

## CONSTITUTION

### Background:

Numerous revisions have been made to the Constitution over the years the most recent being at the 2006 AGM incorporated in this 2006 Version

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## Part 1

### POLICY STATEMENT – Competitive Game Fishing

#### PRIMARY RESPONSIBILITIES:

1. The Salmon and Trout Association (S&TA) is the Governing Body of Game Fishing in England. The Confederation of English Fly Fishers (CEFF) recognises that, as such, the S&TA determines overall policy for game fishing and is ultimately responsible for the allocation of Sports Council Grant Aid.
2. The S&TA recognises the CEFF as being responsible for all official National and International English Competitive Game Fishing, at home or abroad. Nevertheless, the CEFF accepts that, as Governing Body, the S&TA should retain a veto, which it will exercise only as a last resort to prevent the sport suffering disrepute.
3. The CEFF recognises the unique status and responsibilities of its Associate Members: the English Disabled Fly Fishers, the English Ladies Fly Fishing Association and the English Youth Fly Fishing Association.
4. The S&TA delegates to the CEFF responsibility for the allocation and management of grants in aid of competition fishing, in respect of which the CEFF will provide auditors' reports to the S&TA as and when requested.

#### REPRESENTATION:

5. FIPS Mouche is a Division of the International Confederation of Sport Fishing – CIPS [Confederation Internationale de la Pêche Sportive] through the FIPS Mouche, the world competitive angling governing body, is the recognised International Governing Body of Game Fishing. The CEFF will nominate England's representative to FIPS Mouche for the S&TA. In respect of competition matters, England's representative will be responsible solely to the CEFF.
6. The CEFF is the sole authority for representing England in International Fly Fishing Association matters.

7. In recognition of its Governing Body status, the S&TA will be invited to send a representative to the CEFF Annual General Meetings and to major National and International championships and matches held in England.
8. The S&TA will invite the CEFF to nominate a member to its Policy Committee. If the structure of the S&TA changes, there will be appropriate representation.
9. The S&TA will invite the CEFF to appoint a co-opted member to its other Committees as appropriate.

## THE FUTURE:

10. The S&TA and the CEFF will co-operate in the interests of and for the general benefit of the sport of Angling.
11. The S&TA and the CEFF recognise that whenever England hosts a World event, special and separate arrangements will operate.

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## Part 2

## CEFF CONSTITUTION

### NAME:

1. The organisation shall be called the **CONFEDERATION OF ENGLISH FLY FISHERS**, hereinafter referred to as "the CEFF".

### 1. INTERPRETATION OF CONSTITUTION:

The Executive Committee shall be the sole authority for the interpretation of this Constitution and any matter, or question affecting the CEFF, and not covered by the Constitution. Their decision shall be binding on all members.

## **OBJECTIVES:**

3. The objectives of the CEFF shall be:
  - a. To foster all aspects of competitive fly-fishing and to select teams to represent England in international fly-fishing competitions.
  - b. To encourage, support and uphold the sport of fly-fishing.
  - c. To co-operate with all National and International organisations, including the Salmon and Trout Association, which are seen to be working for the betterment and safeguarding of fly-fishing events.
  - d. To seek to ensure that the highest standards of sportsmanship and respect for fish and their environment are fostered amongst all fly-fishers.

## **MEMBERSHIP:**

4. The CEFF shall consist of approved fly-fishing Federations. A member Federation is an organisation that runs an eliminating system leading to entries being made to CEFF national events.
5. Individual membership is achieved by paying a registration or entry fee to any CEFF competition during the current or previous year.
6. Fly fishing organisations may apply for membership, by written application to the CEFF Secretary, stating details of their own membership, area covered and enclosing a copy of their own constitution. An organisation wishing to become a member Federation must demonstrate that its membership would be to the significant advantage of fly fishers and of the CEFF.
7. Such applications will be considered at the next AGM of the CEFF and membership will be granted to any applicant organisation that obtains the support of at least two thirds of the delegates present.
8. All member Federations must field a minimum of 25 different individual entrants to CEFF eliminators each year and must agree to abide by the CEFF constitution.

