

INTERNAL RULES of PROCEDURE (IP)

U S I C



Last Approved by the General Meeting of USIC on 24th of May 2023

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IP.1 Abbreviation

USIC	Union Sportive Internationale des Cheminots
CTT	Core Technical Team

IP.2 Administrative matters

IP.2.1 Responsibilities

Unless otherwise regulated in the Statutes, the activities of the various executive bodies of the Association shall be subject to the provisions contained in these Internal Rules of Procedure (IP).

IP.2.2 Correspondence

¹ All correspondence intended for the Association shall always be sent to the General Secretariat.

² The General Secretary shall send the President a copy of all important Association correspondence which has reached the General Secretary directly.

³ All important documents shall be sent by registered mail.

⁴ All correspondence shall be sent by electronic mail (email), unless this is not possible, in which case such correspondence shall be sent by post.

IP.2.3 Management and Annual Report

¹ The Secretariat of the Association shall be managed by the General Secretary who shall implement and monitor any resolutions which have been passed.

² The General Secretary shall conduct the day-to-day business of the Association.

³ The General Secretary shall draw up an Association activity report covering each reporting period.

IP.2.4 Convening General Meeting

¹ The Ordinary General Meeting shall be held in the spring of every year. It shall be held over a period of 4 days.

² The date shall be advised to Association members six months prior to the General Meeting which shall be convened by the General Secretary no later than 60 days prior to the General Meeting by submitting the agenda based on the decisions of the USIC Board.

³ Any requests for inclusion on the agenda shall reach the General Secretariat no later than 90 days prior to the General Meeting.

⁴ The inclusion of any late requests on the agenda shall be decided by the General Meeting. Any late requests for changes to the Statutes shall only be dealt with at the following General Meeting.

⁵ An Extraordinary General Meeting may be convened subject to a resolution having been passed by the USIC Board. Furthermore, the General Secretary shall convene an Extraordinary General Meeting if a substantiated written application is submitted by at least a quarter of all members.

⁶ An Extraordinary General Meeting shall take place no later than within three months following such a request.

⁷ In reasonable cases, the USIC Board may decide on another (alternative) form of organizing the General meeting, e.g., correspondence form, videoconferencing etc.

IP.2.5 USIC Board Meeting

The USIC Board meeting shall be held at the beginning of the year. This meeting shall be organised by a member of the USIC Board.

IP.2.5.1 Convening the USIC Board Meeting

¹ An invitation to participate in a USIC Board Meeting will be sent to Board members by the General Secretary no later than 30 days prior to the Meeting. The final agenda shall be sent to the members no later than 7 days prior to the Meeting.

² Requests for items to be placed on the agenda of the USIC Board Meeting shall reach the General Secretariat no later than 14 days prior to the Meeting.

³ An additional USIC Board Meeting shall be convened within three months, if so demanded by at least three members of the USIC Board.

⁴ When necessary, an invited guest may attend the USIC Board Meeting. They shall attend such meetings in an advisory capacity.

IP.2.6 Core Technical Team

IP.2.6.1 Convening the Core Technical Team Meeting

¹ The Meeting shall be convened by the Chairman of the Core Technical Team together with the draft agenda no later than 20 days prior to the Meeting.

² Requests for items to be placed on the agenda of the Core Technical Team Meeting shall reach the Chairman of the Core Technical Team no later than 30 days prior to the Meeting.

IP.2.7 The USIC Representative

¹ An official USIC Representative shall attend all official USIC Championships and qualifying tournaments.

² The USIC Representative shall act as a role model representing the USIC Board vis-à-vis the organisers, any representatives of local official bodies, any railway representatives and any other official guests. S/he shall support the organisers with the realisation of the event and shall ensure that the USIC discipline rules are adhered to.

³ S/he shall be personally appointed by the USIC Board. Furthermore, s/he shall be well versed with USIC and the relevant discipline rules to enable him/her to enforce the latter. Applications for being the USIC Representative shall be submitted to the General Secretary, who will bring forward proposals to the USIC Board.

⁴ Following the conclusion of a championship, the USIC Representative shall produce a report using the form downloadable from the USIC website and submit the filled-out report to the e-mail addresses mentioned on the USIC Representative's report.

