

Team England Fly Fishing (TEFF)

Background:

The 2006 version of the Confederation of English Fly Fishers (CEFF) constitution has been reviewed and amended as a consequence of the merger of the CEFF into the Angling Trust.

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Part 1

POLICY STATEMENT

Competitive Game Fishing

Primary responsibilities:

1. The Angling Trust (AT) is the Governing Body of Game Fishing in England. The AT through its Angling Trust Fly Fishing Committee (ATFFCC) determines overall policy for game fishing and is ultimately responsible for the allocation of Government Sports Grant Aid.
2. The TEFF as a member organization of the ATFFCC is solely responsible for the "Senior England Fly Fishing Teams" representations at all National, International, European and World Competitive Game Fishing, at home and abroad.
3. The TEFF as a member of the ATFFCC will nominate its representatives and have sole authority to represent England Senior activities at the ATFFCC committee.

Representation:

4. 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 TEFF will nominate England's representative to FIPS Mouche for the AT. In respect of competition matters, England's representative will be responsible solely to the TEFF.
5. The International Fly Fishing Association (IFFA) is the body which organizes on behalf of its members, Home International Fly Fishing Championships for Loch Style and River Fly Fishing disciplines. The TEFF is a member of the IFFA and has sole authority for representing England at its meetings.
6. England (TEFF), Scotland (SANA), Wales (WSTAA) and Ireland (TAFI) are bound by formal agreement to organize International Fly Fishing Championships covering the Lake Bank Fly Fishing discipline. The TEFF is a signatory to this agreement and has the sole authority to represent England at its meetings.
7. The TEFF is the sole authority for representing England in Senior International Fly Fishing Association matters.

Part 2

TEFF CONSTITUTION

NAME:

1. The organisation shall be called **TEAM ENGLAND FLY FISHING**, hereinafter referred to as "TEFF".

INTERPRETATION OF CONSTITUTION:

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

OBJECTIVES:

3. The objectives of the TEFF 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, 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 TEFF shall consist of approved fly-fishing Federations. A member Federation is an organisation that is a registered Associate Club of the Angling Trust (AT) that runs a qualifying system leading to entries being made to TEFF national events.
5. Individual membership is achieved by paying a registration or entry fee to any TEFF competition during the current or previous year.
6. Fly fishing organizations may apply for membership, by written application to the TEFF 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 TEFF.
7. Such applications will be considered at the next AGM of the TEFF 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 TEFF eliminators each year and must agree to abide by the TEFF constitution.

9. Any member Federation that contravenes this constitution may be expelled from membership of the TEFF if a motion to that effect is approved by at least two thirds of the delegates present at any TEFF general meeting.
10. Each member Federation shall have the right to send delegates to any general meeting of the TEFF. This will be based upon the number of individual entrants to TEFF 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.

OFFICERS:

11. The TEFF shall elect the Executive Officers annually at the AGM. These are:

Chairman, Vice-Chairman, Secretary, Treasurer / Financial Controller

Nominations for TEFF appointments are to reach the Hon Sec, in writing, no later than 2 weeks before an AGM.

12. The Chairman shall normally serve for a maximum of three years continuous service in office, unless a majority decision of the AGM determine otherwise.

13. The TEFF shall elect the Officers annually at the AGM.

These are:

ATFFCC representatives,

FIPS Mouche Delegate,

Press Officer,

Web Site Administrator,

Competition Secretaries (Boat, River, Bank Open).

Boat, Bank 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.

14. Any Executive Officer or Officer may have his office terminated at any TEFF general meeting by a simple majority of Delegates.

15. A President may be elected from time to time. He shall hold office without time limit and without formal duties or responsibilities.

