

# DRAFT CONSTITUTION<sup>1</sup>

## International Adventure Racing Association

### Definitions

**IARA** - International Adventure Racing Association

**AGM** - Annual General Meeting

**Committee** - the persons fulfilling the portfolio positions as elected by the Members at the AGM.

**Congress** - Collective term for the members of IARA

**Country** - Any country where adventure races are presented, regardless of whether the country has a national Adventure Racing body or not.

**Interim Committee** - refers to the initial nominated group of individuals that serve for a period of 12 months to guide the initial establishment phase of the new Association.

**Members** - national Adventure Racing associations that have been accepted as members of IARA.

**Simple majority** - The highest number of votes

**Validation** - the process of assessing a membership application from a national Adventure Racing Organisation for membership of IARA.

**Constituted Entity** - is an organization that has been established and registered according to the legal requirements and regulations of a particular jurisdiction. This typically involves a formal process of registration with relevant government authorities, which grants the entity legal recognition and a distinct legal identity<sup>2</sup>.

**Non-Constituted Entity** - is an organization that has not completed the formal registration process required by the relevant jurisdiction. This means that the entity does not have legal recognition as a separate entity from its owners or members. It might include informal associations, groups, or partnerships that are operating without proper legal documentation. While they may still engage in various activities, they do not have the same level of legitimacy and protection as formally constituted entities<sup>3</sup>.

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<sup>1</sup> This draft is the basis for the establishment of the new Association. This draft will remain open during the first year of the association, under the interim committee, to be added to and amended throughout the year as the tasks, services and roles of this new Association are defined. The final constitution will be adopted at the first AGM by the members.

<sup>2</sup> Formally constituted entities have legal rights and responsibilities, can enter into contracts, own property, sue, and be sued. They are subject to various regulations, reporting requirements, and compliance standards set forth by the governing jurisdiction.

<sup>3</sup> Non-constituted entities are not granted the same legal protections, benefits, and obligations as formally constituted entities. They often lack legal standing to enter into contracts, own property, or engage in certain business activities.

## PART 1 - The Association, Definition, Vision, Mission & Objectives

### 1. The Association

- 1.1. The '*International Adventure Racing Association*' (hereafter called IARA) is a non-profit organisation.
- 1.2. IARA will operate as a Non-Constituted Entity until such time as it registers and establishes itself as a Formally Constituted Entity.
- 1.3. The official address of IARA will be provisional until the first AGM.
- 1.4. English is the official language that governs IARA's communications.

### 2. Definition of Adventure Racing

Adventure Racing is a multi-discipline adventure sport. The original inspiration was as a multiday, non-stop, expedition-style event in which natural and varied terrain was to be navigated and traversed by teams with minimal outside assistance. Teamwork, navigation, and different disciplines of human-powered travel form an integral part of Adventure Racing. Adventure Racing events have evolved to vary in format, team size and duration but they usually include these elements. Event locations, terrain, and course design also vary and no two events are alike.<sup>4</sup>

### 3. Values

The values of IARA are:

- **Respect** - we have respect for all competitors and teammates, the selflessness of volunteers, kind permissions from landowners, the work of Race Directors, all environments through which we pass, and our international community.
- **Integrity** - we are open and honest in our actions, decisions and relationships.
- **Teamwork** - together we are stronger and can accomplish more.
- **Adventure** - we seek adventure and exploration through our sport.
- **Competition** - we celebrate and recognise respectful competition, and mental and physical performances.
- **Fairplay** - where so much in adventure racing cannot be policed, we trust in fairplay to maintain the integrity of our sport, and where all participants are treated fairly.
- **Inclusion** - we welcome and celebrate participants of all ages from all countries and cultures regardless of their ability.
- **Environment** - we aim to minimize our impact on all natural environments.

### 4. Vision

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<sup>4</sup> Please refer to Annexure A below for a comprehensive definition of the sport and its categories and variations.