⁵ The championship results shall be verified by the USIC Representative.

IP.2.8 Elections

IP.2.8.1 The deadline for the submission of election proposals is one calendar month before the day on which the General meeting begins.

IP.2.8.2 Proposals of candidates are submitted in writing by a member of the USIC to the USIC General secretariat, namely for the positions of President and Vice-President and a member country for the functions of General secretariat, Treasurer, Chairman of the CTT and Auditors.

IP.2.8.3 President of the association (organization), representative or delegate of the elected country will announce in writing in 30 days after the election to the USIC General Secretariat name of person, who will personally perform the function of General

Secretary, Treasurer, Chairman CTT and member of the Audit Board.

IP.2.9 Minutes

¹ The General Secretariat shall produce minutes of all USIC Board Meetings and (Extraordinary) General Meetings which shall be signed by the General Secretary and the Chairperson of such meetings.

² The Chairman of the Core Technical Team is responsible for minutes of the Core Technical Team Meetings to be produced.

³ The task of producing such minutes may be delegated to suitable individuals.

⁴ The General Secretariat shall forward a copy of such minutes to the Association members and honorary members by email.

⁵ The results of the vote by name shall not be disclosed to any third party.

IP.3 Financial matters

IP.3.1 The Treasurer

IP.3.1.1 Deadlines and Responsibilities

¹ The annual Membership Fee amounts (see Statutes, Annex 1) shall be remitted by all member countries in accordance with the due date stated in the invoice to the USIC Treasurer. The General Meeting shall decide on the amount of the Membership Fee.

² The funds of USIC shall be conscientiously administered by the Treasurer in accordance with the Statutes, the Internal Rules of Procedure and the resolutions passed by the executive bodies of USIC.

³ The Treasurer shall produce an annual statement of accounts at the end of every financial year and shall submit it to the General Meeting

⁴ The Treasurer shall also produce a budgetary proposal for the next year and submit it to the General Meeting for approval.

IP.3.1.2 Participation Fee and increased Participation Fee for USIC event

¹ All countries participating in a USIC event have to pay the organiser a Participation Fee calculated per participant and day (see Statutes, Annex 1). Members who do not organize a USIC Championship within four years will pay an increased Participation Fee each time they participate in a USIC Championship (see Statutes, Appendix 1) until they organize a championship themselves. The General Meeting shall decide on the amount of the Fee.

² The Participation Fee or increased Participation Fee is to be paid to the organiser up to the date specified by the organiser.

³ Any countries failing to pay their Participation Fee shall be excluded from participation in the event.

IP.3.1.3 Organisation Fee to be paid by countries interested in hosting USIC events

¹ Countries undertaking to organise a USIC event shall be obliged to deposit an Organisation Fee with USIC (see Statutes, Annex 1). The General Meeting shall decide on the amount of the Organisation Fee.

² As soon as the Organisation Fee has been paid into the account of USIC, the respective country shall be definitely awarded the organisation of that event.

³ The Organisation Fee shall be paid after receipt of an invoice from the Treasurer and by the deadline indicated in it.

⁴ In case the Organisation Fee is not paid in due time, the assignment of the USIC event to the prospective organiser shall be rendered null and void.

⁵ After the event, the USIC Treasurer shall retransfer the Organisation Fee to the organising country without any deductions.

⁶ In case the interested country turns out to be unable to organise the USIC event, the Organisation Fee shall remain in the account of USIC to be used for the satisfaction of any justified claims.

⁷ In the event that an insufficient number of countries opt to participate in a USIC Championship and the event is confirmed to have been cancelled, the Organization Fee will be refunded.

IP.3.1.4 Financial Contribution paid to organisers of USIC events

¹ In addition to the Participation Fees or increased Participation Fee paid by countries participating in an event, the USIC supports each organiser with a Financial Contribution per participant and day (see Statutes, Annex 1). The General Meeting shall decide on the amount of the Financial Contribution.

² The Financial Contribution is paid out by the Treasurer after the end of the event based on the list "number of participant days" filled in by the organiser. The list shall be sent to the Treasurer together with the visum of the USIC Representative.

³ The list "number of participant days" shall be made available to the organiser by the Treasurer.

