



Member Federation Guidance

The following table has the aim to help Member Federations (MFs) to navigate through these Rules and the World Athletics (WA) Constitution by also identifying where there is anything new (e.g., safeguarding) and references to the corresponding templates and guidance that have been produced.

MEMBER FEDERATION RULES	SUMMARY OF RULES	KEY INFO/ ACTIONS	REFERENCE DOCUMENT PROVIDED
Rules 1.1; 1.1.1; 1.1.2; 1.2; 1.4. <i>WA Constitution Articles 4.1(g); 4.1(h); 6.1; 8; 9; 7.2; 19.1.</i>	Overview <ul style="list-style-type: none"> Where in the Rules there are references to “Country” this includes “Territory” too. “Constitution” (denoted by initial capital letter) means World Athletics Constitution. If “constitution” (i.e. starts with lower case), it refers to the Member Federation’s constitution. 	These Rules set out current practices and procedures that MFs have been working on and continue to work on from the perspective of their rights and obligations, as well as setting out the new elements such as safeguarding and dispute resolution.	N/A
Rules 4; 4.6.5; 4.10; 4.11; 4.14.2 <i>WA Constitution Articles 7; 7.6; 7.8; 32.1.</i>	Admission to World Athletics Membership Procedure for application for admission to WA Membership for new Member Federations (including those that have withdrawn membership or have been expelled under WA Constitution and Rules)	Only applies to new applicants and does not apply to current Members. Current MFs not required to re-apply (<i>material #1</i>).	1- Affiliation to World Athletics Application Form
Rule 5. <i>WA Constitution Article 8</i>	Rights of MFs Sets out the same rights for Member Federations as those stated in the WA Constitution.	These Rules do not grant any additional rights for MFs and restate that Council may grant additional rights from time to time.	
Rules 6; 6.2; 6.3; 6.4; 6.5; 6.6; 6.7; 6.8; 6.11; 6.14.	Obligations of MFs The Rules cover different topics:		2- Template meeting notice

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<p><i>WA Constitution Articles 7.5; 9.1(a); 9.1(b); 9.1(c); 9.1(d); 9.1(e); 9.1(f); 9.1(g); 9.1(h); 9.1(j); 17.</i></p>	<ul style="list-style-type: none"> • Elections • Supply of Information to WA • Reporting if changes to (recognition as governing body, risk of continuing to being a legal entity, financial solvency) • Providing changes to the MF constitutions • Completion of the Annual Report Form • Competing in competitions • Membership Fee • General Meetings; National Championships • Integrity and Governance; Safeguarding and Medical 	<ul style="list-style-type: none"> • Rule 6.2: Elections, to support MFs in their election processes we have produced template notice, agenda, attendance table, candidate lists and minutes structure, as well as a checklist of “things to think about” (<i>materials #2-#8</i>). • Rule 6.3: Supply of Information to WA and AA - documents concerning general meetings and associated rules governing election procedures. MFs are to provide other information as and when requested. • Rule 6.4: Contact us if your recognition status as the governing body changes, there is a risk that you cannot continue being a legal entity or are facing insolvency (you can no longer pay your debts). • Rule 6.5: After approval at a general meeting, send a copy of the updated constitution to WA. The Rule sets out that MFs must ensure there is a process in their constitutions to filling vacancies on their boards. • Rule 6.6: There is an Annual Report Form and existing process. • Rule 6.7: This Rule does not add anything in addition to the existing Obligations in the Constitution (i.e. to compete in at least one International Competition or Area Championships in the period between WA Congresses). • Rule 6.8: Membership Fee is charged annually. 	<p>3- Template meeting agenda 4- Template meeting attendance table 5- Template candidate list 6- Template meeting minutes structure 7- Meetings, elections checklist 8- Template resolution</p> <p>Rule 6.11: support materials being developed.</p> <p>Rule 6.12: See World Athletics Safeguarding policy and all supporting tools, resources, templates, etc. on the WA website</p>

