



# WCF Development Regulations

Effective Date  
11.11.08.  
Version 3

## **0.1. Introduction**

### **In the Pursuit of Excellence**

The World Croquet Federation (WCF) is committed by its objectives to developing the sport of croquet around the world, and to assisting its members as they develop the game in their respective countries. The *WCF Development Programme*, complements and supports the *WCF Objective of “employing funds of the Federation as may be deemed appropriate”* and provides a consistent source of support for all WCF Members, whereby, subject to these regulations, it entitles each WCF Member and Confederation to loans or grants of WCF resources for the purpose of developing croquet in their part of the world.

The *WCF Development Programme* falls under the auspices of the WCF Development Committee under the supervision of the WCF Management Committee. With these regulations, and with input from all involved parties, we will be able to reach our objectives in a quicker and more efficient manner.

These WCF Development Regulations have been approved by the WCF Management Committee to guide the whole programme. They will control the relationship between WCF, the national associations, confederations, and the *WCF Development* offices around the world in all matters relating to the ambitious *WCF Development Programme*. Under the terms of these regulations, national associations are deemed to be those members of WCF duly admitted to membership in accordance with Rule 2 of the WCF Rules.

The Regulations contain information on the objectives, selection criteria, procedure, rights, duties, and the financial aspects of the *WCF Development Programme*. They are intended to increase transparency regarding the use of funds, facilitate good governance principles, and encourage long-term planning for WCF Members and the Confederations. Combined with the diligence and daily work of the WCF Development Committee, WCF Members and the Confederations, it will positively support the planning and development of croquet – *in the pursuit of excellence!*

## **0.2 Scope**

This will apply to all aspects of the WCF Development Programme.

## **0.3 Compliance**

- 0.3.1 WCF Rule 103.1
- 0.3.2 WCF Rule 103.2
- 0.3.3 WCF Rule 103.7
- 0.3.4 WCF Rule 105.13

## **0.4 Related Documentation**

- 0.4.1 WCF Form 1 Development Regulations.



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## **0.5. Input Responsibilities**

Requests for approval	WCF Member Association
Survey of application	WCF Development Officer

## **0.6. Output Responsibilities**

Approval granted	WCF Development Committee
Oversight of processes	WCF Management Committee

## **0.7. Definitions and Revisions**

Definitions	WCF	World Croquet Federation
Revisions	Effective 22.9.05 Version 1	1. Original Version
	Effective 06.11.06 Version 2	1. Contents page added
	Effective 11.11.08 Version 3	1. Amend Regulation 1.5 to allow equipment to be funded. 2. Add new Regulation 7.9 to allow non members to be developed.



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## **1 – Objectives**

*WCF Development* offers funding for projects and programmes, tailor-made to suit the individual needs of the associations in the following spheres:-

### **1.1 General**

- 1.1.1 Stimulating worldwide development of croquet and its principles, as well as its social, educational and cultural values;
- 1.1.2 Reducing differences in croquet standards and infrastructure around the world;
- 1.1.3 Establishing a modern, efficient, transparent and functional croquet management;
- 1.1.4 Strengthening the technical and administrative capacities of WCF Members and the Confederations;
- 1.1.5 Promoting the sustainable long-term development of WCF Members, as well as the solidarity among them;
- 1.1.6 Enabling WCF Members to comply with the requirements for membership and for participating at WCF competitions.

### **1.2 Administration**

- 1.2.1 the structure of the national and regional associations, such as staff and office equipment;
- 1.2.2 Event management (e.g. organisation of international competitions);
- 1.2.3 Marketing and communications.

### **1.3 Training**

- 1.3.1 administration, coaching, refereeing, sports medicine.

### **1.4 Youth croquet**

- 1.4.1 training youth coaches, regional and national youth training centres and schools, talent promotion.

### **1.5 Infrastructure**

- 1.5.1 the renovation and construction of croquet lawns, supporting buildings, physical training and coaching centres and office buildings, equipment.

### **1.6 Other tailor-made development projects**

- 1.6.1 projects catering for the specific needs of national associations may also be considered, if deemed appropriate.

- 1.7 The WCF Executive Committee, in consultation with the WCF Development Committee, may amend the purposes and requirements for financial assistance at its sole discretion.



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## **2 – Beneficiary national associations**

The WCF Development Committee will regularly compile a list of national associations that will benefit from *WCF Development Programme*.