IP.3.2 Financial Powers

The following limits of financial authority are permitted for expenses over and above the agreed annual budget.

- USIC Board	2,500 EUR	per annum
- President + General Secretary	1,500 EUR	per annum
- President + Treasurer	1,500 EUR	per annum
- President + Chairman CTT	1,500 EUR	per annum
- Treasurer	1,000 EUR	per annum
- President	500 EUR	per annum
- General Secretary	500 EUR	per annum
- Chairman CTT	500 EUR	per annum

IP.3.3 Audit

¹ The annual statement of accounts shall be audited by two auditors on the arrival day of the General Meeting.

² If necessary, the General Secretariat, the Treasurer and the two auditors shall arrive one day before the arrival day. The additional hosting costs shall be borne by the organisers.

³ The Auditors shall produce a written audit report in respect of each annual statement of accounts.

IP.4 Membership

Applications for membership shall be submitted to the General Secretariat which shall examine the application and submit it to the USIC Board. The latter shall decide whether to admit an applicant country on a provisional basis subject to permanent admission at the following General Meeting. Contributions shall be payable from the time of provisional membership.

IP.5 Delegations and Costs

IP.5.1 Delegations

IP.5.1.1 General Meeting

¹ Two delegates plus one interpreter, if applicable, may participate in the General Meeting.

² Non-member organisations may be invited to a maximum of two consecutive General Meetings. Each of those organisations may send up to two observers at their own expense. Any exceptions shall be approved by the USIC Board.

IP.5.1.2 USIC Board

The meetings of the USIC Board shall be attended by the President, the vice president, the General Secretary, the Treasurer and the Chairman of the Core Technical Team.

IP.5.1.3 Core Technical Team

The meetings of the Core Technical Team shall be attended by the Chairman of the Core Technical Team, one representative of each elected country plus one interpreter, if applicable.

IP.5.2 Costs

IP.5.2.1 General Meeting

¹ As a matter of principle, a cost contribution shall be paid to the organisers of the General Meeting in respect of each delegate (and interpreter). The General Meeting shall decide on the amount of this contribution (see Statutes, Annex 1).

² The costs in respect of the USIC Board as well as any honorary members attending shall be borne out of Association funds.

³ Any expenses incurred in respect of secretarial services shall be borne by the organisers.

IP.5.2.2 USIC Board and Core Technical Team

The costs of the USIC Board meeting and the Core Technical Team meeting shall be borne by USIC.

IP.6 Sport matters

IP.6.1 Rules applicable to USIC Events

IP.6.1.1 International USIC Events

Sports events held under the aegis of USIC and divided into the following events:

- International USIC championships
- International USIC championships originally intended as such, however, with fewer than 6 countries competing
- International USIC events with several national railway sports associations competing
- Sports events organised by national railsport organisations or national railsport clubs in which in particular national railsport organisations or national railsport clubs of other countries compete

IP.6.1.2 International USIC Championships

¹ USIC championships for men and women shall be organised in accordance with the schedule approved by the General Meeting.

² If there is not a separate women's championship for a USIC discipline, women can take part in the men's championship competition. Women and the organiser should be aware that this can cause some organisational problems like accommodation, and so on.

³ If there is a separate women's championship for a USIC discipline, women cannot take part in the men's Championship competition.

⁴ Championships of the same discipline shall, in principle, take place every four years. So as not to clash with other important events or for any other compelling reasons, the General Meeting may set alternative dates.

⁵ USIC championships shall be organised by a USIC member. Any countries interested in organising a USIC championship shall declare their interest to the General Secretariat in good time. As a matter of principle, the organisation of a USIC championship shall be allocated by the General Meeting. All USIC members shall be invited, as far as they are able to do so, to organise championships and to participate in championships.

IP.6.1.3 USIC Disciplines

¹ The actual USIC disciplines are referred to in article SR 2.2

² If there are less than six countries the planned USIC championship will be cancelled and will be organised again four years later. If then again there are less than six countries, this championship will be removed from the championships calendar.

³ If there are six or more participating countries but no organising country, the USIC championship will be postponed to (one of) the next year(s). If still then there is no organising country, the CTT will start a working group to reconsider the rules (number of days, delegation size, attractiveness, and so on). And if after that still no country is willing to organise this championship, it will also be removed from the championships calendar.