9. Any member Federation that contravenes this constitution may be expelled from membership of the CEFF if a motion to that effect is approved by at least two thirds of the delegates present at any CEFF general meeting.
10. Each member Federation shall have the right to send delegates to any general meeting of the CEFF. This will be based upon the number of individual entrants to CEFF eliminators in the previous year as follows:
  - If greater than 15% of the total - 4 delegates;
  - If 10% or greater of the total - 3 delegates;
  - If less than 10% of the total - 2 delegates.

#### **ASSOCIATE MEMBERSHIP:**

11. In furtherance of the CEFF objectives set out in Part 2; Paragraph 2, other English National organisations may be offered associate membership. The terms of such an arrangement may vary according to the nature of the associate member organisation concerned. They may include, where deemed appropriate, rights of attendance and voting at general or executive committee meetings and election to CEFF appointments. However, such terms must be agreed in detail by two thirds of the delegates present and entitled to vote at a CEFF AGM / EGM.

#### **OFFICERS:**

12. The CEFF shall elect the Executive Officers annually at the AGM, who may be delegates at the time of their election. These are:  
Chairman, Vice-Chairman, Secretary, Treasurer  
If they cease to be Delegates during their term of office, there should be a new election at the next AGM or EGM, whichever is the sooner.  
Nominations for CEFF appointments are to reach the Hon Sec, in writing, no later than 2 weeks before an AGM.
13. The Chairman will serve for a maximum of three years continuous service in office, unless a majority decision of the AGM determine otherwise.
14. The CEFF shall elect the Officers annually at the AGM.

These are:

FIPS Mouche Delegate, Marketing and Sponsorship Officer, Web Site Administrator, Competition Secretaries (Boat, River, Bank Open), S&TA Representative

Boat and River Team Managers – [for a period of 2 years]

World and European Team Managers – [for a period of 2 years]

It is preferable, but not essential, that they are Delegates at the time of their election.

15. Any Executive Officer or Officer may have his office terminated at any CEFF general meeting by a simple majority of Delegates.
16. A President may be elected from time to time. He shall hold office without time limit and without formal duties or responsibilities, and shall not be an officer of the CEFF.

#### **DUTIES AND RESPONSIBILITIES:**

17. The duties and responsibilities of Executive Officers and Officers of the CEFF are as set out in Parts 7 & 8.

#### **OFFICIAL COMMUNICATIONS:**

18. All official CEFF business should be conducted between appointed CEFF and Federation / Association Secretaries on official headed notepaper and sent by post. Routine business may still be conducted by electronic mail – Approved at EGM 17<sup>th</sup> March, 2002.
19. Names of all delegates must be passed to the Secretary at least 2 weeks prior to the AGM. Any changes during the year must be notified to the Secretary immediately.

## **STANDARDS:**

20. All member Federations and members of CEFF teams shall be expected to display and uphold the qualities of sportsmanship and respect for fish and their environment on all occasions.
21. Any disciplinary steps taken by a member Federation will be reported to the Executive Committee, whether appealed by the individual concerned, or not.
22. All member Federations / Associations and the individuals therein are expected to:
  - i) Comply with the rules of this Constitution;
  - ii) Act in the best interests of the CEFF at all times;
  - iii) Refrain from acting in a manner that will bring the CEFF or the sport into disrepute

## **DISCIPLINARY ACTION:**

23. **Contrary Acts** – In the event of any member breaking the rules of this Constitution, committing an act contrary to the spirit of sportsmanship, acting against the interests of the CEFF, or bringing the sport into disrepute, they may be deemed to have offended under the Constitution and may be liable to any such disciplinary action as the Executive Committee shall decide to take, including suspension from membership, or expulsion.
24. **Complaints** – Any complaint of such conduct against a member shall be submitted, in writing, to the Secretary, who shall place the matter on the agenda for the next convenient Executive Committee meeting.
25. **Hearings** – A member, against whom such a complaint has been made, shall be entitled to be heard by the Executive Committee and may bring witnesses to testify on their behalf.
26. **Decisions** – The decision of the Executive Committee shall be given to the member in question, in writing, not more than 2 weeks after the hearing.

