

**INTERNATIONAL TABLE SOCCER FEDERATION**

**ADMINISTRATIVE RULES**

**April 2014**

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## **INTRODUCTION**

The Administrative Rules are established by the Executive Committee of the International table soccer Federation to manage the ordinary running of the ITSF's administrative matters.

However, between the Executive Committee's meetings, the ITSF Board is authorized to suspend or modify the application of the Administrative Rules in case of an abnormal or extraordinary situation. These modifications must be reported for approval at the next Executive Committee's meeting.

## CHAPTER I – MEMBERS

### 1.1 NATIONAL FEDERATIONS' AFFILIATION

- 1.1.1 Only national federations representing countries/states/territories recognized by the International Olympic Committee can apply to become ITSF members.
- 1.1.2 To be affiliated with the ITSF a national federation must have a minimum number of affiliated players. This number is decided by each annual General Assembly for the following season, on proposal from the Executive Committee. Therefore, all ITSF members are aware of this number through the General Assembly report.
- 1.1.3 Moreover, each national federation wishing to join ITSF must show that its Statutes do not go against the fundamental rules of the ITSF Statutes (except with respect to the official language and working languages).
- 1.1.4 The ITSF acknowledges that national federations may also include paid staff. However, these employees are not entitled to hold the offices of President, Vice-President, General Secretary, Treasurer or any equivalent position. Paid staff means a person whose principal activity is to teach or organize table soccer for payment in return.
- 1.1.5 No candidate federation may, in any respect, operate internally according to criteria such as race, skin colour, religion, ethnic origin, sex or sexual orientation.

### 1.2 MEMBER CATEGORIES

There are 2 different categories of ITSF member federations:

- Associate Members,
- Regular Members.

#### 1.2.1 *Associate member federations*

##### a) Conditions for joining ITSF

The Associate member federations:

- must be organized according to statutes acceptable by the ITSF
- must fairly represent the interest of table soccer players in their respective countries
- must hold an annual General Assembly and/or have another process of election of the Board
- must have at least 10 licensed players of Table Soccer
- must pay membership fees established by the General Assembly of the ITSF
- under exceptional circumstances, more than one national federation within the same country may become an Associate Member of the ITSF

b) Required documents:

- membership application form
- federation's statutes
- registration of the federation as a non-profit organization
- list of the Executive Committee's members (names and addresses)
- brief history/report of the organization's activities
- financial statement
- list of active members (males, females, juniors)

1.2.2 *Regular member federations*

a) Conditions for joining the ITSF

The Regular member federations:

- must be organized according to statutes acceptable by the ITSF
- must fairly represent the interests of table soccer players in their country
- must hold an annual General Assembly and/or have another process of election of the Board
- must have a membership of at least 50 licensed table soccer players
- must pay membership fees established by the General Assembly of the ITSF
- only one national federation per country can become a Regular Member and sole representative of its country within ITSF except in case of Paralympics National Federation, member of its National Paralympic Committee.

b) Required documents:

- membership application form
- federation's statutes
- registration of the federation as a non-profit organization
- list of the Executive Committee's members (names and addresses)
- brief history/report of the organization's activities
- financial statement
- list of active members (males, females, juniors)
- anti-doping code in accordance with ITSF codes
- disciplinary code in accordance with ITSF codes

1.2.3 Meeting all the conditions in one category whatsoever does not guarantee that the federation is automatically accepted as an ITSF member. In any case, the membership application must be submitted to a vote of the ITSF Executive Committee, which reserves the right to refuse a membership request if it considers it unacceptable (i.e. conflict of interest,...).

1.2.4 Moreover, the documents and information mentioned below can help the ITSF Executive Committee decide to accept or refuse a candidate federation in one of the two categories:

- website
- evidence of / information about national tournaments or other important events (e.g. photos, videos, website...)
- evidence of / information about national teams entering international competitions
- evidence of / information about regional reach within the country
- publication of a newsletter (paper or electronic...) or any other communication channel for the members
- development programme of table soccer; organization on a national level
- reference from at least one ITSF member
- reference from a government agency

### **1.3 MEMBERS' RIGHTS**

1.3.1 The different rights of the member federations are defined by each annual General Assembly for the following sport season, on a proposal made by the Executive Committee. All ITSF members are informed of these rights through the General Assembly report.  
(See the annexes for the current season's provisions.)

### **1.4 MEMBER FEDERATIONS' FEES**

1.4.1 The different fees of member federations as well as the different conditions which apply to them (payment expiry date, payment facilities, proportional share according to the number of license holders, etc.) are determined at each annual General Assembly for the following season, on a proposal made by the Executive Committee. All ITSF members are informed of these amounts through the General Assembly report.  
(See the annexes for the current season's provisions.)

## **CHAPTER II – LICENCES**

### **2.1 COMPULSORY CHARACTER**

- 2.1.1 The ITSF licence is compulsory for any table soccer player entering an official ITSF event. No entry shall be valid if the competitor's name is not registered with his/her ITSF licence number. The licence is valid for the season in progress.
- 2.1.2 This licence is also compulsory for the following individuals:
- Members of the Executive Committee and members of the ITSF Commissions;
  - Officials appointed to the World Championships, Olympic Games and, as a general rule, to any official ITSF event;
  - ITSF referees;
  - Any manager of an ITSF member federation.

### **2.2 LICENCE DELIVERY**

- 2.2.1 The ITSF issues licences to these individuals through their national federations.
- 2.2.2 Any request for a licence or for renewal of a licence must be made to the ITSF administrative office as soon as the corresponding fee has effectively been paid to the ITSF. The fee is set (in Euros) by each annual General Assembly for the following season. A licence may only be issued if the following information is supplied: last name, first name, nationality, birth date, sex, personal mailing address.
- 2.2.3 ITSF may grant an International licence to a player who lives in a country where there is no National Federation member of the ITSF. "ITSF Player"'s licence allows player to compete in ITSF World Tour, except World Cup and World Championships. (confer annex 2)

### **2.3 LICENCE PRESENTATION**

- 2.3.1 Organizers of ITSF official competitions must ensure that each player holds a valid ITSF licence for the current season before accepting their registration.
- 2.3.2 Any organizer who infringes rule 2.3.1. is liable to the penalties provided for in the ITSF Disciplinary Rules.