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		<ul style="list-style-type: none"> • Rule 6.9: As with the Rule on Elections, to support MFs in their process of organising general meetings, refer to the same template notice, agenda, attendance table, candidate lists and minutes structure, as well as the checklist (<i>materials #2-#8</i>). The expectation on frequency of general meetings is at least once every two years but MFs can hold them more frequently. • Rule 6.10: MFs to hold at least one National Senior Championships each calendar year unless there are exceptional circumstances (if so, inform WA CEO or nominee immediately). • Rule 6.11: A new obligation to recognising procedures before or decisions of the WA Disciplinary Tribunal or Vetting Panel in respect of Member Federation Officials. See guidance on when and how to communicate notification to the person concerned (whether an existing official and associated guidance on filling a vacancy). • Rule 6.12: Rule covering achievement of minimum standards and key performance indicators in safeguarding. • Rule 6.13: The medical rule is taken from the Competition Rules, Medical General Rules and reflects for athletes to be healthy, monitored medically and to appoint a team doctor in lead up and during WAS Competitions and Area Championships. 	

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		<ul style="list-style-type: none"> Rule 6.14: This is a generic catch-all Rule to comply with the Rules and Regulations and applicable policies and procedures. No additional requirements have been inserted. 	
Rule 7.1. <i>WA Constitution Article 11.</i>	Withdrawal from Membership Process to follow if a MF wishes to withdraw from WA Membership.	Only applies if a current Member Federation wishes to withdraw from Membership. We have produced a template letter of notification, form, and checklist of items to include with the form.	9- Withdrawal Affiliation to World Athletics Form
Rules 8.1; 8.3.4; 8.6.1; 8.6.2; 8.6.3. <i>WA Constitution Articles 7.6; 7.7; 7.8; 16; 16.1; 32.1(a).</i>	Reinstatement to Membership following Expulsion Process to follow if after expulsion a MF wishes to be reinstated as a member of WA.	Only applies if there is a decision by Congress to expel a member. The process for reinstatement is similar to application for a new member (<i>material #1</i>). However, WA will assist in the process on a case-by-case basis.	N/A
Rule 9.1. <i>WA Constitution Articles 84.1; 84.2(b).</i>	Disputes In the event there is a dispute (i) between MFs or (ii) MFs and their AA (a "Dispute")	If a Dispute arises and cannot be resolved with AA's (if not party to the Dispute) involvement there are two routes where WA may be able to assist, (i) mediation or (ii) appointing a Council member(s) to help resolve the Dispute. This new resolution process is to avoid costs and time incurred in referring the dispute to the Court of Arbitration for Sport (CAS). We have produced template letters, notification of assistance form and flow diagrams of the procedure. Resolving a dispute through these processes needs the agreement and support of the parties to the dispute.	10- Template letter (i) mediation 11- Template letter (ii) appointment of Council Member(s) 12- Notification of Assistance Form 13- Flow diagram (Rule 9)

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Rule 10.	<p>Internal MF Disputes When there is a dispute between people within a Member Federation.</p>	<p>This Rule sets out the practice already in place. The primary importance is to follow the MF's own documented dispute resolution procedures (if they exist). If this is not possible then the relevant Area Association will assist with the resolution. We have developed a checklist of "things to think about" concerning the handling of an internal dispute. To ensure that athletes and the general operations of the Member Federation are not affected, WA, after consulting with the relevant AA, will confirm who has access to the official email account and liaise with whilst the dispute is ongoing.</p>	<p>14- Checklist – internal disputes 15- Flow diagram (Rule 10)</p>
<p>Rules 11.1; 11.2. <i>WA Constitution Articles 13; 13.5; 13.6; 17.</i></p>	<p>Breaches of the Rules by MFs The sanction procedure under the Constitution must be followed.</p>	<p>Before WA Council can impose a sanction, due process under the WA Constitution must be followed. The relevant Area Association will be informed and copied on key correspondence throughout the process. No other sanctioning regime exists unless there is a breach of the Integrity Code of Conduct.</p>	<p>N/A</p>