27. Appeal – The member concerned may appeal against the decision of the Executive Committee in writing within 7 days, enclosing copies of any evidence upon which they intend to rely. Such an appeal may be heard at either an AGM or EGM. The decision will be by a simple majority and shall be final and binding. The outcome will be notified to the member concerned not more than 2 weeks after the hearing.

## **MEETINGS :**

28. The CEFF shall normally hold its one annual meeting (AGM) in November of each year.
29. The Secretary shall convene an Extraordinary General Meeting (EGM):
- On direction of the Chairman.
  - At the request of the Executive Committee
  - At the request of one third of the member Federations.
  - The EGM should be called within 28 days of receipt of request [max. 42 days].

Only the specific subject of the call for an EGM, and points directly pertaining to it shall be on the Agenda and discussed at the meeting.]

30. Unless specifically authorised by a CEFF general meeting, a quorum for any CEFF meeting shall consist of a majority of delegates eligible to attend the meeting, including at least one Officer.
31. Items for inclusion in the agenda of any CEFF meeting, and amendments to the Constitution, must be forwarded in writing to the Secretary of the CEFF to be received at least two weeks prior to the date of the meeting.
32. Nominations for CEFF appointments must reach the CEFF Secretary, in writing, no later than 2 weeks before the AGM. Should insufficient nominations be received then the AGM may decide to receive nominations from those delegates present at the AGM.

33. Federation Delegates shall normally be given a minimum of four weeks notice of any CEFF meeting. Draft Minutes shall be circulated to Delegates as soon as possible after the meeting is held.
34. A simple majority of Delegates present shall be sufficient to decide the ordinary business of the CEFF, All decisions shall be binding on all member Federations. In the event of a tied vote, the Chairman shall have a casting vote.
35. The Constitution of the CEFF can be amended only at an AGM or an EGM and by a minimum two-thirds majority of Delegates present. A proposal to dissolve the CEFF shall be treated as a proposal to amend the Constitution.

#### **THE EXECUTIVE COMMITTEE:**

36. The Executive Committee shall be responsible for conducting the day-to-day business of the CEFF. All Policy matters must be referred to an AGM or EGM.
37. The Executive Committee shall be responsible for considering complaints made against any member regarding any act contrary to this Constitution, including holding a disciplinary hearing and deciding upon the appropriate action.
38. The Executive Committee will consist of all the Executive Officers and Officers of the CEFF plus any non-voting co-opted members. Any Federation / Association that is not represented by an Officer will be entitled to have a Delegate present. These Delegates must be nominated at the CEFF AGM and any changes during the year must be notified to the Secretary immediately.
39. The quorum for the Executive Meeting shall consist of a majority of Officers / Delegates eligible to attend the meeting.
40. The Executive Committee shall have the power to co-opt such other non-voting individuals as it considers appropriate and may invite any other organisation with similar compatible objectives to send a single non-voting Delegate to CEFF Executive meetings. Any decision to be taken by the Executive Committee shall be by simple majority, the Chairman having a casting vote if needed to break a tie.
41. Arrangements for sub-committees and / or working parties shall be at the discretion of the Executive Committee.

42. The Secretary shall convene meetings of the Executive Committee meetings:
  - a. on direction of the Chairman.
  - b. at the request of one third of the member Federations.

#### **THE INTERNATIONAL COMMITTEE (CEFFIC):**

43. The following CEFF appointments shall comprise the CEFF International Committee (CEFFIC).

Chairman (or Vice Chairman depending on International experience), Secretary (authority to vote will be dependant on International experience), World Team Manager, European Team Manager, Boat Team Manager, River Team Manager, FIPS Mouche Representative.