To support the development and growth of Adventure Racing representation in countries throughout the world, define and elevate global standards in terms of fairplay, safety, quality, sustainability and protect the 'spirit of adventure' in Adventure Racing.

## **5. Mission**

To be a representative voice for the international community of Adventure Racing countries by unifying and supporting members through the development of standards, sharing of good practice and ideas and provision of services to support national Associations.

## **6. Objectives**

- 6.1.** Develop a member-based association for the sport of Adventure Racing to represent the sport internationally.
- 6.2.** Encourage and assist countries active in Adventure Racing to establish national bodies in their countries.
- 6.3.** Unify the international community of Adventure Racing countries, race directors and participants.
- 6.4.** Facilitate the sharing of materials, information and experiences between countries to strengthen the sport of Adventure Racing worldwide.
- 6.5.** Guide the national Adventure Racing bodies into the creation of a global identity for Adventure Racing, including definition of the sport, race categories, minimum requirements, and best practices to unify Adventure Racing worldwide.
- 6.6.** Represent Adventure Racing to national and international sport organisations.
- 6.7.** Cultivate and nurture relationships with the international bodies of the sporting disciplines that are related to and incorporated in Adventure Racing, notably Orienteering, Rogaining, Mountain Biking, Trail Running, Mountain Running, Canoeing, and Climbing and Mountaineering.
- 6.8.** Ensure that no racial, religious, political or other kind of discrimination will exist or develop in Adventure Racing and take all practicable measures to prevent and stop such discrimination.
- 6.9.** Develop specific rules, regulations, guidelines and other policies to support national organisations and the sport of Adventure Racing internationally.
- 6.10.** Promote and encourage innovation in the sport.
- 6.11.** Develop partnerships with entities<sup>5</sup> to support the continued development and promotion of the sport of Adventure Racing.
- 6.12.** Develop and promote policies and good practice with Member involvement and contributions to support Youth participation, Referees, Race Directors, Safety & Environmental practices and Anti-doping in the sport of Adventure Racing.<sup>6</sup>

## **PART II - Members of the Association**

### **7. Members**

- 7.1.** The Members of IARA are the National Adventure Racing organisations.

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<sup>5</sup> Companies and organisations that are aligned with the values, mission and objectives of IARA.

<sup>6</sup> This point will be given attention by the interim committee to develop and define in this constitution.

- 7.2. There can only be one IARA Member per country.
- 7.3. These Members will be the national Adventure Racing organisation that had been validated, recognised and authorised by IARA to be the Member. Detail on the proposed validation process for members is included in Annexure B
- 7.4. Membership fee(s) to be proposed by the Committee and agreed by the Members in due course.
- 7.5. 'Observer' membership is granted to those countries without national Adventure Racing organisations and those that have failed to meet validation criteria. Observer countries will benefit from the sharing of knowledge and resources but they will not have voting rights.

## **8. Membership**

- 8.1. Membership applications should be addressed to the IARA Chairperson or Secretary.
- 8.2. Applications will be assessed according to IARA's Validation Criteria<sup>7</sup>.
- 8.3. The Committee's decision is final.
- 8.4. Applicants that do not meet IARA's Validation Criteria for Membership, can enjoy 'Observer' membership and assistance from the IARA's network of Adventure Racing Members to achieve full member status. With a change in situation, a new application can be submitted for validation.
- 8.5. Members are required to nominate two representatives to serve as their point of contact.

## **9. Termination of Membership**

Membership of the Association shall be lost:

- 9.1. Members may terminate their membership by resignation, in writing, to the Committee, for any reason whatsoever.
- 9.2. Membership can be terminated by the Committee should the Member fail to observe the Constitution or any other serious reason. Termination will be decided at the discretion of the Council only after the Member has been invited to rectify the situation and/or provide written explanations. The Member can appeal the decision before the Congress.

