



RULES FOR THE RECOGNITION AND OPERATION OF CLUBS AND OTHER GROUPS OF EC STAFF AT THE JRC ISPRA

Amended on 26.01.2022

(Decision [22.1.04] – COPAS meeting of 26.01.2022)

1. OBJECTIVE

With these rules COPAS aims to recognise Clubs and other groups of staff of the European Commission, in order to:

- a) promote social relationships between staff
- b) encourage the integration of EC staff and their families and in particular the integration of newcomers
- c) encourage use of the social structures (see also document "General conditions for the use and operation of the Clubhouse")

2. RESPONSIBILITIES

With the recognition of a Club, COPAS does not transfer to itself nor assume any powers or responsibilities of the Club. In particular, each Club remains fully legally responsible for any type of event that it might organise within the framework of its activities, as well as for any damage to persons or properties.

3. DEFINITIONS

For the purposes of these rules, the following definitions are used:

- **Club**: Any association or staff committee intended for non-profit sport or cultural activities
- **Internal Member**: Any person enrolled in a Club recognised by COPAS, complying with the payment of the minimum membership fee required and belonging to one of the following categories:
 - Statutory staff of the European Commission (officials, temporary agents, contractual agents) working at the JRC Ispra, their spouses and children;
 - Non-statutory staff of the European Commission (grant holders, trainees, visiting scientists and seconded national experts working at the JRC Ispra, their spouses and children);
 - Staff retired from the European Commission, their spouses and children.For the purposes of these rules, a non-marital partner for whom a member of staff receives a family allowance (Annex VIII, Article 1 par. 2.c Statutes) is considered to be a spouse.
- **Adult member**: Any member, internal or external, aged 18 years or more.
- **Operating budget**: The total of all amounts related to the clubs' activities, which are eligible for inclusion in the calculation of the COPAS grant.
- **Non grant-eligible budget**: Funds simply transferred by Clubs on behalf of their members for the purpose of tourism (hotels, travel bookings, show tickets, etc.), which should not be included in the amount used to calculate the annual grant. The same applies to funds used for the purchase and

subsequent resale to members of equipment, clothing or other goods. An exception to the above rule is made for expenditure for individually owned outfits for the practice of sport (i.e. when representing the club on a team or for use in training), which are eligible at a rate of 50% of cost (up to a maximum of 50 € per Member every 3 years), on the condition that the outfits clearly exhibit a club and/or a JRC specific logo.

4. RECOGNITION AND OBLIGATIONS OF A CLUB

To be eligible for COPAS recognition, a Club must abide by the following

GENERAL RULES:

- a) it must have a statute registered with the relevant Italian Authorities;
- b) it must not undertake any activity already carried out by an existing recognized club;
- c) it must ensure compliance with the rules of good conduct and not harm the image of the Institution and its staff through its activity, especially if carried out outside Institution facilities;
- d) it must refer to the Sports coordinator in the case of a sports club or to the Cultural coordinator in case of cultural club;
- e) it must operate continuously within the limits of any normal seasonal activity;
- f) it must have at least six adult internal members;
- g) it may accept persons not belonging to the Institution as external members (adults and minors) on condition that they accept and respect the rules and objectives of the Club and with the constraint that the number of external members with voting rights cannot be more than one less than half the total number of members entitled to vote. The acceptance of external members must not restrict access to club activities for internal members. Clubs finding themselves with an excess of external members must not accept any new external members until the required ratio has been re-established. COPAS may waive this rule temporarily but will apply the rule laid down in Annex 1, criterion 4;
- h) it must have a Statute approved by its members during the Constitutive Meeting or later modified in an Extraordinary General Meeting. The statute and any subsequent changes must be registered in their original form and submitted to COPAS which will consider them for approval within 60 days of receipt;
- i) it must have a Club Committee made up of at least five members elected every year during the Annual General Meeting. The President, Treasurer and Secretary must be internal members. The majority of the Committee must be JRC internal members;
- j) it must have at least two auditors nominated by the members during the Annual General Meeting. The auditors may be club members but may not be members of the Club Committee;
- k) it must convene an ordinary General Meeting at least once a year;
- l) it must keep appropriate accounts, minutes of meetings, a register of members and a petty cash book for all cash transactions;
- m) it must ensure that all members are suitably insured for the activity to be carried out;
- n) it must ensure that members carry out any required medical checks appropriate to the activity to be carried out;
- o) it must inform the JRC staff at least once a year of the club's programme of activities;
- p) it must ensure the good standing of any external persons employed by the club and ensure that the relative regulations are complied with regarding pension contributions, insurance and any other fiscal obligations.