## **3 – Selection criteria**

The *WCF Development Committee* selects the national associations in accordance with the following criteria:-

- 3.1 stability of the association;
- 3.2 political relevance;
- 3.3 regional coverage;
- 3.4 a project already submitted;
- 3.5 size of the country;
- 3.6 Development Officer's report;
- 3.7 an association's initiative.

## **4 – WCF Development Committee**

- 4.1 The *WCF Development Committee* is the ruling body for the *WCF Development Programme* and is responsible for its administration subject only to the supervision of the WCF Management Committee.
- 4.2 The *WCF Development Committee* is composed of at least six members to be appointed by the WCF Management Committee.
- 4.3 The *WCF Development Committee* members have the following duties and responsibilities in processing *WCF Development* projects:
  - 4.4 to select the beneficiary national associations;
  - 4.5 to evaluate the projects;
  - 4.6 to decide whether to implement, revise or reject them;
  - 4.7 to review the status of the *WCF Development Programme* and make recommendations for change to the WCF Management Committee.
- 4.8 The *WCF Development Committee* shall liaise with their respective WCF Development Officer, before and after the meetings of the Committee, so as to ensure proper co-ordination of the work to be undertaken.

## **5 – WCF Development Offices (Not yet implemented)**

- 5.1 WCF will set up WCF Development Offices around the world to facilitate working with the national associations.
- 5.2 Each Development Office will be entrusted with a number of national associations, local to them, because of their geographical proximity. They will be able to assess the national associations' needs and monitor their projects.



## **6 – WCF Development Officers (Not yet implemented)**

- 6.1 Each WCF Development Office shall be managed by a WCF Development Officer appointed and mandated by WCF.
- 6.2 The WCF Development Officers shall help the national associations with any issues relating to the development of croquet in the countries concerned and especially the projects to be implemented under the *WCF Development Programme*.
- 6.3 The WCF Development Officers, mandated by the WCF Development Committee, is at the disposal of and supports the WCF Members in the region allocated to the officer with regard to the medium- and long-term planning and impact monitoring of development projects.
- 6.4 The relevant Development Officer will be informed by the WCF Development Committee about all relevant decisions in connection within the *WCF Development Programme*.
- 6.5 If there is a special mandate from the WCF Management Committee or WCF Development Committee the relevant Development Officer may be appointed to clarify specific issues regarding the use of *WCF Development Programme* funds by WCF Members.

## **7 – WCF Development procedure**

After being selected by the *WCF Development Committee*, the national associations shall adhere to the six stages of the *WCF Development Plan* procedure as follows:-

### **7.1. Selection, nomination and application phase**

- 7.1.1 The national association that has been selected receives confirmation from WCF and shall return the *WCF Development* documents duly filled in;
- 7.1.2 The following documents are to be included:
  - 7.1.2.1 *WCF Development Programme* application form for financial support from WCF (WCFDEV Form 1);
  - 7.1.2.2 The national association budget for the application year stating the planned use of the *WCF Development Programme* funds according to these regulations;
  - 7.1.2.3 the payment schedule;
  - 7.1.2.4 for each project, a list of the pre-defined amount of the disbursement;
  - 7.1.2.5 for each project, evidence and documents describing the project in detail and outlining the usefulness and necessity of the project, as well as how it conforms to the purposes laid down in these regulations;
  - 7.1.2.6 details of funding from other sources.



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7.1.3 The relevant WCF Development Officer responsible shall evaluate the WCF Development documents and contact the national association to fix the dates for a possible inspection visit or time scale for more in depth analysis of the proposed development.

## 7.2. Inspection visit or analysis phase

7.2.1 The national association shall prepare the programme for the possible visit or analysis;

7.2.2 The WCF Development Officer shall carry out the inspection visit or analysis, possibly accompanied by another official designated by WCF;

7.2.3 The WCF Development Officer shall determine the specific needs and priorities of the national association by analysing the croquet situation in the whole country;

7.2.4 After consultation with and approval by the national association, the WCF Development Officer shall report to WCF Development Committee, proposing the chosen project that is to be realised in the country concerned.

## 7.3. Proposal development phase

7.3.1 The national association shall prepare the proposal for the project in accordance with the Development Officer's guidelines;

7.3.2 The national association shall submit the proposed project, including the time schedule for it to be realised and the financial details to the WCF Development Officer.

