

GUIDELINES

General Introduction

The European Women and Sport (EWS) is a free-standing group which consists of representatives and contact persons related to or interested in gender equality work in non-governmental or governmental sports organisations and bodies in their respective countries.

The EWS was founded as a practical legacy of special working group activities which the European Sports Conference (ESC) had developed during the years 1989 - 1993. Since 1994 the EWS has an associate member status at the ESC Executive Committee.

The EWS operates Europe-wide and co-operates with European sports organisations. In order to strengthen the promotion of gender equality and the gender mainstreaming principle to sports organisations in Europe, the EWS has an associate partnership status with ENGSO.

The EWS also has membership status in the European Women's Lobby (EWL).

Main aim and objectives

The main aim of the EWS is directed towards a sports culture of practised gender equality in terms of equal opportunities for girls and boys, women and men with regard to education and training, participation and promotion as well as co-determination in decision-making processes in sport.

The EWS constitutes a network aimed at increasing the involvement of women in sport at all levels and in all functions and roles.

For this purpose, the EWS serves the following objectives:

- To represent, defend and promote the interests of women in sport at a European level;
- To support and further develop the participation of girls and women in sport;
- To help increasing the number of women in decision-making bodies and in the administration of sport at all levels;
- To educate women for decision-making in sport (e.g. through mentor programmes);
- To promote the involvement of female representatives in local, regional, national delegations at sport-political, scientific and sport-practical events, conferences, seminars and workshops, at national and international levels;
- To strengthen co-operation and encourage the exchange of experience on women and sport issues among European countries at bilateral and multilateral levels;
- To cultivate relations with international organisations and bodies on women and sport issues and - where appropriate - establish links of co-operation;
- To motivate international and sport bodies to support and finance projects on women and sport;
- To encourage and increase scientific research projects in various sports sciences for initiating, supporting and adopting women's perspectives; to provide information on scientific findings on women and sport.

Structure and Organisation of Activities

The European Women and Sport Group (EWS) consists of the following elements:

The **EWS Chair**
The **EWS Steering Group**
The **Network of EWS Contact Persons**
The **European Women and Sport Conference**
The **EWS Open Steering Group Meeting**

1. EWS Chair

The EWS Chair leads the Steering Group. She/he officially represents the EWS in general and the Steering Group in particular, and is entrusted with the implementation and follow-up of Steering Group decisions during the Chair period.

1.1 Mandatory Period and Terms of Office

The EWS Chairing country changes at the EWS Conference, where the organising country of the next EWS Conference takes over the chair (including the Steering Group Chair). The new chairing country is announced at the autumn EWS Steering Meeting in the year which precedes the start of its mandate.

In order to facilitate the transfer between successive chairs, the outgoing EWS Chair or secretary general has to stay on the Steering Group and share the main aims of EWS and participate in its responsibilities with the newly elected EWS Chair. This co-chair period starts immediately after the EWS Conference and ends at the end of the same year.

1.2 Conditions for Applications

At least three months before the date of the autumn EWS Steering Group Meeting, which precedes the EWS Conference, the acting Chair country will call national governmental and non-governmental umbrella sports organisations of European countries to forward applications for the coming EWS Chair, also announcing the exact deadline for the submission of candidacies. Candidacies received after this deadline are not valid and will not be taken into consideration. Applications can only be forwarded by a national governmental and/or non-governmental umbrella sports organisation of a European country in writing.

1.3 Election and Voting Procedure

The acting EWS Chair will forward applications and accompanying documentation to the members of the EWS Steering Group. The decision will be taken in the autumn EWS Steering Group meeting preceding the EWS Conference. The Steering Group decides by majority vote on the new EWS Chair for the coming period. In case of equal votes, the acting Chair has a casting vote.

The decision of the Steering Group will be announced by the acting Chair to all governmental and non-governmental umbrella organisations as well as to the network of EWS contact persons immediately after the closure of this EWS Steering Group meeting.

