes is deemed elected.
- In the case of a tied vote, a second vote should be cast (with any other candidates scoring lower than the tied candidates being omitted). If the result still remains tied, the affiliation may decide on another pragmatic solution (e.g. shared or time-divided term).
- If only one candidate stands for the position, he/she is deemed elected following the endorsement by the members present at the meeting.
- If no candidates are forthcoming, the affiliation should find a pragmatic solution or may decide to dissolve the affiliation (see “Decision making”, below)

8 Decision making

- Decisions, where applicable to the whole affiliation, are taken on the occasion of a full group meeting and are carried by the majority of the present members (based on one organisation, one vote). Decision-making is generally taken by a show of hands; upon request of at least 5 members, decisions should be taken by secret written ballot.
- In exceptional circumstances (e.g. for needs of urgency), electronic voting may be used. The process for this will be announced by the European Secretary on a case-by-case basis (normally using email or on-line voting).
- The decision to change the aims of the affiliation requires the assent of all members of the affiliation. The assent of the members that are not present shall be given in writing.
- Decision-making on the dissolution of the affiliation requires the majority of four fifths all members.
- Abstentions and invalid votes shall count as objections.

9 Organisation of the meeting of the Affiliation

- The host organisation should issue an (initial) invitation to all members at least 6 months prior to the meeting. This can be followed later by a registration form and more details on the programme.
- Any member having specific issues requiring discussion or decision at the meeting should send these to the European Secretary at least 2 months prior to the meeting.
- The European Secretary should issue an agenda to all members at least 1 month prior to the meeting.
- The meeting should normally be chaired by the European Secretary.
- Main topics of discussion and any decisions taken within the meeting of the affiliation shall be minuted.
- The minutes shall be produced by the host organisation and approved by the European Secretary.
- The minutes shall be distributed to all members of the affiliation, normally within 2 months of the meeting date.
- The meeting will be held in English, with no simultaneous translation.

10 Exchange of information between members

- Members are free to distribute information to other members (either bilaterally or as a whole group) whenever deemed appropriate. This does not need to be routed via the European Secretary.
- Information should be distributed by email or through our EXTRANET.
- If in doubt as to whether certain information should be distributed, members should consult with the European Secretary for further guidance.

11 Sports and Cultural exchanges

- Exchanges between members ("EURO meetings") can be organised on a bilateral or multilateral basis (up to and including a "full euro event", with invitations sent to all members)
- The programme for euro events should be tentatively set - for the two following years – at the meeting which takes place every two years. This programme should be seen as an indication only; each event should be individually confirmed by the respective host.
- There is no obligation to host an event in every discipline every year; neither is there any obligation for members to attend each event.
- Bilateral events should be organised directly between the respective members.

12 EuroEvents – Guidelines for event organisers

Event announcements: call for expression of interest, registrations and cancellations

- Having indicated a willingness to host a euro-event, the respective organising Club shall confirm that this will take place and announce the dates at the earliest opportunity (thus allowing other members to organise participation and plan travel arrangements).
- The organising Club shall confirm the event and send the official invitation at least 6 months before the event. The registration deadline should ideally be at least 5 months prior to the event date to allow for Clubs to make the necessary final arrangements in due time.
- Similarly, if an organising Club is unable to host an event, this should be announced to the Euro secretary at the earliest opportunity, which will make a call for interest allowing other Affiliation members to take over.
- Announcements (or cancellation) of events and details thereof are the responsibility of the host Club and should be sent directly to all members without routing through the European Secretary. These announcements should be sent immediately by email.
- If the event does not take place, the host should announce the cancellation no later than one week after the registration deadline (to avoid unnecessary travel expenses).
- Registrations to EURO meetings should be sent to the organisers from official Club representatives, and not individuals. Individual requests for participation will not be accepted.

Participation requirements

- Only adults (18 years old or more) are eligible to participate in EURO meetings.
- All club members (including employees, pensioners, and relatives of staff) are eligible to participate in EURO meetings. Club members that are not employees of the institution the Club is associated and non-members of the Club (guest players) are allowed to participate if they do not represent more than 20 % of the whole team.
- EURO meetings should preserve the values of fairness in the competition among peers in our respective institutions. As such, participation from professional/semi-professional contenders who are not members of the Club or guest players shall be prevented.
- Any restriction on the event (e.g., number of teams, participants, etc.) should be set by the host member together with the criteria for controlling the limits. Similarly, information required for registration purposes should be defined by the host member.

Event costs and information

- Financial arrangements for bilateral meetings (or smaller multilateral meetings) should be agreed directly between the respective members.
- Full euro-events shall be subject to a participation fee to offset costs for the elements included in the recommended programme. These include accommodation, local transport,

event facilities, meals and refreshments during the competitions/event activities, and one final dinner. Public transportation is favoured whenever possible over private transfers.

- The participation fee should not exceed EUR 200 per day on double room basis (e.g., from Thursday until Sunday EUR 800). Any change to this per diem guideline should be agreed by members at the bi-annual meeting.
- In all cases, invitations should clearly indicate what is covered by the costs and, where applicable, what is not covered (e.g., medical and personal liability insurance, equipment rental, etc.). Invitations shall also include information about the cancellation policy for the event.
- The full programme for the event should be sent to participating members at least 4 weeks prior to the event.

During the event

- Participants represent their Club's respective institutions; as such, any inappropriate behaviour from a participant shall be reported to their respective Club representatives. Their Club will then follow-up as required by their respective internal policy.

After the event

- The hosts will send the results and some photos to the European secretary no later than two weeks after the end of the event, so that our EXTRANET/internal data store is kept up to date.

Bucharest, 5th September 2024