



Constitution Of The European Racquetball Federation

Revised:

- Annual ERF-Congress in Bad Tölz/Germany on July 15, 1999
- Annual ERF-Congress in Castlebar/Ireland on July 12, 2001
- Annual ERF-Congress in Hamburg/Germany on September 16, 2006

Article 1.

Section 1: Name

The name of this Organisation will be the European Racquetball Federation. Referred to as the E.R.F. where necessary in this Constitution.

Section 2: Purpose of the European Racquetball Federation.

This is a non profit Organisation for educational purposes, designed to foster the development of the sport of Racquetball throughout Europe. The Federation offers Institutes and individuals who desire to join in membership for the advancement of Racquetball an opportunity to participate and contribute to that growth. These purposes are fulfilled through the aims and objectives.

Section 3: Aims and Objectives.

01. The E.R.F. will co-ordinate, develop and govern the promotion of the sport of Racquetball in its member countries and throughout Europe.
02. The E.R.F. will be the sole governing body for the sport of Racquetball in Europe.
03. To promote friendly relations between its members and to establish, maintain, conduct and promote interest and participation in the sport of Racquetball in Europe.
04. To foster and promote participation in physical fitness programmes through the sport of Racquetball.
05. To provide, organise and supervise coaching clinics and referees programs and other educational programmes of instruction in connection with the sport of Racquetball.
06. To provide, organise and supervise tournaments and competitions of every nature for members of the Federation and others in connection with the sport of Racquetball and to offer, grant and contribute to-wards prizes, awards and distinction in connection with such tournaments and competitions.
07. The E.R.F. will help organise European Championships at Open, Masters and Junior grades and all other objects with the best interests of the sport of Racquetball in Europe.
08. To provide for the sending of a worthy member or worthy members of the Federation to tournaments and competition of an International Nature.
09. The E.R.F. will sanction Open Tournaments in Europe.
10. European Open; The E.R.F. will sanction an annual European Open which may at the direction of the Exco be held annually in any city and country which is a member of the E.R.F.
11. To represent and protect the interest of European Racquetball internationally.

Article 2. Self Determination.

01. The E.R.F. will be an active and constructive member of the International Racquetball Federation.
02. The European Racquetball Federation will operate within the framework of the I.R.F. but will retain the right to govern itself.
03. Membership of the E.R.F. in any other Federation must be approved by General Assembly.

Article 3. Headquarters.

The European Racquetball Federation, established 29th June 1985 and referred to as the E.R.F, will have its headquarters in the city of Zoetermeer in the Netherlands or as determined by the General Assembly from time to time.

Article 4. Language.

The official language of the European Racquetball Federation shall be English.

Article 5. Neutrality.

The European Racquetball Federation shall observe strict neutrality on political, social and religious grounds. No discrimination is permitted against any affiliated National Federation or any association, club or individual sports person on political, racial or religious grounds.

Article 6. Composition of the European Racquetball Federation.

The E.R.F. is composed of its full and Provisional members being National Racquetball Federations deemed to be National Governing Bodies.

Article 7. Mutual Recognition of Federations.

The National Associations and Federations affiliated to the E.R.F. recognise each other as solely empowered to control Racquetball in their respective countries, therefore they undertake that they nor any of their members will in any way have relations with non associated bodies except as may be permitted by statutes and/or bylaws or special permission of the E.R.F. President for a limited period of time.

Article 8. Honorary Members.

Persons who have distinguished themselves by meritorious service in the furtherance Racquetball through exceptional service to the European Racquetball Federation or International Racquetball Federation may be elected as Honorary Members or Honorary President by Members of the General Assembly on a two thirds majority. Honorary Members may attend meetings of the General Assembly but have no voting rights.

Article 9. Membership.

01. Any National Racquetball Association/Federation is eligible for membership, provided it has a distinctive title, is governed by officials elected in accordance with a legally recognised constitution and is a member of the I.R.F.
02. Application for membership must be in the first instance be proposed by an existing member and seconded by an existing member.
03. Applications for membership and elected members must at all times, control Racquetball within the sovereign state (Nation) which they represent.
04. Applicants for membership have to be approved by the Executive Committee.
05. Members shall pay an annual membership fee, the amount will be determined by the General Assembly Meeting.
06. The Membership fee must be paid in full before 1st May each year.
07. Membership of the E.R.F is compliant upon National Governing Bodies agreeing to abide by its Constitution, Bye Laws and Rules as written.

Article 10. Privileges of Membership.