### **2.4 PLAYERS' NATIONALITY**

- 2.4.1 In international competitions, ITSF member federations shall be represented only by citizens of the country or territory represented by the affiliated ITSF member.
- 2.4.2 Having once represented a member in an international competition, no player may thereafter represent another member in an international competition, except in the following circumstances:

- The incorporation of one country or territory in another;
- The creation of a new country ratified by treaty or otherwise recognized at international level;
- Acquisition of a new citizenship. In this case, the player shall not represent the new member federation in an international competition for a period of three years following the acquisition of the new citizenship. This three year period may be shortened or cancelled as set out below:
  - the period may be shortened to 12 months with the agreement of the member federations concerned;
  - the period may be shortened or cancelled in exceptional cases by a vote of the Executive Committee.

2.4.3 Dual citizenship: in this case, a player who holds citizenship of two (or more) countries or territories may represent the member federation of any of them as he/she may elect. However, having represented the member federation in an international competition, the player shall not represent another member of which he/she is a citizen in an international competition for a period of 3 years from the date he/she last represented the first member. This three year period may be shortened or cancelled as set out below:

- the period may be shortened to 12 months with the agreement of the member federations concerned;
- the period may be shortened or cancelled in exceptional cases by a vote of the Executive Committee.

2.4.4 A citizen of a country or territory which is not an ITSF member may represent an ITSF member country or territory in an international competition on condition that he/she has completed a period of five years' continuous residence in that country or territory.

The period may be shortened or cancelled in exceptional cases by a vote of the Executive Committee.

2.4.5 A player who has moved to another country and who is not allowed to obtain citizenship from that country may represent that country in an international competition on condition that he/she has completed a period of five years' continuous residence in that country.

The period may be shortened or cancelled in exceptional cases by a vote of the Executive Committee.

2.4.6 When a citizen of a country or territory whose member federation is suspended by the ITSF is seeking to become a citizen of a country or territory of a member federation which is not suspended, he/she may enter a domestic competition organized by the member federation which is not suspended provided that:

- he/she renounces his/her former nationality in the process of applying for the nationality of a country or territory whose member federation is not suspended and that he/she publicly states this fact by advising the relevant member federations concerned;
- he/she has completed at least one year's continuous residence in his/her new country or territory;



- 2.4.7 A player who has complied with the requirements of the above 2.4.6 rule may take part in international competitions only after a continuing residence of two years in his/her new country or territory.
- 2.4.8 A player who has complied with the requirements of the above 2.4.6 rule may represent his/her new national federation in international competitions only after completing a period of three years' continuous residence in his/her new country or territory and after he/she has acquired its nationality.
- 2.4.9 The period of continuous residence shall be computed on the basis of a year of 365 days, starting from the day after a person lands in the country or territory where he/she seeks to acquire new citizenship.
- 2.4.10 In any continuous 365 day period, a player shall not spend more than a total of 90 days in the country or territory whose member federation is suspended.
- 2.4.11 Moreover, the player must refrain from any table soccer activities which shall include, but not be restricted to, exhibition events, training, coaching, refereeing in a competition, lecturing, giving interviews and publicity interviews, with any representatives of a member federation which is suspended by the ITSF.
- 2.4.12 Member federations and their officials, coaches and players are not to conduct any activities, as defined in rule 2.4.11 or otherwise, associated with any representative of a suspended member federation, its officials, coaches, judges, players, etc. In case of any infringement of this rule, the provisions for suspensions and sanctions specified in the ITSF Disciplinary Rules shall apply.

## **CHAPTER III – THE GENERAL ASSEMBLY**

### **3.1 GENERAL PROVISIONS**

- 3.1.1 ITSF member federations must receive the financial report of the season that has ended and the provisional budget at least one month before the date of the Assembly.
- 3.1.2 The vote concerning persons is a secret ballot.
- 3.1.3 The Executive Committee is in charge of establishing the final agenda.

### **3.2 COMPOSITION**

- 3.2.1 Only Regular Member Federations have the right to vote to the General Assembly.
- 3.2.2 When a Regular member federation has not fulfilled its financial obligations towards the ITSF one month before the opening day of the General Assembly, it will be prohibited from being represented at the aforesaid General Assembly and from voting, unless an exception duly justified and accepted by the Executive Committee has been made.
- 3.2.3 The representatives of member federations must be duly appointed by their President, their federation being a Regular Member. Regular Member Federations with 50 to 999 licences have 1 vote ; Regular Member Federations with 1000 licences or more have 2 votes.
- 3.2.4 To be able to vote, a national federation's delegate must be at least 21 years old on the day of the General Assembly.
- 3.2.5 The General Assembly also consists of Members of Honour (see Statutes), who only have an advisory vote.

### **3.3 CONVENING**

- 3.3.1 The General Assembly is called by the ITSF Executive Committee within the six-month period following the date of the accounts closure of the previous financial year.
- 3.3.2 Notifications to attend are sent in the time limits mentioned below:
  - Two months before the date of the meeting for the Annual General Assembly or the Elective General Assembly,
  - One month before the date of the meeting for an Extraordinary General Assembly.
- 3.3.3 The Elective General Assembly is specially called before June 30<sup>th</sup> which follows the end of the summer Olympic Games.

- 3.3.4 The quorum is reached if the Assembly is represented by at least half of the total voting members.
- 3.3.5 *Proxies*
- a) The right to vote at a General Assembly can be delegated to another Regular Member Federation or to a Member of Honour. This proxy must be signed by the President of the member federation, and the mandate will be imperative for any statutory modification.  
A delegate shall not have more than one mandate from another member federation.
- b) The only valid proxies are those forwarded directly to the ITSF and received at its head office eight days before the opening of the General Assembly, or, alternatively received by the ITSF administrative office at the General Assembly's premises by the day before the opening.
- c) When a regular member federation or a Member of Honour has already received a proxy, and then receives a new proxy from another member federation, it must inform the former that it cannot accept that proxy.  
Every proxy may identify one or several other regular member federations or Members of Honour who could receive that proxy, in order of preference, should the regular member federation or Member of Honour receiving the proxy first be prevented from accepting it.