## **PART III - Administration - Interim Committee**

### **10. Interim Committee**

- 10.1. The Establishing bodies for IARA will nominate an Interim Committee to serve for a period of 12 months to guide the initial establishment phase of the new Association.
- 10.2. The Interim Committee will hold their positions for approximately one year, until the first AGM of the new organisation. Thereafter, positions may be held for a period of two years.
- 10.3. The Interim Committee shall sit until the first AGM is held.
- 10.4. The first, interim IARA Committee shall be made up of persons nominated by the Establishing bodies and / or volunteers from the Adventure Racing community. The Interim Committee will be endorsed at the establishment meeting for the new Association.
- 10.5. The Interim Committee will be made up of seven (7) nominated roles. These shall be:
  - i. **Chairperson**
    - Roles to include: maintain oversight, managing Committee meetings, representing IARA, building relationships with related international federations and partners, preparing annual report etc.

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<sup>7</sup> Refer Annexure B below.

**ii. Operations Officer**

- Roles to include: assembly of tasks to be accomplished by committee members and task groups in the year ahead, overseeing task groups and internal projects, ensure that the operational structure of the organisation is intact, keeping task groups to timelines, taking tasks from meeting discussions and making them happen by bringing in the people to do the work.

**iii. General Administrator**

- Roles to include: scheduling / management of meetings, recording and publication of minutes, establishing a library for Association policies and documents, assisting with file sharing and permissions, preparations for annual Congress, scheduling meetings

**iv. Membership Officer**

- Roles to include: refining membership validation process, coordinating membership application assessments, maintenance of contact lists (organisations), growing membership

**v. Communication Officer**

- Role to include: maintain contact with Members, representatives, other Associations and Federations, volunteers, task groups; manage all formal communications from IARA to relevant parties.

**vi. Finance Officer**

- Roles to include: opening an IARA bank account, drawing up of possible expenses, stipends, revenue streams, accordingly, a budget. Subscriptions as relevant (like Zoom), procurement and payment policies.

**vii. Marketing & Media Officer**

- Role to include: establishing a website and social media (Facebook and Instagram) accounts, defining of IARA's media tasks and strategy, communications from the association to the public and media.

**10.6.** Additional people may be seconded for Task Groups created for specific projects by the Interim Committee, if required.

**10.7.** The IARA Interim Committee should be mixed gender, with at least two members of the opposite gender.

## **PART IV - Administration - 1st Elected Committee**

### **11. Elections of Officers - 1st Annual General Meeting**

- 11.1.** At the first AGM, the Interim Committee must step aside for the new Committee to come in. Persons on the Interim Committee may stand for Committee positions.
- 11.2.** A staggered re-election process is recommended and favored to ensure continuity of business activity within the Association.
- 11.3.** Nominations must be sent to the Secretary 30 days before the date of IARA's AGM. Self-nominations are welcomed. Any Conflicts of Interests (commercial, personal, other) should be disclosed with nomination submissions. These conflicts may not necessarily jeopardise a person's standing, but should be mentioned in the application for transparency. The Committee can decide on the relevance of the possible conflict to the person's Committee role.
- 11.4.** The sitting Committee will review nomination applications.
- 11.5.** To be eligible, nominees must be 21 years old at the date of the AGM. All candidates must be able to understand and express their views in English.
- 11.6.** A candidate can be nominated for several positions on the committee but may only be elected to one position. Candidates for the position of Chairperson will have 5-minutes to introduce themselves and present justification for their nomination.
- 11.7.** Committee members may stand for re-election. A person may not be re-elected for more than two terms.
- 11.8.** Committee members may resign.
- 11.9.** When electing the Committee, the AGM is chaired by a nominated non-candidate representative designated by the Chairperson. The AGM must have a quorum (at 60% of the total number of members).
- 11.10.** Voting for committee members is by secret ballot.
- 11.11.** To be elected, the successful candidate must have the majority of the votes. If all positions are not fulfilled after the first round of voting, a second round must be organised and the candidate with the highest number of votes will be elected. Candidates not elected for specific positions will be encouraged to fulfill vacant positions.
- 11.12.** When the election is made by secret ballot, to be elected at the first round, the candidate(s) must gain the absolute majority. If all positions are not fulfilled after the first round, a second round will be organised and the candidate(s) with the highest number of votes will be elected.
- 11.13.** By exception to points 11.11 and 11.12 above, when a position has only one nominee, the candidate is considered as elected and voting does not have to take place.
- 11.14.** In the event of a Committee position falling vacant, for whatever reason, the Committee may co-opt a person to fill the position until the next election.