Affiliated Members are entitled to the Following Privileges:

01. To take part in competitions organised under the Auspices of the E.R.F. and its affiliates.
02. To represent the E.R.F. as specified on an International level in events ; (1). Of the European Racquetball Federation and (2). International Racquetball Federation and other events approved by the E.R.F.

03. To appoint two delegates to attend and vote at General Assembly Meetings and Extraordinary Assembly Meetings of the E.R.F.
04. To receive Newsletters, Circulars, Notifications and Information issued by the E.R.F.

Article 11. Termination And/Or Resignation of Membership.

Membership of the E.R.F. may be terminated as follows:

01. When the E. R. F. ceases to exist.
02. When the Member resigns.
03. When the Member no longer controls E.R.F. Racquetball in its country.
04. When the Executive Committee, acting on behalf of the E.R.F. cancels the membership. This may arise when :
 - (A) The Member no longer conforms with the conditions of membership as laid down in the constitution.
 - (B) When the member does not fulfil its duties to the E.R.F.
 - (C) When the E.R.F. has reasonable grounds on which to demand the discontinuance of membership.
 - (D) When a member acts in a manner contrary or prejudicial to the constitution, the rules, regulations and the decisions of the General Assembly or the E.R.F, itself.
05. Termination of a membership by a member or by the E.R.F. may only occur at the end of the Federation year (See Article 20). At least two months written notice must be given.
06. However membership may be terminated immediately when the E.R.F. has reasonable grounds for the discontinuance of a particular membership. The E.R.F. must give written notice immediately to the member in question of its decision to terminate membership. In addition a copy of the letter of termination by the E.R.F. must be released at the same time to all member countries and I.R.F. Executive Director.
07. If within one month of receipt of the written notice from the E.R.F. that it has reasonable grounds for terminating membership, that member may appeal in writing to the Executive Committee, which must place this appeal before the next meeting of the General Assembly. No decision on the termination of a membership, against which a proper appeal has been made, shall become final without the approval of the General Assembly.
08. When a membership has been terminated, by either party, during the course of an association's year the membership fee must nevertheless be paid.

Article 12. Structure.

For organisational purposes the structure of the E.R.F. is as follows:

01. Executive Committee.
02. General Assembly.
03. National Governing Bodies.

Article 13. Governing Bodies.

01. The Management and Control of the Property, funds and affairs of the E.R.F. shall be vested as follows.
02. Executive Committee.
03. General Assembly.
04. National Governing Bodies.
05. These shall be formed as authorised in this constitution and shall consist of the officers specified. When their term of office expires, they may offer themselves for

re-election. They shall be responsible for Racquetball in their jurisdiction as outlined and shall have the power to set up at their discretion temporary sub-committees which shall exercise such powers and perform such functions as may be delegated to them and who shall conduct their affairs according to the rules laid down for them.

Article 14. General Assembly.

01. The General Assembly shall be the sole governing body of the E.R.F. and the highest level of appeal.
02. The General Assembly may only exercise those rights which have not been specifically assigned by the Constitution, Rules and Regulations to the Executive Committee.
03. General Assembly meetings will take place as often as is warranted by business, but at least once a year.
04. At least two calendar months written notice of any General Assembly meeting must be given by the Executive Committee to Member Federations and National Governing Bodies. Email is considered as one of the official means to notify members.
05. The Notice Given must provide details of the date, venue, time of the meeting together with a full and accurate agenda of items for discussion.
06. An attendance list must be signed by all members participating at General Assembly meetings, including the Extraordinary Assembly meetings otherwise the meeting shall be invalid.
07. General Assembly meetings must be held in conjunction with the European Championships and/or World Championships.
08. Exco Members and Affiliated Members must be advised formally and in writing of all motions and nominations 21 days prior to the Annual General Assembly. Such notification must contain an accurate list of affiliated Members entitled to formally attend and participate/vote at the General Assembly.
09. Each affiliated Member who have paid the affiliation fee 30 days prior to the General Assembly will have two votes.
10. Each Member of the Executive Committee will have 1 vote until his/her position is lost.
11. No proxy voting shall be permitted.
12. The President has the casting vote in tied decisions.
13. The President must declare the results of all votes.
14. Tellers to count votes will be proposed and seconded by the General Assembly.
15. Nominations for Executive Committee positions will not be accepted from the floor of any General Assembly meeting.
16. Positions unfilled at General Assembly Meetings or vacated during the lifetime of any Executive Committee must be presented at the next immediate following General Assembly Meeting.
17. No motion of which notice appears on the agenda shall be proceeded with in the absence of the member or national Governing Body in whose name it stands.
18. The General Assembly shall not exercise its function unless a quorum of at least 50 % of the members / Federations Associations are represented.
19. A resolution shall be decided by a show of hands, unless a secret ballot be requested by the President or by three member associations present and entitled to vote. Resolutions adding to, altering or rescinding the Constitution or any part thereof shall be decided by a clear 2/3 (66.2/3 %) qualified majority of voting members present.
20. All other resolutions shall be decided by simple majority. In the case of equality of votes the President shall be entitled to a casting vote.
21. All constitutional amendments to be valid must have been included in the "Notice of Motions " at 14.8 of Article 14.

