



3.1 Standing orders

1. Legal basis

Legal basis for the work of the WMF Executive Committee, the WMF Headquarters and the WMF sport office are the Statutes, rules and regulations of the WMF and the laws, which have to be applied to clubs and associations of the country in which the WMF has its seat.

2. Working guidelines

- 2.1** The WMF Executive Committee as executive WMF body, the WMF Headquarters and the WMF sport office as its subsidiary agencies respect during acting additional to the legal basis decisions and resolutions of the Delegates Conference.
- 2.2** They also take into consideration the decisions and proposals of all WMF committees, solve contradictions between different committees and supervise them if necessary (except for Legal Committee and Auditors).
- 2.3** The members of the Executive Committee can use the WMF Headquarters in order to fulfil the duties assigned to them. The WMF Headquarters is run by the Secretary General. The sport office is run by the Sport Director.
- 2.4** The members of the Executive Committee can appoint a secretary to work on an honorary basis, but as part-time employee only, if the Delegates Conference has approved the expenses with the budget.
- 2.5** Originals of contracts and other important documents shall be kept by the Secretary General and a copy shall be stored that they are available for all WMF board members.
- 2.6** In case of conflict of interest while executing tasks listed in this regulation the Executive Committee by a decision may assign single tasks to any other official on a case-by-case or a general basis.
- 2.7** After stepping back from a position in the WMF the respective official returns to the President or the Secretary General or hands over to a successor any property belonging to the WMF and all WMF-related files, documents (hardcopy or electronic files) in his possession.

3. Legally binding signatures

- 3.1** The signatures of those given power of authority are determined according to Article 27 of the Statutes.

- 3.2** Unless the Executive Committee decides otherwise, the legally binding signature shall be determined as follows:
- President and that board member, who has worked on the content of a contract, shall have joint signatory power for the contract concerned. In case of unclear situations the President decides about second signatory power;
 - The Finance Manager has sole signatory power on the bank accounts. In case of his disability or in special situations, when authorised to do so by the Executive Committee, the President shall have access to the bank accounts.
 - other officials of WMF shall not have any signatory power on bank accounts, unless a proxy is given by a joint decision of the President and the Finance Manager.

4. Right for motions

The right for motions to committees is defined in the Statutes.

5. Financial matters; travelling costs, daily allowance, accommodation costs

5.1 Travelling days for officials and referees during competitions

5.1.1 For representation duties see 6.8, below.

5.1.2 Officials: Nations Cup: 6 days
Championships: 11 days

5.1.3 Referees: number of competition days plus two

5.1.4 Prolonged travelling has to be approved by WMF President in advance.

5.2 Daily allowance for officials and referees during competitions

5.2.1 For representation duties see 6.8, below.

5.2.2 Officials and Referees: respective travelling days (see 5.1) minus 1

5.3 Daily allowance for officials outside competitions

away from home first day = <12h = 0.5 daily allowance

away from home first day = >12h and no night = 1 daily allowance

away from home 1 night = 1.5 daily allowance

away from home 2 nights = 2.5 daily allowance

away from home x nights = x + 0.5 daily allowance

5.4 Each meal (but not breakfast) paid by WMF shall reduce daily allowance for that day by 50%.

5.5 Accommodation costs during competitions

5.5.1 For officials with representation duties and referees: same regulation like 5.1.

5.5.2 For officials without representation duties: costs taken over only on a case-by-case basis if presence is to the benefit of WMF. Decision is taken by WMF President.

5.6 In case of different tasks (WMF-tasks, private/business purposes for a trip) expenses shall be split in an appropriate way. Each official and referee is required to declare on the expenses form that refund of expenses claimed from WMF is not otherwise granted.

5.7 Approval of expenses form and invoices

5.7.1 Expenses forms must be double-checked prior to the release of the payment. Original documents/receipts of the expenses must be submitted; in case the approval must be given by the President, such approval (e.g. e-mail) must be added to the expenses form.

5.7.2 Expenses forms and invoices are reviewed and approved first by the person responsible for approval in accordance with the Annex 1 ("a") and then forwarded to the Finance Manager for payment.

5.7.3 In case of doubt the approval of expenses not covered by this regulation is given by the President or pursuant to a decision of the Executive Committee.