### **12. Duties of Elected Committee**

The duties of the committee are:

- 12.1.** to represent the Members of IARA as well as the Association in a positive and professional manner;
- 12.2.** to act on behalf of the Association and therefore to conduct all administrative, technical and financial matters of the IARA and make or authorise all acts and transactions authorised by the Association;
- 12.3.** to progress the objectives of the Associations (Section 6);

- 12.4. to meet regularly and progress the organisation's activities;
- 12.5. to validate Members and, eventually, suspend Members;
- 12.6. to examine and make recommendations on all proposals to be brought before Congress;
- 12.7. to report to Members on its management;
- 12.8. to manage the financial affairs of IARA;
- 12.9. to implement Member decisions;
- 12.10. to decide on the creation of task groups;
- 12.11. to notify all Members of any important decisions taken by the Committee;
- 12.12. to induct new Committee members when elected onto the Committee.

### **13. Roles of the Committee Members**

#### **13.1. The Chairperson**

- i. represents the IARA in all aspects;
- ii. chairs the AGM and Committee meetings as well as other meetings;
- iii. ensures that the decisions taken by Congress and Committee are implemented;
- iv. develops contacts and promotes the sport;
- v. helps to organise and progress the activities of IARA;
- vi. liaises between IARA and other international organisations;
- vii. acts as signatory to any contracts entered into by IARA;
- viii. ensures the IARA elected Committee is operating well and within the terms of its mandate;
- ix. takes all necessary decisions with regard to unforeseen or urgent matters (after taking advice from relevant members of the Committee) arising between Committee meetings and such decisions will be reported during the next Committee meeting; and
- x. develops and presents an Annual Report to Members.

#### **13.2. The Operations Officer**

- i. Supports all task groups and projects undertaken by IARA;
- ii. oversees task groups and internal projects; and
- iii. ensures that the operational structure of the organisation is intact.

#### **13.3. The General Administrator**

- i. Scheduling and organising Committee meetings;
- ii. records and distributes the meeting minutes;
- iii. archiving of minutes, communications and materials of IARA;
- iv. corresponds with Committee and Members as necessary;
- v. assists the Chairperson in developing contacts and promoting the sport;
- vi. responds to general enquiries;

#### **13.4. The Membership Officer**

- i. oversees the membership application and validation process;

- ii. coordinates membership application assessments;
- iii. maintains contact lists (for member organisations, countries); and
- iv. grow membership.

**13.5. The Communications Officer**

- i. maintain contact with Members, representatives and other Associations and Federations
- ii. manages all formal communications from IARA to relevant parties;
- iii. serves as the primary point of contact for the organisation;
- iv. protects the association's reputation during difficult times; and
- v. provides effective communication within the association.

**13.6. The Financial Officer**

- i. ensures that the IARA finances are managed responsibly and any financial obligations are fulfilled.
- ii. administers the financial affairs of IARA in accordance with the decisions of the Committee;
- iii. reporting on financial affairs at all meetings and AGM
- iv. prepares the budget for the next year, for Committee approval; and
- v. operates a bank account opened in the name of IARA and processes bank transfers<sup>8</sup>.

