

THE COMPLIANCE BY-LAWS  
OF THE  
INTERNATIONAL FIELD ARCHERY  
ASSOCIATION (IFAA)





## INTERNATIONAL FIELD ARCHERY ASSOCIATION

based in Lugano / Ticino

### Table of Content

ARTICLE I	PURPOSE.....	2
ARTICLE II	DEFINITION.....	2
ARTICLE III	SCOPE.....	3
ARTICLE IV	BASIS OF THE DICIPLINARY BY-LAWS.....	4
ARTICLE V	POWERS, RESPONSIBILITIES AND RIGHTS.....	4
ARTICLE VI	COMPLIANCE COMMITTEES OF THE ASSOCIATION.....	14
1.	Particulars.....	14
2.	Elected Committees.....	14
3.	Appointed Committees.....	15
4.	Screening of Appeal Board Candidates.....	15
5.	Duties of Committee Chair.....	15
6.	Duties of Committee Members.....	16
7.	Conducting Business.....	16
ARTICLE VII	FORMAL INITIATION STEPS.....	16
1.	General.....	16
2.	Initiation by request.....	17
3.	Initiation by assignment.....	17
4.	Initiation by initiatives.....	17
ARTICLE VIII	WORKFLOWS.....	18
1.	General.....	18
2.	Workflow on Protests at Championships.....	19
3.	Workflow on Membership Issues.....	21
4.	Workflow on Instructors Code of Conduct related issues.....	23
5.	Workflow Arbitration Procedure.....	25
ARTICLE IX	APPEAL PROCEDURE.....	26
1.	General.....	26
ARTICLE X	CATALOGUES OF CONSEQUENCES.....	29
1.	General.....	29
I.	APPENDICIES.....	32



## **ARTICLE I PURPOSE OF THE COMPLIANCE BY-LAWS**

1. Whereas legislative processes are covered in the General By-Laws and the Statutes, executive processes in the Financial, Administrative and Sport specific By-Laws, the Compliance By-Laws are made up to support the enforcement of rules and regulations of the IFAA.
2. Within the Compliance By-Laws the consequences arising from failing to follow the Associations rules shall be detailed.
3. The Compliance By-Laws shall protect the rights of stakeholders but also assure fair treatment to all parties involved.
4. The principle of neutrality shall be established in all procedures dealing with Compliance consequences and mechanisms shall be defined herein to protect stakeholders of any potential conflict of interests.
5. Purpose of this By-Laws is to establish procedures to deal with protests, appeals, and/or requests for interpretation and explanation of the IFAA's By-Laws and Policies.
6. It shall lay out the workflows/escalation steps, the responsibilities and the means and methods adopted to assure fair, sensitive, and responsible decision-making processes and options to appeal.
7. It shall define the consequences arising from violating, ignoring, or not obeying the rules, requirements and obligations of the IFAA.

## **ARTICLE II DEFINITIONS**

**Compliance:** The term compliance stands for adherence to legal provisions, regulatory standards and fulfillment of further, essential ethical standards and requirements usually set by the Association itself.

**Conflict of Interest:** A conflict of interest is a set of conditions in which professional judgment concerning a primary interest (such as the IFAA's welfare or the objective of fairness in decision making) tends to be unduly influenced by a secondary interest (such as financial gain, consideration of 3<sup>rd</sup> party interests, social/personal reputation etc.).

**Case Manager:** Appointed by the President, the Case Manager shall help with the procedures associated to appeals, accusations against officials and/or other claims related to violation of rules and/ or disrespecting rights.

**Trustee Officers:** Nominated and elected by the Archers accredited for the World Championships (Indoor, Field and Bowhunter World Championships) the trustee officers shall act as Athlete confidant. Elected at the evening before the last day of competition, the term of a trustee officer is until the next World Championship.  
One trustee officer shall be elected by Workgroup "Women in IFAA". The term shall be also two years. Details of Election process shall be defined by the workgroup and proposed to the Executives for Approval.

**Sovereignty:** From the IFAAs Statutes perspective, this defines the right of Member Associations to conduct their matters independently in principle. This right is intentionally waived by



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



accepting the Terms and Conditions of the Membership with the IFAA. Wherever the IFAA Statutes, By-Laws and Policies are silent, the principle of Sovereignty applies.

**Sphere of Influence:** Geographic territory, a full member association may execute its rights of sovereignty.

**Suspension:** Temporary removal of rights until clarification of Compliance cases. With a suspension a clear and comprehensive summary of rights of being suspended shall be provided.

**Dispute:** A dispute is considered a disagreement between participants leading into a dispute settlement procedure in accordance with the Alternative Dispute Resolution Methodologies described in the IFAA Policy "Dispute Resolution Policy"

**Complaint:** A complaint is considered a formal expression of dissatisfaction

**Request for Information (RFI):** A formal inquiry seeking better understanding of the provisions of the Statutes, By-Laws, Policies and/or Guidelines.

**Request for Clarification (RFC):** A formal inquiry to clarify a topic in relation to the Statutes, By-Laws, Policies and/or Guidelines.

**Protest:** A statement of disapproval of or objection to decisions made. They are in direct relation to a decision-making organ and appeals to the supervising level.

**Fields of Jurisdiction:** This refers to the different activities of the IFAA, the participants in these fields and the allocated responsibilities as per the Statutes.

**Day of Competition:** Unless otherwise defined in tournament rules, the time window of a day of competition starts with at the defined starting time and ends at the defined closing time on a particular day within a Championship.

**Competition:** Unless otherwise defined in tournament rules, competition comprises multiple days of competition.

### **ARTICLE III SCOPE OF THE COMPLIANCE BY-LAWS**

1. These By-Laws are applicable to all processes involving review, assessment and rulings on disputes, claims related to potential non-compliances with the IFAA's rules and regulations and the potential violations of compliance regulations with civil rights and/or criminal laws.
2. Exception to this By-Law constituted by any legal obligations constituted by the governing laws of Switzerland. In such cases, the involvement of a legal advisor and/or a lawyer, familiar with the applicable laws in Switzerland and representing the interests of the IFAA will be mandatory.
3. Executives are exempt from the provisions of this By-Laws as far as they are to comply with legal provisions of the governing laws from Switzerland.
4. Cases with potential criminal relevance do not fall under the scope of these By-Laws shall be dealt with in accordance with the laws applicable for the place the case was potentially conducted.
5. The Case Manager shall be entitled to consult legal experts to assist in determination whether a case presented might have criminal relevance.



#### **ARTICLE IV BASIS OF THE COMPLIANCE BY-LAWS**

1. The Compliance By-Laws in general are applicable to the daily affairs of the IFAA and all stakeholders who have agreed to follow the Rules of the Association.
2. All agreements made between the IFAA and individuals and/or legal entities fall under the principle of “pacta sunt servanda” (*agreement must be kept*).
3. Acceptance of these By-Laws is constituted by:
  - a. application for Membership with the IFAA,
  - b. self-declarations when registering for a IFAA sanctioned Event being either a Championship or a Training Course
  - c. Accepting the election and/or appointment for an official representative role within the IFAA.
4. Acceptance of these By-Laws is also constituted by entering into an agreement with the IFAA unless deviations from this By-Laws are explicitly agreed on.
5. Self-declarations in the spirit of this article are:
  - a. Applying for Membership with the IFAA
  - b. Signed acceptance of Code of Conduct (s) and / or Code of Ethics
  - c. Acceptance of election and/or appointment
  - d. Volunteering for a permanent or temporary committee
  - e. Accepting an official role either by verbal or written declaration or by execution of the role.
6. Agreements in the spirit of this article are:
  - a. Hosting Agreements
  - b. Accreditation as an active Athlete
  - c. Accreditation as a Delegate
  - d. Accreditation as involved stakeholder (Media representative, official observer, any other function entitling to receive an accreditation badge for a IFAA sanctioned event)
  - e. Employment contracts for volunteers, part time paid employees or full-time paid employees.
7. Contracts with third parties may also fall under these Compliance By-Laws if not otherwise explicitly agreed on. It is the general intent of the IFAA, to conduct all business under its rules being applicable and therefore only in justifiable circumstances exceptions to the premises that IFAA By-Laws shall be an integrated element of all contracts may be granted by the Executive Board.

#### **ARTICLE V POWERS, RESPONSIBILITIES AND RIGHTS**

1. Role and rights of active Athletes
  - a. The particulars on the role and power are stipulated in the Sport By-Laws.
  - b. Active Athletes are committed to comply with the rules of the Championship the code of conduct and the archery etiquette.
  - c. By registering to IFAA sanctioned championships, active athletes accept all applicable rules stipulated in the Book of Rules and its revision valid for that specific championship.
  - d. Right to protest:
    - i. Athletes have the right to protest on



## Compliance By-Laws of the *INTERNATIONAL FIELD ARCHERY ASSOCIATION*



1. Decisions made by the Target Captain or the first scorer.
  2. Group decisions made on
  3. Warnings expressed by the Target Captain.
  4. Protest other active Athletes as stipulated in the Sport-related By-Laws.
- ii. The right to protest must be executed within the set time frame as stipulated by the Protest Committee of the specific championship also referred to as protest time.
  - iii. For any of the protests acceptable the Athlete wishing to file a protest must notify the target group members before or at the latest when handing in the score cards.
  - iv. The intent to raise a protest shall be noted on the score cards of the Athlete wishing to raise a protest.
  - v. The protest shall be filed on the IFAA standard protest form. No other format of filing will be accepted.
  - vi. Incomplete forms will result in rejection of the protest application.
- e. Right to be informed:
- i. Athletes have the right to be informed about any potential protest made against them with adequate advance notice to prepare for a hearing in front of the protests committee.
  - ii. They have the right to receive the information in writing to avoid misunderstandings.
  - iii. Athletes have also the right to receive a copy of the written ruling on their protest / the protest made against them.
  - iv. In case the Athlete opts to appeal, they are entitled to receive updates by the Case Manager. Appeals related to Protests shall be dealt with within one (1) month after notification by the Case Manager.
- f. Right to be heard
- i. Athletes have the right to speak to the protest committee and to state their case / their defence.
  - ii. In case of language issues, athletes have the right to nominate a person of trust to translate for them.
- g. Right to appeal
- i. Athletes have the right to appeal to the Appeal board if they feel that the ruling made by the protest committee is against their rights. Such appeal shall be filed with the Case Manager during or at the latest 24h after the End of the Championships concerned.
  - ii. Notifications to the Case Manager shall include a copy of the ruling made by the Protest Committee or – if not received, a written confirmation by the Team Captain that the Protest Committee did not provide the written ruling the Athlete is entitled to receive.
- h. Obligation to appear in front of the Protest Committee
- i. Athletes raising a protest and/or being protested must be present at the protest committees hearing.