1.4 Responsibilities of the EWS chair

- Chair of the Steering Group
- Preparation, development and follow-up of the Steering Group meetings and activities.
- Organisation of the coming biennial EWS Conference
- Preparation of the Open Steering Group Meeting to be organised in combination with the next ESC
- Further development and follow-up of EWS aims, policies and activities
- Strengthening of the EWS network, in particular the group of EWS contact persons

- Co-operation with other European organisations, especially with the ESC and ENGSO, where the EWS associate membership in the Executive Committee shall be actively exercised, and - where appropriate - with international organisations
- Representation of European women and sport matters in international organisations, participation in conferences on women and sport issues at European and international level, where appropriate
- Public relations (e.g. via EWS newsletter, EWS homepage or similar means)

2. EWS Steering Group

The EWS Steering Group decides on the EWS policy and develops sport-political approaches for the empowerment of women in sports in Europe.

2.1 Composition

A maximum of seven members with full membership

- Representing different European countries, two of which are pre-fixed positions related to the country of the Chair (being the hosting country of the coming EWS Conference) and the country of the organisers of the previous EWS Conference.

Additional participants:

- The EWS Secretary, who is recruited from the Chair country and is entitled to accompany the Chairperson to all meetings;
- A seat and permanent guest status is offered to a representative of the ESC, the ENGSO and the EOC
- Permanent guest status can be granted to partner organisations, upon decision by the Steering Group
- Upon special need to be decided by the Steering Group

2.2 Mandatory Period and Term of Office

The Steering Group has a mandate for one period, which is 2 years, starting right after the EWS Conference (at which its composition is officially announced) and ending with the celebration of the next biennial EWS Conference.

Members of the Steering Group are elected for one period and - on due application by their respective country and/or national umbrella sport organisation - may stand for re-election for a second term of office, except if a country takes the chair during its mandate. After a maximum of two periods, their respective country has to wait at least for one period before it can submit its candidacy again. A period is defined as the time between two EWS Conferences.

The term of office related to the pre-fixed positions is of one period only, being however understood that the Chairing country qualifies for the next period automatically ex officio (as new "previous EWS conference organiser").

2.3 Conditions for Applications

Regarding the two pre-fixed Steering Group positions, the representatives must be appointed or confirmed by their respective European country and/or national umbrella sport organisation.

The applying countries for the other positions must represent European countries, and the candidates (only one per country) - a man or a woman - be officially nominated (by name) by a national governmental or non-governmental umbrella organisation.

The official call for candidacies must be sent out by the EWS Chair six months in advance of the next EWS Conference to all European countries, i.e. to the respective national governmental and non-governmental umbrella sports organisation, with information to the network of EWS contact persons, and contain a specification of the exact deadline for the submission of applications. Candidacies received after this deadline are not valid and will not be taken into consideration.

The EWS Chair will submit all valid applications to the members of the EWS Steering Group preceding the EWS Conference for information and decision at the EWS Steering Group meeting directly before the conference.

2.4 Election and Voting Procedure

When electing the representatives who have applied for membership during the next period for the positions which are not pre-fixed, the Steering Group shall take into consideration several criteria which will help to achieve an effective EWS work and, preferably, a well-balanced representation of ESC countries at the next Steering Group (i. e. with regard to the competence of the nominees and in terms of geography, size, advancement in women's issues of the applicant countries).

In a Steering Group meeting held just before the EWS Conference, the members of the Steering Group will vote by secret ballot on the applications and candidacies received, unless an open ballot is accepted by majority vote. The decision is taken by a simple majority of votes, in case of equal votes, a second ballot is conducted.

The composition of the Steering Group for the coming period will be officially announced at the EWS Conference by the new EWS Chair.