### **3.4 AGENDA**

- 3.4.1 All proposals to add an issue to the Assembly's agenda must reach the ITSF office two months before the date established for the Assembly.  
Any proposal reaching the administrative office after this deadline cannot be included in the agenda.
- 3.4.2 A proposal can be presented by the President, the Executive Committee, the member federations, the Members of Honour and the Commissions (even proposals which concern other Commissions).
- 3.4.3 The President of the ITSF shall send the agenda to all the member federations, with all necessary clarification annexed, at least one month before the General Assembly.
- 3.4.4 At General Assemblies, for each point being discussion, the regular member federations, the Members of Honour and each member of the Executive Committee may express their opinion no more than twice, and for a maximum of three minutes each time. This restriction does not apply to the presentation of Commissions' reports, nor to the replies to questions addressed to any of the above persons, nor to the right to reply to an accusation.
- 3.4.5 At the end of the discussion on each item on the agenda, a member of the ITSF Board or another person given that responsibility will:
- announce the precise text which will be voted upon;
  - announce the general meaning of the proposal which is to be voted upon when a precise text has not been established.

After the vote, this text or general meaning will be confirmed and recorded.

- 3.4.6 The rapid summary of the decisions taken during the General Assembly must be prepared with the help of this recording and sent to all the member federations within a month.  
This summary must include the final version of the new texts and articles approved by the General Assembly.
- 3.4.7 Those new texts for which the final wording is established after the General Assembly by the Executive Committee must be sent to all the member federations within a month after the General Assembly.

### **3.5 ELECTIVE GENERAL ASSEMBLY**

- 3.5.1 The President, the Executive Committee and the members of the Permanent Commissions are elected at the Elective General Assembly, which is called at the initiative of the ITSF Executive Committee during the Olympic Year.  
They are elected for four years.
- 3.5.2 The voting procedure for the President, Executive Committee and members of the Permanent Commissions takes place through secret ballot. It must take place in a polling booth, to which the federations' delegates shall go one after another to complete their voting slips and place them in one or more closed ballot-boxes.
- 3.5.3 The newly elected President, Executive Committee and members of Permanent Commissions take office the first day of the month following the closing day of the Olympic Games or Elective General Assembly, whichever is the latest.
- 3.5.4 The Elective General Assembly elects professional auditors as auditors for a period of four years.

## CHAPTER IV – THE EXECUTIVE COMMITTEE

### 4.1 EXECUTIVE COMMITTEE'S DUTIES

- 4.1.1 The Executive Committee ensures the management of the ITSF between General Assemblies in accordance with the Statutes and takes the most suitable measures for the development of table soccer worldwide.
- 4.1.2 In an emergency, the Executive Committee can take decisions that are immediately binding. These decisions will be submitted to the next meeting of the relevant Commission for review, if necessary, and to the next General Assembly for confirmation. This procedure cannot be followed in the case of a change in the Statutes.
- 4.1.3 The Executive Committee prepares the work of the Commissions and the General Assembly. To this end, it shall gather information by every possible means on the views, tendencies and desires of the affiliated groups.  
It decides the dates and venues of the General Assemblies.  
It may call an Extraordinary General Assembly.  
It establishes the agenda of the General Assembly.
- 4.1.4 The Executive Committee will delegate one of its members to each Permanent Commission to act as liaison with them.
- 4.1.5 In the event of uncertainty or doubt, the Executive Committee is solely competent to interpret the articles of the Administrative Rules and the Statutes.
- 4.1.6 In case of exceptional circumstances preventing the ITSF Delegate from ensuring the smooth running of an official ITSF competition and which call for a provisional change of the rules, the members of the Executive Committee present may take all the necessary steps for the smooth running of the competition. If no member of the Executive Committee is present at this competition, the ITSF Delegate will take the decision.
- 4.1.7 The Executive Committee is responsible for establishing, modifying and writing the text of the Administrative Rules (in collaboration with the Administrative Commission). It approves the drafting of the texts prepared by the Administrative Commission, the Legal Commission and the Sports Commission, either for submission to the General Assembly, or in their final version in the case of proposals modified by the General Assembly without approving a precise text.
- 4.1.8 The Executive Committee receives applications from the national federations wishing to become Members of the ITSF. It has the right to provisionally accept a national federation which has submitted an application, according to the conditions specified in the present Administrative Rules (see the 'Members' chapter).
- 4.1.9 The Executive Committee approves the Board's proposals for appointment of new Members of Honour before they are presented to the General Assembly.
- 4.1.10 The Executive Committee must review the application files that have been submitted for the organization of the World Championships and, if necessary, applications to host other official ITSF competitions. It must then present a report about these applications to the General Assembly.

- 4.1.11 The Executive Committee appoints the ITSF Delegate, technical officials and referees for the World Championships, and the ITSF Delegates for the World Championship Series events.
- 4.1.12 The Executive Committee sanctions the calendar of official ITSF competitions.
- 4.1.13 The Executive Committee sanctions all designs and colours of the table soccer clothing of Member national federations.
- 4.1.14 The Executive Committee presents the Moral Report of the activity of the ITSF. This report is submitted for approval to the annual General Assembly.

## **4.2 BUDGETARY RESPONSIBILITIES OF THE TREASURER**

- 4.2.1 The Treasurer establishes a very detailed and precise budget, with additional explanations if necessary.  
This budget is intended for the management bodies of the ITSF, the President, the Board, the Executive Committee and the auditor.
- 4.2.2 The Treasurer establishes a simplified budget showing the main expenses and receipts, intended for the approval of the General Assembly.
- 4.2.3 The expenses provided for in the budget must be countersigned by the Treasurer.  
The expenses which are not provided for in the budget must be approved by the Executive Committee.
- 4.2.4 A 'management' account meant for the payment of current and recurring expenses operates under the sole signature of the President, the Treasurer and the General Secretary.  
The Administrative and Financial Director can be given power of signature up to a sum determined by the Executive Committee.  
The upper limit of the management account is determined by the Executive Committee according to the foreseeable expenses and it is routinely topped as needed, under the dual signature of the President, the Treasurer or the General Secretary.
- 4.2.5 Debit payments from the management account are done with the sole signature of the President, with the sole signature of the Treasurer with the prior approval of the President, or with the sole signature of the General Secretary with the prior approval of the President or the Treasurer who advises the President.  
The prior agreement can be made by fax.
- 4.2.6 All the other accounts are managed under the joint signature of the President, the Treasurer and the General Secretary, advising the President and the Treasurer if they are not signatories.
- 4.2.7 At least three times a year, the Treasurer must establish a financial statement with a comparison chart displaying the budget, the incomes and the expenses incurred.  
He/she must add to this a forecast of expenses and incomes for the coming months as well as a statement of the assets.  
These documents must be sent to the President and members of the Executive Committee at least ten days before each meeting.

