



## **International Correspondence Chess Federation ICCF Financial Regulations**

(Valid from 01/01/2018)

### **1. Introduction**

- 1.1 The International Correspondence Chess Federation (ICCF) is a non-profit federation which organises a purely recreational sports activity.
- 1.2 The financial year of ICCF commences on 1<sup>st</sup> January and ends on 31<sup>st</sup> December of each year.
- 1.3 The financial affairs of ICCF are managed by the Finance Director, elected by the ICCF Congress, who shall maintain the accounts and financial records of ICCF.
- 1.4 The financial affairs and transactions of ICCF are handled on the basis of the Euro monetary system. All ICCF bank accounts and investment accounts must at all times be held in the name of the ICCF.
- 1.5. The financial management must be conducted on the basis of a financial plan set up by the Finance Director and approved by the ICCF Congress.
- 1.6 The Finance Director shall submit annually to the ICCF Executive Board and the ICCF Congress the Balance Sheet and Income and Expenditure Accounts, accompanied by any necessary documentation as required together with the Audit Report prepared by an Auditor, elected by the ICCF Congress, who should be a registered Accountant.
- 1.7 After examination and approval of the documentation listed within 1.6, the ICCF Congress will discharge the Finance Director of his obligations for the financial year in question.
- 1.8 All expenses of ICCF should be paid by bank cheques or bank transfer.
- 1.9 The Finance Director shall make available to the Auditor any documents requested in relation to ICCF's financial management together with any explanation that may be required.

### **2. Costs**

- 2.1 Out of pocket expenses incurred by members of the ICCF Executive Board during the discharge of their duties and necessary to their functions and also by other ICCF officials appointed to conduct ICCF's activities may be reimbursed by the Finance Director subject to the submission of a suitable Claim for Expenses supported by appropriate documentation.

2.2 Allowances may be paid to members of the ICCF Executive Board and to other ICCF officials deemed appropriate by the ICCF Congress in order to assist attendance at the ICCF Congress and other meetings. Details of the allowances payable to members of the ICCF Executive Board and other ICCF deemed appropriate are contained within Appendix A.

### 3. Revenues

3.1 The revenues of ICCF accrue from:

- a. Membership fees paid by National Member Federations based on the number of players belonging to the national member federation
- b. Membership fees paid by National Member Federations for participation in ICCF competitions and also fees paid by individuals who may or may not be registered members of a member federation for participation in ICCF competitions by means of the ICCF Direct Entry System.
- c. Other contributions.

### 4. Membership Fees

4.1 In order that ICCF may recover its running costs, National Member Federations are required to pay an annual membership fee, as detailed in Appendix B.

4.2 In order that ICCF may recover its running costs and also the costs of its Rating System and its Chess Server, the participation fees in respect of the numerous competitions are as listed in Appendix C.

4.3 Payment of these fees and contributions will be requested annually from national member federations by the Finance Director not later than the end of February each year in respect of all events commenced during the previous year. National Member Federations are required to arrange payment in full to ICCF of any membership and other fees not later than 2 months after notification by the Finance Director. Failure by National Member Federations to provide such payment timeously may result in the imposition of a surcharge of 2% of the amount due each calendar month. Prolonged failure by National Member Federations to meet such financial obligations to ICCF may result in exclusion from ICCF's activities and ultimately suspension from membership of ICCF.

4.4 Individual players may at any time submit requests directly to participate in ICCF individual tournaments held on the ICCF server (Direct Entries) but shall be required to contribute a fee 50% more than that listed in the schedule of events. The Finance Director will be required to credit the individual player's national member federation (if any) 50% of the total amount received by ICCF in respect of such entries. Details of these Direct Entry fees and credits are contained within Appendix D.

4.5 Fees and contributions as listed in Appendix C are reduced by 50% to those national member federations and countries as detailed within Appendix E.

4.6 No payments will be required to ICCF from National Member Federations in respect of the presentation of titles and other awards to individuals and national member federations.

## 5. ICCF Congresses

5.1 The respective financial responsibilities of ICCF and organising host Member Federations are detailed within Appendix M of the Minutes of the ICCF Congress, Järvenpää, Finland, 2011. Details of payments by ICCF to organising host Member Federations are contained within Appendix F. Details of the ICCF Delegate Sponsorship Programme are contained within Appendix G.

