

## IFA Standing Orders 2018

### Preamble

Based on § 15 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 4 November 2018 and replace all former versions.

### 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.

The financial report should be audited by an external audit company annually.

The internal Audit Committee shall review the financial records of all full financial years once prior to the IFA Congress and report to the member federations.

The treasurer will report the Board on a regularly basis within the financial year.

#### 3. Financial Orders

Invoices should be checked by the person, who disposed the contract/act.

The controlled invoice should be forwarded to the Treasurer as soon as possible by email including a proposal for the accounting.

On a four-eyes principle the invoices will be re-checked by the Treasurer before paying the invoice.

#### 4. 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.



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## **5. 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 § 14 of the statutes 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).

## **6. Composition 2015 - 2019**

According to the elections 2015 and § 15 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 Presidents of PAFA (ex officio),
- two representatives for Asia/Oceania and Africa
- the Chairperson of the Athletes' Commission (ex officio),
- the Chairperson of the Medical and Anti-Doping Commission (ex officio)
- the Administrative Director.

All members have voting rights.

## **7. Meetings**

The Board of Directors meets at least twice a year according to the annually approved schedule.

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.

Meetings in general take place as Skype phone call meetings and last approximately 60 to 90 minutes if the meetings are dated monthly.

Times and places may differ if decided by the Executive Committee.

The Secretary General shall issue invitations no less than 7 days prior to the date of such meetings. The invitation should include a draft of the agenda.

The final agenda should be send out latest 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.

## **8. Responsibilities**

The Board of Directors as IFA body is responsible for:

- developing strategic plans for IFA,
- establishing the annual budget,
- appointing the Secretary General,
- appointing the Administrative Director,
- appointing a Competition Manager and Technical Delegate for each IFA competition,
- 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.

## **9. Tasks of the Board members**

### **9.1. President**

- general competence
- internal representation of IFA
- public representation of IFA in particular at the IOC, IWGA, Sportaccord etc.
- subsidies from Austria
- preparation of the meetings of the IFA Sport for All Commission in particular Masters

### **9.2. 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

### **9.3. Secretary General**

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

- preparation 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
- Data Protection Officer
- 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 Entourage Commission
- preparation of the meetings of the IFA Ethics Commission
- preparation of the election of the IFA Athletes' Commission
- subsidies from Germany

#### **9.4. 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

#### **9.5. Chair of the Sports Commission**

- preparation and running of the IFA competitions
- 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

#### **9.6. Member of the Board Roger Willen**

- IFA Development Director

#### **9.7. Member of the Board Alwin Oberkersch**

- IFA Fair Play campaign

**9.8. President of EFA**

- representation of EFA inside the IFA Board
- EFA events

**9.9. President of PAFA**

- representation of PAFA inside the IFA Board
- PAFA events

**9.10. Representatives of Asia/Ozeania and Africa**

- representation of the members of the respective area inside the IFA Board
- establishing a Regional Association within the respective area
- running regional events

**9.11. Chairwomen of the Athletes' Commission**

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

**9.12. Chairwomen of the Medical and Anti-Doping Commission**

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

**9.13. Administrative Director**

- minutes of meeting of the IFA Board of Directors
- handling of IFA invoices incl. membership fee invoices
- sponsoring in cooperation with the Secretary General and all members of the Board
- marketing in cooperation with the Chair of the Communication Commission
- active search of future hosts of IFA events
- correspondence / official mailings for all IFA competitions in cooperation with the Secretary General
- Anti-Doping Administrator (testing and prevention)
- Fistball Academy
- preparation of the meetings of the IFA Youth and Sport Commission
- IFA Corporate Design

## **10. 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 uncertainty, the President can decide if the question is a strategic one.

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

## **11. 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 [board@ifa-fistball.com](mailto:board@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**

### **12. Composition**

The Executive Committee consists of the following members with voting rights

- President,
- Vice President,
- Secretary General,
- Treasurer,
- Chair of the Sports Commission,
- Administrative Director.

### **13. Responsibilities**

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

### **14. 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 a Skype meeting every Tuesday at 8:30 AM with no formal minutes of the Executive Committee decision making process.

## **C. Commissions**

### **15. Meetings**

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

Each commission should meet twice a year for approximately 60-90 minutes.

Meetings of the Commissions take place in general by Skype. An in person meeting should be dated within the respective IFA highlight events every two years if possible.

A written invitation should be send out to the members of the Commission with a copy to [office@ifa-fistball.com](mailto:office@ifa-fistball.com)

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

### **16. Sports Commission**

#### **Tasks:**

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

### **17. 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

### **18. 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

### **19. Youth and Sport Commission**

#### **Tasks:**

- to increase the attractiveness of Fistball for young people
- to develop new formats of Fistball for young people
- IFA Education Program / Fistball Academy
- 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

## **20. Entourage Commission**

### **Tasks:**

- to discuss and improve all issues related to the male and female Fistball players concerning the performance of the athletes
- to supervise the execution of the IFA Guidelines for the Conduct of the Athletes' Entourage

## **21. Communications Commission**

### **Tasks:**

- IFA websites
- IFA Facebook account
- IFA Instagram account
- IFA Twitter account
- Fistball.tv
- preparation and running of marketing matters beside all IFA competitions
- preparation and running the production of TV footage at all IFA competitions

## **22. 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)

## **23. IFA Doping Control Panel**

### **Tasks:**

- Anti-Doping hearings according to IFA Anti-Doping Rules based on Wada's Models of Best Practice for International Federations and the World Anti-Doping Code 2015

## **24. TUE Panel**

### **Tasks:**

- to decide about TUE applications according to IFA Anti-Doping Rules based on Wada's Models of Best Practice for International Federations and the World Anti-Doping Code 2015



## **25. Audit Committee**

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

## **26. 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

## **27. 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 the IFA Board of Directors at the meeting dated 4 November 2018.