



IFBA Bylaws

Bylaws for the purposes of the IFBA will represent the working platform for the membership outlining specific details within the IFBA and Policies. These policies will include:

- a. The IFBA Bid Policy
- b. The IFBA Hosting Policy
- c. The IFBA Officials Policy

Bylaw 1: Board of Governors

- 1.1 The Board of Governors will be formed from member countries that have paid membership fees and are in good standing with the IFBA.
- 1.2 The responsibility of member countries is to submit ***one*** name as their representing Governor to the IFBA Board with membership payment.
- 1.3 No person who's name is not submitted by the secretary of their National Sport Governing Body or who is directly involved in broomball business will be accepted as a representative of a National Sport Governing Body or a Governor of the IFBA with voting rights.
- 1.4 The IFBA is to ensure there are no language barriers during meetings by ensuring interpreters are available upon request at all sanctioned meetings or Governors providing an interpreter of choice to the meeting.
- 1.5 Each IFBA Governor carries ***one*** vote during all sanctioned meetings.
- 1.6 Those Governors or member countries who fail to attend two consecutive meetings without valid reasons will have their attendance reviewed by the IFBA Executive for possible sanctions including recommendations to remove the Governor and possible remove the Country as a non conforming country to the IFBA.
- 1.7 The duties of the Board of Governors:
 - 1.7.1 Attend all meetings pertaining to the IFBA including:
 - a. Governors Meeting

Conducting the overall business of the Federation when called upon to do so convened every two years at the World Championships until such time the meeting can be conducted annually..

 - i. The Governor is entitled to ***one*** vote.
 - ii. If necessary, a tie-breaking vote will be cast by the President as per the IFBA Constitution.
 - iii. The Governor may provide in writing to the General Secretary, issues for the AGM up to 60 days prior to the meeting.

- iv. All issues, proposals, amendments to the constitution and bylaws will be circulated by the IFBA General Secretary 45 days prior to the AGM.
- v. Constitutional changes must be submitted 60 days prior to the AGM and circulated to the membership 45 days prior to the meeting. Any Constitutional change submitted at the AGM must have 100% support or the motion will be defeated.

b. Development Meeting

A meeting to discuss and propose future policies for the sport of broomball internationally pertaining to administration, Coaching certification, Officials certification, Junior Development, and inclusion into multi sport events

- i. The Governor should be cognizant of building programs to ensure sport policies are within the guidelines of the General Association of International Sport Associations.

c. Finance Meetings

- i. A special meeting to discuss and prepare a working budget conducive to the operation of the IFBA.
- ii. Governors will be required to submit information from the Sport Organization they are representing pertaining to the sport governing body's yearly operating cost.

d. Extraordinary meetings called by the President.

- i. The President will call any Extraordinary Meetings requested by a governor pending the availability of funding.

1.8 Attend the World Broomball Championships bid proposal and be a part of the site selection committee.

1.9 Responsible to the National Sport Governing Body Executive for the distribution of information pertaining to IFBA business.

Submitted: November 4/02
(IFBA)

Amended: November 1, 2004
(IFBA)

Amended: October 29, 2006 (IFBA)

Bylaw 2: Bid Policy

The objective of the World Broomball Championships is to provide a first class competition in a safe environment for international athletes participating in the Sport of Broomball for Men, Women, Mixed, Masters and future Youth Competition. The enclosed Bid Policy criteria are mandatory for all potential Hosting Committees preparing to host this prestigious event. The sanctioning of this event by the IFBA Executive is considered as an IFBA event and not that of the Host Committee or City hosting. All successful candidates must adhere to the Hosting Guidelines and Policies as set out by the IFBA Executive Committee and the Board of Governors.

Bids for the World Broomball Championships will be accepted three years prior to the event for processing. All bids are processed by the IFBA Executive to ensure bids are complete and for authenticity. Incomplete bids may not be processed and administration fees retained by the IFBA. Successful bids processed will be forwarded to the Governors Meeting for final presentations as per the enclosed schedule. Applicants will be informed by the General Secretary if the submitted bid meets the criteria and accepted to be processed for presentation at the Governors Meeting.

The bid cycle will start in the year 2008.

- i. 2009 Executive meeting will entertain bids for the 2012 World Championships
 - o Accepted Bids to be presented at the 2010 Governors Meeting.
- ii. 2011 Executive meeting will entertain bids for the 2014 World Championships
 - o Accepted Bids to be presented at the 2012 Governors Meeting.
- iii. 2013 Executive meeting will entertain bids for the 2016 World Championships
 - o Accepted Bids to be presented at the 2014 Governors Meeting.
- iv. 2015 Executive meeting will entertain bids for the 2018 World Championships
 - o Accepted Bids to be presented at the 2016 Governors Meeting.

If there are no bids or the IFBA has received unacceptable bids prior to the deadlines of any given year, the IFBA Executive, under the direction of the President/CEO, has the authority to research potential sites on behalf of the membership. Continuous bids from one geographical area will not necessarily be automatically accepted and the IFBA *has the right* to seek other alternatives on behalf of the membership.

Bid Criteria

I. Hosting Cost

The cost to Host the World Broomball Championships is **SEVEN THOUSAND FIVE HUNDRED Dollars (7,500.00\$ CDN)**. The Bids must be accompanied with a **non-refundable** Certified Cheque of **Three Hundred Dollars (300.00\$ CDN)** administration fee, and a Certified Cheque of **Two Thousand-Dollars (2,000.00\$ CDN)**, which is the bid bond payable to the International Federation of Broomball Associations.

Unsuccessful bid bonds will be returned less the \$300.00 administration fee, sixty days (60) after the successful bid presenter is announced.