44. The International Committee is to be responsible for the following:
  - a. Recommendation to the AGM concerning the selection of England's Team Managers (World, European, Boat and River) and FIPS Mouche representative;
  - b. The appointment of Team Captains.
  - c. Immediately after the election at the AGM, conveying the decision on the appointment of the FIPS Mouche representative, to the S&TA for formal notification to FIPS Mouche.
  - d. Selection of England's teams for FIPS Mouche World and European events in accordance with the selection rules laid down in Part 6.
  - e. Ratification of teams selected by the EDFF, ELFA and EYFA to represent England in FIPS Mouche World and European events.
  - f. Ratification of teams qualified to represent England in IFFA events.
  - g. Within the ceilings imposed by the AGM, deciding official representation at international events.
  - h. In liaison and conjunction with the Marketing & Sponsorship Officer, obtaining funding and sponsorship for England teams where

appropriate. This includes the submission of bids via the S&TA for Sports Council and grant funding.

- i. Allocation and management of funds obtained via the S&TA. To this end, CEFF accounts are to distinguish the receipt and disbursement of such funds to enable extracts to be taken as required.
- j. Obtaining maximum PR for England teams and providing regular "courtesy" information to S&TA as England's Governing Body for Game Fishing.
- k. Organising IFFA events held in England.
- l. Organising FIPS Mouche events held in England and in conjunction with the S&TA for World Championships.

- 45. The CEFFIC's deliberations on selection are to be wholly confidential to its members.
- 46. Decisions are to be by voting. In the event of a tied vote, the Chairman may use a casting vote.
- 47. The FIPS Mouche representative is responsible for consulting and advising the CEFFIC and where relevant the EDFF, ELFA and EYFA on FIPS Mouche matters.
- 48. The CEFFIC is to review annually these rules and those involving selection and management of all International Teams and make recommendations to the AGM as required.

#### **FINANCE:**

- 49. The CEFF shall seek finance from:
  - a. Such levies made on Federations and their members as may be agreed at an AGM / EGM;
  - b. Such commercial sponsorship as may be obtained and as is compatible with CEFF objectives;
  - c. Such Government grants as may be available;

d. Such other sources as may be available.

50. The assets of the CEFF shall be jointly owned by the Federations. In the event of the dissolution of the CEFF, they shall after settlement of any due debts be divided among member Federations in proportion to the total number of registrations achieved by each Federation in the previous year.
51. Executive Officers; Officers of the CEFF and other nominated persons, acting on its behalf, shall be paid reasonable expenses approved by the Chairman and Treasurer, within the guide lines to be agreed at the AGM.
52. The Treasurer shall be responsible for maintaining fair and reasonable records of the finances of the CEFF and shall present an Accountant's Report in respect of the previous financial year at the AGM. The financial year shall run from 1 November to 31 October.
53. No individual or organisation may use the name of the CEFF or commit the CEFF to any legal or financial liability without the minuted agreement of the CEFF or the written confirmation by the Secretary of the agreement of the Executive Committee.

#### **TEAMS:**

54. The rules governing eligibility and selection of CEFF Team Members and the Management of CEFF teams are laid down in Parts 3, 4, 5, 6 & 7.

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## **Part 3**

### **THE SELECTION AND MANAGEMENT OF ENGLAND TEAMS for INTERNATIONAL FLY FISHING ASSOCIATION [IFFA] EVENTS**

1. The CEFF is responsible for selecting and managing the teams, which represent England in the IFFA "Home Internationals". To be eligible for

selection, an individual must have been born in England or be a citizen thereof or have resided therein for at least 3 years preceding the date of the relevant match. For this purpose, Monmouthshire is considered to be part of Wales. Anyone living within 5 miles from of the English / Scottish border may be considered as eligible to be selected for either country. Once a person has fished for one country, he / she is not eligible to fish for another.

