



The International Jumping Officials Club (IJOC) Internal Regulations

Approved by the IJOC Board on 08.09.2021

This document covers the governance, protocols and regulations of the International Jumping Officials Club (IJOC) and must be interpreted in conjunction with the IJOC Statues.

Values:

The IJOC, via these internal regulations, manifests its own values.

The IJOC prioritizes fair sport, equal treatment, mutual respect and horse welfare.

These are the paramount values for the daily conduct of its business.

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Article 1. Board Member Functions

a) Secretary General

The duties of the Secretary General is already covered in the IJOC Statutes.

b) Treasurer:

In addition to the duties covered in the IJOC Statutes, the Treasurer:

- 1- Reports every quarter to the board the financial standing of the Club
- 2- Conducts random invoice vs payment checks.
- 3- Executes the payments against invoices on behalf of the IJOC.
- 4- Monitors the account balance and warns the board when/if available funds fall below 5,000 € at any given time.
- 5- The board may appoint a third party to assist the Treasurer. In such case the third party does not have to be a member of the IJOC. However, the responsibility of the Treasurer remains solely on the relevant board member.

c) Person Responsible for Membership:

- 1- May be the Secretary General or another board member appointed by the board any time during the year.
- 2- Receives the new membership applications. Reviews and checks the membership requirements for payment and statutory preconditions as per the Statutes.
- 3- The PR is in a regular contact with the Treasurer and the Secretary General.
- 4- Lists the valid applications to the board every quarter for approval.
- 5- Following the approval of the board, informs the new member(s) and asks the social media administrators for the announcement/registration on relevant platforms.

d) Social Media Responsible (Administrator):

- 1- Can be appointed by the board any time during the year.
- 2- Secretary General and the Person Responsible for Membership are by default administrators of all social media platforms
- 3- The board may appoint up to 2 additional members as administrators and/or editors.
- 4- In addition to the board members, where necessary, administrator access can be given to a member of the IJOC or third parties with the approval of the board for certain tasks – including but not limited to last minute announcements or live-streaming of meetings etc.
- 5- Data or announcement entry “on behalf of the IJOC” to all these platforms must be done solely by these appointed members.



Article 2. Regional Representatives (RR):

At any of its meetings, the Board may appoint Regional Representatives for the purpose of IJOc Members' geographical coverage, and also to address region specific matters. Each RR shall be appointed for a term of three years. Same person can be appointed maximum for two consecutive terms. Such requirement shall not prevent an individual from fulfilling an unexpired term and be eligible to serve an additional two full terms. The board can also appoint a RR Coordinator (from board members) at any of its meetings.

a) Eligibility Criteria for Candidates to become a Regional Representatives

- 1- The candidate must be a current member of the IJOc
- 2- Any IJOc member, FEI official Level 2 or higher
- 3- Proficient in English
- 4- Familiar to work with computer applications and operating systems such as Windows, MS Office, Zoom, MS Teams, Google meet, etc
- 5- Sport knowledge, availability to provide guidance within their region
- 6- The number of regional events and constituent population of the candidate's domicile/region.

b) Job Description

- To work in order to promote the objectives of the IJOc in their region.
- To organize once a year a meeting with the members in his/her region to discuss regional problems and propose solutions.
- To report the specific needs/dynamics of their region to the IJOc Board on a best effort basis.
- To submit an annual written report to the IJOc Secretary General 45 days prior to the start of the IJOc General Assembly. In the absence of a report, the IJOc Board in its sole discretion may replace a Regional Representative at anytime.
- To work always to engage all category of officials (judges, stewards, course designers).

Article 3. Social Media

The IJOc official social media channels are

- The official website (URL "[International Jumping Officials Club – IJOc \(ijoclub.com\)](https://www.ijoclub.com)")
- Facebook account (account name "IJOc")
- Instagram account (account name "ijoclub")
- YouTube channel (International Jumping Officials Club:
https://www.youtube.com/channel/UCCuTZLd4gSfi3_I_jgtZPcA)

The IJOc remains compliant with the general disclaimer policies of each specific platform above and strongly recommends its members to remain aligned for their individual posts to any of the above platforms

Website:

- The website contains official information about the Club, members and activities.
- In case of legal matters, the website of the Club is the prevailing official legal source.