## CHAPTER V – COMMISSIONS

### 5.1 FUNCTIONING AND ROLE OF THE COMMISSIONS

- 5.1.1 The Permanent and Temporary Commissions provided for by the Statutes are given a mandate by the Executive Committee in a limited field in order to:
- study on behalf of the Executive Committee and report to it the issues that the Executive Committee has submitted to them or that they have taken on themselves,
  - ensure the upgrade and application of the Rules and Codes within their special domains of competence,
  - provide answers, through the ITSF administrative office, to all specific problems raised by correspondents.
- 5.1.2 All reports and proposals of the Commissions are submitted to the Executive Committee for ratification.
- 5.1.3 The Permanent Commissions may create sub-commissions invested with particular research missions or they may consult qualified experts.
- 5.1.4 The President of the ITSF is a de jure member of all the Permanent Commissions, except the disciplinary bodies.
- 5.1.5 Every member of the Executive Committee may rightfully attend the Commissions' meetings, in addition to the official delegate of the Executive Committee (see the 'Executive Committee' chapter of the present Administrative Rules).

### 5.2 ATTRIBUTIONS OF PERMANENT COMMISSIONS

#### 5.2.1 *The Legal Commission*

The Legal Commission is in charge of:

- studying existing general rules to check that they are in accordance with existing laws;
- writing the Disciplinary Rules and Anti-Doping Rules, and reviewing all related suggestions, amendments and changes;
- controlling the regulatory character of the Statutes and internal rules of member federations allowing their ratification;
- advising and drawing the attention of all bodies about modifications in the laws, decrees and rules that govern them.

The administrative office of the ITSF is obliged to send to the Legal Commission all original documents relating to the latter.

#### 5.2.2 *The Administrative Commission*

The Administrative Commission presents a report to the General Assembly on any proposal concerning modifications to the Statutes.

This Commission prepares the texts for all resolutions concerning the Statutes for the approval of the Executive Committee before submission to the General Assembly. If the General Assembly modifies a proposal without approving a precise text, it prepares a modified text for the definitive approval by the Executive Committee.

This Commission is also the competent authority for writing the texts of all the annexes to the Statutes (medical, financial, security, Administrative Rules, ...) except the Sports Code and its annexes (written by the Sports Commission), as well as the Disciplinary Rules and Anti-Doping Rules, whose drafting is entrusted to the Legal Commission.

### 5.2.3 *The Sports Commission*

- a) The Sports Commission presents a report to the General Assembly on any proposal concerning the organization and running of competitions.  
This Commission is also the competent authority for all appended rules relating to the organization and the running of competitions.
- b) This Commission prepares the texts of any resolution concerning the Sport Code for approval by the Executive Committee before submission to the General Assembly. If the General Assembly modifies a proposal without approving a precise text, it prepares a modified text for the definitive approval by the Executive Committee.

### 5.2.4 *The Rules Commission*

- a) The Rules Commission is in charge of:
  - encouraging the training of good referees in the different countries;
  - monitoring the functioning of refereeing in the major ITSF events;
  - writing the Referee Code which deals in particular with the training and payment of referees;
  - submitting modifications of the Referee Code, if necessary, to the Sports Commission;
  - ensuring that the referees properly enforce the game rules (Rules Book) during the competitions.
- b) This Commission establishes the list of referees approved by the ITSF as submitted by member federations.  
It presents to the Executive Committee statistics enabling the assessment of the competence of the referees who have officiated during the season.  
The grade attributed to the referees during each competition will be awarded by the Rules Commission's delegates, when they are present or after taking advice from the ITSF Delegate.

### 5.2.5 *The Disciplinary Commission*

The Disciplinary Commission is responsible for handling all offences against rules, discipline or sportsmanship within the purview of the International Table Soccer Federation, in accordance with the ITSF Disciplinary Rules, subject to the specific dispositions with respect to disciplinary rules at competition venues.

It presents a report to the General Assembly on its activities and its suggestions concerning the ITSF Disciplinary Rules.

The provisions and attributions of the Disciplinary and Appeal Commissions are described in the ITSF Disciplinary Rules.



#### 5.2.6 *The Communication Commission*

This Commission is in charge of stimulating and coordinating the activities of the member federations for the advertising and the development of table soccer; It will suggest any modification relating to the media and advertising aspects of our sport.

It will present a report on the proposals it examined to the General Assembly, the final writing up of the decisions made by the General Assembly being submitted to the Administrative Commission or Legal Commission, if applicable.

#### 5.2.7 *The Medical Commission*

This Commission's task is to examine all medical, dietetic or climatic matters relating to table soccer. It proposes all measures that may be useful in the struggle against doping.

It presents its suggestions or recommendations on all these issues in a report to the General Assembly.

#### 5.2.8 *The Data Processing Commission*

The Data Processing Commission is mainly in charge of finalizing and upgrading any software enabling the computerized running of international tournaments under the responsibility of the ITSF. It may also study and finalize data processing solutions adapted to the various competitions of member federations.

#### 5.2.9 *The Women's Commission*

The Women's Commission is in charge of organizing table soccer for women on a world level through specific actions and events.

#### 5.2.10 *The Technical Commission*

The Technical Commission is in charge of developing the technical and practical environment of table soccer: tables, balls, etc.

Therefore, it is in close contact with the table manufacturers.

#### 5.2.11 *The Marketing Commission*

The Marketing Commission is in charge of all the aspects of ITSF marketing.