**13.7. The Marketing & Media Officer**

- i. manage the Association's brand identity, ensuring that it aligns with the organisation's values and objectives;
- ii. creating relevant content for various communication platforms, including press releases, articles, newsletters, and social media posts, as required;
- iii. maintaining a social media presence and strategy (Facebook, Instagram, and others).
- iv. posting/sharing event announcements on social media, directing the public as to where to follow events, as relevant;
- v. raise awareness of the association's initiatives; and
- vi. track media coverage and public sentiment related to the sport of Adventure Racing.

**13.8. Sub-committees and Task Groups**

- i. The committee and/or committee members may from time-to-time delegate any of its tasks to a Sub-committee or Task Group consisting of such members as it thinks fit.
- ii. All Sub-committee members will work in accordance with the mission, values, and objectives of IARA.

**14. Remuneration of Committee Members**

- 14.1.** No Committee members shall receive any remuneration for their role and involvement on the Committee;
- 14.2.** Committee members shall be able to recoup any *out of pocket* expenditure made relating to IARA activities;
- 14.3.** All IARA expenditure should be approved by the Financial Officer in advance and should be kept to a minimum;
- 14.4.** All expense claims must be processed by the Financial Officer; and

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<sup>8</sup> Bank accounts can be set up with double checks i.e. one person processes and the other releases funds.



- 14.5.** Committee members should not accept any financial or other gifts arising from involvement in IARA.

**15. Finance**

- 15.1.** The financial policy and procedures of the new association will be established by the Interim and 1st Elected Committee(s) and will be adopted by the Members. This would involve registration of the Association, opening of a bank account, drawing up a budget to account for expenses (*Zoom, website, stipend for work done where relevant according to tasks*) and where the income is generated from (*e.g. Members, services provided by the Association, sponsorships*).
- 15.2.** The Interim Committee will have authority to raise funds for the new Association.
- 15.3.** The Interim Committee will reach out to Associations for input, guidance, assistance and agreement on matters relating to membership fees and income generation.

**16. Termination of Committee Members**

The Committee positions of Committee members can be terminated if:

- 16.1.** they do not follow the objectives of the Association as expressed in this document;
- 16.2.** they are present at less than 70% of scheduled committee meetings held during a period of twelve months with or without apologies;
- 16.3.** they fail to disclose their interest in any contract or arrangement in which, directly or indirectly, benefits their personal agenda; or
- 16.4.** they voluntarily resign from the board.

**17. Committee Meetings**

- 17.1.** The IARA Committee will meet monthly on Zoom.
- 17.2.** The agenda for the meeting will be circulated by the Chairperson at least 12 hours before the meeting.
- 17.3.** Meetings of the IARA Committee shall be attended only by members of the Committee. Task group members may be invited to meetings to participate, but they will have no voting rights.
- 17.4.** For the validity of the proceedings, five members are required to be present (of the interim seven-person committee).
- 17.5.** Decisions will be by the simple majority of the members present. The Presiding member will have a casting vote in the event of a tie.
- 17.6.** No proxy will be allowed.
- 17.7.** Minutes of Committee meetings must be taken and then circulated to the Committee Members in the five days following the staging of the meeting.

**PART IV ADMINISTRATION - CONGRESS & AGM**

Further items to be added to this Constitution by the Interim Committee:

- Process to deal with Amendments to the Constitution
- Process for Motions to be submitted by Members to Congress
- Dispute resolution and Disciplinary procedures

- Procedure for closing down the Entity if required
- And any other relevant sections

ENDS

## **ANNEXURE A**

### **DEFINITION OF THE SPORT OF ADVENTURE RACING**

Adventure Racing is a multi-discipline sport. The original inspiration was as an multiday, non-stop, expedition-style event in which natural and varied terrain was to be navigated and traversed by teams with minimal outside assistance. Teamwork, navigation, and different disciplines of human-powered travel form an integral part of Adventure Racing. Adventure racing events have evolved to vary in format, team size and duration but they usually include these elements. Event locations, terrain, and course designs also vary and no two events are alike.

