

IFA Standing Orders

Preamble

Based on § 14 of the IFA Statutes the Board of Directors has to establish Standing Orders for the Board of Directors, the Executive Committee and the Commissions. These Standing Orders come into force on 15 January 2015 and replace all former versions. Concerning the Finances the Board of Directors is planning to establish additional IFA Financial Orders.

I. General

1. Official Languages

English and German are the official IFA languages.

Meetings should be prepared and held in English unless only German speaking representatives are present.

Official documents including minutes should be prepared in English.

2. Financial Year

The financial year shall be identical with the calendar year.

IFA shall publish a financial report by the Treasurer not less than annually.

Membership fees are determined by the Congress. They shall be due in Euro und be payable within the first three months of the current financial year.

3. Voting

Voting in all IFA bodies require a simple majority (50% plus 1) of the votes present.

Abstentions will be counted as invalid vote.

If a ballot ends in a draw, the vote of the chair of the meeting should decide.

A decision making process outside a meeting is possible. A proposal is accepted if a simple majority (>50%) of total votes is in favor of the proposal.

4. Minutes

Minutes of every meeting of the Board and the Commissions should be taken.

It is not necessary to reflect the oral presentation but to reflect the outcome.

The minutes have to be signed by the chair of the concerning body and should be finished 14 days after the meeting. If no member of the Board disagrees within the 14 days after receiving the minutes the minutes are considered as approved.

According to § 13 of the statues the minutes of the Congress should be finished not later than eight weeks after the Congress.

The minutes of the Board, the Commissions and the Congress will be published on the website.

II. Board of Directors (Board)

The Board of Directors is composed of the highest ranked representatives of IFA. They have always to be aware of the fact and to act in a way properly representing the International Fistball Association (IFA).

5. Composition 2015 - 2019

According to the elections 2015 and § 14 IFA statutes the Board of Directors consists of the following members

- President,
- Vice President,
- Secretary General,
- Treasurer,
- the Chairperson of the Sports Commission,
- two further members,
- the Presidents of EFA (ex officio),
- the Chairperson of the Athletes' Commission (ex officio),
- the Chairperson of the Medical and Anti-Doping Commission (ex officio).

All members have voting rights.

6. Meetings

The Board of Directors meets at least twice a year.

Times and places shall be decided by the Executive Committee. Meetings may take place in person or by means of conference telephone so participants in such meeting can hear each other at the same time e.g. Skype.

The Secretary General shall issue invitations no less than 30 days prior to the date of such meetings. The invitation should include a draft of the agenda.

The final agenda should be send out 3 days prior to the meeting.

Every Board member has the right to put topics on the agenda. Proposal for topics and if needed additional material should be send to the Secretary General until 4 days prior to the meeting.

The meetings are constituted if the meeting is in compliance with the regulations or every member of the Board is present and does not disagree.

7. Responsibilities

The Board of Directors as IFA body is responsible for:

- developing strategic plans for IFA,
- establishing the annual budget,
- appointing the Secretary General,

- the approval of provisional membership of new member federations,
- the approval of provisional recognition of new regional associations,
- the forming of the Commissions (members and chairs) (with exception of those Commissions or chairs to be elected by the Congress or the Athletes),
- the remission and amendments of Regulations and Competition Rules,
- the remission and amendments of Standing Orders for the Executive Committee, the Board of Directors and the Commissions.

8. Tasks of the Board members

8.1. President

- general competence
- internal representation of IFA
- public representation of IFA in particular at the IOC, IWGA, Sportaccord etc.
- subsidies from Austria
- marketing in cooperation with the Chair of the Sports Commission
- preparation of the meetings of the IFA Sport for All Commission in particular Masters
- active search of future host cities of IFA events

8.2. Vice President

- The President shall be fully represented by the Vice President in the absence of the President, or in the event of his inability or refusal to act.
- Fistball in South America

8.3. Secretary General

The Secretary General shall be responsible for the efficient handling of administrative matters including:

- preparation and minutes of meeting of the IFA Board of Directors and IFA Executive Board
- public representation of IFA to the IOC, IWGA, Sportaccord etc. in cooperation with the President
- IOC recognition process
- Anti-Doping administrator (testing and prevention)
- IFA Anti-Doping Program 2016
- correspondence / official mailings / contracts for all IFA competitions
- preparation IFA Congress 2019
- preparation of the meetings of the IFA Women in Sport Commission
- preparation of the meetings of the IFA Youth and Sport Commission
- preparation of the meetings of the IFA Entourage Commission

- preparation of the meetings of the IFA Ethics Commission
- preparation of the election of the IFA Athletes' Commission
- subsidies from Germany

8.4. Treasurer

The Financial Director shall be responsible for the diligent handling of all financial matters including:

- accounting
- tax issues
- annual financial statement
- sponsoring
- subsidies
- independently running the IFA Audit Committee

8.5. Chair of the Sports Commission

- preparation and running of the IFA competitions (competition management) incl. World Games 2017
- education and administration of referees
- IFA education program
- the remission and amendments of Regulations and Competition Rules
- organizing the evaluation of and the transfer of knowledge concerning the Championships
- independently running the IFA Sports Commission