2. The route to selection is via a series of competitions, which may commence at club level but which must include federation and national championships. Thus an individual must register with a federation and pay a registration fee by the entry closing date; the CEFF element of the fee and the date are to be set at the CEFF AGM. Any federation, which fails to pay the CEFF element of the registration fees to the appropriate Competition Secretary within 21 days of the entry closing date, will forfeit its ration of places in the national final. Normally, individuals are expected to enter the eliminators organised by their own federation. In exceptional circumstances, they may apply to enter another federation's eliminator; acceptance or refusal will be at the absolute discretion of the host federation. An individual may enter a particular competition through only one federation per year. To compete in a CEFF national championship a competitor must be at least 18 years old during the year of the national championship.
3. Each Federation is to carry out its own eliminator stage using rules as close as possible to the current CEFF rules for the National final. Each Federation is to be allocated places in the National Final according to its proportion of the total number of entrants to the eliminators. Competitors who qualify for the National Final must pay the appropriate fee to the appropriate Competition Secretary no later than 28 days before the date of the final or lose their places to reserves.
4. Only individuals eligible to fish for England under current IFFA rules [ "Each country will select it's team from representatives over 18 years of age" ] may fish in a CEFF National Final.
5. Selection for the England teams will be subject to formal approval by the CEFF International Committee [CEFFIC] which will also appoint team captains. The top four England rods in each boat international are will Carry Forward automatically for the next boat international, subject to the formal approval of CEFFIC.

(Note: no similar system applies to the river teams.)

6. Team managers will write to team members within two weeks of the CEFFIC approval giving them details of their selection and what is expected of them. When a team is supported specifically by commercial sponsorship, team

members' are to be advised in writing of their rights and obligations. Any team member is free to opt out of such obligations but, if he / she do so, they must notify the team manager in writing within 30 days of receiving the letter. He / she must not subsequently benefit from the particular sponsorship, in cash or kind. Copies of all correspondence with team members are to be sent to the CEFF Chairman, Secretary and Treasurer. **Note:** The CEFF Team Member Agreement sets out the relevant obligations.

7. The CEFF will raise funds as defined in part 2; paragraph 35 of the Constitution to defray, as far as possible, the expenses of England team members and officials. Individual team members are expected to assist in attracting sponsorship for the team rather than for themselves. The CEFFIC may appoint up to 4 officials to attend IFFA events.

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## Part 4

# SELECTION OF BOAT TEAMS FOR IFFA INTERNATIONALS

### SUMMARY:

The top 22 rods in each year's CEFF English National Loch-Style Boat Final form the basis of the following year's IFFA International boat squad of 2 teams of 10 plus 2 reserves. The reserves will not normally travel provided that the Team Manager is a qualified English Loch-Style International. The top 20 are split between the Spring and Autumn Internationals. The total team of 14 for each event is normally completed by the inclusion of the top 4 England rods from the preceding International match.

### RULES:

In normal circumstances:

Rule 1. Each Spring International team consists of the top 4 rods from the previous years Autumn International boat match together with the top 10 odd numbered finalists from the previous year's National Loch-Style Boat Final.

Rule 2. Each Autumn International team consists of the top 4 rods from the previous Spring International boat match together with the top 10 even numbered finalists from the previous year's National Final.

Rule 3. In the event of an individual's double qualification [i.e. in the top 4 of an International **and** in the top 20 of a National Final], CEFFIC is free to move individuals between the Spring and Autumn Internationals. [i.e. If a person is in the top 4 in the Autumn International and also qualifies via the National Final, then he / she will fish in both the Spring and Autumn International matches in the following year.

However if in the Spring he / she is again in the top 4 then they cannot carry that qualification forward because they are already in the Autumn team.

In these circumstances the next in line from the Spring International results will carry forward, i.e. fifth, sixth etc.

Rule 4. In extenuating circumstances, CEFFIC is free to move individuals between the Spring and Autumn Internationals. Any such move must be in the best interest of England's teams.

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## Part 5

### SELECTION OF RIVER TEAMS FOR IFFA INTERNATIONALS

#### SUMMARY:

The top 6 rods in each year's English National Rivers Final form the basis of the following year's IFFA International River Squad of the team of five plus one travelling reserve.

## RULES:

In normal circumstances:

Rule 1. Each year, the England International Rivers Team will consist of the top 6 rods from the previous year's English National Rivers Final, the individual placed 6th being the reserve.

Rule 2. Unlike the boat rules, there is no "carry forward" from the previous year's International.