#### **Minimum requirements of an adventure race**

- Two endurance disciplines: on and off-trail running/trekking, mountain biking and paddling.
- An unmarked course that includes checkpoints and transition areas. Checkpoints and transitions are located by map-and-compass navigation.
- Entry format to require teams of 2 to 4 participants.

#### **Terrain**

- Adventure racing is traditionally a challenging, endurance sport. Participants navigate through different regions and courses with terrain such as mountains, forests, rivers and deserts. As navigational courses require new terrain for each event, Race Directors of annual events will move their event to a new location in their country each year.
- Short-distance sprint events may be held in the urban environment. Again, venues will change with each edition of the event

#### **Duration**

- Short-distance sprint events can be completed within hours, while expedition-length events span up to 10 days. Events are traditionally classified by duration as sprint, 12hr, 24hr, 36hr, 48hr and expedition races.
- There is typically no suspension of the race clock during races, irrespective of length; elapsed competition time runs concurrently with real time, and competitors must choose if or when to rest.
- Staged events - where the race clock stops at the end of each day's stage - have been held in the past and can be an area for growth in the sport to attract those participants who want to sleep each night.

#### **Team format**

- Adventure racing historically required teams to be of a specified size and to include both men and women, but many races no longer restrict team size, allowing for paired, three-person and four-person teams of any gender composition, including single-gender teams.
- The established, official team format for longer and expedition-length events is that of a four-person team where one of the four must be of the opposite gender. The most common is a three-men, one-woman team format.
- Age-based categories (sum of participant ages) exist too.
- No substitutions are permitted. The starting team members must stay together and finish together to be ranked. Should a team member withdraw during the event due to illness or injury, the remaining team members may be permitted to continue unranked. Two or more partial teams may join together to complete a race but they will still be unranked in the results.

Team entries are the defined participation format for the sport of Adventure Racing and a key element of the sport. That said, adventure races with solo entrants are acknowledged. Solo participants are more likely to be permitted in short-distance rather than multi-day events for safety considerations and having solo participants may help to boost entry numbers.

### **Disciplines**

As a multidiscipline sport, adventure races should include:

- a combination of two or more endurance disciplines, specifically on and off-trail running/trekking, mountain biking and paddling.
- map-and-compass navigation: using any form of map from precise orienteering maps to topographical maps, orthophotos and aerial images. Orienteering-style navigation is a core element of adventure racing that distinguishes Adventure Racing from other multi-discipline sports. Within an event, additional navigational challenges may be included like sections with rogaining elements or those with letterbox or rally-style instructions.
- the inclusion of other sporting disciplines depends on the location of the event and is determined by terrain, culture, season and available equipment. Disciplines that have been incorporated into adventure races include: trail running, hiking, kayaking, canoeing, rafting, stand-up paddling, tubing, packrafting, rope work (jumar, abseil, via ferrata, zip-lining), canyoning, coasteering, inline skating, snowski, ice skating, horse riding, camel riding, kick bikes, caving, swimming, swimrun and team tasks. Traditional and cultural activities from the country or region where an event is hosted may also be incorporated.
- Motorised transport is not permitted.

### **Solo & Marked-route 'Adventure Races'**

It is important to note that there are multi-discipline events - of short and long duration - that go by the term 'adventure races' but they do not include any navigational elements as routes are marked and participants follow tags. These events get more entries by having marked courses as navigation skills requirements can be a barrier to entry for inexperienced newcomers. While not strictly 'adventure races', these multisport events are recognised to be complementary to the sport of Adventure Racing and are included under the Adventure Racing umbrella.

## Checkpoints and transition areas

Courses in adventure races are unmarked. The route that teams should follow is made up of locations reached by point-to-point navigation. Teams determine their own routes between points.