22. The resolutions and motions passed at General Assembly meetings may not be rescinded or varied unless by Notice of Motion at the next Annual General Assembly.
23. Provisional Members have no vote at General Assembly Meetings. Provisional Members may be represented at a General Assembly but will have no vote. They shall have the right to speak after approval of President.

Article 15. Extraordinary General Assemblies.

01. The Executive committee may at any time, by giving two calendar months notice in writing to members, call an Extraordinary General Assembly Meeting for the purpose of considering any question affecting the interests or Constitution of the E.R.F. and shall be bound to do so within two months of the receipt of a written request signed by half the total number of affiliated members. The purpose of the meeting must be specified in the form of a resolution and circulated along with the official notice calling the Extraordinary General Assembly.
02. The rules relating to the conducting of Extraordinary General Assembly meetings shall be those specified in Article 14 of this constitution.

Article 16. Executive Committee.

01. The affairs of the E.R.F. shall be under the management of the Executive Committee between the meetings of the General Assembly, except in matters specifically restricted for action by the General Assembly.
02. The Executive Committee shall consist of the President. Vice President. General Secretary and Treasurer. They shall be responsible to the General Assembly only.
03. The President and/or General Secretary may individually or collectively represent the Federation.
04. Any two officers acting together may represent the Federation.
05. The Members of the Executive Committee shall be elected by the General Assembly by majority vote. They shall hold office for a period of two (2) years. They may be re-elected.
06. Where more than two nominees are seeking the same position on the Executive Committee the voting procedure will eliminate the nominee receiving the lowest number of votes first and this process will continue until two people remain. The two nominees will be resolved by a majority vote.
07. A candidate for office as an Executive Committee Member may be nominated only by a full member Federation or Association. The candidate must be accepted by his National Federation.
08. The tasks, duties and responsibilities of the members of the Executive Committee, and assigning of responsibilities amongst the Executive Committee members must be in accordance with the rules and regulations of the Federation.
09. The members of the Executive Committee can be voted out of office, at any time during their period of office, by the General Assembly upon default of their duties. There must be a consensus of a two third majority.
10. Should a particular National Federation / Associations membership cease to exist then that member may no longer remain a member of the Executive Committee.
11. If an individual member of the Executive Committee wishes to resign, he must first notify the President. If the President does not accept his resignation, the member may notify the General Assembly.
12. The Executive Committee has the right to invite official observers to the General Assembly Meeting.

Article 17. Duties of Executive Committee (Exco).

01. The Executive Committee shall issue notice of General Assembly Meetings in accordance with Article 14 of this Constitution.
02. The Executive Committee shall issue notice of Extraordinary General Assembly meetings in accordance with Article 15 of this Constitution.
03. The EXCO shall submit to the Annual General Assembly the full, proper and audited accounts of the pervious year together with their Annual Reports.
04. At the Annual General Assembly the EXCO shall submit to the meeting the independently audited reports of all committees and sub committees appointed by that Executive.
05. It shall be the responsibility of the Treasurer to furnish accounts in time for this audit. It shall be the responsibility of the General Secretary to furnish proper an accurate minutes of the last General Assembly Meeting for approval as well as proper and accurate minutes of any Extraordinary General Assembly meetings which has occurred since the last General Assembly Meeting for approval, proposing and seconding.
06. The members of the Executive Committee can establish working committees with delegated powers on specific matters.
07. Decisions at Executive Committee meetings will be taken on a single majority. The President shall have the casting vote in case of equal voting.
08. Meetings of the Executive Committee shall be called by the General Secretary who shall specify 14 days before the meeting the agenda for the meeting.
09. The quorum for the EXCO Meetings shall be half the elected officers -with the President and/or Vice President in attendance.
10. The President.
The President is Chairman of the Executive Committee and chairs all meetings of the General Assemblies and Executive Committee.
Should the President be unable to attend a meeting which has been formally notified or required to leave a meeting then the chair mil be taken by the Vice President, and in absence of the Vice President by the Secretary.
Should the President be incapacitated and unable to call meetings then the duties of the president will be assumed by the Vice President.
The President of the E.R.F. shall automatically be the nominee from the European Members of the I.R.F. to the Board of the I.R.F.
11. The Secretary.
The Secretary shall prepare all meetings of the General Assembly and Executive Committee and take care of the distribution of the minutes to all Members. He shall maintain and develop contact with the Members and other organisations.
12. The Treasurer.
The Treasurer shall keep accurate accounts and books concerning the financial affairs of the E.R.F.