#### 5.2.12 *The ITSF Development Fund Commission*

The purpose of the ITSF Development Fund Commission is to develop table soccer in countries with little financial resources as well as financially support humanitarian and environmental projects worldwide through a special ITSF Development Fund.

#### 5.2.13 *The Partners' Commission*

It is made up of a representative of each partner manufacturer of Official Tables. Thus, its members are neither elected nor chosen by the ITSF Executive Committee (EC).

The Commission must elect a president. The election format and the duration of the term of office of the President are to be determined by the members of the Commission; this information must be forwarded to the ITSF EC.

If they wish, the members of the Commission may invite representatives of the partner manufacturers of Recognized Tables to also sit in the Commission. If so, they then cannot deny member status to any manufacturer of Recognized Tables. Thus, in that case, these representatives must have the same rights within the Commission as the representatives of partner manufacturers of Official Tables (duration of term of service, weight of their votes in deliberations, etc.).

Reports from meetings of the Commission must be sent to the ITSF for information and filing purposes.

The President of the Partners' Commission is the only spokesperson allowed to discuss Partner Commission issues with the governing entities of the ITSF, such as the General Assembly (for providing counsel and information) and/or the ITSF EC (regarding new measures to be implemented).

The President of the Partners' Commission sits automatically in the ITSF Development Commission with full voting rights.

The Commission may review any decision or comment from the Technical Commission or the ITSF EC that might affect table manufacturers, and may comment upon them and/or provide guidance. In such cases, if the Partners Commission feels prejudiced, it can request a meeting with the Technical Commission or the ITSF EC, either in person or through email, telephone, video-conference, etc., to discuss the issue before it is submitted to the final vote of the ITSF EC.

Deadlines linked to the decision-making process are set by the Administrative Commission who has to make sure that decisions and/or votes are not too much delayed by such process, 2 weeks being the standard timeframe for convening a meeting.

## **ANNEXES**

- 1. Member Federations' Rights**
- 2. Federations' Membership Fees**
- 3. Travel Expenses**
- 4. Organizing a Congress**
- 5. Protocol (Order of Precedence)**
- 6. Official and Recognized Tables**
- 7. Application form - Recognized Tables**
- 8. Application form – Official Tables**
- 9. Sample letter to support an application from a table manufacturer to receive ITSF sanctioning**

## ANNEX 1: MEMBER FEDERATIONS' RIGHTS

The following rights of member federations are defined by each Congress or annual General Assembly for the following touring season, on proposal of the Executive Committee. They have been established as follows:

### 2013/2014 SEASON:

#### I – Rights of Associate Member federation

Associate Federations:

- can send their national champions<sup>1</sup> to the World Championships
- can send their member players to all other ITSF tournaments including the World Cup only in Division 2
- can have their players ranked in the ITSF World Rankings
- can send representatives to attend General Assemblies but not to vote
- must organize at least 1 tournament in the ITSF Tour classified as Master Series or lower level events
- can not be refunded travel or accommodation expenses

#### II – Rights of Regular Member federations

Regular Federations:

- can send their national champions to the World Championships
- can send their member players to all other ITSF tournaments including the World Cup in Division 1 and Division 2
- can have their players ranked in the ITSF World Rankings
- can vote at the ITSF General Assembly
- can have representatives at the General Assemblies, in the Executive Committee or ITSF Commissions
- can organize any type of event in the ITSF Tour
- must organize at least 2 tournaments on the ITSF Tour
- are entitled to the travel packages available for their qualified players at the World Championships (to find out which players are entitled to travel packages, see annexes)
- can benefit from additional players (Wild Cards) for the World Cup.

Wild Cards for ITSF Regular Members				
Numbers of licensees	50 to 499	500 to 999	1000 to 1999	2000 +
All Doubles Categories (Men/Women/Junior/Senior)	1 team	1 team	2 teams	2 teams
All Singles Categories (Men/Women/Junior/Senior)	-	1 player	1 player	2 players

<sup>1</sup> National champions are designated by the ITSF national member federation through the means of its choice (national championship, challenge, qualifications specific to the World Championships, best player in the national rankings of the regular season, etc...). National champions must be of the sports nationality (that is of the nationality for which they are registered at the ITSF) of the country they represent via the ITSF member national federation.

## ANNEX 2: FEDERATIONS' MEMBERSHIP FEES

The following amounts are set by each Congress or annual General Assembly for the following season, on proposal of the Executive Committee. They have been established as follows:

### 2013/2014 SEASON:

#### I – Registration fees to be paid to ITSF:

The amounts depend on the member category:

Member categories	Annual registration fees
Associate	Free the first year – then €250 to be paid by January 1 <sup>st</sup> , 2014
Regular	Depending of the quantity of licences : . from 50 to 125 = 250€ . from 126 to 250 = 2€licence . from 251 to 500 = 500€ . from 501 to 2000 = 1€licence . more than 2001 = 2000€ To be paid by January 1st, 2014

Player's Licence : 50€/ season / joueur.

#### II – Tournament sanctioning fees to be paid to ITSF:

Tournament categories	Sanctioning Fees
World Cup	€10 000
World Championships	€5 000
Continental Championships/Cups	€5 000
World Championship Series	€2 000
International	€500
Master Series	€300
Pro Tour	€150

#### III – ITSF bank information

INTERNATIONAL TABLE SOCCER FEDERATION  
 CREDIT AGRICOLE ATLANTIQUE VENDEE  
 AGENCE NANTES LADMIRAULT  
 NANTES, FRANCE

IBAN: FR76 1470 6000 4185 2374 2100 060

SWIFT Code: AGRI FR PP 847

## ANNEX 3: TRAVEL EXPENSES

### I – Official trips of members of the Executive Committee or members of an ITSF Commission delegated by the ITSF

- 1.1 An Economy Class plane ticket is sent by the travel agency of the organizing party to the address given by the person concerned.  
Other means of transport (car, plane ticket bought by the person concerned, etc.) are subjected to previous agreement between the organizing party and the person concerned.  
In any case, reimbursement is limited to the price of the plane ticket (or train ticket depending on the location of the event) as communicated by the travel agency of the organizing party.
- 1.2 A single room with breakfast included is paid for by the organizing party for the length of the mission. Extra costs are paid by the persons concerned.
- 1.3 A daily amount of €80, including meals, is allocated to the person concerned for the length of his/her mission (including one day for the trip). Payments must be made by the organizing party within 24 hours following the arrival of the person concerned.