## 6. Appendix A – Allowances for Officials

*(Approved by ICCF Congress, Bremen, Germany, 2016)*

Subject to the submission of satisfactory documentation ICCF officials will be reimbursed costs incurred whilst travelling to and from and attending ICCF Congresses and other Meetings. Claims for reimbursement of travelling expenses should be by the lowest available budget rate.

A “Per Diem” allowance may be paid to officials whilst attending Congress. As the cost of living may vary considerably conditional upon the venue country of the Congress the amount of this allowance will be calculated from those listed at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

Those members of the ICCF Executive Board and other designated Officials eligible to receive payments of Congress Allowances are: President, General Secretary, Finance Director, World Tournament Director, Services Director, Marketing Director, Zone Directors (4), Ratings Commissioner, Rules Commissioner, Qualifications Commissioner, Direct Entry Commissioner, Webmaster, Title Tournaments Commissioner & Non-Title Tournaments Commissioner.

## 7. Appendix B – ICCF Membership Fees

*(Approved by ICCF Congress, Krakow, Poland, 2013)*

National Member Federations are required to pay **37.50 Euros** annually for every 100 registered members of that Federation. New National Member Federations shall be required to pay only 15 Euros for every 100 registered members of that Federation for the first three years of ICCF membership.

### Returning Members

"Federations applying for membership of ICCF as returning members should be considered as being 'new' if they meet two or more of the following criteria:

#### Proposal

- The country has not been represented in ICCF for at least five years,
- The officers of the new federation do not include any of the previous officers,
- The federation has a new (not a revised) constitution in place.

Federations returning to ICCF membership under these definitions cannot be held responsible for any debts incurred to ICCF by the previous federation which represented the same country and also should be permitted to benefit from the discounted ICCF membership rates applicable to new federations.

All federations applying for ICCF membership will be required to specify whether they wish to be considered as being either a new or returning federation on the ICCF Membership Application Form providing evidence for either as appropriate.

## 8. Appendix C – Tournament Fees

*(Approved by ICCF Congress, Albena, Bulgaria, 2017)*

World Team Championship (Olympiad): 15 Euros for each team member

Champions League team event: **30** Euros for each team

World Championship Candidates (as 1<sup>st</sup> stage of entry): 15 Euros per section

World Championship Preliminaries & Semi-finals: 25 Euros per section

Ladies World Championship Semi-finals: 12 Euros per section

World Individual events (7 player sections): 3.50 Euros per section

World Individual events (11 player sections): 6 Euros per section

World Cup events (including Veterans, Junior & Chess960 events): 9 Euros per section

Thematic Opening events: 6 Euros per section

Chess 960 events: 6 Euros per section

Master Norm events: 20 Euros per section

Grand Master Norm events: 25 Euros per section

Webserver Open events: 4 Euros per section

Invitation Tournaments (CCE & CCM Categories) 0.60 Euros per game

Invitation Tournaments (Categories I-III): 1.25 Euros per game

Invitation Tournaments (Categories IV-VI): 2.50 Euros per game

Invitation Tournaments (Categories VII-XIII): 3.00 Euros per game

Invitation Tournaments (Categories XIV +): 3.50 Euros per game

Invitation Team events: 2.00 Euros per player

International Open events: 5.00 Euros per player

In addition to the events listed, organisers of other Zonal and national member federation events are required to contribute 0.50 Euros per game towards the costs of the ICCF Rating System although national member federations may have up to 210 games each year free of charge.

## 9. Appendix D – Direct Entry Fees & Rebates to Member Federations *(Approved by ICCF Congress, Cardiff, Wales, 2015)*

The following fees shall be charged to those players making use of the Direct Entry facility:

Champions League team event: 30 Euros for each team

World Championship Candidates (as 1<sup>st</sup> stage of entry): 22.50 Euros per section

World Championship Preliminaries & Semi-finals: 37.50 Euros per section

Ladies World Championship Semi-finals: 18 Euros per section

World Individual events (7 player sections): 5.25 Euros per section

World Individual events (11 player sections): 9 Euros per section

World Cup events (including Veterans, Junior & Chess960 events): 13.50 Euros per section