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- ii. Athletes shall be available to report to the Protest Committee within the protest time and/or if so requested.
- iii. Athletes not appearing in front of the Protest Committee accept the ruling of the protest committee and are waiving their right for appeal.
- iv. Protests are to be handed in within the protest time defined by the Protest Committee.

### **2. Role and rights of IFAA Instructors**

- a. The particulars on the role and power are stipulated in the Development By-Laws.
- b. These By-Laws do not intend to interfere with
  - i. National Regulations regarding Employment rights
  - ii. Rules and Regulations regarding Civil Rights
  - iii. Provisions of criminal laws.
- c. The certification of Instructors by the Association stipulates the trust of the Association that an instructor trained is competent to train athletes on archery skills.
- d. Any employment related regulation is considered to fall under the sovereignty rights of Member Associations and therefore needs to be handled by the National Association.
- e. IFAA certified Instructors are committed to comply with the rules of the Association, the code of conduct and the archery etiquettes as well as the code of honour as outlined in the Education policy for Instructors.
- f. By registering to IFAA training courses, individuals wishing to become Instructor or intending to prolong their certification, accept to follow obey IFAA rules and regulations.
- g. Instructors are required to.
  - i. Conduct training and educational activities in line with the guidelines provided by the Association.
  - ii. They are entitled to protest on rules they feel being contradictive to the instructions & coaching principles of the Association.
  - iii. upon justified suspicion Instructors are entitled to question qualifications of club members.
- h. Instructors have the right to be informed:
  - i. Instructors have the right to be informed about any potential claim against themselves with adequate notice in advance to prepare for a hearing in front of the Instructor Compliance Committee.
  - ii. They have the right to receive the information in writing to avoid misunderstandings.
  - iii. Instructors have also the right to receive a copy of the written judgement on their case/ a case they have initiated.
  - iv. In case an instructor opts to appeal, he/she is entitled to receive updates by the Case Manager.
  - v. Appeals related to Claims against Instructors shall be dealt with within one (1) month after notification by the Case Manager.
- i. Right to be heard
  - i. Instructors have the right to speak to the Instructor Compliance Committee and to state their case / their defence.



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- ii. In case of language issues, Instructors have the right to nominate a person of trust to translate for them.
  - j. Right to appeal
    - i. Instructors have the right to appeal to the Appeal committee if they feel that the ruling made by the Instructor Compliance Committee is against their rights. Such appeal shall be filed with the Case Manager within 5 working days after receipt of Notification on the decision of the Committee.
    - ii. Notifications to the Case Manager shall include all required documents as stated under the Article IX and shall follow the appeal procedure.
  - k. Obligation to appear in front of the Instructor Compliance Committee.
    - i. Instructors raising a claim and/or being accused of having violated the Associations rules and/or the code of honour must be present at the Instructor Compliance Committee hearing. It is feasible to participate electronically via VCC. Precondition is that the committee has been informed upfront and that only a solution is used with both Video and Audio transmission.
    - ii. Instructors shall be available to report to the Instructor Compliance Committee within a reasonable must after notification by the Case Manager.
    - iii. Instructors not appearing in front of the Instructor Compliance Committee accept the decision made by the committee and are waiving their right for appeal.
- 3. Roles and rights of IFAA Officers
  - a. The particulars on the role and power are stipulated in the administrative By-Laws.
  - b. These By-Laws do not intend to interfere with
    - i. National Regulations regarding Employment rights
    - ii. Rules and Regulations regarding Civil Rights
    - iii. Provisions of criminal laws.
  - c. The nomination/election of officers by the organs of the Association stipulates the trust of the Association that the individual will conduct with care and honesty its function for the better of the association.
  - d. Officers being deployed from a National Association to support the Association either on a voluntary, a part time or a full-time engagement are falling under the Compliance authority of their home Association and the jurisdiction of its committees.
  - e. Any employment related regulation is considered to fall under the sovereignty rights of Member Associations and therefore needs to be handled by the National Association.
  - f. In absence of Compliance rules within the set of regulations of their Home Association, these By-Laws shall become applicable.
  - g. IFAA officers are committed to comply with the rules of the Association, the code of conduct and the archery etiquettes as well as the code of honour as outlined in the Administrative and Financial By-Laws, the relevant policies and guidelines.
  - h. By accepting nomination and/or accepting an election into an office of the Association, individuals accept to actively follow and enforce the associations rules and regulations.



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- i. Officers are required to.
    - i. Conduct their role with adequate appropriate care.
    - ii. They are entitled to raise claims against other officers, Member Associations, Instructors etc. if they become aware of potential violations of the Associations rules.
    - iii. They are entitled to seek clarification on contradictory, inadequate or potentially inexecutable rules affecting their area of responsibilities.
  - j. Officers have the right to be informed:
    - i. Officers have the right to be informed about any potential claim against themselves with adequate notice in advance to prepare for a hearing in front of the Instructor Compliance Committee.
    - ii. They have the right to receive the information in writing to avoid misunderstandings.
    - iii. Officers have also the right to receive a copy of the written judgement on their case/ a case they have initiated.
    - iv. In case an Officer opts to appeal, he/she is entitled to receive updates by the Case Manager.
    - v. Appeals related to Claims against officers shall be dealt with within one (1) month after notification by the Case Manager.
  - k. Right to be heard
    - i. Instructors have the right to speak to the Instructor Compliance Committee and to state their case / their defence.
    - ii. In case of language issues, Instructors have the right to nominate a person of trust to translate for them.
  - l. Right to appeal
    - i. Instructors have the right to appeal to the Appeal committee if they feel that the ruling made by the Instructor Compliance Committee is against their rights. Such appeal shall be filed with the IFAA Case Manager within 5 working days after receipt of Notification on the decision of the committee.
    - ii. Notifications to the Case Manager shall include all required documents as stated under the Article IX and shall follow the appeal procedure.
  - m. Obligation to appear in front of the Executive Committee.
    - i. Instructors raising a claim and/or being accused of having violated the Associations rules and/or the code of honour must be present at the Instructor Compliance Committee hearing. It is feasible to participate electronically via VCC. Precondition is that the committee has been informed upfront and that only a solution is used with both Video and Audio transmission.
    - ii. Instructors shall be available to report to the Instructor Compliance Committee within a reasonable period after notification by the Case Manager.
    - iii. Instructors not appearing in front of the Instructor Compliance Committee accept the decision made by the committee and are waiving their right for appeal.
4. Role and power of the Trustee Officers



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- a. Trustee officers are to be nominated / elected from the ranks of active Athletes and from the Workgroup “Women in IFAA”.
  - b. They shall be the trustful point of contact for athletes feeling to be target of discrimination, unequal treatment, unethical conduct, mobbing etc. and wishing to have a trustful management of their case.
  - c. Trustee officers are entitled to neutralize inquiries communicated with the Case Manager and or committees to the extend necessary to protect privacy of athletes.
  - d. Only with consent of the Athlete they may transfer a case to the Case Manager by disclosing the identity of the person concerned for further persecution.
  - e. Trustee Officers have in principle same rights as active athletes.
5. Role and power of Case Manager
- a. The role of the Case Manager is to compile information of potential violations of rules to a comprehensive case documentation.
  - b. He/she shall undertake all required actions to clarify the background, secure evidence and interview all parties involved to collect all relevant information to formulate a case.
  - c. The Case Manager is entitled to approach the secretary on contact details of potentially involved parties, receive information about agreements, and to have unhindered access to the Associations communications including and not limited to the personal e-mail correspondences received/sent with IFAA accounts.
  - d. As early as violations of governing laws are identified, the Case Manager, at their own discretion, involves the relevant authorities, inform the Executive board about the decision made, and serve as a liaison officer to the authorities providing all required support.
  - e. In cases where evidence indicate that the Association could be the damaged party/be one of the damaged parties, he/she shall inform the Executive board at the earliest possible point in time hand over all information collected to the appointed legal representative of the Association who then shall conduct all further steps.
  - f. Case Managers have the right to appeal to the appeal committee / appeal board in cases they believe decisions made by the committee in first instance are incorrect.
  - g. To clarify if a case under investigation might have criminal relevance, Case Managers are entitled to consult legal experts. Unless otherwise agreed, costs for such services shall be covered by the Association.
6. Role and power of Target Captains
- a. The particulars on the role and power are stipulated in the Sport By-Laws.
  - b. If not otherwise stated, Target Captains shall act in full awareness of the code of conduct, and it is understood that they are fully aware of the Associations rules and etiquettes.
  - c. In line of the Sport By-Laws, Target Captains or in cases concerning Target Captain himself, the first scorer, have the power to
    - i. Request a group voting on value of hits.
    - ii. Declare hits as invalid when resulting from misconducts of any kind.



## Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION



- iii. Express warnings of consequences in case of repetitive misconduct and record these warnings on score cards including the justification of the warning.
  - iv. Athletes concerned must acknowledge the warning by signing the written warning. Refusal of signature constitutes a disregarding of this By-Laws and shall result in a disqualification. Athletes may execute their right and protest a decision made by the Target Captain.
  - v. Notify organisers on wrong target before start of shooting. Organising committee must decide on such protest before the group continues to shoot considering that archers having the right to shoot correct faces at correct distances.
7. Role and power of Members
- a. Roles and powers of Members are stipulated in the Statutes and the General By-Laws.
  - b. Members have the right to appeal upon decisions made by the Executives.
  - c. In case of suspension of membership, the member concerned may not actively participate on IFAA sanctioned championships. Active Athletes already registered for championships before suspension of membership, may participate neutral under the Flag of the “Family of Archers”.
8. Role and power of the Executive Committee
- a. The Executive Committee shall be selected from the members of the Board of Executives avoiding involvement of board members potentially being in a conflict of interest.
  - b. The Executive Committee may identify and decide on membership – related issues.
  - c. Details are defined in the Statutes and the relevant By-Laws.
  - d. If not otherwise stated, the Executive Committee is entitled to.
    - i. Notify Members on violation of rules and impose consequences.
    - ii. Reserve the right for the Association to claim compensation of damages caused.
    - iii. Involve legal advisors to conduct legislative processes outside the provisions of these By-Laws.
  - e. Related to claims against officers and or raised by officers serving the association either voluntarily, part time or full time employed, the Executive Committee shall employ a Case Manager to lead the process and to assure a correct execution of the defined procedures.
  - f. In case of officers, the Executive Committee shall act as a Compliance committee, in line with the workflows outlined under Article VIII.
9. Role and power of Protest Committees
- a. The particulars on the role and power are stipulated in the Sport By-Laws as well as in Article VI Clause 2d of these By-Laws.
  - b. If not otherwise stated, protest committees shall act in full awareness of the code of conduct, the By-Laws and the Associations policies.
  - c. Protest committee may reject a protest if deemed to be not complying with the requirements for genuine case presentation.
  - d. The protest committee is to
    - i. Conduct a constitutional meeting, defining particulars of protest procedure including but not limited to:



## Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION



- Protest Deposit fee
  - Duration of protest time
  - Official Gathering times to be briefed on potential protests
  - Format to invite stakeholders to hearings.
  - ii. Review, if a protest raised is valid and complies with the defined rights to raise protest.
  - iii. Secure evidence by demanding score cards, interviewing parties involved and potential witnesses and conducting physical inspection of sites if deemed necessary in context with the protest.
  - iv. Decide based on the evidence collected only, in absence of physical evidence, the mutual agreed understanding of the rules concerned and / or a fair resolution in cases rules are silent / contradictive or not explicit enough.
  - v. Apply Compliance consequences as deemed to be appropriate and defined in the IFAA Guideline for Compliance consequences.
  - vi. Announce the decision made and the consequences decided on to the parties involved and to all stakeholders of the specific championships.
  - vii. Notify National Associations on Compliance consequences imposed on their members which are impacting on the right to participate on other IFAA sanctioned tournaments (Bans).
  - e. Composition of the Protest Committee
    - i. If not otherwise stipulated in the particulars of the Sport By-Laws, the VP-Sport or his appointed representative, a representative of the host and a representative of the organiser together with three (3) elected members shall constitute the protest committee.
    - ii. The nominated members of the protest committee are to present the case whereas the elected members of the protest committee are to decide the case.
    - iii. In cases where conflict of interest might occur, elected members can be substituted by the reserve elected member.
    - iv. The decision is to be made by the three (3) elected members of the protest committee.
  - f. Decision made by the Protest Committee
    - i. Decisions made by the Protest Committee shall be announced on the Information Board and may be published on the website of the Championship. Information provided shall maintain the privacy right of individuals.
    - ii. Decisions shall be effective starting at the time of publication.
    - iii. In case the procedure last longer than the protest time defined, on the information board the remark "Ongoing Protest – Protest time extended until further notice" shall be published. Same may also be published on the website of the Championship.
10. Role and power of the Instructor Compliance Committee
- a. The Instructor Compliance Committee shall be elected by the Master Instructors from their ranks of Master Instructors in good standing with the IFAA, based on the provision of Article VI Clause 2a.
  - b. The Instructor Forum is an inactive committee being activated by either a Case Manager or a Trustee Officer.



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- c. The Director for Training and Coaching shall act as Chair of the Instructor Compliance Committee
  - d. The Instructor Compliance Committee shall be entitled to rule on Compliance aspects related to the Instructors Code of Conduct.
11. Role and power of the Appeal Committee
- a. The appeal committee shall be nominated by the President based on the provisions of Article VI Clause 3a.
  - b. It is to review decisions made by protest committees at IFAA sanctioned championships.
  - c. Its decision is final to all parties involved.
  - d. The appeal committee shall act only if activated by Case Manager and/or Trustee Officers.
12. Role and power of Appeal Board
- a. The appeal board shall be elected by the General Assembly based on the provision of Article VI Clause 2b.
  - b. The appeal board shall
    - i. Review cases presented by the Case Manager
    - ii. Review evidence on which the initial decision by either the Executive Committee or a protest committee has been based on.
    - iii. Allow new evidence to be included in the consideration if deemed to be relevant.
    - iv. Decide based on evidence collected only. In case of interpretation of rules by the protest committee and/or the Executive Committee, the justification for the interpretation made shall be considered as evidence.
    - v. In cases the Case Manager had to involve the relevant Governmental Authorities, the appeal board shall assess the membership / sport relevant aspects of the case.
    - vi. The appeal board has the power to
      1. Keep a decision made by the protest committee and/or the Executive Committee upright.
      2. refer the case back to the previous decision-making level in cases new evidence presented are deemed to be relevant and needed to be considered.
      3. revise decisions made by Protest Committees and/or Executive Committee
13. Arbitration Committee
- a. All agreements with Members and / or external legal entities shall include a set of arbitration clauses defining the arbitration process. If not otherwise mutually agreed the workflow as provided under Article
  - b. If not agreed otherwise, the arbitration committee shall comprise one (1) person selected by the Association and one (1) person selected by the other agreement party.
  - c. The two selected persons shall agree on a third person being the chair of the Arbitration Committee.



## Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION



- d. Details about arbitration are subject to agreement with partners on a case-to-case base.

### 14. The Principles of Trust

- a. The IFAA is an organisation trusting in the honesty of all stakeholders involved.
- b. The principle of trust also stipulates the presumption of innocence until proven otherwise.
- c. It is a principle of the associations, its members and officers but also of all active athletes being entitled to participate on IFAA sanctioned events that the compliance with rules will be self-policed, applying the principles of managing conflict of interest by applying the concepts of fair-play and therefore deciding in doubt for the accused.
- d. All decisions made shall be documented applying the four-eyes-principle (signature of score cards, protocols, minutes of meetings etc).

### 15. The legal self-understanding of the Association

- a. The legal self-understanding of the Association respects governing laws and following the principle of separation of powers it divides the power into the three (3) branches of Legislative, executive and jurisdiction.
- b. Legislative power in principle sits with the General Assembly being responsible for the definition and maintenance of Statutes and of By-Laws.
- c. The legislative power of definition and interpretation of executive rules, being Policies and Guidelines, sits with the Board of Executives.
- d. The power to execute established rules in principle sits with the board of executives which may at its discretion delegate executive power to General Managers, directors and/ or officers being either appointed or nominated. Supervision on the execution of the association's rules and the decision on consequences in case of violations sits with elected committees subject to defined election procedures stipulated.
- e. The jurisdictional power to rule on appeals related to the interpretation of Statutes and By-Laws as well as related to the review of rulings made by protest committees sits with the Appeal Board.

### 16. Fields of Activities and the main players are:

- a. Membership Affairs
- b. Officers, Employees, and appointed/elected deputies matters.
- c. Participants on a IFAA sanctioned Event including all stakeholders being accredited.
- d. Contractors

FIELD	PLAYER	LEGISLATIVE	ADMINISTRATIVE	JURISDICTIVE
Membership Affairs	All Members; Executives	General Assembly; World Council	Executive Officers	Elected Committees ; Appeal Board
Human Resources of the Association	Officers; elected or appointed	General Assembly; Executive Committee	Executive Officers	Elected Committees ; Case Manager
Active Athletes	Individuals /Teams	Executive Committee	Host	Elected Committees ; Appeal Board
Agreement Partners	Employees, Hosts, Manufacturers, Suppliers	Executive Committee; Legal Advisor	Executive Officers	Arbitration Committee; Civil Court Tessin/CH

Table 1 Responsibilities in the Field of Activities



## **ARTICLE VI COMPLIANCE COMMITTEES OF THE ASSOCIATION**

### **1. Particulars**

- a. Committees are purpose-related established and comprise a predetermined number of selected or elected individuals.
- b. Pending the rule(s) a member, officer or any participating stakeholder who has accepted to follow the rules of the Association might have violated, specific Compliance committees will be responsible for.
- c. When introduced to a case by the Case Manager, the committee shall assess in at first assembly whether it considers itself being responsible for assessing the case on hand or if does not fall under the jurisdiction of that specific committee.
- d. If deemed to be required to comply with the adopted policy to avoid conflict of interests, assemblies may also opt to select / elect neutral participants to supervise/conduct the Compliance processes related to the laws stipulated.

