

Regulations of the Secretariat of the International Amateur Sports Council

1. The Secretariat of the International Amateur Sports Council consists of the Secretary General, the First Deputy of the Secretary General, Deputies of the Secretary General, President of the World Sports Congress and ten other members elected by secret ballot at the Session of the International Amateur Sports Council for 4 (four) years.

2. Secretary General of the International Amateur Sports Council is a member of Secretariat elected for 8 (eight) years with the right of prolongation of the election period.

3. Approval procedure for the officials of the Secretariat of the International Amateur Sports Council and their work shall comply with the Statement approved at the Session of the International Amateur Sports Council.

4. Based on this Charter and for execution of decisions made by the International Amateur Sports Council. The Secretariat of the International Amateur Sports Council is authorized to do the following tasks:

- prepares the draft regulations of the President of the International Amateur Sports Council and other documents to be solved by the International Amateur Sports Council, the documents within the scope of work of the Secretariat, and the draft work agenda and estimated figures of the Secretariat activity for the International Amateur Sports Council;

- provides the list of recognition of the amateur sports, developed due to establishment and performance of the sports committees, sports federations with possible membership of the sports clubs and their unions;

- presents the programs of development for the corresponding kinds of amateur sports;

- develops basic requirements to the content of statements (regulations) on interregional, national, continental official amateur activities and amateur sports games, considering the peculiarities of some kinds of amateur sports;

- develops the procedure of holding the register of the accredited sports organizations and providing the data from this register;

- works out the procedure of recognition of certain kinds of amateur sports, sports disciplines by the International Amateur Sports Council and their inclusion into the Worldwide Register of Amateur Sports and the procedure for its conduct;

- develops the procedure of inclusion of amateur sports activities into the World Sports Calendar including all interregional, national, continental and international physical training and amateur sports activities;

- develops the rules of amateur sports;
- prepares the regulation on the amateur sportsman's passport and the passport pattern;
 - agrees the corresponding decisions with the national (local) state authorities on holding the international amateur sports competitions (games) on their territory in accordance with the established procedure;
 - determines the basic trends in physical training, sports and healthy lifestyle promotion;
 - arranges the congresses, conferences, workshops and other events;
 - cooperates with the state governmental bodies of many countries and international organizations in compliance with the established procedure;
 - participates in arrangement and holding of interregional, national, continental and international official physical training activities;
 - arranges the amateur sports games, championships and cups, and the other sports competitions considering the requirements, established by the corresponding bodies;
 - executes provision of scientific and methodological materials in the field of physical training and amateur sports and arranges publication of scientific, educational and popular science literature in physical training and amateur sports;
 - arranges the scientific research in the field of physical training and amateur sports;
 - conducts the economic analysis of the subordinate enterprises (organizations) activity and determines the economic indicators of their performance; and reviews the financial and business operations, and the use of property in the subordinate enterprises (organizations);
 - performs the other functions within the established scope of work of the Secretariat of the International Amateur Sports Council, if such functions are enlisted in this Charter.

5. The staff of the Secretariat of the International Amateur Sports Council consists of:

- the Secretary General of the International Amateur Sports Council;
- Deputies of the Secretary General of the International Amateur Sports Council;
- Personnel of the Secretariat of the International Amateur Sports Council.

6 The staff of the Secretariat of the International Amateur Sports Council is responsible for administrative management and management of the International Amateur Sports Council:

- controls compliance herewith;
- develops the internal organizational rules and regulations;

- draws up an annual report, including financial statements, and submits it to the Session together with the report of the auditors;
- submits a session report on any proposed amendment of the rules or on the official explanations;
- presents to the Sessions the names of persons recommended by it for election to the International Amateur Sports Council;
- develops the procedure for the admission and election of the candidates for the organization of the Amateur Games and monitors this process;
- develops the draft agenda of the Session of the International Amateur Sports Council;
- maintains documentation and records management;
- prepares the drafts of regulatory documents (orders, instructions, guidances and other documents) of the International Amateur Sports Council;
- organizes meetings, conferences and other events;
- determines the procedure and prepares regulations on accreditation of sports organizations in the International Amateur Sports Council;
- conducts the Amateur Sports Register;
- holds the register of the accredited sports organizations;
- provides the procedure and regulations for different certifications and independent qualification testing;
- prepares the offers on awarding of title of honors, rewards, bonus payments, and other kinds of encouragement;
- executes other functions and duties out of scope of powers of the Session or President, or Secretary General.

7. Secretary General of the International Amateur Sports Council is an official, ensuring implementation of the tasks and functions the International Amateur Sports Council is empowered with.

8. The Secretary General of the International Amateur Sports Council shall be appointed for the position and released from it by a decision of the International Amateur Sports Council.

The Secretary General reports directly to the International Amateur Sports Council.

The Secretary General of the International Amateur Sports Council arranges the work of the Council and controls the staff of the Secretariat.