### II – Other types of travels

Other types of travels may give the right to reimbursement of expenses.  
In this case a lump sum (travel package) will be established for each continent depending on the place where the event takes place. In this event, decisions will be made for each particular case through a vote by the Executive Committee at least 30 days before the date of the event.

### III – Financial provisions –2013/2014 Season

#### TRAVEL PACKAGE FOR THE 2014 WORLD CHAMPIONSHIPS

World Championship Qualifications + Travel package						
Travel package for <u>REGULAR MEMBERS ONLY</u> (No Travel package for Substitute players)						
	Men	Women	Junior	Senior	Travel Package	Substitute player
ITSF World Ranking	Top 16	Top 8	Top 3	Top 3	Yes	Next highest player in ITSF Ranking
WCH Titleholders	Top 1 Singles + Top 1 Doubles	Top 1 Singles + Top 1 Doubles	Top 1 Singles + Top 1 Doubles	Top 1 Singles + Top 1 Doubles	Yes	No
5 WCS Titleholders	Top 3 Singles Top 3 Doubles	Top 1 Singles Top 1 Doubles	Top 1 Singles Top 1 doubles	Top 1 Singles Top 1 doubles	Yes No	No No
International Series	Top 1 Singles	-	-	-	Yes	No
National Champions	Top 1 Singles + Top 1 Doubles	Top 1 Singles + Top 1 Doubles	Top 1 Singles + Top 1 Doubles	Top 1 Singles + Top 1 Doubles	No	Next highest National player

Continents	Package
Europe	€250
Africa	€500
North America	€700
Asia; Central and South America; Oceania	€800

## **ANNEX 4: ORGANIZING A CONGRESS**

The organization of ITSF Congresses will be entrusted only to member national federations who allow freedom of access to delegations and whose organizing committees commit themselves to sending invitations to all the federations that are entitled to participate and will do everything that is possible to obtain the requested visas.

In case of infringement to these provisions, the ITSF Board shall immediately inform the member federations of the ITSF and examine the possibility to transfer the organization of these events to another country.

### **I - ORGANIZATION OF THE CONGRESS**

#### **1.1 PREMISES**

The administrative management of the ITSF must make the following preparations:

1.1.1 Find a room for the Congress for a two-day meeting. This room must be suitable to accommodate about 150 participants. It must be fitted with the following equipment:

- booths and equipment for interpreters;
- an overhead projector;
- a platform for 8 people, with microphones;
- a speaker's platform fitted with a microphone;
- 3 lapel microphones;
- ballot boxes and polling booths;
- audio recording on tapes of the full Congress debates ;
- headphones for participants;
- notice boards in hotels and meeting places ;
- boards displaying information on meetings, meeting rooms and transports

1.1.2 Find a room for the Executive Committee for possible meetings of the Commissions. These meetings are held the day before the Congress or, if necessary, two days before;

1.1.3 Organize a quick lunch and coffee breaks for the persons attending the meetings (Executive Committee, Commissions, Congress) for each meeting day;

1.1.4 Organize the farewell dinner closing the Congress. Participants will receive personal invitation cards. The tables reserved for the members of the Executive Committee, Members of Honour and VIPs will display cards with their names.

1.1.5 Find one or several interpreters for simultaneous translation of the full Congress debates into languages other than English for delegations which have requested it from the President at least 2 weeks before; translation fees shall be paid by these delegations.

1.1.6 Ensure that a fast photocopier, a computer and a printer as well as a high speed Internet access are available.

#### **1.2 BOOKING HOTELS**

1.2.1 Single and double rooms will be proposed in one or two hotels for meeting participants.

- 1.2.2 As soon as possible, the Presidents of the member national federations and the members of the ITSF Executive Committee will be informed of these arrangements so they can book their rooms.  
They will also be informed of the deadline for booking the rooms, and the hotel addresses will be forwarded to them.

## **1.4 ACCREDITATIONS**

- 1.4.1 The Congress participants who will have confirmed their attendance will get an accreditation badge (two for each national federation affiliated with the ITSF).

## **1.5 DOCUMENTS FOR PARTICIPANTS**

- 1.5.1 An ITSF information centre will give the participants a briefcase containing all the documents relating to meetings, including a schedule with the dates and times of meetings, lunches, farewell dinner, other possible receptions, and a map.

## **1.6 VOTING CARDS**

- 1.6.1 The first representative of each delegation (or the person receiving a proxy) entitled to vote will receive 3 voting cards: a green voting card displaying the word YES, a red voting card displaying the word NO and a white voting card displaying the word ABSTENTION.

## **1.7 OFFICE SUPPLIES**

- 1.7.1 Paper and pen will be available for each person attending the Congress.

# **2 – CONGRESS ROOM**

## **2.1 ENTRANCE OF THE ROOM**

- 2.1.1 Two tables will be placed at the entrance of the Congress room:

- One for the person in charge of the attendance sheet. On this sheet, the delegations will be listed in alphabetical order – in English. This sheet must be legibly signed by the delegates, the representatives holding proxies from federations which are not present and the Members of Honour. They will be given the voting cards at the same time.
- At the other table a person will give the delegations all documents related to the Congress. These documents will include the agenda of the Congress, the reports from each Commission and the proposals.

## **2.2 THE BOARD'S TRIBUNE**

- 2.2.1 The members of the Board will sit facing the Congress participants.

2.2.2 The Administrative Director will hold at people's disposal the list of attending federations and the list of proxies.

He will update the voting sheets divided into the following items:  
COUNTRY/YES/NO/ABSTENTION



## **2.3 SEAT ALLOCATION TO CONGRESS PARTICIPANTS**

2.3.1 The Congress room will be divided into three sections.

- 1) The Members of Honour and the members of the ITSF Executive Committee must be placed on the first row and may in no case take a seat among their delegations.
- 2) From the second row on, the two representatives of each delegation are placed in the second section of the Congress room. They will be placed by English alphabetical order of the countries they represent, starting with the letter defined by a draw made every year by the ITSF Head Office. This seat allocation will be indicated on the tables.
- 3) Other representatives (members of the Commissions, etc.) will be placed in the third section of the Congress room, behind the rows reserved to the two representatives of each national federation.