### **2. Elected Committees**

- a. General
  - i. Elected Committees shall have as a minimum three (3) elected members plus one (1) elected member being a dedicated substitute cases of unavailability's.
  - ii. The Organ entitled to conduct the election of a specific committee shall define a policy that stipulates the functions of the committee, the term for the elected committee members, the frame conditions under which the committee shall serve, format and frequency of reporting and prequalification requirements if any.
- b. Elected by General Assembly
  - i. For committees elected by the General Assembly, the Executives shall propose details of the assignment as well as duration which is subject to acceptance by the General Assembly.
  - ii. Based on the accepted frame conditions the Executives shall establish a Schedule including:
    - Number of days prior to elections required for Invitation to nominate Candidates
    - number of days prior to elections required to close nomination process
    - number of days prior to elections to inform Delegates about Nominees
  - iii. Upon Nomination, the Candidates shall provide details as required by the Nomination procedure stipulated in the relevant Policies and provide their written acceptance for both being nominated and acceptance of the voting result.
  - iv. The General Assembly will act as election committee. Based on the number of participants simple majority is required to elect candidates. Candidates shall declare their will to accept the election with their consent to be nominated.
- c. Elected by Executive Council
  - i. For committees elected by the Executive Council, the Executives are to agree on details of the assignment as well as duration of such assignment.
  - ii. The General Assembly shall be informed about the details once agreed on.
  - iii. Based on the accepted frame conditions the Executives shall establish a Schedule including:
    - Number of days prior to elections required for Invitation to nominate Candidates
    - number of days prior to elections required to close nomination process
    - number of days prior to elections to inform Delegates about Nominees



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- iv. Upon Nomination, the Candidates shall provide details as required by the Nomination procedure stipulated in the relevant Policies and provide their written acceptance for both being nominated and acceptance of the voting result.
- v. The Executive Council will act as election committee. A simple majority is required to elect candidates. Candidates shall declare their will to accept the election with their consent to be nominated.
- d. Elected by Team Captains Meeting
  - i. Protest Committees at IFAA sanctioned Championships shall be elected from the ranks or Team Captains officially accredited for the relevant championship.
  - ii. Nomination shall be made from the accredited team captains.
  - iii. As a minimum the Elected members of the Protest committee shall comprise three (3) persons with one (1) additional person as reserve.
  - iv. Non-elected members of the protest committee, being the VP-Sport or his appointed representative, the representative of the Host Association and a representative of the Organiser – may present evidence and/or witnesses.

### **3. Appointed Committees**

- a. Appointed by the President
  - i. Committees appointed by the President are to support and/or consult.
  - ii. Their role is an unofficial role with no active participation on processes if not requested to.
  - iii. Assignments shall be clear on Scope, Time Frame and Reporting format.
- b. Appointed by an Executive Officer
  - i. Committees appointed by an executive officer are to support and/or consult that specific officer in matters concerning the field of responsibilities assigned to that officer.
  - ii. Their role is of an unofficial nature with no active participation on processes if not explicitly tasked to do so.
  - iii. Such assignment of task shall be clearly defined in Scope, Time Frame and Reporting format.

### **4. Screening of Appeal Board Candidates**

- a. Interview by the General Assembly
  - i. Nominated Candidates for the Appeal Committee shall be interviewed by the General Assembly prior to elections.
  - ii. They are to address all questions raised by Delegates and Executives except questions subject to personal privacy.
- b. Consequences of false responses
  - i. In case of untrue responses to the questions raised, at any time, they may be excluded from the election process and/or excluded from the appeal committee.

### **5. Duties of Committee Chair**

- a. If not otherwise stipulated, committees shall elect Chairpersons from their own ranks.
- b. Invitation to Committee Meetings
  - i. If not otherwise deemed as be required, committee meetings shall be conducted as video conference call.
  - ii. Invites to Committee Meetings shall include all required information on the case concerned and shall provide details of the planned video conference call including



but not limited to Date, Modus for invites, details on the case and a standard warning to avoid conflicts of interest.

- iii. Select a temporary replacement of committee members that have notified a conflict of interest. If the Chairperson feels to be in a conflict of interest, he/she shall nominate a temporary replacement Chairperson from the ranks of committee members and ask for temporary replacement in his/her function as committee member.
- c. Conducting Meetings
  - i. Opening the Meetings
  - ii. Reconfirming the Agenda
  - iii. Appointing a record keeper to record the meetings protocol.
  - iv. Summarizing results and rulings agreed on.
  - v. Notifying the Case Manager and the Stakeholders involved on the outcome.

## **6. Duties of Committee Members**

- a. Committee members are to make themselves available when requested to join a committee meeting.
- b. If they identify a potential conflict of interest, they shall notify the chair accordingly.
- c. Committee members are obliged to study case documentations and all information concerning the case to be fully informed when discussing the case.
- d. Committee members are to be aware of the limits of rules and regulations and interpretations made in the past that may be applicable on the case.

## **7. Conducting Business**

- a. If not stated otherwise in the By-Laws of the Association, committees are inactive until activated by Case Manager and/or Executives.
- b. They shall conduct their business with the highest level of accuracy, sense of fairness and knowledge of rules.
- c. In case deficiencies within the Associations set of rules are identified, the committees may suggest legislative changes to the Executives.

## **ARTICLE VII FORMAL INITIATION STEPS**

### **1. General**

- a. Any claim correctly raised is recognised to be a case.
- b. If not excluded explicitly in a self-declaration or a mutual agreement, the provisions of the laws of Switzerland applies.
- c. Cases may comprise unidirectional claims (injured party and accused party), bidirectional claims (claim and counter claim) or multidirectional claims (multiple injured parties vs. multiple accused parties)
- d. To be genuine, claims are to fulfil the following requirements as a minimum:
  - i. The party raising the claim shall be either a legally entitled legal person or a legally accountable physical person.
  - ii. The claim shall include subject of the claim, referring to the specific rule / set of rules believed of being violated, references to evidence and/or witnesses as well as place, time and date the violation of rule became apparent / has been noted for the first time.
  - iii. The claim shall be either signed by the party raising the claim – in case of a legal person the official representative accredited with the IFAA, in cases of anonymous



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- claims, the IFAA Trustee officer shall sign the claim in the understanding that the entity raising the claim is known to him under a trustful relationship.
- iv. In cases where the Association might be the potentially injured party, the authorized officer responsible for the field of activities and/ or for the sanctioned event shall be entitled to raise a claim on behalf of the Association.
  - v. Reference is made to the following Policies:
    - 1. JBL-P1 - IFAA Trustee officer
  - vi. Reference is made to the following Guidelines:
    - 1. Guideline "JBLGL 1 – Workflow Formal Claim on Violation of Rules"
    - 2. Guideline "JBLGL 2 – Workflow Involvement of IFAA Trustee Officer"
  - e. Claims can be raised either in person (known party suffering potentially a damage) or anonymously (via the IFAA Trustee Officer).
  - f. Claims about violating competition rules are to be raised in the tournament as formal protest.
  - g. For the subsequent workflow reference is made to the Article VIII.

### **2. Initiation by request**

- a. Any stakeholder direct or indirectly associated with the Association being assured to have a case may state this case to the Case Manager and/ or the Trustee Officer is entitled to initiate a case investigation.
- b. Cases may comprise unidirectional claims (injured party and accused party), bidirectional claims (claim and counter claim) or multidirectional claims (multiple injured parties vs. multiple accused parties)

### **3. Initiation by assignment**

- a. Executive Officers may, if deemed necessary, assign a case to the Case Manager.
- b. Such assignment must comply with the minimum requirements stated in clause 1d.
- c. Trustee Officers may, if so, assigned by an athlete, act on their behalf.

### **4. Initiation by initiatives**

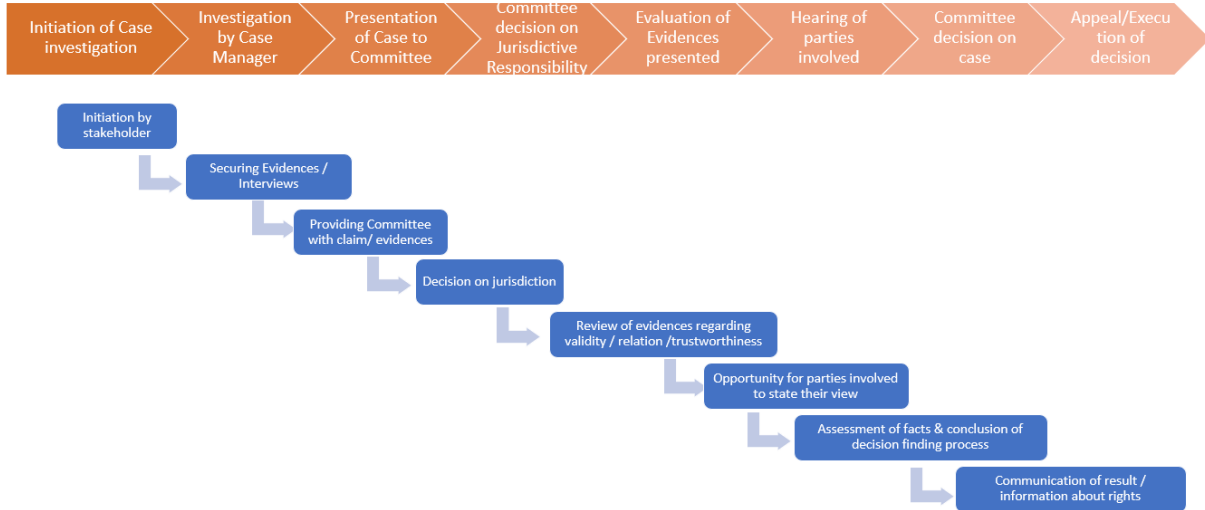
- a. Any delegate and/or Team captain may initiate an investigation by taking the initiative to raise a claim towards the Case Manager / Vice President Sport and/or their appointed representative.
- b. Such initiative shall be stated in writing complying with the minimum requirements stated in clause 1d.