⁴ The General Meeting will decide when a discipline will be removed from the championships calendar.

⁵ When six or more countries are interested in a new discipline and a country is willing to organise a pre-USIC championship, the CTT can give its approval for this. For this pre-USIC championship the costs will be shared among the participating countries. When this pre-USIC championship works out well, the General Meeting can decide that this discipline will be introduced to the championships calendar. The first official USIC Championships for this discipline will then be held within four years.

IP.6.1.4 Costs

The organising country shall bear the cost of organising a USIC championship (from the time of arrival to departure), including the organisation, ceremonial programme, excursion, food and accommodation.

IP.6.1.5 Registration and Communication

¹ On the USIC website ~~where~~ documents are available for effective communication and download, such as the

- Events calendar
- Contact details
- Statutes, Internal Rules and Sport Regulations
- Discipline rules
- Registration forms
- Etc.

² Registrations shall be exclusively submitted by electronic transmission (by email) and the recipients shall acknowledge receipt of registrations to the organisers by email.

IP.6.1.6 USIC Trophy

¹ Teams shall be awarded points in respect of all championships whereby points awarded to male teams and to female teams shall cover a period of two calendar years.

² 50 points shall be awarded to the winner of a USIC championship, 48 points to the runner-up, 47 points to the second runner-up, etc.

³ The number of points gained over a 2-year period shall determine the country ranking.

⁴ If the same number of points has been awarded, the following criteria shall determine the country ranking:

- Participation in the greatest number of championships
- The greater number of first, second or third places awarded.

⁵ The most successful country within two calendar years for men and the most successful country within two calendar years for women shall receive the USIC trophy. Honorary prizes shall be awarded in respect of second and third places.

⁶ The championship results shall be verified by the CTT on the basis of the reports submitted by the organising country and the Representative of the USIC.

IP.7 Voting Arrangements

¹ At the meetings of the executive bodies of the Association and the committees appointed by the General Meeting voting shall be by a show of hands. If at least a quarter of members present who are entitled to vote so request, a secret ballot shall be held.

² Voting for elections and to admit or expel any members shall be held always as a secret ballot.

³ Any member who is unable to attend the General Meeting may vote by proxy at two consecutive General Meetings by transferring his/her vote in writing to another member. However, any member may only cast a vote for a maximum of two other members.

IP.8 Arbitration

¹ Any disputing parties shall appoint one arbitrator each who has been chosen from the ranks of the Association delegates. Those arbitrators shall elect a Chairperson of the arbitration panel from the ranks of the other Association members. Should they find it impossible to agree, the USIC President or one of the USIC Board members shall act as Chairperson of the arbitration panel. The arbitrators and the Chairperson of the arbitration panel shall not be among the disputing parties.

² The decisions shall be taken in the presence of all arbitrators and the Chairperson of the arbitration panel with a simple majority of votes cast. In the event of an equal number of votes being cast, the Chairperson shall have the casting vote.

³ In the event that one or more of the disputing parties do not accept the decision of the arbitration panel, it shall fall to the General Meeting to take the final decision

IP.9 Language

English shall be the official language for all communications and negotiations. All documents and rules shall exclusively be drawn up in English.

IP.10 Safekeeping

¹ All Association documents shall be kept by the General Secretariat.

² All accounting documents shall be maintained by the Treasurer for a period of ten years.

IP.11 Final Clause

These Internal Rules of Procedure have been approved by the Ordinary General Meeting of USIC on 25th May 2016.

UNION SPORTIVE INTERNATIONALE DES CHEMINOTS (USIC)

The President

The General Secretary

David Franks

Willemijn De Vries

Change History

Approved	Date	Theme
PTC Svetlogorsk	19th October 2012	Accompanying persons
General Meeting BUL	25 th May 2016	New edition
General Meeting AUT	16 th May 2017	Changes IP.2/IP.7
General Meeting SUI	23 rd May 2018	USIC Representative
General meeting CZE	16 th November 2021	I.P.2.4.7
General meeting DEN	18 th May 2022	IP.2.8.1. 2.8.2, 2.8.3.
General meeting FRA	24 th May 2023	Future of the USIC