Note: Recognized clubs, which do not request or receive a COPAS grant must still comply with the General Rules listed in this section.

5. SUSPENSION / TERMINATION OF RECOGNITION

COPAS may decide the temporary suspension of recognition of a club if it does not comply with the rules outlined in this document.

COPAS may decide to terminate recognition of a club if serious violations of these rules are discovered or if any conditions that led to a suspension continue or are repeated. If any club is unable to fulfill the above stated requirements for recognition, it must inform COPAS immediately.

COPAS may terminate recognition of a club if it does not present an activity report and budget for two consecutive years.

If COPAS intends to terminate recognition of a club, it will use the following procedure:

1. COPAS shall notify its intention to the Club
2. The Club has 30 days to respond
3. After this time, and after considering any possible appeal by the Club, COPAS may decide to terminate recognition.

Clubs who wish to give up recognition by COPAS must give written notice to COPAS.

6. TERMINATION OF ACTIVITIES

Any Club which ceases its activities must notify COPAS attaching the motion to dissolve and the closing accounts. They must also provide for the transfer of any remaining funds or goods in accordance with their statutes. Unused grants must be returned to COPAS.

7. ALLOCATION OF GRANTS TO CLUB

7.1. Ordinary and extraordinary grants

"Ordinary grants" are those intended to cover part of the normal operating costs of the club.

A club may also request an "extraordinary grant". Regardless of the maximum award set out in Annex 1, COPAS may also decide to provide an "extraordinary grant" as a whole or part contribution towards extraordinary expenses related to capital investment or works, or towards participation in or organisation of major events which are not routine in nature, especially if these involve the participation of more than one JRC Club.

7.2. Conditions for the awarding of grants

COPAS may only award grants to:

- (1) Clubs included in the list of recognised clubs
- (2) Semester's committees (see document "Internal rules EU Semesters")
- (3) the Sports coordinator.

Recognised clubs which do not request or receive a COPAS grant must still comply with the General Rules listed in Section 4.

In addition to the conditions described in Section 4 of these Rules, a club that intends to submit a grant application to COPAS must:

- a) require all members to pay a membership fee of an adequate amount to cover its operating costs, but in any case not less than the value given in row 1 of table "quotas" - Annex 1 of this Regulation. (see note 2)
- b) maintain a bank/PO account in the Club name, on which the financial operations are carried out
- c) provide the "legal entity" and financial identification documents to the COPAS Treasurer for registration.

Note 1: No sum may be requested to allow the release of a member from the club nor can any amount be received for the sale of registration cards to allow the transfer of a member to another club.

Note 2: Notwithstanding the provisions in par. 7.1 regarding the payment of a minimum fee as established in Annex 1 line 1, payment is not required for members under the age of 6 years. In this case the number of members who fall into this category must be clearly stated in the grant application. COPAS will not count them as members for the purposes of the grant calculation.

7.3. How to submit an application

Ordinary grant requests must be sent to the COPAS secretariat before the annual deadline.

Ordinary grant applications must include the following documents and the following information:

- the grant request form duly completed and signed;
- the previous year's balance sheet & a forecast balance sheet for the year for which the grant is being requested;
- the list of current members, differentiating between the internal adult members, internal junior members, external adult members and external junior members;
- a copy of all bank statements for the year relating to the balance sheet;
- a copy of the petty cash book;
- a copy of bills covering at least the amount of all the previous COPAS grant;
- the annual activity report and the programme for the forthcoming year;
- the list of any paid employees, the letters of appointment for any instructors or helpers, either unpaid or reimbursed expenses;
- a list of equipment owned by the Club;
- a list of any sponsorship received;
- the minutes of the last annual meeting which must show approval or non-approval of the budget.

Whenever possible, extraordinary grant requests should be submitted to the COPAS secretariat at time of presenting the ordinary grant request.

The amounts involved for an extraordinary grant must always be clearly distinguished from those of the Operating Budget.

7.4. Criteria for the attribution of ordinary grants

The "ordinary" grant awarded by COPAS may never exceed the lowest of the amounts indicated in the table "award criteria" found in Annex 1.

COPAS may decide to waive any of the above criteria if not considered relevant when awarding grants to the Cultural Committee, the Semester committees or to a new Club.

The amount of any extraordinary grant will not be included in the ceilings used to calculate maximum grants.

7.5. Verification of the usage of the attributed grant

Unless otherwise stated, the list detailing the use of ordinary COPAS grants and its supporting documents must be submitted to COPAS before the end of the first quarter of the following year.

