



# **Procedures** of the International Mounted Games Association

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### ***Procedure 1*** ***Voting***

Unless otherwise stated within the procedure, in all instances where a vote is required by the IMGA Executive Committee, the voting process is as follows :

- 1.1. The individuals eligible to vote are the International Representatives of the member countries. They may do this by being present in person, via a proxy (see procedure 2 for proxy voting), or remotely via video conferencing
- 1.2. Votes are registered by a show of hands unless otherwise stated within this Procedure Manual.
- 1.3. All votes are decided by a simple overall majority (except in the case of changes to the Constitution where voting requirements are slightly different. See Constitution -Main - Annex 1 Amendments to this Constitution).
- 1.4. In the event of a tied vote and there being only two possible voting options, the IMGA Chairman has the casting vote, even if he/she was not eligible to vote in the first place.
- 1.5. In the event of a tied vote and there being more than two options, the option with the lowest votes is discarded and the vote repeated. The process is repeated until such time as a result is found as per point 1.3 or point 1.4.



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### ***Procedure 2*** ***Proxy Voting***

The following procedure outlines how proxy votes are to be registered and used at IMGA meetings :

- 2.1. On occasions it may not be possible for all International Representatives to be present in person at an IMGA Annual General Meeting or any other IMGA Executive Committee meeting.
- 2.2. In this case absent International Representatives may choose to vote by proxy.
- 2.3. A proxy must be confirmed in writing, stating the name of the individual nominated to hold the proxy, and must be signed by the International Representative giving the proxy.
- 2.4. Any individual can act as a proxy including International Representatives from other countries however an individual can only act as a proxy for one other country.
- 2.5. The International Representative unable to attend the meeting should indicate on their signed proxy form whether their appointed proxy has any specific voting instructions or whether the proxy holder is authorised to speak and vote on their behalf in all matters.
- 2.6. The signed proxy forms must be submitted to the Chairman at the beginning of any IMGA meeting.



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### ***Procedure 3*** ***Allocation of Hosting for IMGA Sanctioned Competitions***

(Rule Book GR14.1)

The term “IMGA sanctioned competitions” refers to the following :

- World Team Championship
- World Pairs Championship
- World Individual Championship
- European Team Championship
- European Individual Championship
- Nations Team Championship

Each year the hosting of these competitions is awarded to member countries according to the following procedure :

- 3.1. The IMGA Executive Committee decides which members will host the IMGA sanctioned competitions each year.
- 3.2. The decision is made at the IMGA Annual General Meeting three seasons prior to the competitions being held (e.g. decisions on championships for 2018 are made at the end of the 2015 season).
- 3.3. Member countries wishing to bid for the right to host any of these competitions must submit bids outlining their plans 4 weeks prior to the agreed date of the IMGA Annual General Meeting. Bids must be submitted either in writing or electronically to the IMGA Finance and Administration Officer.
- 3.4. Each member country which has submitted a bid to host a competition is given the opportunity to present their case at the IMGA Annual General Meeting.
- 3.5. The individual bids are then voted upon and the result recorded in the meeting minutes.



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### ***Procedure 4*** ***Setting of Affiliation Fees***

Membership affiliation fees are reviewed each year and the new levels set according to the following procedure :

- 4.1. The IMGA Executive Committee sets the affiliation fees for members and it is the responsibility of the IMGA Finance and Administration Officer to collect them.
- 4.2. At the IMGA Annual General Meeting the IMGA Finance and Administration Officer sets out the current affiliation fee structure.
- 4.3. Each IMGA Committee member is given the opportunity to suggest amendments to the current structure.
- 4.4. The individual suggestions are then voted upon and the result recorded in the meeting minutes.



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### **Procedure 5**

#### ***Allocation of Hosting and Organising IMGA Annual General Meetings***

IMGA Annual General Meetings (AGMs) are usually held in different locations to "even out" the travelling. The following procedure is followed to decide the location for the AGM :

- 5.1. The IMGA Executive Committee meets at least once per year.

#### **Hosting**

- 5.2. Any International Representative may offer to take on the responsibility of organising the IMGA AGM.
- 5.3. The IMGA AGM does not necessarily have to take place in the country represented by that International Representative.
- 5.4. Bids to host the IMGA AGM should be submitted to the IMGA Executive Committee at the meeting in the preceding year.
- 5.5. The individual bids are then voted upon and the result recorded in the meeting minutes.

#### **Organising**

- 5.6. It is the responsibility of the IMGA Chairman to ensure that the agenda for the IMGA AGM is prepared. This agenda must be circulated to all IMGA Executive Committee members at least 4 weeks prior to the agreed meeting date.
- 5.7. It is the responsibility of the IMGA Chairman to chair the IMGA AGM.
- 5.8. It is the responsibility of the IMGA Chairman to ensure that suitable minutes of the IMGA AGM are taken and subsequently distributed to all members of the IMGA Executive Committee no later than 2 weeks following the end of the IMGA AGM.
- 5.9. Following this distribution, members have a 4 week consultation period in which to make comments or propose amendments which should be directed to the IMGA Chairman. Failure to respond is considered as acceptance of the minutes.
- 5.10. Should comments or amendments be received, these are incorporated into the minutes and a new version distributed with a further 4 week consultation period. This process is repeated until there are no further comments or amendments and the minutes are accepted by all members.