ARTICLE VIII WORKFLOWS

1. General

General Work-Flow



- a. Any Compliance process shall follow the principal workflow outlined below. The principal steps are:
  - i. Initiation of a case investigation  
Initiation shall comply with provisions of Article VII
  - ii. Investigation by a Case Manager  
Case Manager is to secure evidence and interview witnesses if so required to provide true facts to the committee assessing the case.
  - iii. Presentation of Case to Committee  
Case Manager is to present the case to the committee deemed to be responsible for the case.
  - iv. Committee decision on Jurisdiction responsibility  
After presentation of case the committee first must decide whether the case falls under its jurisdiction. In addition, the committee shall clarify on any potential conflicts of interest individuals on the committee might have and undertake adequate measurements.
  - v. Evaluation of evidence presented  
If declared to be responsible, the committee shall assess the facts presented.
  - vi. Hearing of parties involved  
The committee shall honour the right of parties to be heard by conducting a hearing either in person or virtual via Video Conference Call.
  - vii. Committee decision on case  
Committees shall decide on the case on a simple majority. In cases committees are of even numbers of committee members and/or committee members prefer to abstain from voting, the vote of the Chair shall decide.
  - viii. Appeal / Execution of decision  
Committee chair is to inform all stakeholders about decision made and the rights they must appeal, if so applicable.
- b. For any Compliance proceeding, there shall be a minimum of two (2) instances involved:
  - i. Decision making committee.

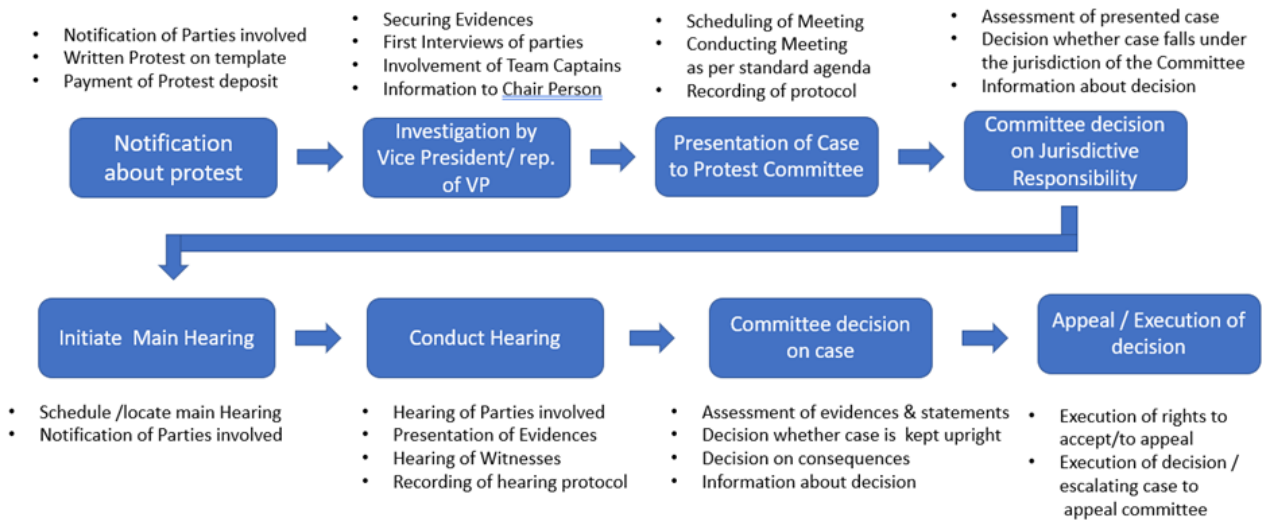


- ii. Appeal committee / board.
- c. If not otherwise stated, the right to involve a Civil Court on Compliance cases has been waived upon registration and / or application for membership. This does not impact on highly personal rights.

**2. Workflow on Protests at Championships**

- a. Any protest shall follow the principal workflow outlined below:

## Workflow – Protest @ Championships



- b. Detailed tasks associated to the individual steps of the workflow are:

i. Notification about Protest

1. Individual having the intention to raise a protest shall inform all relevant stakeholders including witnesses they wish to refer to.
2. The intent to raise a protest shall be clearly stated on the back of both score cards and countersigned by Target Captain and first scorer. In case the Target Captain raises the protest, the two scorers shall counter sign.
3. Details of the protest shall be stated on the Protest Template form available at the hand-in point for score cards.
4. Completed protest forms and the protest deposit shall be handed over to the Team Captain, who shall file the protest with the Vice President Sport or their appointed Representative.
5. The Vice President Sport or their appointed Representative shall act as Case Manager.

ii. Investigation by VP-Sport / representative of VP-Sport (Case Manager)

1. Any relevant evidence shall be secured. In case of score cards, min. one (1) scorecard shall be presented.
2. The Group assignment from the morning shall be provided to identify potential witnesses.
3. The range inspection protocol of the range in question



## Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION



4. The VP-Sport shall conduct first interviews with all relevant stakeholders. In case staff from the Organiser is involved, it shall be identified with contact details and notified to be available for a potential hearing.
  5. Team Captain of the involved parties shall be notified and officially informed. Team Captains are entitled to monitor the process on behalf of their association.
  6. VP-Sport shall brief members of protest committee on the fact there is a potential case to be decided on.
- iii. Presentation of Case to Protest Committee
1. Based on evidence collected and the formal protest the VP-Sport / the representative of the VP-Sport shall present the case to the Committee.
  2. Based on the facts presented the committee shall decide whether it declares itself responsible for the assessment / ruling on the case presented.
  3. The presentation of the Case and an inventory of presented facts shall be complied to a protocol of the Case Presentation Meeting.
- iv. Committee decision on jurisdictional Responsibility
1. The committee shall assess in private the presented case versus the assigned field of responsibilities to the committee.
  2. It shall assess if there is any reason the committee must declare a conflict of interest.
  3. It shall assess if there is any reason why rules subject to the claim may not be executable and therefore cases are to be rejected.
  4. The Chair of the committee shall inform stakeholders on the decision.
  5. In case the committee is not responsible to assess and rule on the case, the chair shall state the reasons for the decision.
  6. In case of rejection the parties shall be informed about their rights to escalate the case to the appeal committee.
- v. Initiate Main Hearing
1. After accepting the case, the Protest committee shall invite all stakeholders as per the pre-announced invitation procedure.
  2. Mandatory invitees are:
    - Team Captains of the parties involved in the protest
    - Representative of the Organisation Committee
    - Representative of the hosting association
    - Nominated Trustee officer (if any)
- vi. Conduct Hearing
1. The Hearing shall follow a standard procedure:
    - Verification of all parties relevant are present
    - witnesses to stay outside the meeting room until being called into the room
    - Presentation of view on the case by party having filed the protest. Here, the team captain or the Trustee Officer may speak on behalf of the person in case of language problems.
    - presentation of evidence supporting the view of the party having filed the protest.
    - Presentation of view on the case by any defending party the protest has been made against. In case of an active archer the Team Captain or the trustee officer may speak on behalf of the person in case of language problems.
    - Presentation of evidence supporting the view of the party being protested.

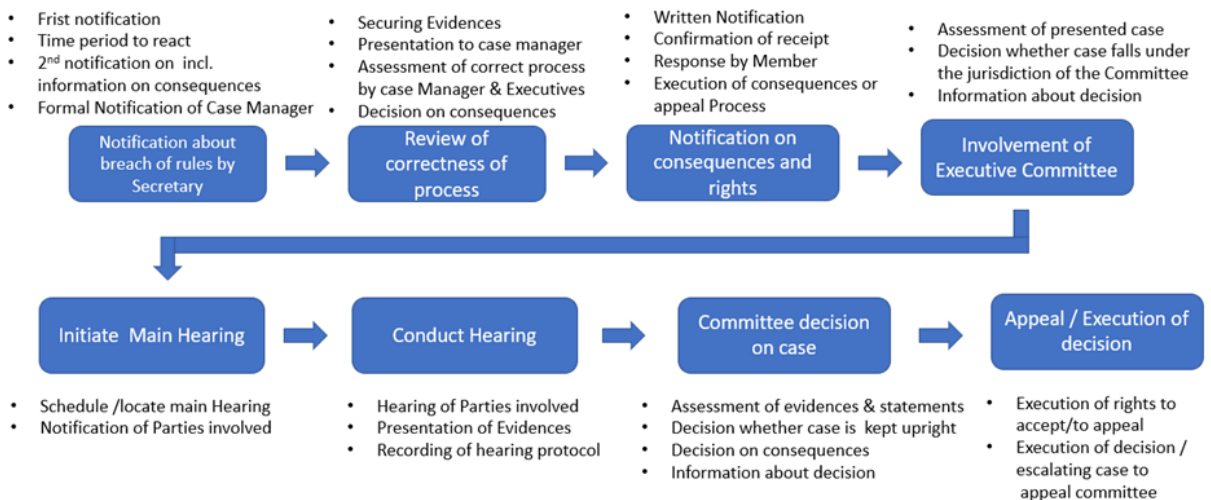


2. Facts presented shall be recorded as well as relevant statements as a protocol, it also shall include a list of evidence presented.
- vii. Committee decision on case
  1. The committee shall in private evaluate presented evidence and statements made.
  2. The committee shall undertake all necessary consultations to assure a fair and correct decision.
  3. The committee shall come up with a clear decision whether the case is kept upright.
  4. The committee shall come up with a clear decision on the consequences in line with Article IX
  5. The Committee shall complete the protocol with the explanation of the decision and a statement related to the consequences imposed.
  6. The Chair of the Committee shall inform all parties involved and provide the Secretary of the Association with the protocol and copy of relevant documents.
  7. The parties shall be informed about legal options and the date the consequences shall become effective.