Facebook and Instagram accounts:

- 1- These platforms are accessible to members only and are of interactive nature with/among members.
- 2- Until otherwise stipulated by the board, commenting property is open.



- 3- The IJOC reserves the right to temporarily close or limit interactive commenting on these two platforms.
- 4- The IJOC reserves the right to keep all information shared in these platforms - in it's institutional archives.
- 5- Any audio, visual or documentary product including but not limited to IJOC General Assemblies, board decisions/announcements, seminars/webinars, are the sole property of the IJOC and they ca not be used for individual purposes without the written permission received from the IJOC board.
- 6- Except for the account administrators entries "on behalf of the IJOC", the opinions expressed solely bind the individual member commenting.
- 7- Unless only visual, all posts must be in English language which is the official language of IJOC as per the statutes

Article 4. Special recognition (Excellence Awards)

- a) The IJOC Board reserves the right to recognize and announce its appreciation of persons, institutions or other stakeholders in the world of horsesport (other than the Honorary Membership status covered in the Statutes).
- b) Such recognition is the result of an outstanding contribution to the sport, welfare or extraordinary support to development of IJOC.
- c) For the purpose of this recognition, The IJOC Board serves as a "Nominations Committee".
- d) Nomination Procedure:
 1. Any IJOC current member may propose a candidate for the IJOC Award to the IJOC Board.
 2. For a nomination to be valid, such proposal must be in writing and be submitted to the IJOC Secretary General by latest 30 June every year (electronic mails accepted).
 3. The IJOC reserves the right to present the award in its sole discretion to one or more candidates. Similarly, where credentials so require, there may not be any award presented during a year – in accordance with merits of the applications.
 4. A nomination which is not granted during a year - does not result in an automatic application for next year.
 5. The nominee must be: a stakeholder in the world of equestrian sport including but not limited to the categories of an athlete, organizer, institution, official, groom, other entourage of an athlete, or a non-profit organization.
- e) Themes for Nomination:
 1. Contribution to equestrian sport (discipline of jumping specifically)
 2. Support to development of the IJOC
 3. Support to development of officials.
- f) General Evaluation Criteria:
 1. Validity of the application.
 2. The impact of the applicants action - on any of the above 3 areas.



Article 5. Reimbursement and Expenditure Policy

a) Reimbursement of Board Members:

1. **Board Meetings:** At least one board meeting must be conducted during the calendar year and board members are entitled for reimbursement with one in-person board meeting only; such that the IJOC shall cover one night of hotel accommodation (B&B). Additionally, depending on IJOC Treasurer's advise, board members may be entitled for travel reimbursement of maximum 350 Euros per person, proved with travel receipts. The travel reimbursement policy shall be reviewed annually.
2. **General Assemblies:** All board members shall travel and stay at their own expense for the IJOC General Assemblies.
3. **Other Reimbursements:** Any other payment request of a board member - is subject to IJOC Board approval following the advice of the President and the Treasurer.

b) Expenditure Regulations:

1. **Outgoing Payments from the official IJOC Bank Account:** Any outgoing payment order above 500 Euro is subject to President and Treasurer approval.
2. **Any payment not covered in the approved IJOC Budget and/or the Annual Plan at the last IJOC General Assembly:** is subject to board approval.
3. In case of urgency or where it is not possible for the board to convene – a written approval is required from at least a simple majority of board members via email.

Article 6. Entry into Force

These internal regulations are effective upon adoption by the Board and submitted to the General Assembly for approval.

Article 7. Revisions & Modifications:

Once approved for the first time by the General Assembly, these Internal Regulations shall be reviewed as often as necessary by the Board, and no less than once (1) every two (2) years. Proposals for modification must be received by the Secretary General Office not later than 15th of September.

President
Glenn Maes

Secretary General
Teodor Sheytanov