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### **Procedure 6** **Election of IMGA Officers**

The following procedure defines the election procedure for IMGA Executive Officers :

The IMGA Executive Committee is made up of one representative from each member country. The IMGA Executive Officers may be, but do not necessarily have to be, members of the IMGA Executive Committee.

6.1. There are six IMGA Executive officers as follows :

- Chairman
- Vice-Chairman
- Officer for Finance and Administration
- Officer for Communications
- Officer for Development
- Chief Referee

6.2. The election of officers takes place every year according to the following schedule (term of office is 2 years) :

Odd numbered years:

- Chairman
- Officer for Development
- Chief Referee

Even numbered years:

- Vice-Chairman
- Officer for Finance and Administration
- Officer for Communications

6.3. The elections take place at the IMGA Annual General Meeting.

6.4. Should an officer resign their position or become unable to continue their duties during their term of office, a replacement is elected by the same procedure at the earliest possible occasion. The term served by the replacement officer in this case is only until the next scheduled election for the post.

6.5. The officer posts are not reserved for International Representatives, and any individual may stand for election. To do so, the individual's candidature, with a clear statement of their desire to enter the election for a specific post, plus the support of an International Representative as seconder, must be submitted in writing to the IMGA Chairman no less than 4 weeks prior to the agreed date of the meeting where the election will be held.

6.6. The IMGA Chairman informs the IMGA Executive Committee of the full list of candidates for each officer position no less than 3 weeks prior to the agreed election date.

6.7. Each candidate is given the opportunity to present their candidature to the IMGA Executive Committee on the day of the election.

6.8. Each officer position is voted on individually in reverse order (as listed under point 2 above) as per procedure 1, except that the vote is by secret ballot. The result is recorded in the meeting minutes.



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### ***Procedure 7*** ***Expenses claims***

IMGA reimburses travel, accommodation, and other expenses as follows :

- 7.1. Expenses are reimbursed to International Representatives, IMGA officers, and other authorised personnel, subject to prior authorisation by IMGA.
- 7.2. Expenses are reimbursed only for the following :
  - Pre-competition inspections
  - IMGA Annual General Meeting for IMGA officers who are not also International Representatives
  - IMGA organised training for Referees and Assistant Referees
- 7.3. All reasonable attempts must be made to minimise expenses.
- 7.4. The procedure for claiming expenses has several phases :
  - At least 1 week prior to incurring any costs, the individual concerned must provide all details of travel arrangements and expected additional costs on form IMGA-expenses.
  - The form must be sent to the IMGA Finance and Administration Officer, preferably electronically to "imga.administration@mounted-games.org"
  - The journey may not be undertaken and expenses incurred unless the IMGA Finance and Administration Officer has returned the form with it marked as authorised.
  - After returning, the individual concerned must make a claim for reimbursement using the same form, attaching all receipts, tickets, etc.





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### ***Procedure 8*** ***Selecting Referees for IMGA Sanctioned Competitions***

- 8.1. At the latest by the 15th September in the year before the competition takes place, the organisers in the host country must provide IMGA with all relevant details regarding their requirements for referees. This should include the competition venue, the dates referee(s) will be required, the number of referees required, and what expenses and facilities will be covered by the organisers (travel, accommodation, food etc.).
- 8.2. As soon as possible after the 15th September, the IMGA Chief Referee forwards all information regarding referee requirements for all IMGA sanctioned competitions in the following year to all IMGA Certified Referees. This information includes a deadline date of 4 weeks prior to the date of the IMGA Annual General Meeting in that year and any referees wishing to be considered for one or more of the available positions should do so in writing to the IMGA Chief Referee before that date.
- 8.3. When the agenda for the IMGA Annual General Meeting is circulated, it includes the names of all referees who wish to be considered for the IMGA sanctioned competitions the following year.
- 8.4. At the IMGA Annual General Meeting, a vote by secret ballot is carried out for each of the available positions. Only those International Representatives whose countries are eligible to take part in the respective competition are allowed to vote.
- 8.5. The results of which referee is chosen for which competition are recorded in the IMGA AGM minutes and in addition the IMGA Chief Referee notifies the relevant host countries and successful candidates in writing.



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### ***Procedure 9*** ***Checking Compliance with Membership Criteria***

- 9.1. A checklist covering all the requirements member countries are expected to fulfil is maintained by the IMGA Development officer.
- 9.2. The checklist is distributed to all International Representatives biennially in odd numbered years by the end of September at the latest. It must be completed and returned to the IMGA Development officer with supporting documentation (where required) by the 31st December of the same year.
- 9.3. Failure to provide the correct documentation by the deadline, or failure to comply with any of the requirements, results in suspension of the membership of the offending country and no request for an affiliation fee payment will be sent for the following year.
- 9.4. If the documentation is submitted after the 31st December, a request for affiliation fee payment will be sent as soon as the documentation has been satisfactorily checked and payment of the affiliation fee will then automatically reactivate that country's membership.
- 9.5. In such a case, all late payment fees still apply from the beginning of the year.