- At **transition areas** (TAs), teams change from one discipline to the next. At the transition they are usually reunited with gear boxes, bike boxes, resupply boxes or, in the case of supported event formats, their support crew.
- **Checkpoints** (CPs) are locations between transition areas that teams must find. These are usually unmanned, marked with a flag or board, but may be manned. There are two types of checkpoints:
  - **Mandatory / compulsory:** for an official finish, teams must locate these checkpoints.
  - **Optional:** visiting all optional checkpoints is required for a full-course finish but they can be strategically skipped by mid-field and back-marker teams to short-course themselves to finish within the event's time limit.

## Competition

- Adventure races are organised by Race Directors as one-time events or annual events that may be stand-alone events or part of an event series.
- Events attract participants from various backgrounds, including elite athletes, outdoor enthusiasts, and recreational adventurers. They all seek the thrill of competition, exploration, and the sense of accomplishment that comes from completing a challenging adventure race.
- The sport includes competitive races at a local, national and international level and some countries having National Championships.
- Adventure races test physical endurance and also mental resilience, teamwork, and problem-solving skills. Team members must work together to overcome difficulties, make strategic decisions, and push themselves to their limits while adapting to changing conditions throughout the race.

## **ANNEXURE B**

### **Validation Process for Membership of International Adventure Racing Association ( IARA)**

The following process has been developed for validation of IARA Members. The process will be developed further once the new association is established. The following points have been considered in the drafting of this Membership Validation Process

- Countries with national adventure racing associations, that fulfill the validation criteria, are Members. Members have full voting rights.
- Countries with active adventure racing communities but with no national body, can be Observers. They can participate in meetings and contribute to the Association but they cannot vote on decisions.
- Individuals active in AR with an interest in what happens in the International AR Association can attend specific meetings to which they are invited to participate and contribute. These are Interested Parties.
- Each country may have different requirements and processes for establishing representative sport organisations.
- There may currently be national structures that, due to a poor definition of the sport of adventure racing, are recognised as official in their country. Regarding this point, it is understood that members of IARA must be an entity that recognises and promotes the sport Adventure Racing, as defined by IARA under its terms of reference.
- Some countries are more advanced in the development of their organisation structure than others and may have more accurate information regarding the process of creation and validation at national level.
- Member-based structures could include clubs, event organisers, race directors, individual athletes, provincial / state bodies and/or teams as members.

## Membership Application Process

### Step 1: Information Submitted to IARA from AR Countries<sup>9</sup> - Detail to include<sup>10</sup>

- Brief description of the creation process of the national Adventure Racing structure in your country.
- Overview of the process an entity or organisation follows to be recognised by the national sports organisation in the applicant's country?
- Stage of development of applicant organisation? (Establishing - Developing - Mature)
- Membership structure - Who are your members? Clubs, Race Directors, individual athletes, teams, provincial/state associations? How many members do you have?
- Organisation's board of directors or elected committee and an official email address for the organisation.
- Number of Race Directors in your country?
- Calendar of adventure races for your country from last year and the current year.
- Does your country have a national AR championship? What is the distance/duration of this event? Does your organisation organise this event or is your organisation involved in the selection of an event presented by a Race Director in your country?

### Also asked to submit

- Copy of your organisation's statute, bylaws, memorandum of association or constitution. ( PDF format)
- A letter authorizing one or more of your members to represent your organisation in the International AR Association for a determined period (minimum 1 year)
- Letter of acknowledgement from the government entity / sports body that recognises the creation of your national organisation. (if available)

### Step 2. Application Reviewed

- Application detail reviewed by Interim Committee (Membership Sub Group)
- Additional detail may be requested

### Step 3. Membership Result Issued

- Countries awarded Full or Observer membership of new Association (following Committee approval)

**Note :** In the future, recognition, validation and support by the International Adventure Racing Association may aid national recognition of national structures.

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<sup>9</sup> Membership Application Form to be developed.

<sup>10</sup> Information to be requested for Membership Validation may change once we develop the process further and gain feedback from countries.