8.6. Chair of the Communication Commission

- IFA Corporate Design
- IFA website
- IFA Youtube account
- IFA Facebook account
- IFA Twitter account
- preparation and running of marketing matters beside all IFA competitions
- preparation and running the production of TV footage at all IFA competitions
- independently running the IFA Communication Commission

8.7. Member of the Board Alwin Oberkersch

- IFA development program
- IFA fair play campaign

8.8. Presidents of EFA

- representation of EFA inside the IFA Board
- European championships

8.9. Chairwomen of the Athletes' Commission

- representation of the Athletes' Commission in the decision making process
- preparation of the IFA Sports Commission in cooperation with the Secretary General

8.10. Chairwomen of the Medical and Anti-Doping Commission

- representation of the Medical and Anti-Doping Commission in the decision making process
- IFA Anti-Doping Program 2017 – 2019
- preparation of the IFA Medical and Anti-Doping Commission in cooperation with the Secretary General

9. Competences of the Board members

Inside of his /her responsibilities, every member of the Board is independent as long as expenses are covered by the designated budget. Strategic decisions are always tasks of the Board. In case of incertitude, the President can decide if the question is a strategic one.

In general, the Board should follow the proposal of the responsible Board member.

10. Reporting

a. Internal reporting

Every member of the Board has the obligation to report to his colleagues on all duties concerning his/her tasks and/or strategic questions in general by a written report or email. This report should not be longer than two pages.

For this information flow, the email info@ifa-Fistball.com is established.

b. External reporting

Every member of the Board has the obligation to give a written report to Congress. This report should not be longer than 2 pages and send to the Secretary General not later than 7 weeks before the Congress.

III. Executive Committee

11. Composition

The Executive Committee consists of the following members with voting rights

- President,
- Vice President,

- Secretary General,
- Treasurer,
- chair of the Sports Commission.

12. Responsibilities

The Executive Committee is responsible for the day-to-day running of IFA under the guidance of the Board of Directors.

13. Meetings

The President together with the Secretary General is responsible for the day-to-day decision making process of the Executive Committee.

In general there will be no formal minutes of the Executive Committee decision making process.

C. Commissions

14. Meetings

The meetings of the Commissions are prepared by the chair of the Commission.

Meetings of the Commissions take place in general by Skype.

A written invitation should be send out to the members of the Commission with a copy to office@ifa-Fistball.com

The invitation to the first meeting will be send out by the Secretary General.

15. Sports Commission

Tasks:

- preparation and running of the IFA competitions (competition management) incl. World Games 2017
- education and administration of referees
- IFA education program
- the remission and amendments of Regulations and Competition Rules
- organizing the evaluation of and the transfer of knowledge concerning the Championships

16. Athletes' Commission

Tasks:

- to help the Board keep the Athletes' perspective in mind
- to help to develop Fistball all over the world
- the remission and amendments of Regulations and Competition Rules
- the evaluation of IFA events

17. Women in Sport Commission

Tasks:

- to help the Board keep the women´s perspective in mind
- to support the preparation of the IFA Fistball Women´s World Championships
- the evaluation of the IFA women events

18. Youth and Sport Commission

Tasks:

- to increase the attractiveness of Fistball for young people
- to develop new formats of Fistball for young people
- to run an IFA Youth Camp
- to run a professional IFA U18 World Championship every two years
- to cooperate with the International School Sports Federation ISF to promote Fistball in schools
- to prepare Fistball to be part of the Youth Olympic Games 2018 in Buenos Aires

19. Entourage Commission

Tasks:

- to discuss and improve all issues related to the male and female Fistball players concerning the performance of the athletes
- to support the Host Cities concerning a side and social program for the Fistball family

20. Communications Commission

Tasks:

- IFA Corporate Design
- IFA website
- IFA Youtube account
- IFA Facebook account
- IFA Twitter account
- preparation and running of marketing matters beside all IFA competitions
- preparation and running the production of TV footage at all IFA competitions

21. Medical and Anti-Doping Commission

Tasks:

- to discuss and improve the healthy situation of all
- all issues related to the male and female Fistball players concerning the performance of the athletes
- Anti-Doping test distribution planning (TDP)

22. IFA Doping Control Panel

Tasks:

- Anti-Doping results management and hearing

23. TUE Panel

Tasks:

- to decide about TUE applications

24. Audit Committee

The Audit Committee shall review the financial records of the IFA and report to the member federations annually. If an Auditor resigns prior to the completion of the term, the Board shall designate a replacement to serve until the next Congress.

25. Sport for All Commission

Tasks:

- to develop the Fistball Masters events
- to support the preparation of the IFA Masters events
- to prepare the membership of IFA in the International Masters Games Association (IMGA)
- to prepare a Fistball masters event at the World Masters Games and the European Masters Games

26. Ethics Commission

Tasks:

- according to IFA Code of Ethics and IFA Juridical Regulations

IV. Member Federations

IFA shall maintain a website and group emails which shall serve as the primary vehicle for the dissemination of information to the Members.

Each Member shall provide to IFA an official contact address, including contact person, telephone number, full mailing address per international standards, and an electronic e-mail address, to be confirmed at least annually. Communications to such address shall be deemed to constitute due notice by IFA to Members.

Approved by IFA Board of Directors at the meeting dated 15 January 2016.