6. Functions and duties

The members of the Executive Committee are responsible for the following duties:

6.1 President

6.1.1 Representation of the WMF internally and externally

6.1.2 Coordination of the work of the WMF Executive Committee, and between it and the WMF Headquarters and the WMF sport office

6.1.3 Preparing and chairing the Delegates Conference and the meetings of the Executive Committee

6.1.4 Correspondence and communication with SportAccord/GAISF, other international sport organisations, continental federations, member nations, membership candidates and interested parties in questions of general administration

6.1.5 Approval of expenses in accordance with the finance order and this regulation

6.2 Secretary General

- 6.2.1** Running the Headquarters with the head office, general administration of the WMF, administrative issues of website and e-mail accounts, filing corporate documents and tax declarations, keeping the archive, drawing up the member statistics, updating of address lists of member nations, officials, sponsors
- 6.2.2** Drawing up a list of annual duties of continental federations and member nations; supervision of compliance of continental federations and member nations with WMF Statutes and Rules 2.10/2.11
- 6.2.3** Negotiation and preparation of agreements with continental federations, member nations, championships organizers, sponsors, other organisations
- 6.2.4** Taking minutes of the meetings of the Executive Committee and the Delegates Conference (as far as it is not decided different at the beginning of the meeting by the board members resp. delegates). All minutes shall have a second signature before they are spread. The second signatory is decided at the beginning of the meeting concerned). Execution of the decisions of the Executive Committee; implementation of marketing tasks
- 6.2.5** Administrative support of other committees, work groups and officials
- 6.2.6** Update of WMF Rulebook in coordination with the Sport Director; update of database with list of approved minigolf and golf balls
- 6.2.7** Execution or coordination of all other tasks not assigned to committees or officials

6.3 Finance Manager

- 6.3.1** The functions and duties of the Finance Manager are defined by the finance order
- 6.3.2** Drawing up of quarterly draft financial statements and distribution to the members of the Executive Committee
- 6.3.3** Drawing up of the budget to be discussed by the Executive Committee and approved by the Delegates Conference

6.4 Sport Director

- 6.4.1** Chairing the meetings of the Technical Committee
- 6.4.2** Preparation and supervision of competitions promoted by the WMF in cooperation with the WMF Youth Officer and the sport directors of the continental federations
- 6.4.3** Supervision of the sport rules and sport regulations

- 6.4.4** Running the sport office
- 6.4.5** Correspondence and communication with continental federations, member nations, membership candidates and interested parties in sport related matters
- 6.4.6** Searching for and supporting candidates for organization of international championships and drawing up the championships calendar, the championships invitations and result lists on WMF website
- 6.4.7** Update of WMF Rulebook in coordination with the Secretary General
- 6.4.8** Ordering gift for championships organizer for World Championships
- 6.4.9** Other tasks are: handling of tournament software, course approval system, world ranking system and championships equipment, applications for international tournaments and publication of sports issues on the website

6.5 Media Manager

- 6.5.1** Consulting the Executive Committee in questions of public relations and marketing; implementation of public relations work in coordination with the Executive Committee; establishing and maintaining relations with the sport media in the widest sense; preparation of press releases
- 6.5.2** Proposal to Executive Committee for appointing webmaster and internet provider; responsibility for layout of the WMF website and content of news publications
- 6.5.3** Preparation, updating and production of publications (including movies) about the WMF and minigolf sport in general
- 6.5.4** Implementation of media and marketing work (including display of WMF sponsors) during World Championships, congresses and other events, coordination of opening and closing ceremonies in coordination with other responsible officials of the WMF and the championships organizer
- 6.5.5** Gathering, arrangement and continuous compilation of information about public relations work in the member organisations
- 6.5.6** Update of sponsor wall in coordination with Secretary General
- 6.5.7** Giving official statements to media in case of doping cases (in coordination with the President)

6.6 Youth Officer

- 6.6.1** Chairing the meetings of the Youth Committee

- 6.6.2 Preparation and supervision of the World and Continental Youth Championships in accordance with the responsibility stated in article 6.8, below
- 6.6.3 Gathering, arrangement and continuous compilation of information about youth work in the member organisations
- 6.6.4 Ordering gift for championships organizer for World and Continental Youth Championships

6.7 Anti-doping Officer

- 6.7.1 Assurance for WADA compliance in cooperation with WADA, WMF active members and responsible NADO's
- 6.7.2 Review of WADA compliance of continental federations and active members
- 6.7.3 Preparing implementation of code changes and update ADR WMF
- 6.7.4 General coordination of anti-doping committees and controlling of all procedures in accordance with WMF rules and regulations
- 6.7.5 Provisional suspension of athletes in the name of the Executive Committee based on ADR WMF in coordination with the Doping Disciplinary Organ
- 6.7.6 Support for and advice of WMF active members in anti-doping related matters
- 6.7.7 ADAMS administration for WMF in contact with WADA-headquarters. Responsibility for check of whereabouts or transfer of this task to responsible NADO's
- 6.7.8 Yearly nomination of the International Registered Testing Pool for OOC-tests. Organization of sufficient IC-tests and OOC-tests in accordance with WADA requests. Initiation of result management
- 6.7.9 Organization of anti-doping education
- 6.7.10 Quarterly reports to WMF board, reports to WADA within requested deadlines

6.8 Representation duties

- 6.8.1 Sport Director for World Championships and Nations Cup (general class) in years of World Championships
- 6.8.2 Youth Officer for World / EMF Youth Championships and Youth Nations Cup

6.8.3 Further representation duties shall be decided by the Executive Committee

6.9 Replacements

Beside the President all other board members have equal positions; no Vice-President is nominated automatically.