DUTIES AND RESPONSIBILITIES:

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

OFFICIAL COMMUNICATIONS:

17. All official TEFF business should be conducted between appointed TEFF and Federation Secretaries on official headed notepaper and sent by post or as an attachment on email.
18. 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 TEFF 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 and the individuals therein are expected to:
 - i) Comply with the rules of this Constitution;
 - ii) Act in the best interests of the Angling Trust and TEFF at all times;
 - iii) Refrain from acting in a manner that will bring the TEFF 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 TEFF, 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 TEFF shall normally hold its one annual meeting (AGM) in November of each year.

29. The Secretary shall convene an Extraordinary General Meeting (EGM):

- a) On direction of the Chairman.
- b) At the request of the Executive Committee
- c) At the request of one third of the member Federations.
- d) 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 TEFF general meeting, a quorum for any TEFF 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 TEFF meeting, and amendments to the Constitution, must be forwarded in writing to the Secretary of the TEFF to be received at least two weeks prior to the date of the meeting.

32. Nominations for TEFF appointments must reach the TEFF 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 TEFF 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 TEFF. 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 TEFF 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 TEFF 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 TEFF. 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 TEFF plus any non-voting co-opted members. Any Federation that is not represented by an Officer will be entitled to have a Delegate present. These Delegates must be nominated at the TEFF 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 TEFF 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 (TEFFIC):

43. The following TEFF appointments shall comprise the TEFF International Committee (TEFFIC).

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, Bank 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, Bank and River) and FIPS Mouche representative;
 - b. The appointment of Team Captains.
 - c. Selection of England's teams for FIPS Mouche World and European events in accordance with the selection rules laid down in Part 6.
 - d. Ratification of teams qualified to represent England in IFFA events.
 - e. Ratification of the England team for the Bank International Championship.
 - f. Obtaining maximum PR for England teams and providing regular "courtesy" information to the Angling Trust as England's Governing Body for Game Fishing and any official sponsors.
 - g. Organising IFFA events held in England.
 - h. Organising Bank International Championships hosted in England.
 - i. Organising FIPS Mouche events held in England and in conjunction with the Angling Trust for World Championships.
45. The TEFFIC'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.

48. The TEFFIC is to review annually these rules and those involving selection and management of all International Teams and make recommendations to the AGM as required.

TEAMS:

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

FINANCE:

50. The TEFF 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 TEFF objectives;
 - c. Such Government grants as may be available;
 - d. Such other sources as may be available.
51. The assets of the TEFF shall be jointly owned by the Federations. In the event of the dissolution of the TEFF, 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.
52. Executive Officers; Officers of the TEFF 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.
53. The Treasurer shall be responsible for maintaining fair and reasonable records of the finances of the TEFF 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.
54. No individual or organisation may use the name of the TEFF or commit the TEFF to any legal or financial liability without the minuted agreement of the TEFF or the written confirmation by the Secretary of the agreement of the Executive Committee.

Part 3

SELECTION AND MANAGEMENT OF ENGLAND TEAMS for INTERNATIONAL FLY FISHING CHAMPIONSHIPS

1. The TEFFIC is responsible for selecting and managing the teams, which represent England in International Fly Fishing Championships. 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 qualifiers, 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 TEFF element of the fee and the date are to be set at the TEFF AGM. Any Federation, which fails to pay the TEFF element of the registration fees to the appropriate Competition Secretary within 21 days after the event, will forfeit its ration of places in the National Final. An individual may enter a particular competition through only one Federation per year. To compete in a TEFF National Championship a competitor must be at least 18 years old during the year of the National Championship and must be an individual member of the Angling Trust.
3. Each Federation is to carry out its own qualifier stage using rules as close as possible to the current TEFF 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 qualifiers. 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. Selection for the England teams will be subject to formal approval by the TEFF International Committee [TEFFIC] which will also appoint team captains
5. Team managers will write to team members within two weeks of the TEFFIC approval giving those 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, however they will forfeit their place in the team
6. The TEFF will raise funds 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.
7. Team members are required to be registered individual members of the Angling Trust for the duration of the International they are representing England.

