

IFA Standing Orders 2019

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 23 November 2019 and replace all former versions.

I. General

1. Official Languages

English and German are the official IFA languages that means correspondence to and from IFA could be conducted in one of these languages.

To reduce the preparation work for IFA body meetings / events in general the documents for the Board of Directors and Commissions as well as the invitations / bulletins are only in English. If major or critical points are handled, the documents should at least partially be in two languages.

In minutes the topics and the proposals are bilingual if not self-exploratory.

Additionally, every participant in a meeting has the right to speak either in German or English. The chair should guarantee a summary translation.

If only German speaking representatives are present in a meeting the meeting can be conducted in German as well.

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.

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 2019 - 2023

According to the elections 2019 and § 15 IFA statutes the Board of Directors consists of the following members

- President,
- Honorary President / IFA Senior Adviser
- Vice Presidents,
- Secretary General,
- Treasurer,
- the Chairperson of the Sports Commission,
- further members,
- the Presidents of EFA (ex officio),
- the Presidents of PAFA (ex officio),
- two representatives for Asia/Oceania and Africa
- the Chairperson and the Deputy of the Athletes' Commission (ex officio),
- the Chairperson of the Youth and Sport Commission (ex officio),
- the Chairperson of the Women in Sport Commission (ex officio),
- the Chairperson of the Communications Commission (ex officio),

- the Honorary President / IFA Senior Adviser

All members have voting rights.

7. Meetings

The Board of Directors meets every two months but 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 every two.

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 of all members of staff,
- 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, GAISF etc.
- IOC recognition process

9.2. Vice President Dr. Giana Hexsel

- The President shall be fully represented by the Vice President Dr. Giana Hexsel in the absence of the President, or in the event of his inability or refusal to act.
- Fistball in South America
- representation of the Medical and Anti-Doping Commission in the decision making process
- Annual IFA Anti-Doping Program in cooperation with the IFA Anti-Doping Administrator
- preparation of the meetings of the IFA Medical and Anti-Doping Commission in cooperation with the Secretary General

9.3. Vice President Vikki Buston

- IFA 2022 Fistball U18 World Championship New Zealand
- Fistball in Oceania

9.4. Vice President Steve Schmutzler

- Competition Management
- Future development of sports equipment especially Fistballs
- Fistball in Europe

9.5. 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
- preparation and running of the IFA competitions in cooperation with the chairman of the Sports Commission
- public representation of IFA to the IOC, IWGA, GAISF etc. in cooperation with the President
- IOC recognition process in cooperation with the President
- preparation IFA 2023 Congress
- subsidies from Austria
- minutes of meeting of the IFA Board of Directors
- handling of IFA invoices incl. membership fee invoices
- sponsoring / marketing / Corporate design in cooperation with all members of the Board
- active search of future hosts of IFA events
- correspondence / official mailings for all IFA competitions
- IFA Corporate Design

9.6. 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

9.7. Chair of the Sports Commission

- preparation and running of the IFA competitions (schedule)
- the remission and amendments of Regulations and Competition Rules
- evaluation of and transfer of knowledge concerning IFA competitions
- independently running the IFA Sports Commission

9.8. Member of the Board Roger Willen

- IFA Development Director
- first point of contact for all new federations/initiatives
- IFA Ambassadors program

9.9. Member of the Board Alwin Oberkersch

- Chair of the IFA Referees Commission
- Reorganization of the education and administration of international referees

9.10. President of EFA

- representation of EFA inside the IFA Board
- EFA events

9.11. President of PAFA

- representation of PAFA inside the IFA Board
- PAFA events

9.12. 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

9.13. Chairwomen and Deputy of the Athletes' Commission

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

9.14. Chairmen of the Youth and Sport Commission

- Running the Fistball Academy

9.15. Chairwomen of the Women in Sport Commission

- representation of the Athletes' Commission in the decision making process
- Fistball in Poland

9.16. Chairmen of the Communications Commission

- Communication and marketing in cooperation with the Secretary General

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 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 Presidents,

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

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

There are two fixed meetings the Vice Presidents Call” in general every 2nd Friday of the months at 10:30 PM (European Time) and the Task Force Finance with the President, Secretary General and the Treasurer every second Tuesday at 8:30 AM. These meeting are without formal minutes.

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

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

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)
- the remission and amendments of Regulations and Competition Rules
- organizing the evaluation of and the transfer of knowledge concerning the Championships
- to develop new formats of Fistball

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. Referees Commission

Tasks:

- Reorganization of the education and administration of international referees
- Nomination of referees for all IFA competitions in cooperation with the chair of the Sports Commission

19. 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

20. Youth and Sport Commission

Tasks:

- Fistball Academy
- 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

21. 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

22. 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

23. 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)

24. 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

25. 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

26. Audit Committee

The Audit Committee shall review the financial records of the IFA and report to the member federations.

27. Sport for All Commission

Tasks:

- to prepare the Fistball events at the CSIT World Sports Games 2021 Zagreb and 2023 Rome
- to prepare a Fistball event at the TAFISA event in Portugal 2020
- to develop the Fistball Masters events
- to support the preparation of the IFA Masters events

28. 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 on 23 November 2019.