If the President is not available for one of his duties he can delegate this job to another board member.

If the president is not available at all (e.g. by accident) the remaining board members decide by email within 10 days, who is taking over the duties of the President.

If any other board member is not available for one of his duties or is not available at all (e.g. by accident) the President decides, who takes over the duties of the board member concerned from case to case.

7. Meetings of the Committees / recurrent agenda topics

7.1 Executive Committee

The Executive Committee usually meets three times a year (spring, August and winter). Meetings also can be arranged using SKYPE or other online formates.

The agenda shall have the following recurrent topics:

Uneven years (years with ordinary Delegates Conference)

Spring:

- preparation of Delegates Conference (including motions)
- finalization of budget for current and two following years
- approval financial accounts previous years
- decision about applications for international championships

August:

- pre Delegates Conference
- after Delegates Conference:
- determination of signatory power
- review development member statistics

Winter:

- update strategy of WMF and major follow-up work
- report international championships current year
- determination responsible officials for upcoming international events
- decision about financial support of projects of member nations
- decision about distribution of sponsor income to member nations
- budget check for the following year
- review and update regulations of WMF

Even years (years without ordinary Delegates Conference)

Spring:

- approval financial accounts previous years

- decision about applications for international championships

August: (meeting could be skipped if no important decisions necessary)

- Winter:
- update strategy of WMF and major follow-up work
 - report international championships current year
 - determination responsible officials for upcoming international events
 - decision about financial support of projects of member nations
 - decision about distribution of sponsor income to member nations
 - budget check for the following year
 - review and update regulations of WMF
 - draft motions to Delegates Conference following year

Procedure for preparations of physical meetings

- draft agenda spread 6 weeks prior to the meeting
- open for comments and additional topics; documents spread to Board directly
- final Agenda with all documents is sent 2 weeks prior to the meeting
- approval of agenda at the beginning of the meeting; any topics not listed and documents not spread in advance must be presented at the beginning of the meeting. Amendment of agenda only in case of urgency

7.2 Technical Committee

The Technical Committee usually meets one time a year (January/February) prior to the spring meeting of the Executive Committee. Further meetings need the prior approval of the WMF President.

The duties of the Technical Committee are defined in the Statutes of WMF.

The agenda shall have the following recurrent topics:

- review applications international championships and recommendation to the Executive Committee (or Delegates Conference) for award
- approval of invitations to international championships of current year
- in coordination with the Executive Committee: motions to the Delegates Conference for the change of Statutes and Rules
- motions to the Executive Committee for the change of Regulations

7.3 Youth Committee

The Youth Committee usually meets one time a year (October/November/December) prior to the meeting of the Technical Committee. Further meetings need the prior approval of the WMF President.

The duties of the Youth Committee are defined in the Statutes of WMF.

The agenda shall have the following recurrent topics:

- review applications international youth championships and recommendation to the Technical Committee for award
- preparation of invitation to international youth championships of following year
- development of international youth work

7.4 Invitations to meeting

The chairman of all committees may invite other committee members and third parties to a meeting. In case WMF must bear costs of the invitee the WMF President must approve such costs.

8. Dress code for WMF officials

8.1 During opening and closing ceremonies and other official events the members of the Executive Committee and the Youth Officer wear the official WMF clothes:

- men: official WMF shirt and tie; grey or black trousers (no jeans)
- women: to be decided

Deviations from this dress code caused by weather conditions are decided by the highest WMF official present in time.