**3. Workflow on Membership Issues**

- a. Any case correctly stated shall be followed by using the following process:

### Work-Flow – Membership Issue



- b. Detailed tasks associated to the individual steps of the workflow are:
  - i. Notification about breach of rules by Secretary
    1. The notification procedure shall be in line with the provisions of the Statutes and the By-Laws. If not stated otherwise, it shall include the following steps:
      - a. First notification on pending fulfilment of membership obligations
      - b. Time period to react.
      - c. 2<sup>nd</sup> notification including an information of potential consequences and a deadline to react.
      - d. Formal notification of Case Manager



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



2. The secretary of the Association shall maintain the process and secure all communication of relevance.
- ii. Review of correctness of process
  1. If not resolved during the first step, the Case Manager shall:
    - a. Review all presented notification and assess whether the notification procedure was in line with the provision of the Associations rules.
    - b. Assess if the consequences stated are in line with the provisions of the Associations rules.
  2. With the completion of the review the Case Manager shall notify the member and the board of executives accordingly
- iii. Notification of consequences and right
  1. The Case Manager shall:
    - a. Confirm to the Member that the case has been duly reviewed and found to be in line with the Rules and requesting a statement of justification to be presented with the case to the Executive Committee.
    - b. With the notification to the member the Case Manager shall also inform the board of executives about the potential case and the anticipated timeline for the presentation of the case
  2. Upon confirmation of timeline the Case Manager shall inform the member about the upcoming meeting of the board of executives to decide on the case.
- iv. Involvement of Executive Committee
  1. Following the provisions of Article V Clause 6, the board of executives shall select the Executive Committee dealing with the potential case.
  2. It shall review the case and decide whether the case presented falls under its responsibility.
  3. Once decided the decision shall be communicated. This communication can be combined with the next step.
- v. Initiate Main Hearing
  1. All parties concerned shall be invited to a VCC conducted as a hearing.
  2. The notification shall be confirmed by all stakeholders invited.
  3. In case confirmation of receipt is not provided upon electronic notification, a formal notification via registered mail with acknowledgment of receipt shall be sent out.
- vi. Conduct Hearing
  1. The hearing shall follow a predefined agenda to be stated in the invitation to the hearing.
  2. The agenda shall comprise, as a minimum, the following steps:
    - a. List of participants incl. verification procedure of representative of Member the case is filed against.
    - b. Presenting the case by the Case Manager
    - c. Presenting of evidence supporting the case
    - d. Hearing of the member
    - e. Presentation of evidence by the member against the case
    - f. Interview of Members / Officers as deemed necessary.
    - g. Presentation of protocol from hearing to participants for approval
- vii. Committee decision on case
  1. Assessment of evidence and statements made.

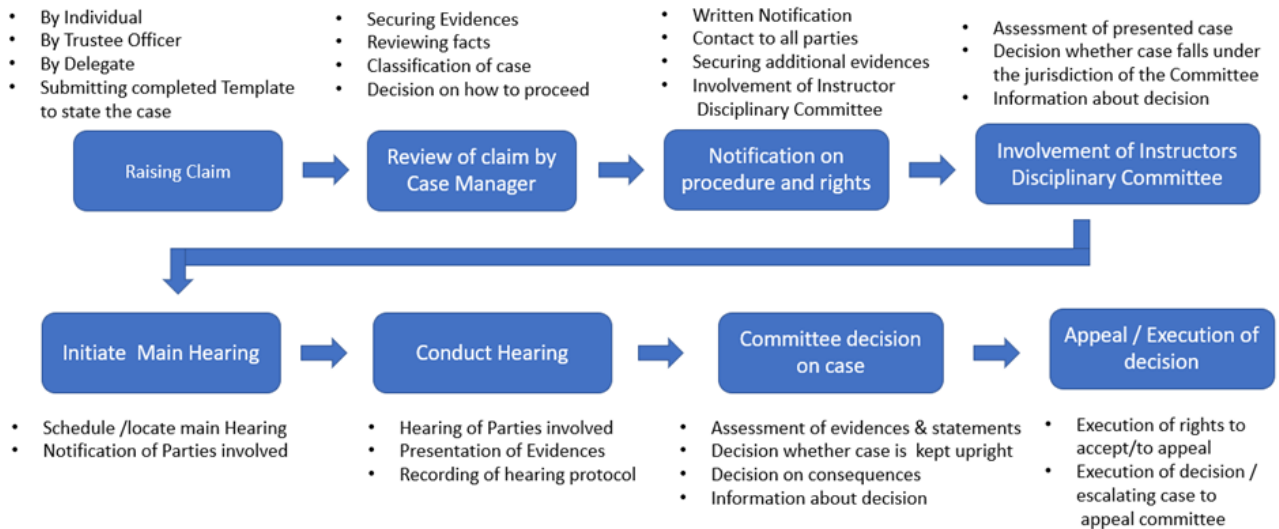


2. Decision whether case is kept upright.
  3. Decision on consequences
  4. Information about decision to all stakeholders.
- viii. Appeal / Execution of decision.
1. A written notification about the decision shall be sent to all stakeholders including the time allowed for raising an appeal to the appeal committee.
  2. The notification shall also include an information on rights.
    - a. If Case Manager / Trustee Officers decide that a potential case might require criminal prosecution, they shall notify the National Association the individual the claim is hold against and recommend involvement of the relevant authorities. Without interference with potential criminal prosecution, the Instructor Compliance Committee shall put the case on hold until the prosecution process by governmental authorities has been concluded.
    - b. The National Association shall inform the Case Manager about completion of criminal prosecution including the result of the prosecution process.
    - c. When reviewing the case, the Instructor Compliance Committee shall consider the results of the prosecution process as if it is part of the evidence presented.

**4. Workflow on Instructors Code of Conduct related issues**

- a. Any case correctly stated shall be followed by using the following process:

## Work-Flow – Cases on Instructors Code of Conduct



- b. Detailed tasks associated to the individual steps of the workflow are:

i. Raising Claim

1. Stakeholders or a Trustee Officer acting on their behalf, wishing to raise a claim against an Instructor on basis of the Instructors Code of Conduct are to follow the following steps:
  - a. Completing the relevant template form for raising a claim against an Instructor
  - b. Submitting the completed form to the Case Manager



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



2. A copy of the form shall be sent to the Secretary of the Association and to the relevant National Head Coach for information.
- ii. Review of Claim by Case Manager
  1. The Case Manager shall secure Evidence presented.
  2. They shall review the Case based on facts including but not limited to the Instruction Policy and other relevant documents defining responsibilities and processes associated to the IFAA Training and Coaching Program
  3. They shall decide whether the claim presented falls under the Sovereignty of a Member Association
  4. They shall decide whether the claim could potentially require the involvement of Governmental Authorities
- iii. Notification of consequences and right
  1. The Case Manager shall:
    - a. Inform the National Association the Instructor is member with about the outcome of his assessment, and, in cases prosecution by Governmental Authorities is recommended, recommend to the National Association involvement of Governmental Authorities and state the evidence justifying such recommendation.
    - b. For All cases deemed to fall under the responsibility of the Instructors Compliance Committee, notification shall be given to the stakeholders involved, the Chair of the Instructors Compliance Committee and the Secretary of the Association.
  2. In cases where recommendation has been made to bring the matter to the attention of Governmental Authorities Notification of stakeholders may be put on hold not to interfere with possible official prosecution processes. Under such circumstances, the National Association is required to inform the Case Manager about status of the end of official prosecution process to continue with the internal process.
  3. Upon notification by the National Association, Case Managers shall notify the involved stakeholders about the procedure and rights. He also shall agree with the Chair of the Instructors Compliance Committee on a timeline for the next steps in the process.
  4. Upon confirmation of timeline the Case Manager shall inform the parties involved about the upcoming meeting of the board of executives to decide on the case.
- iv. Involvement of the Instructors Compliance Committee
  1. Following the provisions of Article V Clause 6, the Instructor Forum shall select the Compliance Committee dealing with potential cases.
  2. It shall review the case and decide whether the case presented falls under its responsibility.
  3. Once decided the decision shall be communicated. This communication can be combined with the next step.
- v. Initiate Main Hearing
  1. All parties concerned shall be invited to a VCC conducted as a hearing.
  2. The notification shall be confirmed by all stakeholders invited.
  3. In case confirmation of receipt is not provided upon electronic notification, a formal notification via registered mail with acknowledgment of receipt shall be sent out.