Part 4

SELECTION OF BOAT TEAMS FOR IFFA INTERNATIONALS

SUMMARY:

The top 30 rods in each year's TEFF English National Loch-Style Boat Final form the basis of the following year's IFFA International boat squad of 2 teams of 14 plus 2 reserves. The reserves will not normally travel provided that the Team Manager is a qualified English Loch-Style International.

RULES:

In normal circumstances:

- Rule 1. Each year, the Spring and Autumn "Senior" International boat teams will be formed of the top 28 rods from the previous year's National Loch-Style Boat Final.
- Rule 2. To ensure the best composition of teams members to suit the International 's venue, TEFFIC will select from the top 28 who will fish in which team.
- Rule 3. 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 TEFF National Final.

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. 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 TEFF National Final.

Part 6

SELECTION OF BANK TEAMS FOR INTERNATIONAL BANK FLY FISHING CHAMPIONSHIPS

SUMMARY:

The top 7 rods in each year's English National Bank Final form the basis of the following year's England International Bank Fly Fishing Team of six plus one reserve. The reserve will not normally travel to the International unless requested by the Team Manager.

RULES:

In normal circumstances:

- Rule 1. Each year, the England International Bank Team will consist of the top 7 rods from the previous year's English National Bank Final, the individual placed 7th being the reserve.
- Rule 2. Only individuals eligible to fish for England under current FIPS Mouche rules ["Each country will select it's team from representatives over 18 years of age"] may fish in a TEFF National Final.

Part 7

SELECTION OF ENGLAND TEAMS FOR WORLD & 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 dates of the relevant event. For any event organised by Fips Mouche, competitors must be members of the National Governing Body.

2. Qualification:

To be eligible for selection to the World or European squads you need to have met one or more of the following criteria: -

- 1. Have achieved a 15th or better place in at least 1 World or European Championship of which 1 must be in either the current or previous 4 years
- 2. Represent England in at least 2 Boat Internationals, of which 1 must be in either the coming, current or previous 4 years
- 3. Represent England in at least 2 separate combinations of Boat, Bank or River International, of which 1 must be in either the coming, current or previous 4 years

4. Represent England in at least 2 River Internationals, of which 1 must be in either the coming, current or previous 4 years; or 1 River International plus 1 none related 15th or better place in a National River final in either the current or previous 4 years
5. Represent England in at least 2 Bank Internationals of which 1 must be in either the current or last 4 years; or 1 International or Legacy Qualification plus 1 other none related Current or Legacy Qualification in either the current or previous 4 years. See notes below for Current & Legacy Qualifications.

Legacy Qualifications

1995 – 2005 inc. 10th or better as an Individual in the Joint Bank National Final.
 2006 – 2011 inc. 5th or better as an Individual in either the Individual or Team Finals.

Current Qualification

2012 onwards. 10th or better in the Individual National Final only.

- 3. Evidence of Achievement.** TEFFIC 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

Part 8

DUTIES AND RESPONSIBILITIES OF TEFF OFFICIALS

The TEFF 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.

TEFF EXECUTIVE OFFICERS:

The Chairman is responsible for:

1. Ensuring that the TEFF business is conducted in accordance with the letter and spirit of its Constitution.
2. Chairing all general and executive committee meetings.
3. Representing the TEFF at meetings of the IFFA.
4. Chairing the TEFFIC (This may be allocated to the Vice-Chairman, ref. Part 2, paragraph 43)
5. Acting as the Principal Officer and spokesperson of the TEFF in all matters.

The Vice-Chairman is responsible for:

1. Deputising for the Chairman when so requested.
2. Attending TEFF general and executive committee meetings.
3. Co-ordinating the organization of Home Internationals when England is the host nation.

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 Secretaries (or delegates as appropriate) with information and consultation to assist their own and the TEFF's business.
3. Retention and maintenance of significant correspondence, documents and competition results.
4. Liaison with the general public and other bodies.
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 TEFF at meetings of the IFFA.
7. Representing the TEFF at meetings of the Bank International National Organisations.
7. Progressing any other TEFF 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 TEFF'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 TEFF General and Executive committee meetings.