## **3 - ADMINISTRATION**

### **3.1 PROXIES**

- 3.1.1 They are ruled by the ITSF Statutes.  
Proxies shall be included in the Administrative Director's file and shall be announced at the beginning the Congress.

### **3.2 SECRETARIES**

- 3.2.1 The ITSF Head Office must provide one or two secretaries able to write in the working languages in order to establish urgent texts. These documents will be duplicated for the Congress participants.

### **3.3 STATEMENT OF CONGRESS DECISIONS**

- 3.3.1 A statement of all decisions made shall be established after the Congress. This statement shall contain the recapitulative list of all changes made to the Statutes and Administrative Rules following the decisions made by the Congress.

### **3.4 CONGRESS REPORT**

- 3.4.1 A report containing the attendance list, the list of proxies and a brief summary of the debates and decisions made by the Congress will be drawn up. The documents which were used for the debates will be included as annexes to this report.

## **ANNEX 5: PROTOCOL (ORDER OF PRECEDENCE)**

### **ORDER OF PRECEDENCE IN THE OFFICIAL EVENTS OF THE ITSF**

In all official events of the ITSF (Congress, World Championships, World Cup, etc., including the Congress farewell dinner), the order of precedence is as follows:

1. the President of the ITSF;
2. the Presidents of Honour;
3. the former Presidents of the ITSF in the chronological order of their election;
4. the Members of Honour of the ITSF in the chronological order of their appointment;
5. the Vice-Presidents of the Executive Committee; the Vice-Presidents of Honour;
6. the General Secretary;
7. the Treasurer;
8. the other members of the ITSF Executive Committee;
9. the Presidents of national federations;
10. the heads of national delegations when they are not Presidents of their federations;
11. the members of the Commissions;
12. other prominent figures.

## ANNEX 6: OFFICIAL, RECOGNIZED AND CONTINENTAL TABLES

### ITSF Partner Tables

There are 3 categories of ITSF Partner Tables: Official, Recognized and Continental Tables.

#### 1. Official Tables

Official Tables are Competition and Training tables that conform to international tournament standards.

- .1 Each Official Partner Manufacturer has **at least 1 Competition model and 1 Training model**.
- .2 All ITSF sanctioned tournaments - World Cup, World Championships, Continental Championships/Cups, World Championship Series, International, Master Series and Pro Tour events - can be organized on the **main Competition model**.
- .3 When it applies, the **second Competition model** can only be used for the following tournament categories: International, Master Series and Pro Tour events.
- .4 The **Training model(s)** can only be used for Pro Tour events.
- .5 Sanctioning of Official Tables is submitted to ITSF Executive Committee's vote every 2 years.
- .6 There can be no more than 5 Official Tables.
- .7 The list of current ITSF Official Tables is to be found on ITSF website at <http://www.table-soccer.org/partners>
- .8 The annual fee amount is submitted to the vote of the Executive Committee every year, to take effect the following registration period. The vote has to take place at least 6 months before the start of the new Tour.
- .9 Manufacturers of Official Tables can display their tables on World Championships Series, World Championships and World Cup events - conditions for showcasing tables vary - see the organizing body.
- .10 Official Tables are acknowledged as "Official Table for World Competition" in communication in tables and on the ITSF website, where their Competition and Training tables are displayed.
- .11 Official Table manufacturers have a personal access code to their page on the ITSF website, where they can post and/or modify their distributors' information and where they can download items such as banners, logos, graphics, anthems, flyers, etc.
- .12 Manufacturers of Official Tables are authorized to use the ITSF partner logo in its true color or in black and white, on any advertising, promotional or other display material, in accordance to the ITSF logo guidelines.
- .13 Partner manufacturers of Official Tables must sell all their Official Competition and Training Tables with the respective ITSF Official Competition and Training Tables licence.
- .14 All the tournaments in the ITSF Tour organized on Official Tables must be played on tables bearing the ITSF Official Table licence.
- .15 Any new table must first be accepted as a Recognized Table before it can apply to become an Official Table.

## 2. Recognized Tables

Recognized Tables are tables sanctioned by ITSF for the practice of table soccer leading to major international competition.

- 2.1 Each Recognized Partner Manufacturer must have at least **2 models** sanctioned as ITSF Recognized Tables - one coin-operated and one free play. They must be **the same tables with exactly the same playing characteristics** (the only difference being the coin mechanism). Both models must receive the approval of the ITSF Technical Commission.
- 2.2 International Series, Master Series and Pro Tour events can be organized on these tables.
- 2.3 The Executive Committee can vote new Recognized Tables during the year.
- 2.4 There can be no more than 5 Recognized Tables.
- 2.5 Once the quota of 5 tables has been reached, sanctioning of Recognized Tables is submitted to ITSF Executive Committee's vote every year.
- 2.6 ITSF Recognized Tables are displayed in the "Partners" section of the ITSF website <http://www.table-soccer.org/partners>
- 2.7 The annual fee amount is submitted to the vote of the Executive Committee every year, to take effect the following registration period. The vote has to take place at least 6 months before the start of the new Tour.
- 2.8 Recognized Table manufacturers have a personal access code to their page on the ITSF website, where they can post and/or modify their distributors' information and where they can download items such as banners, logos, graphics, anthems, flyers, etc.
- 2.9 Manufacturers of Recognized Tables are authorized to use the ITSF Recognized Table logo **in black and white**, on any advertising, promotional or other display material; in accordance to the ITSF logo guidelines.
- 2.10 Partner manufacturers of Recognized Tables must sell their ITSF sanctioned models with the ITSF table licence.
- 2.11 The International, Master Series and Pro Tour events in the ITSF Tour organized on Recognized Tables must be played on tables bearing the ITSF licence.

## 3. Continental Tables

**Continental Tables** are tables sanctioned by ITSF for a table-soccer practise for federations who have difficulties to have an access to ITSF Official and Recognized tables, that is to say for Asian-Oceanian continent, African continent and South American continent.