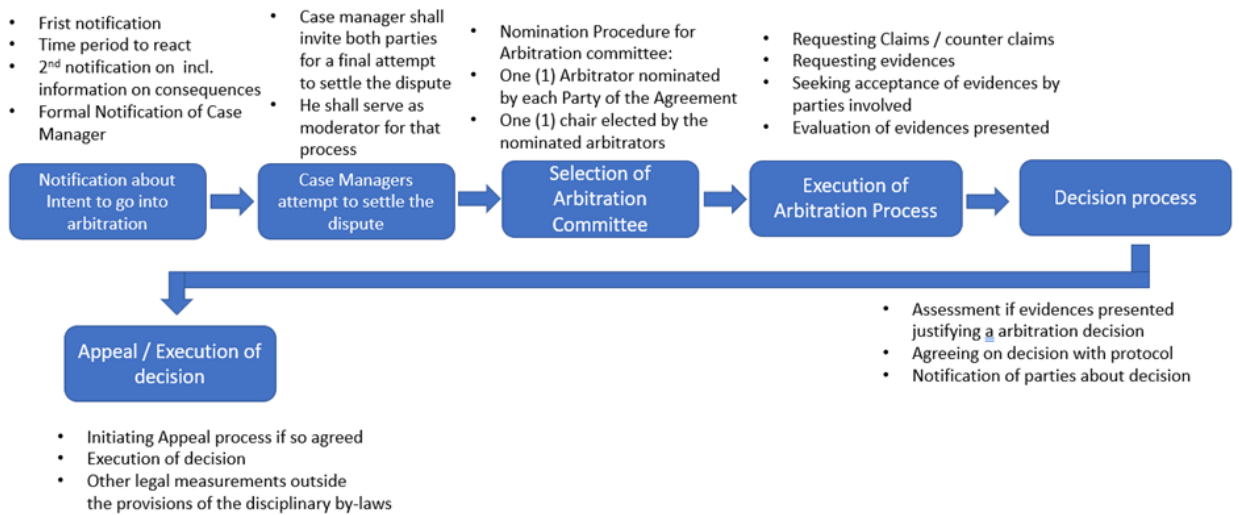


- vi. Conduct Hearing
  - 1. The hearing shall follow a predefined agenda to be stated in the invitation to the hearing.
  - 2. The agenda shall comprise, as a minimum, the following steps:
    - a. List of participants incl. verification procedure of representative of Member the case is filed against.
    - b. Presenting the case by the Case Manager
    - c. Presenting of evidence supporting the case
    - d. Hearing of the member
    - e. Presentation of evidence by the member against the case
    - f. Interview of Members / Officers as deemed necessary.
    - g. Presentation of protocol from hearing to participants for approval
- vii. Committee decision on case
  - 1. Assessment of evidence and statements made.
  - 2. Decision whether case is kept upright.
  - 3. Decision on consequences
  - 4. Information about decision to all stakeholders.
- viii. Appeal / Execution of decision.
  - 1. If not otherwise stated the Development By-Laws, appeals may be made to the Appeal committee following the Appeal Procedure outlined in Article IX

**5. Workflow Arbitration Procedure**

- a. If not otherwise agreed, Arbitration Procedures shall be conducted as detailed herein:

**Work-Flow – Arbitration Procedure**



- b. Detailed tasks associated to the individual steps of the workflow are:
  - i. Notification about intent to go into arbitration.
    - 1. Frist notification shall state the reason why it is intended to enter arbitration procedure:
      - a. Reference to relevant Clause of Agreement and / or other relevant documents



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- b. Reference to conducted attempts to reach a mutual agreement on resolution.
  2. Notification shall be sent to the official mail address of the stakeholders involved as a formal notification via registered mail with acknowledgment of receipt. The notification shall include a period to react.
  3. The notification shall also be copied to the Case Manager for Information.
- ii. Case Managers attempt for settlement without arbitration.
  1. The Case Manager shall formally require the other parties to undertake a final attempt for a mutually agreed settlement of the dispute.
  2. He shall moderate the process, hearing the arguments of all parties involved related to the dispute and propose fair resolutions to all parties involved.
- iii. Selection of Arbitration Committee
  1. If not otherwise agreed, the nomination procedures for the arbitration committee shall be as follows:
    - a. Nomination of one (1) arbitrator by each party of the agreement
    - b. Nominated arbitrators agree on one (1) additional arbitrator being the chairperson.
  2. The Arbitration Committee shall conduct its constitutional meeting online. The Case Manager shall assist the Arbitration Committee on formal administrative activities.
- iv. Execution of Arbitration Process
  1. The Arbitration Committee shall invite all parties involved to state their position related to the dispute.
  2. All parties shall present evidence supporting their view.
  3. If not mutually accepted by all parties, the arbitration committee shall assess the evidence presented with regards to correctness, relevance and truthfulness of documents presented.
  4. After presenting evidence all parties shall review their position based on the evidence presented. They may, if deemed necessary present additional evidence to confirm or dispute evidence already presented.
  5. Based on the facts presented the Arbitration Committee shall agree on a decision. In case of disagreement, the arbitration committee shall agree on a compromise on the position. Such resolution shall be communicated to the parties as decision.
- v. Appeal / Execution of decision.
  1. With the communication of decision made, a proposed date of coming into force shall be communicated. Until this date parties may decide either to accept or to reject the decision offered.
  2. In case of rejection and if so agreed, the process shall be escalated to the Appeal committee. Otherwise, parties may initiate other legal procedures then the ones outlined herein if the law under which the agreement has been entered into allows to do so.

### **ARTICLE IX APPEAL PROCEDURE**

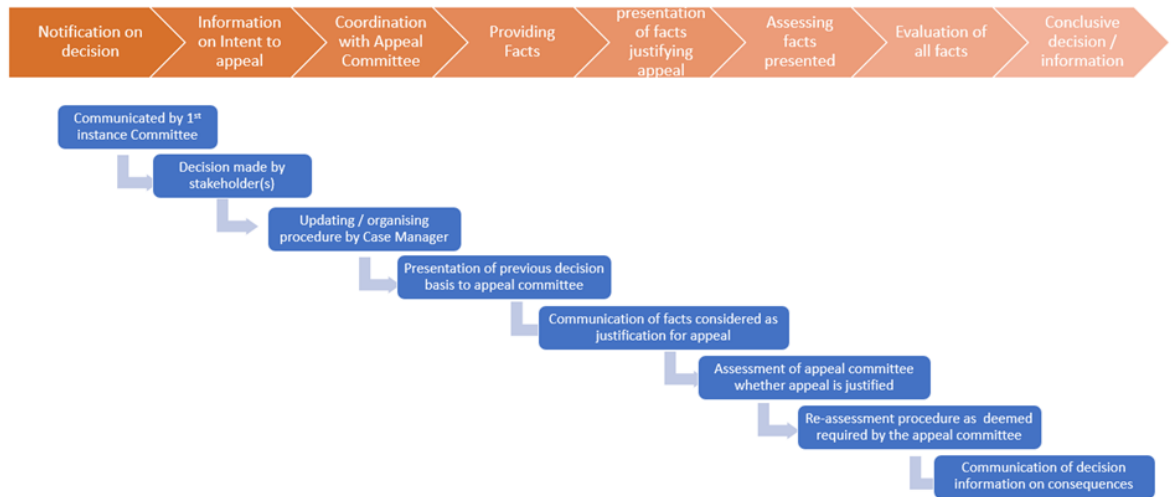
#### **1. General**

- a. Being a consequent conclusion on the principle of fair and equal treatment, the appeal procedure opens the possibility to have alternative individuals reviewing and accessing a case.



- b. The right to appeal to a 2<sup>nd</sup> instance is warranted to all stakeholders and is irrevocable granted.
- c. The appeal instance not only is to re-assess facts presented, it also is to review the appropriateness of consequences imposed.
- d. The Appeal committees are independent and self-reliant. Their operation shall be supported by the Associations officers under avoidance of potential conflicts of interests and avoiding bias.

## General Work-Flow: Appeal Procedure

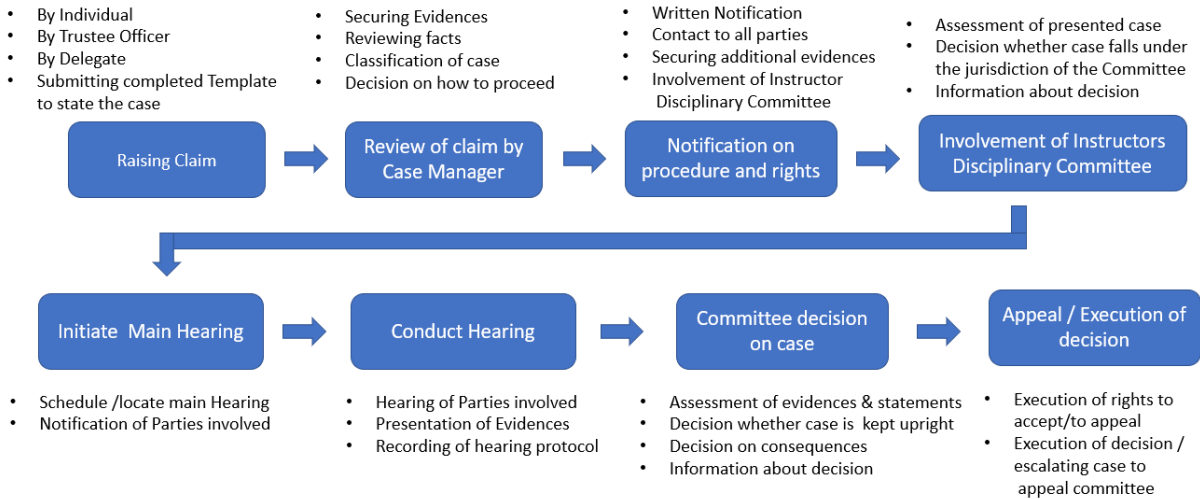




2. Principle Workflow

a. The following principal workflow shall apply to all appeal procedures:

### Work-Flow - Appeal Procedure (general)



b. Notification of Decision

Being part of the resolution process in first instance, the Notification of Decision shall include the following core information:

- i. The decision made.
- ii. Justification of decision
- iii. The resulting consequences
- iv. The justification for the consequences
- v. The date from which on the consequences shall become effective.
- vi. Information on rights for the parties involved.
- vii. Deadline for response to Notification and consequences of missing the deadline

c. Information on intent to appeal.

