

## **Regulations governing the certification of National Bodies under Article 5 of the statutes of ITRA**

### **Foreword**

1. Article 5 of ITRA's statutes states:

*"ITRA can certify a given association active in the development of Trail-Running. The certification decision is taken by the Steering Committee. Only one association per country can be certified by ITRA."*

2. The following sets out internal regulations approved by the Steering Committee on 11 April 2024 which governs the certification of associations as envisaged under article 5.

### **Requirements for certification**

1. An association must meet the following requirements:
  - 1) it must have a clear mission to promote and develop trail running in its country or territory;
  - 2) it must be representative of the national / regional trail running community through its membership (runners, organisers and / or trail running clubs);
  - 3) it must be a non-profit association registered in its country or territory with a separate legal personality;
  - 4) 75% or more of the members of its governing or decision-making body must be democratically elected for specified terms;
  - 5) the governing or decision-making body shall include, as a minimum, a president, a secretary general, a treasurer and two other members;
  - 6) it must be relevant in the community in terms of activities such as certifying races, organising championships and circuits, selecting or assisting in the selection of athletes for international events, offering education and training programmes, delivering workshops, organising conferences and other ways to promote and benefit the sport and its participants;
  - 7) activities undertaken by the National Association are of a high standard and it abides by all the applicable rules and regulations;

- 8) it must be endorsed by or have a working relationship with the National Athletics Federation and / or government body designated to oversee the sport of trail running;
  - 9) it must demonstrate a commitment to upholding the values and ethics of ITRA;
  - 10) it must adhere and assist in the promotion of guidelines set forth by ITRA, including those related to health and safety, inclusivity and sustainability;
  - 11) It supports ITRA in the recruitment of individual members and organiser members.
2. Notwithstanding any of the requirements set out above, ITRA may in its absolute discretion accept the application of an organisation if it considers to be in the best interest of the sport of trail running.

### **Fees**

1. To apply for certification, an association must pay a non-refundable processing fee of EUR100.
2. An annual fee of EUR200 is payable by an association certified by ITRA.

### **Link to information about ITRA through website**

Once a Memorandum of Understanding is entered into between ITRA and an association, an association should display information about ITRA and its tools on its website, including but not limited to the National League, Performance Index and race evaluation. An embedded url link for ITRA's website should also be included in the association's homepage.

### **National Representatives nomination**

An association which has been certified by ITRA shall appoint a nominee to be the National Representative(s) for organisers and / or runners of its country or territory upon the expiration of the term of the existing National Representative(s). If for any reason the nominee has to vacate the seat, the association shall appoint a replacement.

### **Observation and full certification status**

1. Upon acceptance under article 5 of ITRA's statutes, an association will be certified by ITRA to hold an observation status for two years.
2. During the two-year observation period, ITRA will assess the activities, governance, and adherence to trail running values of the association.

3. At the end of the observation period, ITRA shall review the performance of the association and determine if it meets the standard for full certification.
4. If the association meets the requirements, it will be granted full certification for a period of four years.
5. An association may apply for an extension of its certification for another four years.
6. Failure to comply with the Memorandum of Understanding during the observation or certification period may result in the revocation of certification. The decision will be made by the Steering Committee of ITRA.
7. If the association withdraws its observation or full certification status, ITRA has the right to select another association in the same country or territory for recognition in its place.

These rules aim to ensure that associations uphold the highest standards and contribute positively to the development of trail running in their countries or territories.

### **Procedure for certification**

The Steering Committee of ITRA is responsible for approving the granting of observation status, full certification, its extension and revocation.

The procedure for certification is as follows:

1. The association shall present a request to the Secretary General of ITRA (by email: [contact@itra.run](mailto:contact@itra.run)) together with a completed Application Form for Certification and all supporting documents.
2. Within 30 days of receipt of the request, the Executive Board of ITRA will verify the fulfilment of the requirements and eventually ask for clarification and additional documents if necessary.
3. Within 15 days of completion of the verification, the Executive Board will transmit the request and the related documents together with a verification report to the Steering Committee.
4. Within 30 days of receipt of the request, the related documents and the verification report, the Steering Committee will meet and vote for the certification of the association, with the right to refuse a request even without any motivation/reason.
5. Within 30 days from the Steering Committee's vote a Memorandum of Understanding between ITRA and the association shall be entered into between the association and ITRA and the certification becomes effective.

6. Within 5 days after entering into the Memorandum of Understanding, ITRA shall inform the relevant national athletics federation and government body designated to oversee the sport of trail running of the certification.

**International Trail Running Association**  
**Application Form for Certification under Article 5 of ITRA's statutes**

Name of Association:

Contact Person:

Contact Email:

Contact Telephone Number:

Office address:

Website address:

Country / Territory:

**About Your Association**

1. Year of Establishment
2. Mission & Objectives
3. Composition of your Council / Executive Board (Last Name / First Name / Position)
4. Information relating to Registered Members
5. Please explain membership structure
6. Please provide information as to types of member – eg individual / organiser / sports clubs
7. Please provide breakdown as to when members were admitted
8. For organiser members, events they organise and size of events
9. Events organized by your association in the past two years
10. How is your association funded?
11. Is your association a member of other bodies involved in trail running?
12. Why does your association want to be certified by ITRA?
13. Please provide any additional information you think would be relevant to support your application.

A non-refundable processing fee of EUR100 is required to be paid at the time of submission of this application.

### **Supporting documents**

Please include under separate cover:

1. Copy of certificate as a registered non- profit association with a separate legal personality
2. Copy of constitution
3. Letter of endorsement by endorsed by National Athletics Federation and / or government body designated to oversee the sport of trail running or other proof of working relationship with such bodies
4. Declaration of financial solvency
5. Description of strategy / roadmap / activity programme
6. Resolution of approval by board or members of the association to submit application for certification, as required by the association's constitution
7. Record of payment of certification processing fee payable to ITRA. ITRA's bank details are as follows:

Account name: International Trail Running Association - ITRA

Bank: UBS Switzerland AG

IBAN number: CH85 0024 3243 5597 2761 P

BIC number: UBSWCHZH80A

ITRA reserves the right to request the submission of additional information from your association in support of this application.

Thank you for your application. We will respond with any requests for further information within 30 days.