## 7.4. Approval phase

7.4.1 The WCF Development Officer examines the proposal and sends a report to the members of the WCF Development Committee;

7.4.2 The members of the WCF Development Committee shall receive the proposal fifteen days before their next meeting;

7.4.3 The WCF Development Committee may consult any authority and adviser it chooses to help examine the application for financial assistance. It may also decide to send one or more advisers for an on-site inspection of the situation, if not already done. In such a case, the WCF Member concerned is required to help the adviser in every possible way;

7.4.4 If the WCF Development Committee considers the application file to have merit, is complete and all conditions fulfilled, it shall arrange for the funds to be released in accordance with these regulations. In addition, it may impose special conditions that may apply;

7.4.5 If the application does not comply with the formalities of these regulations, the WCF Development Committee may return the



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application file to the WCF Member concerned for it to be completed, or request any supplementary evidence and documents it considers essential;

7.4.6 If the WCF Development Committee considers that the application complies with all the formalities, but does not fulfill basic conditions for such financial assistance (e.g. if the project does not support the purposes listed in these regulations), the WCF Development Committee will inform the WCF Member accordingly. The WCF Member may then withdraw the application, submit another project or request reconsideration of its application;

7.4.7 If a WCF Member requests reconsideration of the validity of the application it has submitted, the application file will be forwarded to the WCF Management Committee for examination and decision. If the application is approved, the WCF Development Committee shall arrange for the funds to be released.

## 7.5. Implementation phase

7.5.1 If approved, the national association shall implement the project with the help of the parties concerned, such as contractors, manufacturers, suppliers, consultants;

7.5.2 All of the relevant contracts shall be signed by WCF;

7.5.3 WCF effects payment directly to the contractual parties concerned in compliance with the contracts;

7.5.4 The Development Officer shall follow up progress on the project and report regularly to WCF.

## 7.6. Monitoring phase

7.6.1 The Development Officer shall monitor the utilisation, maintenance and success of the project;

7.6.2 The Development Officer shall send a project review regularly to the WCF Development Committee;

7.6.3 The WCF Development Committee will supervise the allocation of funds awarded to every WCF Member and monitor the impact of the projects to ensure that the Member complies in every respect with the project(s) for which the funds were allocated. The WCF Management Committee may, at its sole discretion, issue specific directives with regard to the payment of the funds allocated. The following procedures are to be used to control the application of the funds.

7.6.3.1 Yearly local audit

7.6.3.2 Each WCF Member shall provide the WCF Development Committee with the name of their local, officially approved



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- and accredited local audit company by 31 December of the year to be reviewed;
- 7.6.3.3 The WCF Development Committee reserves the right to reject the local audit company proposed by the WCF Member.
- 7.6.3.4 The local audit company examines the accounts allocated to the national association with respect to the conscientiousness and correctness of the bookkeeping and the application of funds, and provides the WCF Development Committee with a yearly report by the end of March of the year following the year under review.
- 7.6.3.5 The WCF Member is responsible for paying for the local audit.
- 7.6.3.6 Central monitoring and auditing
- 7.6.3.7 In addition to the annual local audit referred to above, the WCF Development Committee may also appoint a central audit company to undergo an in-depth audit by them of the relevant association.
- 7.6.3.8 To this end, the WCF Development Committee may request the WCF Member concerned to supply every means of proof it considers necessary. The WCF Development Committee may also decide to appoint an adviser to the WCF Member, who shall be given unrestricted access to all accounts, documents, etc., which, in the opinion of the WCF Development Committee, need to be examined.
- 7.6.3.9 WCF is responsible for paying for central monitoring and audits.
- 7.6.3.10 Incorrect use of WCF Development programme funds
- 7.6.3.11 If investigations reveal that the financial assistance funds have not been utilised for the project(s) in compliance with the conditions that led to the approval of the project(s) and/or the transactions are not recorded and documented properly, the WCF Development Committee shall inform the WCF Management Committee.
- 7.6.3.12 In such a case, the WCF Management Committee shall take the appropriate action to safeguard funds allocated by WCF. It will, in particular:
- 7.6.3.13 order any further payments to the WCF Member concerned to be suspended until further notice; and/or
- 7.6.3.14 demand reimbursement of the amounts already paid; and/or
- 7.6.3.15 take any other appropriate action.



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7.6.4 If there is sufficient evidence of fraud, the WCF Management Committee must refer the file to the WCF Disciplinary Committee for consideration of further action.

## 7.7 Revision Phase

7.7.1 In principle, each WCF Member that applies for financial support from the *WCF Development Programme* shall submit a maximum of two applications per year. If, for unforeseen reasons, changes concerning the disbursement area, the budget or payment dates occur, a revised application with the revisions to the budget and the corresponding justifications and enclosures are to be submitted.