Upon receipt of Notification the parties may decide to appeal. Such decision shall be communicated in writing to the Case Manager stating as a minimum:

- i. Intent to appeal
- ii. Particulars on the judgement Challenge
- iii. Contact details for appeal procedure.
- iv. Date and signature of representative / party wishing to appeal.

d. Coordination with Appeal Committee

The Case Manager shall coordinate with the chair of the appeal committee the following:

- i. Acceptance of appeal or referring to first instance committee for revision
- ii. Date for presentation / familiarisation of appeal committee.
- iii. Date for presentation of facts justifying appeal.

e. Providing Facts

The provision of facts to the appeal committee shall be conducted in three (3) steps:



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- i. Submission of case documentation to appeal committee.
- ii. Review of case documentation by appeal committee members
- iii. Interview of Case Manager by appeal committee
- f. Presentation of Facts justifying Appeal proceedings
  - i. This step allows the stakeholder(s) having appealed to state the facts being conserved as justification for appeal proceedings.
- g. Assessment of Facts presented.

The appeal committee shall review all facts presented and decide if evidence presented justify to

  - i. proceed with the appeal procedure.
  - ii. require referring the case back to the first instance for revision.
  - iii. to revoke the first instance judgement and close the case.
- h. Evaluation of all facts
  - i. In case the appeal committee decided to proceed, there will be another round of evaluation of all facts presented and – if deemed necessary for the sake of fair conduct – the presentation of facts not being considered in first instance.
- i. Conclusive Decision and Information to Stakeholders
  - i. Based on the facts presented and the relevant rules of the Association, the appeal committee shall make its decision.
  - ii. The voting result for a decision shall be of a simple majority, the voting result to close the case and revoke the first instance judgement shall be unanimously.

### **ARTICLE X CATALOGUES OF CONSEQUENCES**

#### **1. General**

- a. Breaches of rules shall result in consequences.
- b. The catalogue of consequences stipulates the agreed measurements available to
  - i. Set a signal that violation of rules is not tolerated, and the Association is prepared to react adequately.
  - ii. Set a signal of warning to others not to follow a bad example but to respect rules and etiquettes agreed on.
  - iii. Constitute a motivation to reconsider bad behaviour / practices and accept corrections.
- c. The Family of Archers forgives if there is active remorse and the true will to make amends and therefore Compliance committees shall also consider admissions and active compensations done or prepared to do as reasons to reduce and/or waive consequences.

#### **2. Consequences on violations of the rules applicable to IFAA Championships participants**

- a. Minor rule violations
  - i. If not already covered in the Sports By-Laws, minor rule violations shall result in
    1. In first instance: General Reminder of the group on the specific rule that has been violated by the Target Captain / First Scorer
    2. In second instance: Personal Warning with the consequence that on the next violation of that specific rule the score of that target and the next target will be lost. Warning shall be noted on the back of the score card indicating the target number the warning was given and the rule referred to.



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



3. In third instance: the fact that the rule, a personal warning was already given has been violated again justifies the execution of the consequences. Any further violation shall be considered as a "Considerable Rule Violation".
  - ii. Minor rule violations are only violations related to the shooting and / or scoring rules. Any other violation shall be a moderate rule if not otherwise stated.
  - iii. If minor rule violations are made repeatedly over more than one day of competition they are considered as unsportsmanlike behaviour and dealt with as considerable rule violation.
- b. Moderate rule violations
- i. Moderate rule violations are related to equipment rules only.
  - ii. If equipment is not in line with the rules for the style the archer is participating in, the following consequences may be imposed:
    1. Exceeding the maximum speed allowed: Loss of scores achieved at the day of competition from the first to the last target shot before being checked by IFAA Officers.
    2. Intentional usage of arrows other than approved at bow inspection: If multiple arrows are found in the quiver of the athlete, not in line with the arrows being approved at the bow inspection, the athlete will lose the scores achieved at the day of competition from the first to the last target shot before being checked by IFAA Officers.
    3. Adding aids for stabilisation, alignment and/or arrow deflection compensation other than being legal for the style and approved at the bow inspection: Loss of scores achieved at the day of competition from the first to the last target shot before being checked by IFAA Officers
  - iii. In cases violation of rules are detected on the range, athletes may opt to adjust their equipment accordingly before proceeding with no further consequences or they opt to proceed under protest risking losing the score of the entire day of competition if violation is confirmed by the protest committee.
  - iv. Other rule violations being not considered as minor or moderate shall be treated as being considerable rule violations if not considered to be massive violations by the protest committee.
- c. Considerable rule violations
- i. Any violation of rules resulting in an unfair competitive advantage and/or measurable disadvantaging others shall be considered as unsportsmanlike behaviour.
  - ii. Any violation of code of conduct shall result in the loss of the achieved scores of the day and an exclusion from competition suspended on probation. The protest committee assessing a specific case may also recognise the violation being a massive rule violation with the consequences stipulated und subclause d)
  - iii. Any violation of Organisers rules unless otherwise stated are considered as intentionally disregard of the Tournament rules and as such resulting in the loss of the achieved scores of the day and an exclusion from competition suspended on probation. The protest committee assessing a specific case may also recognise the violation being a massive rule violation with the consequences stipulated und subclause d)
- d. Massive rule violations



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- i. Any violation of rules stipulating an imminent danger shall result in an immediate disqualification. To execute this By-Law provision, organiser is entitled to refer to relevant governmental authorities even if not stipulated explicitly in the Tournament rules and/or the Organizers specific house rules. Any immediate disqualification shall be reviewed by the protest committee. The protest committee may, depending on the circumstances decided on a ban for the remaining tournament duration and or for a ban from IFAA sanctioned championships of up-to five years.
- ii. Any violation of rules and /or the code of conduct considered to be of a significant impact to the safety and integrity of IFAA sanctioned championships shall be considered as massive rule violation. This includes but is not limited to.
  1. Disregarding an Organisers specific house rules
  2. Disregarding IFAAs tournament rules creating a threat to the continuation of the tournament and/or a fair conduct of the championships.
  3. Repeatedly violating the code of conduct
- iii. The protest committee may, depending on the circumstances decide on a ban for the remaining tournament duration and or for a ban from IFAA sanctioned championships of up-to five years.
- e. Suspension of consequences imposed on probation.
  - i. The protest committee may decide, under consideration of the history of the archer within IFAA sanctioned tournaments, the remorse and the true will to make amends shown, to suspend consequences agreed on for a defined duration which may be not more than three (3) years. This clause applies only to bans resulting from a massive rule violation and comprising a duration that is more than one (1) year.

### **3. Consequences on violations of the rules applicable to Instructors**

- a. Particular
  - i. The association considers Instructors not only as knowledgeable when it comes to archery, they are also representing the associations values and principles.
  - ii. Violation of this great good require consequences being adequate, clear and unmistakably.
- b. Minor rule violations
  - i. Minor violations are considered when deviating from coaching principles and sending out wrong signals to Athletes and/or the public about the principles and ideals of the Association.
  - ii. The consequences of minor rule violations are:
    1. In first instance, a general warning will be issued by the DTC explaining to all Instructors the rule and the reason why a violation of that rule is considered an inappropriate conduct.
    2. On second instance, the instructor concerned will be notified and warned that any further breach of rules / regulations etc will result in a close Observation by a Mentoring Coach for a minimum of one (1) year and a maximum of 3 years.
    3. Upon third instance, the consequences explained in second instance will be executed. Details are to be clarified between the Instructor and the Mentoring Coach.
  - iii. Any violation of code of honour, code of conduct, rules and policies leading to a considerable damage to the Associations reputation and/or being negatively received in public is to be considered as a considerable or massive violation.



## **Compliance By-Laws of the INTERNATIONAL FIELD ARCHERY ASSOCIATION**



- c. Moderate rule violations
  - i. Moderate rule violations are of such nature that they are causing notifiable disturbances in the associations day-to-day business, causing doubts about the quality of the Instructor Program and/or leading to temporary harm of the Associations reputation in the public.
  - ii. The consequences of such moderate rule violations are.
    - 1. In first instance a warning by the DTC notifying about the recorded violation of rules and the information that upon a further moderate rule violation, temporary suspension of Instructor certification will be executed. The duration may be between one (1) year and three (3) years.
    - 2. In second instance the introduced consequences will be executed based on the decision of the Instructor Compliance Committee.
    - 3. Any further violation is to be dealt with as a considerable or even massive violation of rules.
- d. Considerable violations of rules
  - i. Considerable violations of rules are of such nature that they are causing in a notifiable disturbance in the associations day-to-day business imposing sub-consequent measurable damages on the Associations materialistic or unmaterialistic wealth.
  - ii. Such violations are to be addressed with consequent fines partially and/or fully compensating the damage caused and / or suspension of Instructor certification for a minimum of two (2) and maximum of (4) years.
- e. Massive violation of rules
  - i. Massive violations will result in an imminent danger result in an immediate and temporary unlimited suspension. The DTC shall notify the instructor concerned both verbally and in writing.
  - ii. Suspension will last until the case has been decided by the Instructor Compliance Committee or, if the judgement/consequences stated are not accepted the instructor intends to appeal, until the appeal committee has concluded on that case.
  - iii. The Consequences arising are to be defined by the Instructor Compliance Committee and executed by the National Association.

### **I. APPENDICIES**

Guidelines and Interpretations to be added by the Executive Boards as deemed necessary.