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## Part 6

# SELECTION OF ENGLAND TEAMS FOR WORLD AND EUROPEAN FLY FISHING CHAMPIONSHIPS

## CRITERIA:

- 1. Nationality** An individual must have been born in England, be a citizen thereof or have resided therein for at least 3 years preceding the date of the relevant event. For any event organised by CIPS/FIPS Mouche, competitors must be members of the national governing body, i.e. the S & T A.
- 2. Recent Qualification** An individual shall be eligible for selection to the World or European squads you need to have met one or more of the following criteria: -
  - Represent England in at least 2 Boat Internationals, of which 1 must be in either the coming, current or previous 4 years;
  - Represent England in 1 Boat plus 1 River International, of which 1 must be in either the coming, current or previous 4 years;
  - Represent England in 1 River International plus 1 subsequent none related 15<sup>th</sup> or better place in a National River final in either the current or previous 4 years;
  - Have achieved a 5<sup>th</sup> or better place, twice in either the Individual Bank Open Championship or as an individual position in the Team Bank Open Championship of which 1 must be in either the current or previous 4

- years. The qualification has to be in different years. (note. 10<sup>th</sup> or better place applies in the Bank Open Championship prior to 2006);
- Have achieved a 15<sup>th</sup> or better place in at least 1 World or European Championship of which 1 must be in either the current or previous 4 years.

**3. Evidence of Achievement.** CEFFIC shall maintain a schedule of all anglers who meet the minimum criteria showing their achievement histories in the following official events:

World & European Championships, Home Internationals and National Championships

Further evidence may be taken from additional "Open" national events

**NOTE: Recent Qualification (Rivers)** Provided that an individual has qualified & fished once in a previous Rivers Home International, they may achieve a second or subsequent River qualification, by finishing in the top 15 places in the English National Rivers Championship, during the current or immediately preceding 4 years.

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## Part 7

### DUTIES AND RESPONSIBILITIES OF CEFF OFFICIALS

#### CEFF EXECUTIVE OFFICERS:

##### The Chairman is responsible for:

1. Ensuring that the CEFF business is conducted in accordance with the letter and spirit of its Constitution.
2. Chairing all general and executive committee meetings.
3. Representing the CEFF at meetings of the IFFA.

4. Chairing the CEFFIC (This may be allocated to the Vice-Chairman, ref. Part 2, paragraph 43)
5. Acting as the Principal Officer and spokesperson of the CEFF in all matters.

**The Vice-Chairman is responsible for:**

1. Deputising for the Chairman when so requested.
2. Attending CEFF general and executive committee meetings.

**The Hon Secretary is responsible for:**

1. Arranging meetings: calculation of proportional entitlement to delegates, issue of agendas, and production of minutes.
2. Communication: providing the Federation & Association Secretaries (or delegates as appropriate) with information and consultation to assist their own and the CEFF's business.
3. Retention and maintenance of significant correspondence, documents and competition results.
4. Liaison with the general public and other bodies such as the S&TA.
5. Liaison with the other IFFA Secretaries. Providing the organising secretary with England's Home International Team, Officials and guest details and their requirements for accommodation, packed meals and practice boats.
6. Representing the CEFF at meetings of the IFFA.
7. Membership of the CEFFIC.
8. Progressing any other CEFF matters not already specifically allocated to other officers.

**The Treasurer is responsible for:**

1. Presenting for the AGM's approval a balance sheet for the financial year just ended, accompanied by an Accountant's Report.
2. Reporting on the outcome of the financial plan for the year just ended and presenting for the AGM's approval a financial plan for the new financial year.
3. Drawing the Chairman's attention to matters of accounting concern.
4. Maintaining the CEFF's bank account; this includes ensuring that all income is properly brought to account and that all expenditure is authorised and maintaining records accordingly.
6. Maintaining and accounting for adequate stocks of pullovers, ties, badges etc and promoting their sales where appropriate.
7. Attending CEFF General and Executive committee meetings.
8. Liaison with the Marketing & Sponsorship Officer on all matters relating to Funding, Sponsorship and Marketing

**The FIPS Mouche Delegate is responsible for:**

1. Membership of the CEFFIC.
2. Advising and consulting the CEFF Secretary; S&TA and the EYFA Secretary as appropriate on agenda items received or proposed for the next FIPS Mouche meeting.
3. Representing England at FIPS Mouche meetings.
4. Presenting the CEFF Treasurer with income and expenditure details of attendance at FIPS Mouche meetings.
5. Attending CEFF general and executive committee meetings.

