

## IFA Standing Orders June 2025

### 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 21 June 2025 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 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. The Treasurer and the Secretary General may agree that invoices may also be paid by the Secretary General. Salary payments are excluded from this.



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President: Jörn Verleger | Secretary General: Christoph Oberlehner  
Vice Presidents: Gastao Englert, Giana Hexsel, Roger Willen  
Treasurer: Gerhard Bieringer | Chair of the Sports Commission: Gastao Englert  
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#### **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 4 weeks 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 2023 - 2027**

According to the elections 2023 and § 15 IFA statutes the Board of Directors consists of the following members

- President,
- 3 Vice Presidents,
- Secretary General,
- Treasurer,
- the Chairperson of the Sports Commission,
- further members,
- the Presidents of regional Associations (EFA/PAFA/AFA/OFA) (ex officio),
- representatives for 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),

All members have voting rights.

Honorary Presidents have the right to participate Board of Directors meetings without voting rights.

The President is entitled to invite advisors, in particular senior advisors, to meetings. These advisors do not 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. Microsoft Teams.

Meetings in general take place as Teams 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 meeting documents and voting content must be treated confidentially by the Board members. This applies in particular up to the point at which the Executive Committee deliberates and adopts a decision. If a Board member wishes to deviate from this, they require the written consent of the President. Only the approved minutes are public and can be passed on to third parties by the members without consultation.

The meetings are constituted if the meeting is in compliance with the regulations or no Board member until the approval of the minutes.

## **8. Responsibilities**

The Board of Directors as IFA body is responsible for:

- developing strategic plans for IFA,
- establishing the annual budget,
- 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, AIMS etc.

- IOC recognition process
- 

## **9.2. Honorary President**

- representation of the IFA in coordination with the President
- 

## **9.3. Vice President and Chair of the Sports Commission Gastao Englert**

- The Vice President represents the President in his absence and is the first deputy. This also applies if the president is unable or unwilling to act. The first vice president shall succeed as president if the president resigns. Unless otherwise decided by the executive committee by invitation to an extraordinary congress, a by-election for the president shall only take place at the next regular IFA congress.
- Involvement in the IOC recognition process
- preparation and running of the IFA competitions (schedule)
- IFA Training Program
- the remission and amendments of Regulations and Competition Rules
- evaluation of and transfer of knowledge concerning IFA competitions
- independently running the IFA Sports Commission
- independently running the IFA Referees Commission
- testing and approval of Fistballs from all manufacturers

## **9.4. Vice President and Chairwomen of the Medical and Anti-Doping Commission Dr. Giana Hexsel**

- The Vice President is an additional representative of the President.
- representation of medical aspects in the decision making process
- preparation of the meetings of the IFA Medical and Anti-Doping Commission in cooperation with the Secretary General

## **9.5. Vice President and Development Director Roger Willen**

- The Vice President is an additional representative of the President.
- IFA liaison officer for the regional associations – attends meetings of the regional associations as required.
- chair of the IFA Sport Development Commission
- first point of contact for all new associations/initiatives (IFA Development Director)
- prepares all decisions of the IFA Sports Development Commission in cooperation with the Secretary General

## **9.6. 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 2027 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
- Fistball Academy in collaboration with the chair of the Fistball Academy

#### **9.7. Treasurer**

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

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

#### **9.8. Member of the Board Eline Pollentier**

- Women in Sport Commission

#### **9.9. Member of the Board Cassandra Hagen**

- special tasks

#### **9.10. Member of the Board Steve Schmutzler**

- special tasks

#### **9.11. Member of the Board Rodrigo Bötcher**

- special tasks

#### **9.12. President of EFA/PAFA/AFA/OFA**

- representation of EFA/PAFA/AFA/OFA inside the IFA Board
- EFA/PAFA/AFA/OFA events

#### **9.13. Representatives of Africa**

- representation of the members of Africa inside the IFA Board
- establishing a Regional Association in Africa

#### **9.14. 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

#### **9.15. Chairmen of the Youth and Sport Commission**

- to increase the attractiveness of Fistball for young people
- involvement to prepare and running IFA U18 events

#### **9.16. Chairwomen of the Women in Sport Commission**

- representation of women in the decision making process
- involvement to prepare and running IFA Women's events

#### **9.17. 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**

Each Board member should give a brief, preferably written, report on his/her activities at Board meetings on all issues of a strategic nature.

#### **b. External reporting**

Each member of the Presidium should submit a written report to the Congress on his/her areas of activity at the end of the term of office. 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,

- 3 Vice Presidents,
- Secretary General,
- Treasurer.

### **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/decision making process**

Decisions are made in digital meetings. These meeting are without formal minutes.

## **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 Teams. 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@Fistball.sport](mailto:office@Fistball.sport)

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. Referees Commission**

Tasks:

- education and administration of international referees
- Nomination of referees for all IFA competitions
- preparation and running of the IFA Referees Congress

### **18. Athletes' Commission**

Tasks:

- to help the Board keep the Athletes' perspective in mind

- to help to develop Fistball all over the world
- participation in the remission and amendments of Regulations and Competition Rules
- the evaluation of IFA events

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

#### **Tasks:**

- to increase the attractiveness of Fistball for young people
- to support the preparation and running of IFA U18 events

### **20. 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

### **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. Sport Development Commission**

#### **Tasks:**

- introduction of Fistball into new countries
- expansion of Fistball activities in developing countries
- development of Para-Fistball



- improvement of gender equity, diversity, equity and inclusion in Fistball
- introduction of sustainability and athlete safeguarding initiatives
- education for Anti-Doping

## **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 2019

## **25. TUE Panel**

The tasks of the IFA TUE panel ("decision on TUE ("medical") exemptions) are transferred to ITA.

## **26. Audit Committee**

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

As the IFA Statutes do not contain any details on the duties of the auditors, the following points should be included in the report:

- Time and place of the audit
- documents submitted or inspected
- audit methods (spot checks, full audit)
- focal points of the audit (e.g. full payment of membership fees, correct reporting of income, costs of individual projects or construction measures)
- audit findings (objections and recommendations)
- recommendation to the general meeting to approve the actions of the treasurer/executive board

The primary aim of the audit is to determine whether the board/finance officer has properly recorded and booked the association's documents. The main task at the end of a cash audit is to make a recommendation for the "discharge/non-discharge of the Board of Directors", as the presentation of the audit report at the general meeting can lead to the approval of the membership on recommendation and not every member must/should view all documents individually.

The addressee of the report is the IFA Board of Directors, which forwards the report to the IFA General Assembly.

In the event of the resignation of an auditor before the end of the mandate, the Presidium shall appoint a replacement member who shall remain in office until the next Congress.

## **27. Ethics Commission / Joint Investigation Unit of the International Associations**

### **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 meeting on 21 June 2025.