## 7.8 Use of funds

7.8.1 A WCF Member that has been allocated funds shall utilise them in compliance with the details of the project for which the funds were granted;

7.8.2 Where a WCF Member is not or ceases to be able to realise a project for which it has obtained financial assistance, or no longer wishes to carry it out, for whatever reason, it shall inform the WCF Development Committee immediately. The latter will take the necessary action and issue the required directives to safeguard these funds until the project in question (or another project approved at a later date) can be implemented.

## 7.9 Non Members

7.9.1 Where the WCF Development Committee deems expedient, they may at their discretion, fund or assist one or more projects in non member countries to fulfil the objective of 1.1.1 above.

## **8 – Obligations of the national associations**

8.1 The national associations benefiting from *WCF Development* have the following obligations:-

8.1.1. To respect the time schedule laid down by WCF;

8.1.2. To accept the financial plan proposed by WCF, also with regard to external funds;

8.1.3. To help the WCF Development Officer work out the project and facilitate contacts with the companies in charge of carrying it out;

8.1.4. To send the relevant agreements for land donation, land lease or any other rights of free use of land to WCF;

8.1.5. To inform the WCF Development Officer of any difficulty during preparation and realisation of the project;

8.1.6. To seek WCF's prior approval for utilisation of the *WCF Development* logo;



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- 8.1.7. To seek WCF's prior approval for any sponsor to participate in financing the project;
  - 8.1.8. To request permission from the relevant government authorities for the duty-free import of the required products from the manufacturers and to facilitate administrative arrangements;
  - 8.1.9. To help the WCF Development Officer to follow up and supervise the realisation of the project, in compliance with WCF's decision;
  - 8.1.10. To publicise the project in the country;
  - 8.1.11. To ensure that the project is appropriately and effectively utilised after completion;
  - 8.1.12. To make provision in future budgets for the maintenance of the project and the activities ensuing from it.
- 8.2. Should the national association fail to comply with the aforementioned obligations and/or impede the progress of the project, WCF will take appropriate action against the national association;
- 8.3. Should the conduct of any national association constitute a violation of the WCF Statutes and Regulations, WCF may decide at any moment to suspend the project and take appropriate action.

## **9 – Financial aspects**

- 9.1 The term funds shall include money, and other WCF resources.
- 9.2 The annual amount of funds available for the *WCF Development Programme* is determined in WCF's annual budget, which is ratified by the WCF Management Committee and communicated to WCF Members and the Confederations by the WCF general secretariat.
- 9.3 The funds allocated to the *WCF Development Programme* shall be utilised to cover projects to be realised in various countries from time to time, the establishment of the WCF Development Offices and the administration expenses incurred by the Development Offices and the WCF department concerned;
- 9.4 WCF will decide on the amount of funds to be awarded to the national associations selected for *WCF Development*. In accordance with the stipulations of these regulations, these funds may serve as a supplement to other forms of financial aid made available to a national association for one or more projects;
- 9.5 A financial plan shall be drawn up for each *WCF Development* project, mentioning whether the *WCF Development Programme* and/or funds emanating from other sources will be used to finance part of the project (in addition to the funds raised through *WCF Development*).
- 9.6 Funds may also be drawn from outside sources such as sponsors (article 8.1.7).



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- 9.7 A later payment to cover debts from the previous year is not allowed. The WCF Management Committee shall decide on any exceptions to this rule.
- 9.8 WCF Members are required to open a special bank account for the receipt and disbursement of *WCF Development Programme* funds. All remittances from these contributions must be transacted via this account.
- 9.9 For accounting purposes, a special balance sheet account must be set up by the WCF Members and the Confederations. All *WCF Development Programme transactions* must be recorded in this account.
- 9.10 The WCF Treasurer is authorised to offset any sums of money due to WCF Members or the Confederations under the terms of these regulations against amounts due to WCF by the WCF Members or the Confederations applying for assistance.
- 9.11 The WCF Members or the Confederations are responsible for paying any taxes or other duties and fees etc. that are due as a result of receiving *WCF Development Programme* funds. These taxes shall be mentioned in the application submitted by the WCF Member or the Confederation.
- 9.12 The WCF Development Committee shall inform the WCF Management Committee at each meeting, as well as any other committees as needed or requested, about the current status of the *WCF Development Programme*.

## **10 – Special provisions**

- 10.1 Any matters not provided for in these regulations shall be decided by the WCF Management Committee.
- 10.2 Where these regulations are drawn up in languages other than English, in the event of any divergence in the interpretation of the texts, the English version is deemed to be authoritative.

End of WCF Development Regulations