**The Marketing and Sponsorship Officer is responsible for:**

1. Maintaining a list of media targets and their addresses.
2. On receipt of results, writing press release, clearing with Chairman or Secretary and then distributing to the other CEFF officers and the Federation Secretaries in the regular News Letter.
3. Responding to ad-hoc media enquiries.
4. Seeking publicity / promotion opportunities for the sponsors and / or CEFF teams and providing advice to the CEFF on PR matters.
5. The provision of regular News Letter – to be distributed to all CEFF Officers and Federation Secretaries.
6. Attending CEFF general and executive committee meetings.

**The Competition Secretaries (Loch Style, River & Bank Open) are responsible for:**

1. Establishing a programme of dates and venues, with outline budgets, for approval by the AGM.
2. Advising Federations of their proportional entitlement to places in the national finals.
3. Organising and running national finals, involving local Federations, fishery and catering representatives, sponsors and media as appropriate including the necessary risk assessments for the event.
4. Providing national competitors with information and collecting their dues on behalf of the treasurer.
5. Provision of national event results / draft press releases to the CEFF PRO and Hon Sec (urgently).
6. Maintaining the rules appropriate to their events by recommending changes to the AGM as necessary. Supervising their events to ensure that they are fished according to the rules.
7. Attending CEFF general and executive committee meetings.

8. Assistance with the organisation of Home internationals held in England.
9. Presenting the CEFF Treasurer with income and expenditure details of National Finals etc.

**The Boat & River Team Managers are responsible for:**

1. Membership of the CEFFIC.
2. Attending the relevant National Final.
3. Writing to team members, within two weeks of the CEFFIC approval, advising them of their selection and their responsibilities, e.g. financial commitments and obligations to sponsors including the completion of the CEFF Team Member Agreements. Copies of all correspondence with team members are to be sent to the CEFF Chairman, Secretary and Treasurer.
4. Acting as the primary point of contact for all matters relating to their Team, e.g. Queries from Team members etc.
5. Organising practice days for the national squads.
6. Briefing the Team Captain on his duties, i.e. tactics, discussion sessions, practice arrangements, after dinner speech, hospitality for guests and sponsors and gifts, red roses on the day.
7. Chairing team meetings at the internationals and promoting morale and team endeavour.
8. Attending IFFA meetings where appropriate.
9. Providing responsive reports, match results and match press releases to the relevant CEFF Officers.
10. Attending CEFF general and executive committee meetings.

**The World & European Team Managers are responsible for:**

1. Membership of the CEFFIC.

2. Presenting to the CEFFIC plans and outline budgets for the next year's events.
3. Writing to team members, within two weeks of the CEFFIC approval, advising them of their selection and their responsibilities, e.g. financial commitments and obligations to sponsors including the completion of the CEFF Team Member Agreements. Copies of all correspondence with team members are to be sent to the CEFF Chairman, Secretary and Treasurer.
4. Liaison with the Treasurer and Marketing & Sponsorship Officer and Website Administrator to obtain maximum PR benefit for England's participation.
5. Liaison with the Treasurer and Marketing & Sponsorship Officer on all matters relating to Sponsors, sponsorship.
6. Preparing the teams as well as possible.
7. Organising and managing the teams' practice days and participation.
8. Acting as the primary point of contact for all matters relating to their Team, e.g. Queries from Team members etc.
9. Providing responsive reports, match results and match press releases to the relevant CEFF Officers.
10. Presenting the CEFF Treasurer with income and expenditure details.

**Note: The CEFF Executive Committee is authorised to vary these duties as necessary but any changes other than short-term expedencies for practical reasons must be reported to the next AGM.**

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## Part 8

# FINANCIAL ACCOUNTABILITY OF CEFF OFFICIALS