Thematic Opening events: 9 Euros per section

Chess 960 events: 9 Euros per section

Master Norm events: 30 Euros per section

Grand Master Norm events: 37.50 Euros per section

Webserver Open events: 6 Euros per section

With effect 1<sup>st</sup> January 2012, Member Federations will receive a credit in respect of each Direct Entry submitted by their members as follow:

Champions League team event: 15 Euros for each team

World Championship Candidates (as 1<sup>st</sup> stage of entry): 11.25 Euros per entry

World Championship Preliminaries & Semi-finals: 18.75 Euros per entry

Ladies World Championship Semi-finals: 9 Euros per entry

World Individual events (7 player sections): 3 Euros per entry

World Individual events (11 player sections): 5.25 Euros per entry

World Cup events (including Veterans, Junior & Chess960 events): 7.50 Euros per entry

Thematic Opening events: 5.25 Euros per entry

Master Norm events: 15 Euros per entry

Grand Master Norm events: 18.75 Euros per entry

Webserver Open events: 3.75 Euros per entry

## 10. Appendix E – Tournament Fees (Developing Nations)

***(Approved by ICCF Congress, Bremen, Germany, 2016)***

Fees as listed in Appendices C and D are reduced by 50% in respect of those countries listed as being within the Lower Middle and Low Income Classes in the Gross Domestic Income per capita figures published by the World Bank (<http://data.worldbank.org/indicator/NY.GNP.PCAP.CD>). Such countries are classed as being “Developing Nations” and will be included within this scheme whereby Tournament fees and Direct Entry fees are charged at 50% of the approved amount. Additionally Fees are not imposed in respect of entries submitted by players from “Developing Nations” to Zone Championship Individual and Team events.

In addition to this scheme, Zone Directors may submit up to 20 “free” entries each year to ICCF events in order to assist the promotion of development within their Zones.

## **11. Appendix F – Contributions from ICCF to Congress Organisers**

***(Approved by ICCF Congress, Bremen, Germany, 2015)***

Subject to the submission of satisfactory documentation, ICCF will contribute up to 3,000 Euros to national member federations who host its annual Congress regardless of whether the Congress is considered a “full scope Congress” or a “reduced scope Congress”.

## **12. Appendix G – Delegate Sponsorship Scheme *(Approved by ICCF Congress, Bremen, Germany, 2016)***

Delegate Sponsorship programme will be implemented with the specific aim of supporting the development of new and smaller national federations by encouraging attendance and participation at an ICCF Congress. The programme is also aimed at established federations, perhaps with a new delegate, who have not sent a representative to Congress for some time.

The programme will be administered annually by the Executive Board (EB), specifically the President, General Secretary, and Finance Director but with input from others, who will decide the recipient each year. If no suitable candidate emerges during a particular year, then the scholarship will not be awarded that year.

The EB will assess the suitability of candidates for the programme. Individual national delegates may submit applications to the General Secretary not later than 4 months before the Congress to be considered when EB members assess and then decide the recipient. If no applications are received during a particular year, the EB will themselves seek to identify a suitable recipient. As stated, if no suitable candidate emerges during a particular year then the scholarship will not be awarded that year.

Stringent conditions will be attached to the award to which the recipient delegate must accept and agree to adhere. These conditions are as follow:

1. The national federation of the recipient delegate must be of good financial standing with ICCF with no payments in arrears.
2. Each recipient delegate must attend and participate in every Congress session for the full time. Absences will be treated as non-participation, and the subsidy may be reduced or eliminated. Recipient delegates are expected to contribute to discussions and may be asked for their Federation perspective on every issue. Also, recipient delegates must be prepared to justify their voting choices for every proposal, if asked, including any proxies held.
3. The recipient delegate will have an agenda item, in which he or she will share their National Federation report which will include details of membership (active and inactive), individual and team entries to ICCF events, national domestic events and other activities within the Federation including any development programmes.
4. Following the Congress, the recipient delegate will be required to submit a report to the EB describing personal benefits of attending Congress and plans for further development of his/her federation.

ICCF will meet accommodation costs (bed & breakfast) for the duration of the Congress and also full travel costs for the beneficiary of the scholarship. Conditional upon the location of the Congress such costs will vary substantially but, despite these uncertainties, there will be no upper limit placed upon annual expenditure.