Proof of use of extraordinary grant shall be provided within one month of the expenditure.

8. VERIFICATIONS AND AUDITS

On receipt of the grant request, the COPAS secretariat makes a preliminary check to ensure the completeness of the file.

COPAS appoints a working group which includes the Sports Coordinator to check the documentation and evaluate the grant applications, based on the rules indicated in Section 8 of this document.

COPAS may carry out or request the audit of any Club. That Club shall provide full cooperation and supply all information and documents requested by the auditors.

9. NON ORGANISED ACTIVITY GROUPS

COPAS authorises the use of the social facilities by informal groups of statutory staff, family members/partners and, under the same conditions of composition applied to Clubs particularly article 4(g) above, to those who have access to the JRC with a badge provided by the JRC Security Service, known as Non Organised Activity Groups (henceforth Groups) with aims judged by COPAS to be worthy of support.

1. Participants: each non-organised Group may only be made up of staff who can be recognised by the JRC Security Service (active or retired, grant holders or trainees), or family members/partners.
2. Insurance: every participant is responsible for his own personal accident insurance cover, if necessary.
3. Activity: any group may only carry out an activity not already covered by an existing COPAS-recognised club. COPAS approves the list of aims of the Group deemed to be worthy of support.
4. Financial management: given that the groups have no formal association, they may not manage any common funds (e.g. membership fees). They may not request or receive COPAS ordinary and extraordinary grants. However, they may request:
 - a. financial help for special events,
 - b. financial help to repair, to change, to improve the social facilities.

In such cases, the invoices may be paid directly by COPAS.

5. Access to facilities: each group will have the same rights and priority of booking, rental and free access to the facilities as the COPAS recognised Clubs.

6. Booking of facilities: each group must supply the names of those people who will have access to the booking system and collect the keys. These people will be responsible to the Commission for the correct use of the facilities and will not allow them to be used improperly.
7. Checks: COPAS reserves the right to carry out checks on the use of the facilities and to take appropriate measures if necessary.
8. Annual Confirmation: Each year the COPAS Secretary will request written confirmation from the reference person that the group is active and still wishes to be recognised.

See Annex 4 "Implementation of article 9" of these rules.

10. RECOGNITION OF THE ROLE OF THE SPORTS AND CULTURAL COORDINATOR

COPAS recognizes the role of a Sports and a Cultural coordinator and their Deputies, respectively.

10.1. Tasks

The tasks of the Coordinators and Deputies are to:

- act as a spokesman for and represent the interests of the recognized clubs to COPAS and to external organisations such as CONI, UISP, CTL, ASCERI and other Public Sports Promotion organisations
- coordinate where necessary activities involving more than one club, especially for the organisation of multidisciplinary competitions or tournaments and during special events such as the Atomiades which are open to all members of JRC staff
- give advice as required concerning sports and cultural activities to National Semester Committees
- participate in an advisory capacity in all meetings of COPAS and in any working groups dealing with matters relating to sports and cultural activities
- inform and give advice on the application of the COPAS rules and any decisions relating to the Clubs
- encourage Clubs to remain abreast of developments in fiscal legislation relating to sports or cultural clubs and associations and advise them of any variations
- provide information, when requested, on how to create a new JRC staff sports or cultural club
- contribute to the diffusion and updating of information concerning the activities of the JRC sports and cultural clubs
- coordinate the requirements of the different clubs using JRC social facilities.

10.2. Eligibility, election and duration of recognition

Any active member of JRC staff may stand as a candidate for the post of Sports or Cultural Coordinator or his Deputy. Election is by simple majority in secret vote in an assembly of the Presidents of the COPAS recognized Sports and Cultural Clubs. Each Club President has one vote for each post.

Recognition is normally for three years and new elections are held after the composition of each new Local Staff Committee.

10.3. Reimbursement of costs

With the approval of COPAS, costs incurred in the course of his tasks by the Coordinators or their delegates will be refunded.

11. CHANGE OF RULES

COPAS is responsible for the amendment of these Rules and its annexes.

12. OFFICIAL VERSION

The English version of these Rules is the official one.

13. FINAL PROVISIONS

These Rules were approved by COPAS members and shall enter into force on **23rd November 2021**.

These Rules replace the previous version of **1st January 2017**.

Approved at the COPAS meeting of 27.10.2021 - Decision [21.4.01]

For COPAS

(E-Signed)

The Chair
David WALKER

Annex 1: Table of awarding criteria and amounts

Annex 2: Modifications to earlier versions

Annex 3: Amendments to present version

Annex 4: Implementation of Article 9