



Constitution

of the

Fédération Internationale de Powerchair Football Association

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TABLE OF CONTENTS

Purpose

Congress

Council

Secretariat

Annex: Regulations

Purpose

The **Fédération Internationale de Powerchair Football Association (FIPFA)** is an International Federation of National Organisations of Powerchair Football (NOPF) recognized by the International Paralympic Committee as governing the sport of Powerchair Football (also known as Power Soccer in certain countries). It is registered in France in accordance with the requirements of the respective law of association. Its mission is to practice, develop, coordinate and support the sport of Powerchair Football worldwide. To this end, FIPFA has the responsibility for international competition, development and promotion.

Congress

Congress shall be the governing body of FIPFA and the collective voice of the sport of Powerchair Football worldwide. Congress shall have final authority over the activities of FIPFA according to the provisions in this Constitution. Its members are:

- The FIPFA President
- Each full affiliate NOPF
- Each associate member NOPF
- The Secretary General

The FIPFA President shall chair the meeting of Congress but shall not vote, except in the case of a tie, when he or she shall have the deciding vote. Each full affiliate NOPF in good standing shall be entitled to one vote. The Secretary General has no vote. All individual elections and votes concerning exclusions are by secret ballot. Other votes are generally by show of hands. Congress is also attended by the other officers of Council and the representative of each Zone Council. These attendees have no vote. Congress meetings are open to such invited persons considered by Council as being of service to FIPFA. Invitees have no vote.

The role of Congress is to:

- adopt the Constitution, amend it as required and ensure compliance with it;
- elect the FIPFA President and the other officers of the Council;
- examine and approve reports of Council and adopt the financial statements;
- determine the fees of membership;
- ratify decisions concerning relations with other international bodies;
- ratify decisions of Council concerning establishment and modification of regulations;
- ratify decisions of Council relating to the admission or exclusion of members;
- ratify any change of country for the legal seat and headquarters of FIPFA;
- declare the dissolution of FIPFA.

Congress meets annually and it may do so by electronic means. At least once every four years the meeting of Congress takes place in person, such as at a date and place established in function of the World Cup. Congress meets to approve its agenda, debate and vote on propositions. Agenda items and amendments to the Constitution and Regulations may be sent by members to the Secretary General at any time up to three months prior to the Congress at which they are to be discussed.

An extraordinary Congress to consider amendments to the Constitution can be called by Council or upon receipt of a resolution from at least half of the NOPFs. The amendment(s) shall be proposed in a document signed by the requesters and sent to the Secretary General. The Secretary General, in consultation with the President, will announce and hold the extraordinary session within two months of receipt.

The Secretary General ensures delegates to Congress possess credentials from their respective NOPF authorizing attendance and designating the voting delegate. A delegate may represent one NOPF only. All delegates to meetings shall be issued ballot cards. Voting by proxy is not permitted.

Quorum for Congress is at least half of fully affiliated members. Amendments to the Constitution require at least three quarters of the total votes; other motions require only at least half. Abstention is not permitted. Decisions of Congress shall be final, may not be subject to appeal and enter into force the day after the closure of the meeting of Congress.

Council

Council shall be the executive body of Powerchair Football worldwide, elected by Congress and exercising responsibility for the on-going business of FIPFA according to the provisions in this Constitution and within the limits of the Regulations of Powerchair Football appended to it. Council shall consist of the following:

- FIPFA President
- Vice-President
- Treasurer
- Director of Sport
- Secretary General (appointed, non-voting)

The President is responsible for the quality and credibility of FIPFA actions globally and therefore chairs Congress and Council meetings, supervises the Secretary General and officially represents FIPFA at the external international level including with partners and sponsors.

The Vice-President shall substitute for the President and is responsible for regional operations including the coordination of the Zones and the development of the NOPFs.

The Treasurer shall supervise the financial and administrative business of FIPFA.

The Director of Sport shall oversee the technical matters related to the playing of Powerchair Football.

The Secretary General is the appointed chief executive officer of the Federation, records the proceedings of Congress and Council, and manages day to day business of the Federation through the Secretariat.

The roles and responsibilities of the Council are further explained in the Regulations.

Council members other than the Secretary General are elected during Congress with elections in the following order: President, Treasurer, Vice President and the Director of Sport. No person may hold more than one position on the Council at any time.

Quorum for Council is three elected members. If neither the President nor the Vice-President is attending, no decision can be made by the Council. In case of withdrawal of one of the members, the Council shall appoint a replacement until the next Congress.

The Council shall meet four times a year including at least once in person.

Secretariat

A Secretariat shall be set up to ensure that Congress, Council and NOPFs receive the highest possible level of administrative support, technical assistance and resource management in accordance with the means available to the Federation. It facilitates internal and external communication, and engages technical, legal, medical, fundraising and financial services for the Federation. It shall be headed by a Secretary General, who may not have any other responsibility within FIPFA or in a NOPF.

The Secretary General is responsible for sending notification to the members specifying the place, date, and proposed agenda of Congress three months prior to the opening. The Secretary General is responsible for sending a report to the members no later than one month after the meeting recording the decisions taken by Congress.

Regulations

This Constitution and these Regulations in the English language are FIPFA working documents and do not affect the Constitution of association in conformity with the French Law of 1901 under which the French language version remains the legal document of association.