2.5 Replacements on the EWS Steering Group

If a European country and/or national umbrella sport organisation ceases to support the Steering Group member it has nominated, the secretariat (Chair, Secretary General) of the EWS should be informed immediately and in writing. A Steering Group member can withdraw from her or his position due to personal reasons, or will be expelled from the Steering Group if it is convicted of a serious offence.

If a withdrawal occurs within 12 months of the next EWS conference, the seat is left vacant. If the next EWS conference is at least 13 months away, the normal application procedure as stated in 2.3. applies.

2.6 Meetings

The Steering Group meets a minimum of four and a maximum of eight times per period, including the meetings on the occasion of the EWS Conference and the ESC Meeting, where a EWS Open Steering Group meeting is organised.

With the exception of the first meeting, which should be held as EWS Open Steering Group Meeting in connection with the ESC Meeting, the meetings which are not combined with other events and places (as mentioned above) can be organised in different countries.

2.7 Financial Implications

The EWS Steering Group does not have its own budget. The costs of its meetings are financed by the respective organising country (the Chair country and/or another country which hosts a meeting). All Steering Group members and participants are responsible for their own travel and accommodation costs, to be covered by their home organisations.

2.8 IWG Representation

The EWS Steering Group has an ex officio mandate at the yearly meeting of the International Working Group on Women and Sport (IWG) and its World Conference. A representative is named by the EWS Steering Group during the four year term to follow the work done by the IWG co-chair.

3. Network of EWS Contact Persons

Each European country is invited to nominate a EWS contact person from a governmental and/or non-governmental umbrella organisation in order to create an Europe-wide network for the promotion of gender equality. The national EWS contact persons

- should be accepted by the governmental and/or non-governmental sport organisations of their respective country, as persons committed to the promotion of women and sport, responsible for

the development of a national network for this purpose and the organisation of appropriate projects;

Contact persons from European Sports Federations are invited to join the Europe-wide network.

All contact persons

- are expected to support the EWS aims and activities by working towards the development and implementation of national development programmes for women and sport in their respective country;
- shall keep close contact with the EWS and, in particular, the Steering Group, in order to assist in the national, bilateral and multilateral exchange and distribution of information on women and sport issues;
- shall help to monitor the implementation of all recommendations;
- shall attend the EWS Open Steering Group Meetings and biennial EWS Conferences.

4. European Women and Sport Conference

The EWS Women and Sport Conference is organised every two years in odd years in the first half of the year and takes place in the current country of the EWS Chair. It is open to EWS network partners, EWS contact persons and everyone who takes an interest in the women and sport work in view of promoting gender equality in European sport and sport administration at all levels.

Representatives of non-European countries may be invited as guests or observers.

The EWS Conference provides a forum for the development and discussion of new policies and approaches towards the achievement of a sports culture of equal opportunities for both genders, and the implementation of recommendations which serve to reach this aim.

5. EWS Open Steering Group Meeting

At the occasion of the European Sports Conference (every 2 years in odd years, normally in autumn), the EWS organises an EWS Open Steering Group Meeting. Preceding this Open Steering Group Meeting is the constituent Steering Group Meeting.

The EWS Open Steering Group Meeting is directed to all men and women who are interested in women and sport work and the promotion of equality in sport, in particular, the EWS contact persons.

It provides a forum for networking between the different parties interested and involved: the EWS Steering Group and its Chair, the EWS contact persons, the ESC Executive Committee and all ESC countries.

For this purpose, ESC countries are expected to include EWS contact persons in their national delegations or to facilitate, in another way, their participation at the European Sports Conference, as well.

EWS Working Language

The working language used at the EWS Conferences, Open Meetings, Steering Group meetings and other events within the network is ENGLISH.

Approved by the EWS Steering Group, April 15, 2000.

Amended by the EWS Steering Group, January 19, 2002.

Amended by the EWS Steering Group, September 24, 2003

Amended by the EWS Steering Group, September 4, 2004

Amended by the EWS Steering Group, May 14, 2005