Payment Schedule:

Payment structure is set as follows:

- **Payment 1:** 2000.00\$ (CDN) with bid submission.
- **Payment 2:** 2500.00\$ (CDN) when awarded the bid.
- **Payment 3:** 3000.00\$ (CDN) 18 months prior to the event or when the IFBA Executive arrange to meet with the Host Committee for the site survey, whichever comes first.

Payments are non-refundable after the bid is awarded.

Failure to meet the deadlines could result in the rejection of the bid and forfeiture of all funds. In the case of forfeiture, the second bid will be notified. Should a second bid not be available or the second bid declines to host the event, the IFBA will be responsible to find a suitable location conducive for the event.

The successful Host will be required to sign a binding contract with the IFBA when the bid is awarded. Failure to do so will result in bid termination and an alternate Host selected by the IFBA.

All funds are payable to:

International Federation of
Broomball Associations
5356 Lochside Drive
Victoria, B.C. V8Y 2G7

II. Bid Procedures

Any IFBA member country in good standing, winter sport centers (with experience hosting winter sports), cities or structured Broomball Leagues/Associations conducive to Hosting the World Broomball Championships, are eligible to submit a bid to Host the event. Interested future host sites may obtain a copy of the IFBA Bid Policies and Hosting Policies by requesting the documents through emailing the IFBA office (president@broomball.ca). All letters of intent are to be sent to the IFBA General Secretary in hard copy form or by email. All bids received will enter the following process:

- 1- A letter of intent must be sent to the IFBA Secretary General **36 months** from the date of the event accompanied with a non-refundable cheque of **THREE HUNDRED dollars (300.00\$ CDN)** and a **TWO THOUSAND dollar bid fee (2,000.00 CDN)**.
- 2- Intent To Bid submissions will be reviewed by the IFBA Executive **33 months** from the date of the event for authenticity. Should the Secretary General receive more than

4 bids, the letters of intent will be shortlisted to 4 locations to proceed to the presentation stage. Rejected bids will have the bid fees of **TWO THOUSAND** dollars returned.

- a. Letters of intent must include:
 - i. Information on the Host Group and experience
 - ii. Support letters from the City
 - iii. A colored logo conducive for branding the event
 1. Must be approved by the IFBA
 - iv. Identify competition facilities and amenities
 - v. Identify availability of accommodations
 - vi. Transportation system into the host location
 - vii. Availability of ground transportation for large groups
 - viii. Historical areas for tourism
 - ix. Banquet facilities & catering
 - x. Volunteer base
 - xi. Business plan
- 3- On completion of the Executive review, the IFBA General Secretary will inform the successful candidates of acceptance and to prepare for the **Presentation of Bids** to the IFBA Executive and Board of Governors. Acknowledgement of the accepted bids will be posted on the IFBA Web site.
- 4- The **Presentation of Bids** will take place during the World Broomball Championships on the even year at the Governors Meeting one day prior to the competition.
 - a. Sequence of events as follows:
 - i. A breakout room will be made available in the area of the Governors meeting.
 - ii. The order of presentations will be drawn prior to the event.
 - iii. Each presenter will have 15 minutes to set up, 30 minute presentation with 10 minutes for Q & A.
 - iv. Audio and visual aids must be requested prior to the presentation and arrangements made with the Host Committee of the current event. Bidders will incur any charges relating to equipment used for the bid.
- 5- On completion of the presentations the Bid Committees have the authority from the IFBA:
 - a. To set up a Hospitality Suite promoting their bid
 - i. Host Hotels must be used
 - b. Set up a booth at the Registration night (10 X 10)
 - i. Presenters will have 10 minutes to speak to the athletes and delegates.
 - ii. Payment for booth space to be regulated by the IFBA
 - iii. Banners and signs cannot protrude outside the booth
 - iv. All booths must be manned during the exhibit

- v. Electrical requirements may be an additional charge pending on the circumstances
- c. Set up information stands in the arenas
 - i. All stands must be removed no later than 4 pm Friday or prior to the semi final games.
 - ii. Tables can be made available upon request. The presenter will be responsible for any costs associated with renting tables.

6- Bid Cancellation

- a. Should there be just cause, the IFBA Executive *reserves the right* to cancel any bid should the bid have elements of:
 - i. Gross negligence in conforming to or circumventing the IFBA Hosting Policy.
 - ii. Delinquent on payments.
 - iii. Failure to schedule the site survey within the timelines provided.
 - iv. False information pertaining to securing the bid.
 - v. Failure to sign the IFBA Hosting Contract within the time specified. This will also result in the forfeiture of all funds submitted to Host the event.

III. Voting Procedures

1- All accepted bid submissions will be posted on the IFBA web site www.internationalbroomball.com.

- a. The IFBA will provide 1 full page on the site with links to the bid site only if requested.
- b. A voting system will be provided on the site for the IFBA Membership country players to have the opportunity to cast a vote on this site.
- c. All votes on the site will be separated into the geographical area the vote is being cast and the information presented to the representing governor prior to the final vote.

2- On completion of the Round Robin the Governors will be convened to cast a vote on behalf of the players representing their country.

3- The IFBA General Secretary, VP-Ops with two selected scrutinizers will be provided a secure room to count the votes by the Governors.

- a. The IFBA President/CEO will submit a tie breaking ballot to the Elections Officer prior to counting the ballots.

- 4- The successful bid will be placed in a sealed envelope to be presented to the IFBA President as the last order of business at the Awards Banquet to announce the winning bid.

IV. Clarification:

Any clarification of the Bid Policy can be requested by email to the General Secretary of the IFBA or by calling the IFBA Business Office direct in Victoria, Canada, at:

(250) 658 4406 or (250) 216 5353