9. The Secretary General of the International Amateur Sports Council shall:

- report to the International Amateur Sports Council on the work progress of the Secretariat of the Council;

- develops the work plans of the International Amateur Sports Council and submits them to the Council for approval;
- prepares the agendas of the meetings and daily briefings of the Secretariat of the International Amateur Sports Council, strategic planning meetings, and offsite meetings;
 - prepares and submits for approval of the International Amateur Sports Council the draft minutes of the meetings and daily briefings of the Council, the strategic planning meetings;
 - arranges and coordinates the activity of the work bodies of the International Amateur Sports Council - joint committees of the International Amateur Sports Council, sports committees and commissions, including introduction of the offers on establishment, reorganization, removal, tasks, functions and staff to the International Amateur Sports Council, and, if necessary, holds the meetings with the heads of the joint committees, sport committees and commissions;
 - coordinates the activity of the joint committees, sport committees and commissions in terms of preparation of the materials for the meetings and daily briefings of the International Amateur Sports Council, meetings on strategic planning, and offsite meetings;
 - controls execution of the decisions taken by the International Amateur Sports Council;
 - submits an annual report on the current situation in amateur sports to the International Amateur Sports Council;
 - arranges strategic planning activities in terms of amateur sports development, working out and specifying the amateur sports development strategy, and other conceptual and doctrinal documents related to amateur sports development and strategic priorities;
 - holds the events for strengthening of international cooperation in the field of amateur sports development on the instructions from the International Amateur Sports Council;
 - submits the offers on coordination of the sports committees and commissions activity to the International Amateur Sports Council;
 - coordinates the scientific and research activity, preparation of the target programs in the field of amateur sports development and controls their execution, engages scientists, creative professionals and specialists for some kinds of activities, on contractual basis as well;
 - participates in the meetings of the sports committees and commissions, and other sports organizations;

- arranges expert review of the documents on strategic planning, amateur sports development, and preparation of the corresponding reports to be considered at sessions of the International Amateur Sports Council;
- requests and receives materials required for activity of the International Amateur Sports Council and the staff of the Council Secretariat from the governmental authorities, local authorities, organizations and officials in compliance with the established procedure;
- agrees the staff members and arranges performance and operation of the sports committees and commissions;
- provides the explanations approved by the International Amateur Sports Council;
- divides the duties between his/her Deputies;
- states the provisions on structural subdivisions of the Secretariat of the International Amateur Sports Council;
- appoints and releases the staff of the Secretariat of the International Amateur Sports Council in accordance with the established procedure;
- approves the structure and the staff schedule of the Secretariat of the International Amateur Sports Council;
- introduces the staff budget offers for the Secretariat of the International Amateur Sports Council to the International Amateur Sports Council;
- provides the draft regulations and other documents to the International Amateur Sports Council;
- introduces the offers on establishment, reorganization and liquidation of organizations, subordinate to the International Amateur Sports Council to the International Amateur Sports Council;
- appoints the heads of the subordinate organizations to a position and releases from it, concludes the labor contracts with these managers, changes or annuls such agreements and establishes the statutes of the subordinate organizations according to the established procedure;
- according to the established procedure of the staff of the Secretariat of the International Amateur Sports Council singles out the other persons working in the determined field for the title of honor and reward, letters of merit from the International Amateur Sports Council, for encouragement in a form of the expression of gratitude by the President of the International Amateur Sports Council;

10. The Secretariat of the International Amateur Sports Council is a legal entity, it has got a stamp with the image of the International Amateur Sports Council and its name, and other stamps, seals and standard forms, and also the accounts in financial institutions, opened in compliance with the national legislation of the country where the Secretariat of the International Amateur Sports Council is located.

11. Location of the Secretariat of the International Amateur Sports Council is determined by the International Amateur Sports Council.
12. Secretary General is responsible for control and execution of decisions of the International Amateur Sports Council.
13. The offers on some problems of amateur sports development may require formation of temporary commissions of the International Amateur Sports Council.
14. The Statements on the committees and commissions of the International Amateur Sports Council and their members shall be approved by the Secretary General by positions.
15. The staff of the Secretariat of the International Amateur Sports Council shall carry out the information, analytical, organizational and technical provision of the activity of the committees and commissions.
16. The Statement on the staff of the Secretariat of the International Amateur Sports Council, its structure and personnel shall be approved by the Secretary General of the International Amateur Sports Council.
17. A number of deputies of the Secretary General is approved by the Secretary General of the International Amateur Sports Council.
18. The Secretary General acts on behalf of the Secretariat of the International Amateur Sports Council and chairs all the events of the Secretariat.
19. In case the President or Secretary General cannot perform their duties, the senior council member shall perform his/her duties till the President or Secretary General is ready to proceed with its duties or, in case of continuous disability, till elections of the new President at the next Session. A new President shall be elected for the period determined at the Session, but not exceeding 4 years and can be once prolonged for 4 years more.
20. If the President of the International Amateur Sports Council is absent, the Secretary General of the International Amateur Sports Council is authorized to perform the functions of the President.