- 3.1 Each Continental Partner manufacturer must have one model, sanctioned as ITSF Continental table. This model must receive the approval of the ITSF Technical Commission.
- 3.2 Only Master Series and Pro Tour events can be organized on these tables.
- 3.3 The Executive Committee can vote new continental tables during a year.
- 3.4 There may be as many Continental tables as necessary.
- 3.5 Continental Tables are displayed in the "Partners" section of the ITSF website <http://www.table-soccer.org/partners>
- 3.6 The annual fee amount is submitted to the vote of the Executive Committee every year, to take effect the following registration period. The vote has to take place at least 6 months before the start of the new Tour.

3.7 Continental Table manufacturers have a personal access code to their page on the ITSF website, where they can post and/or modify their distributors' information and where they can download items such as banners, logos, graphics, anthems, flyers, etc.

3.8 Manufacturers of Continental Tables are authorized to use the ITSF Recognized Table logo **in black and white**, on any advertising, promotional or other display material; in accordance to the ITSF logo guidelines.

3.9 Partner manufacturers of Continental Tables must sell their ITSF sanctioned models with the ITSF table licence.

3.10 The Pro Tour and Master Series events in the ITSF Tour organized on Continental Tables must be played on tables bearing the ITSF licence.

## 4. Criteria for sanctioning

### **Any new request to have a table become an ITSF Continental, Recognized or Official Table is submitted to the following criteria:**

- 4.1 The tables must be made with quality material.
- 4.2 They must be adapted to playing in competition (with sanctioning from the Technical Commission).
- 4.3 The table company must be able to sell its tables worldwide for any Official and Recognized table and to sell its table in his own country for any Continental table and satisfy demands.
- 4.4 It must respect its competitors, especially with regards to copyright.
- 4.5 It must also respect the ITSF Charter for the Environment and Human Rights.

For required information and documents, see the application forms in the annexes of the Administrative Rules.

For the sanctioning process, the Executive Committee also takes into account various other criteria, among them: the number of players who play on that table, in how many countries it is used, for what type of competition that table is used, etc.

Moreover, **any new request to have a table become an ITSF Recognized Table must be supported by a significant number of ITSF member federations, 2 of whom at least must be ITSF Regular Members.** They must provide a letter of support – see sample of support letter in the annexes of the Administrative Rules.

**Any new request to have a table become an ITSF Official Table must be supported by a significant number of ITSF member federations, 6 of whom at least must be ITSF Regular Members.**

They must provide a letter of support – see sample of support letter in the annexes of the Administrative Rules.

Rules for Recognized, Official and Continental Tables may change in case of emergency, by a vote of the Executive Committee, as we are still in the process of developing a system that is fair to all: players, table manufacturers, spectators and media.

The Executive Committee can suspend a table from its “ITSF sanctioned table” status, in case of non-observance of the above mentioned rules.

## **5. Non-ITSF Tables**

ITSF events can not be organized on non-ITSF tables.

## ANNEX 7: APPLICATION FORM - RECOGNIZED TABLES

Please complete this application and return it to [info@table-soccer.org](mailto:info@table-soccer.org) together with the required documents.  
You might also want to add any other information you deem appropriate to support your application.

### CONTACT INFORMATION

Company's name	
Representative (owner, director, etc)	
Address	
Phone	
Fax	
Email	
Website	

### INFORMATION on the COMPANY

Company's creation date	
Size (number of employees)	
Number of tables sold per year	
Exposure abroad (where do you sell your products)	
Name of the table for which you seek ITSF sanctioning	
Price range of your tables	
Names of national federations who play on your table	
Names of tournaments that have been organized on your table	

### *DOCUMENTS INCLUDED with APPLICATION - ITSF use only (do not complete this section)*

	yes	no
Cover letter signed by the company's representative	<input type="checkbox"/>	<input type="checkbox"/>
Pictures of tables	<input type="checkbox"/>	<input type="checkbox"/>
Signed ITSF charter for the Environment and Human Rights (not applicable at this time)	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support from ITSF member federations (at least 2 of them must be ITSF Regular Members) - see Annex 9	<input type="checkbox"/>	<input type="checkbox"/>

**ANNEX 8: APPLICATION FORM – OFFICIAL TABLES**

Please complete this application and return it to [info@table-soccer.org](mailto:info@table-soccer.org) together with the required documents.  
You might also want to add any other information you deem appropriate to support your application.

**CONTACT INFORMATION**

Company's name	
Representative (owner, director, etc)	
Address	
Phone	
Fax	
Email	
Website	

**INFORMATION on the COMPANY**

Company's creation date	
Size (number of employees)	
Number of tables sold per year	
Exposure abroad (where do you sell your products)	
Names of your main tables	
Price range of your tables	
Names of national federations who play on your table	
Names of tournaments that have been organized on your table	

**DOCUMENTS INCLUDED with APPLICATION - ITSF use only (do not complete this section)**

	yes	no
Cover letter signed by the company's representative	<input type="checkbox"/>	<input type="checkbox"/>
Pictures of tables	<input type="checkbox"/>	<input type="checkbox"/>
Signed ITSF charter for the Environment and Human Rights (not applicable at this time)	<input type="checkbox"/>	<input type="checkbox"/>
Letters of support from ITSF member federations ( <u>at least 6 of them must be ITSF Regular Members</u> ) - see Annex 9	<input type="checkbox"/>	<input type="checkbox"/>



**ANNEX 9: SAMPLE OF LETTER TO SUPPORT AN APPLICATION FROM A  
TABLE MANUFACTURER TO RECEIVE ITSF SANCTIONING**

Dear ITSF

We hereby support the application request from *(company's name)* to have their table *(table's name)* receive ITSF sanctioning.

Players in our country have been playing on this table for *(number)* years.

We have organized various tournaments on this table:

*(list of national tournaments in the last 3 years)*

- *(tournament name, date and location)*
- *(tournament name, date and location)*
- *etc.*

This table is of good quality, provides good playing features, and fulfils all required criteria for international competition.

We feel confident that this table will contribute to the development of table soccer worldwide.

Best regards,

*(name of President)*

*(name of national federation)*

*(ITSF member category: Regular or Associate Member)*

*(date)*

*(signature)*