Article 18. Finance.

01. Control of the Financial affairs of the federation will be vested in the Treasurer who will be a member of the Executive Committee.
02. The income of the E.R.F. shall consist of membership fees. fees for sanctioning tournaments and other income.
03. The funds of the E.R.F shall be put in a hank account in the name of the E.R.F. and in the custody of the Treasurer.
04. The accounts of the E.R.F must be audited annually by auditors approved by the General Assembly.
05. The General Assembly may set up a financial control group of at least two of its members other than members of the Executive Committee.
06. The EXCO may accept Donations or Sponsorship on behalf of the E.R.F. All such Donations and Sponsorship must be approved by the members at the next

Article 26.

This Constitution and statutes have been accepted by the General Assembly of Members on 1st May 1994.

ANNEX 1 to 5

- (1) BID PROCEDURE**
- (2) CAPTAINS MEETINGS**
- (3) EUROPEAN CHAMPIONSHIPS**
- (4) EUROPEAN MASTERS**
- (5) GENERAL RULES**

ANNEX 1 Bid Procedure.

Bid procedure to host European Championships and/or European Masters Championships.

- 01. Written applications only, detailing the full Information required by the E. R. F. for initial consideration by the Executive Committee.**
- 02. Applications will, following review and clarification, to be placed before the General Assembly for decision and / or choice of location in the event of more than one bid.**
- 03. Bids must be forwarded to the General Secretary a minimum of three months in advance of the General Assembly which will be required to decide on the bids.**
- 04. Bids should be made in respect of the Championship event due to be completed 12 months after the General Assembly Meeting.**
- 05. All bids must be prepared in consultation with and endorsed by the E. R. F. recognised Federation or Association of the country the bid is coming from.**
- 06. Applicants who wish to make a presentation to the EXCO may do so. 30 Minutes will be allowed for such a presentation.**

ANNEX2. Pre Competition Meetings.

Pre Championship Captains / Coaches / Managers Meeting.

01. The Captains and others meeting will be held on the evening before a championship commences.
02. The Venue and time will be set by the EXCO.
03. A Member(s) of the EXCO will chair the meeting.
04. The meeting must include representation from the host country and host country tournament official.
05. The Purpose of the Captains meeting:
To receive:
 01. Team Lists for the Championships.
 02. Collect Entry Fees and other monies due.
 03. Clarify local rules for participants.
 04. Resolve Seeding Discrepancies.
 05. Define Local organisers arrangements for travel, accommodation, banquets and both opening and closing ceremonies.
 06. Outline meal facilities during the event.
 07. Clarify other matters deemed as important by the host country tournament official.
 08. Establish and Co-ordinate and decide Refereeing arrangements for the Tournament.
 09. Elect Passport Committee.
 10. Appoint Seeding Committee.
 11. Elect Protest Committee.
 12. Clarify other matters and business of the E.R.F. or its Executive before the Start of play.
06. The Captains meeting will not alter or redefine any tournament rules as outlined in this Constitution or Annexes 3 or 4.

ANNEX 3. Team Championships.

Rules for European Team Championship and European Masters team Championships:

- (1) Entries and likely number of players must be submitted to the General Secretary of the E.R.F. one calendar month in advance of the first day of the championship.**
- (2) Team championships will be on a Round Robin basis where 5 or less entries are received and/or when the time programmed for the championship and court facilities allow.**
- (3) Team Championships may be played in Divisions where 6 or more entries are received.**
- (4) Seeding of Divisions will be based on the results of the previous championships e.g. Winners will be seeded No 1 in Division A. R/up will be seeded No 2 and placed in Division B. Note: An example of the format is included at No 20 of this Annex (3).**
- (5) When played in Divisions, the winner of each division will play the 2nd placed team in the other division.**
- (6) The losers of such crossfinals will play for a third and fourth place. The Winners will play for first and second place.**
- (7) When time prohibits crossfinals the EXCO may decide if the crossfinals should be dropped and the Division winners play for first and second, while the Runners Up play for 3rd and 4th. Note: The EXCO must provide the earliest possible notice to participants of such an eventuality.**
- (8) There must be a minimum of 3 teams (Countries) before a championship team event can be held.**
- (9) There must be a minimum of 2 players on a team taking part in the championships.**
- (10) Full and Provisional paid up E. R. F. members can participate in a European Championship.**
- (11) A maximum of 4 male and 4 female players may make up a team.**
- (12) The format shall be 2 singles and 1 doubles team.**
- (13) A maximum of one alternate or substitution will be permitted per team.**
- (14) A player withdrawing from the team event, including injury, may not participate in the Singles or Doubles Championship at the same event.**