1. Zones

1.1 Composition of the Zones

The National Organisations of Powerchair Football currently (15.08.2011) in membership of FIPFA are grouped in the following Zones:

- The Americas: Brazil, Canada, United States
- Asia/Pacific/Oceania: Australia, Japan, Singapore
- Europe: Belgium, Denmark, England, France, Ireland, Poland, Portugal, Scotland, Switzerland

Once a further NOPF has joined FIPFA, it will be assigned, as appropriate geopolitically, to only one Zone and automatically becomes a member of that Zone. A NOPF may only belong to one Zone.

1.2 Zone Council

A Zone Council includes a Zone Representative who will chair meetings of the Zone Council and represents it to the FIPFA Vice-President, a Technical Coordinator responsible for sports technical aspects and the Administrator, who is responsible for finances and recording minutes of meetings.

Following the guidelines of the FIPFA Congress and of Council, the Zone Council identifies each NOPF in its area of responsibility to ensure its legitimacy. It coordinates and oversees Zone training and the development of the sport in accordance with FIPFA policies and standards. It ensures that all FIPFA competition sanctioning requirements are met by the local organising committee or host body of respective Zone competitions, reports on all events and results to the Secretariat within 30 days of their completion, informs the FIPFA Secretary General of any international transfers of players within a Zone and from one Zone to another.

Zone Council meets at least three times a year and submits an annual report by 31 December of each year detailing activities and financial matters.

The FIPFA Council may itself or on receipt of a resolution signed by at least one third of the NOPFs of a Zone, and subject to ratification by Congress, withdraw the recognition of a Zone Council if it does not comply with the FIPFA Constitution or does not operate in the best interests of the International Federation or the NOPFs under its jurisdiction, in which case the FIPFA Council shall assume all responsibilities of the Zone until a new Zone Council can be convened.

The Zone Councils manage their own finances, in accordance with local legislation and synchronised with the FIPFA fiscal year 1 January – 31 December. The financial resources of Zone Councils may only be used in the context of objectives defined by the FIPFA Constitution and that of the Zone.

2. Terms of Reference of FIPFA Officers

The President chairs Congress and Council, officially informs a host committee that an event is sanctioned by FIPFA, generates financial partnerships, follows up on them and solicits new partners, oversees FIPFA's marketing contracts and is sole holder on behalf of FIPFA of its television, licensing and marketing rights

The Vice-President deputises for the President and is responsible for regional oversight and operational support to the Zones and their respective NOPFs, as well as outreach to and development of potential new NOPFs. This is to assist Zones to become autonomous through the development of constitutions, policies and programmes that complement the FIPFA Constitution and established policies. The Vice-President will ensure

Zones prepare budgets and strategic plans for the development and implementation of programmes in their regions, to include recruitment of new countries. He or she declares NOPFs who fail to pay dues on time as not in good standing with FIPFA, announces consequent loss of rights (to be a member of the respective zone, stand for Council and Zone and participate in FIPFA sanctioned events).

The Treasurer oversees the administrative and financial policies and procedures of FIPFA. Specifically, he or she is responsible for the administration of FIPFA and for its financial management throughout the fiscal year that runs from January 1 to December 31, calling for membership fees to be paid by 31 January each year, prepares the budget to be submitted to the Council for approval, ensures the preparation of yearly financial statements, prepares, updates and/or renews FIPFA reporting on fundraising; controls the sale of FIPFA's merchandise and intellectual properties. In conjunction with the Director of Sport, implements and collects event sanctioning fees.

The Director of Sport is responsible for oversight of the sports technical aspects of FIPFA including recruitment and selection of a Head Referee, a Head of Classification and the Anti-Doping Officer, all of whom must be ratified by Council. These officials in turn are responsible for the recruitment and recommendation of individuals to assigned duties to ensure the following areas are fully covered:

- **Referee** training, education, accreditation, international listing, and allocation to international competitions. **Classification** training, education, accreditation, international database, and allocation to international competitions, compliance with IPC Code. **Anti-Doping** training, education, oversight and support of Anti-Doping Officer, compliance with WADA Code, and infraction sanctions.
- **Technical specifications** of foot guards, chair protection, elements associated with the player-in-wheelchair, a mechanism to regulate the speed limit, ball specifications, safety rules for the player-in-wheelchair; playing field specifications.
- **External liaison** with the host organizing committee of each FIPFA sanctioned competition, the Sports Department of the International Paralympic Committee and other related departments, the Fédération Internationale de Football Association and its regional affiliates.
- **Competition** organisation, staffing, regulations, and schedules governing sanctioned competitions. **Appeals** management. Protocol to determine the official **calendar**, timing and location of international competitions and championships. Ensures events meet sanctioning requirements and recommends sanctioning to the Council.

2.1 Election of Officers

To ensure continuity and in keeping with the members wish to have annual meetings of Congress, the officers shall be elected for four year terms as follows:

2011	President
2012	Treasurer
2013	Vice President
2014	Director of Sport

Once this cycle is complete elections shall continue in this order. If a position is vacated for whatever reason, the Council shall appoint a replacement until the next Congress. The position shall come up for re-election at that next Congress for the completion of the original term of office.

3. Meetings

Meetings can be held by electronic means including Skype or any other media format to allow for maximum attendance and minimize costs. Reports from meetings shall be published within 30 days of a meeting on the FIPFA website.