The FIPS Mouche Delegate is responsible for:

1. Membership of the TEFFIC.

2. Advising and consulting the TEFF Secretary, and other ATFFCC members secretaries as appropriate on agenda items received or proposed for the next FIPS Mouche meeting.
3. Representing England at FIPS Mouche meetings.
4. Presenting the TEFF Treasurer with income and expenditure details of attendance at FIPS Mouche meetings.
5. Attending TEFF general and executive committee meetings.

Press 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 media targets and publishing on the TEFF website.
3. Responding to ad-hoc media enquiries.
4. Seeking publicity / promotion opportunities for the sponsors and / or TEFF teams and providing advice to the TEFF on PR matters.
5. Attending TEFF 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 TEFF Press Officer and Hon Sec .
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 TEFF general and executive committee meetings.
8. Assistance with the organisation of Home internationals held in England.
9. Presenting the TEFF Treasurer with income and expenditure details of National Finals etc.

The Boat, River & Bank Team Managers are responsible for:

1. Membership of the TEFFIC.
2. Attending the relevant National Final.

3. Writing to team members, within two weeks of the TEFFIC approval, advising them of their selection and their responsibilities, e.g. financial commitments and obligations to sponsors including the completion of the TEFF Team Member Agreements. Copies of all correspondence with team members are to be sent to the TEFF 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 meetings where appropriate.
9. Providing responsive reports, match results and match press releases to the TEFF Press Officer.
10. Attending TEFF general and executive committee meetings.

The World & European Team Managers are responsible for:

1. Membership of the TEFFIC.
2. Presenting to the TEFFIC plans and outline budgets for the next year's events.
3. Writing to team members, within two weeks of the TEFFIC approval, advising them of their selection and their responsibilities, e.g. financial commitments and obligations to sponsors including the completion of the TEFF Team Member Agreements. Copies of all correspondence with team members are to be sent to the TEFF Chairman, Secretary and Treasurer.
4. Liaison with the Treasurer and Press Officer and Website Administrator to obtain maximum PR benefit for England's participation.
5. Liaison with the Treasurer and Press 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 TEFF Press Officer.
10. Presenting the TEFF Treasurer with income and expenditure details.

Part 9 FINANCIAL ACCOUNTABILITY OF TEFF OFFICIALS

FINANCIAL ACCOUNTABILITY PROCEDURES FOR OFFICIALS OF THE TEFF:

1. **Expense Accounts**, suitably authenticated, should be submitted quarterly, possibly coinciding with a claimant's Telephone Bill.
2. **Control of Expenditure**, whenever a 'Float' is issued to an Officer, that Officer is deemed to be fully accountable to the TEFF for the control of the said 'Float'. The Officer must at all times keep a detailed record of all expenditure incurred, including receipts / vouchers to the value of the amount advanced. Any cash balance remaining must be returned to the TEFF Treasurer forthwith.

[N.B. This procedure is meant to protect the Officer concerned and re-assure the Officials of the TEFF that proper procedures are being followed].

3. **General Rules of Accountability:**

- a. Receipts / Vouchers must be obtained to cover all expenditure.
- b. Where a cash payment for incidental expenses is necessary and it is not practical / possible to obtain a receipt / voucher the Officer concerned must keep a written record of the amount / reason for the payment and submit this record to the TEFF Treasurer to form part of the reconciliation.
- c. Invoices must be submitted to the TEFF Treasurer as soon as possible, in order that the Treasurer can pay them without delay.
- d. Any Monies due to the TEFF should be forwarded to the Treasurer as soon as is practicable, plus all relevant documentation e.g. List of names plus amounts enclosed.

4. **Authentication:**

All claims for reimbursement of Expenses should be endorsed and signed by the claimant as follows:

"I certify that this claim represents expenditure incurred by me on behalf of the TEFF.

Signature [Title of Official]

Date: "