(15) For the Team Championships, the draw (and seeding if required) will be completed by the Organising Committee and/or EXCO prior to the Captains meeting.

(16) The combined team championships shall be decided by combining the positional points gained by the men 's and women 's teams in their separate events.

Example: 8 men's teams and 6 women's teams.

| Men '5 Event | | Women 's Event | |
|-----------------------|------------|-----------------------|------------|
| 1 st Place | = 8 Points | 1 st Place | = 6 Points |
| 2 nd | = 7 Points | 2 nd Place | = 5 Points |
| 3 rd | = 6 Points | 3 rd Place | = 4 Points |
| 4 th | = 5 Points | 4 th Place | = 3 Points |
| 5 th | = 4 Points | 5 th Place | = 2 Points |
| 6 th | = 3 Points | 6 th Place | = 1 Point |
| 7 th | = 2 Points | 8 th | = 1 Point. |

(17) In the separate team championship each team will gain 1 point for a win. A maximum of 4 points are available.

(18) Total points gained will determine a teams position.

(19) The following procedure will be used to resolve tied matches.

- (A) Head to head competition.
- (B) The total tie breakers against a team scored
- (C) The team with the most points in the match between them. wins.

(20) Divisions will be seeded as follows and positions played off as outlined.

| Division A. | Division B. |
|------------------------|-------------------------|
| No. 1 Seed (Holders) | No. 2 Seed (R/up) |
| No. 4 Seed (4th Place) | No. 3 Seed (3rd Place) |
| No. 5 Seed (5th Place) | No. 6 Seed (6th Place) |
| No. 8 Seed (8th Place) | No. 7 Seed (7th Place) |

After cross finals for the 1st and 2nd and 3rd and 4th the two third placed teams play for 5/6 and the two fourth placed teams play for 7/8 and so on.

(21) The following procedure will be used to resolve tied matters for positions in the combined team event.

- (A) Head to Head competition between both Countries.
- (B) The Total Tie Breakers against a Team scored. (Between both Countries).
- (C) The Team with the most points in the match between them wins.

ANNEX 4. Singles / Doubles Competition.

Rules for Singles and Doubles Competitions at European Open and Masters Championship.

- (1) For the Singles (and Doubles) Championship the draw and seeding will be completed by Committee of 5 Officials.
- (2) The Committee will be as follows. 1 Exco Member, 2 Organising Committee Members and two others selected at the team Captains meeting.
- (3) Where Open and Masters events are held together two separate committees will be elected.
- (4) A Country or Federation may enter 8 singles players in each category.
- (5) A Country or Federation may enter 4 doubles pairs in a doubles category.
- (6) The reigning champion(s) must be placed at Number 1 or 2 seed position.
- (7) Where possible every effort will be made to prevent 1st round clashes between players from the same country.
- (8) For Masters Singles events the age categories shall be 30+ 35+ 40+ 45+ 50+.
- (9) For Masters Singles events a minimum of 6 players will be required to hold an event. If less than 6 players enter then those players will drop one category.
- (10) In Masters Competition a player may enter only one age category between 30+ and his highest / Own age category
- (11) For Masters Doubles the age category shall be 30+ and 40+.
- (12) Age shall be determined as of the first day of the tournament for Masters Competitions.
- (13) The Loser or Losing Country must referee the next match in Singles and / or Doubles Championships.

ANNEX 5. Competitions General Rules.

- (1) Passports must be produced to the committee appointed before a competitor takes part in any team or individual event.
- (2) Where an Open and Masters event is held at the same time competitors in one event may not cross over and duplicate on Teams or Individual events, this in effect means that players in open events at the same championship must participate in Open events only. While players taking part in Masters events may likewise not participate in the Open Event.
- (3) Competition will be played following current IRF rules.

- **CIRCULATION LIST**

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