8.2 During competition days: official polo shirts of WMF

Annex 1: Responsibility for yearly budgeting and approval of costs

Responsibility for yearly budgeting and approval of costs									
d=decision; b=preparation budgeting; a=approval; s=supervision and second approval									
x=main responsibility; (x)=support									
Book-keeping account no.	Delegates Conf	Board	President	Secretary	FinanceM	SportD	MediaM	Youth Off	Description
New grouping (as of 1 January 2009)									
1. Income									
1.1 Membership fee	3000	d		(b)	b/s				gross income membership fees
1.2 Sponsoring income	3012		d	(b)	b/s				gross income from sponsors
1.3 Ball approval income	3020		d	(b)	b/s				gross income from ball approval
1.4 Course approval income									
1.4.1 Old courses	3041	d			b/s	(b)			for courses built until 31.12.2005
1.4.2 New courses	3042	d			b/s	(b)			for courses built after 31.12.2005
1.4.3 Prolongation		d			b/s	(b)			prolongation of course approval
1.5 Tournament fees									
1.5.1 International tournaments	3051	d			b/s	(b)			charges for hosting tournaments
1.5.2 Championships award fee	3052	d			b/s	(b)			charges for hosting tournaments, excl. EMF tournaments
1.5.3 Championships sponsoring income	3053		d	(b)	b/s				income from agreement with organizer
1.5.4 Other	3054	d			b/s				
1.6 Capital income	8300		d		b/s				interest
1.7 Other income		d			b/s				
2. Expenses									
2.1 Membership fees international sports organizations									
2.1.1 SportAccord/GAISF	5510	frame	d	(b)/a	b/s				membership fee only
2.1.2 Other		frame	d	a	b/s				
2.2 Travel, meeting rooms and accommodation costs, daily allowances									
2.2.1 SportAccord/GAISF	5521	frame	d	a	b/s				travel costs to annual SportAccord, accommodation, daily allowance
2.2.2 Delegates conference	5522	frame	d	a	b/s				travel costs Board members, accommodation Board members, daily allowance, meeting rooms, food, invitation guests
2.2.3 Board meetings	5523	frame	d	a	b/s				travel costs Board members to Board

2.2.4 TC meetings and sport director	5524	frame	d		i	s	b/a			meetings, accommodation Board members, daily allowance, meeting rooms, food
2.2.5 YC meetings and youth officer	5525	frame	d		i	s			b/a	travel costs TC members to TC meetings, accommodation TC members, daily allowance, meeting rooms, food, travel sport director outside TC meeting
2.2.6 Other meetings	5526	frame	d	a	i	b/s				travel costs YC members to YC meetings, accommodation YC members, daily allowance, meeting rooms, food, travel youth officer outside YC meeting
2.2.7 Referees	5527	frame	d		i	s	b/a		b/a	all officials: travel costs for other meetings, accommodation, daily allowance, meeting rooms, food; also travel costs etc. for international contacts (see 2.5)
2.2.8 Auditors	5528	frame	d		a	b/s				travel costs referees to WMF championships, accommodation, daily allowance, food
2.3 Administration										travel costs auditors and finance manager to audit meeting, accommodation, daily allowance, meeting rooms, food
2.3.1 Employees and advisors	5531	frame	d		b/a	s	b/a			salaries and expenses of employees, fees and expenses of advisors
2.3.2 WMF Headquarters	5532	frame	d		b/a	s				lump-sum payment for administration costs
2.3.3 WMF sport office	5537	frame	d		i	s	b/a			lump-sum payment for administration costs
2.3.4 Delegates Conference	5533	frame	d		b/a	s				particular administration costs for DC, give-aways to attending delegates
2.3.5 Internet	5534	frame	d		i	s		b/a		webhosting, registration costs domain names
2.3.6 Plates, stickers	5535	frame	d		i	s	b/a			costs for production of plates/stickers for course approval
2.3.7 Other		frame	d		a	b/s				
2.4 Projects										

2.4.1 International Youth projects	5541	frame	d		i	s			b/a	support of youth projects
2.4.2 Members projects	5543	frame	d		(b)/a	b/s				support of members projects financed by ball homologation fees)
2.5 International contacts	5542	frame	d	b/a	i	s				costs not covered by 2.2.6
2.6 Income split										
2.6.1 Split ball approval income with members	5551	frame	d		(b)/a	b/s				split of ball homologation fees
2.6.2 Split sponsoring income with continental fed.	5552	frame	d		(b)/a	b/s				split of sponsor income with EMF, AMF, AMSA
2.7 Advertising, PR, gifts										
2.7.1 Advertising	5561	frame	d		i	s		b/a		ads in magazines, etc.
2.7.2 Public relations, media	5562	frame	d		i	s		b/a		media cooperation, press release
2.7.3 Publications	5563	frame	d		i	s		b/a		publications: hardcopies and DVDs
2.7.4 Sponsor related material	5673	frame	d			s		b/a		production of sponsor wall, roll-ups
2.7.5 Gifts for championships organizers	5564	frame	d		i	s	b/a		b/a	gifts to championships organizers
2.8 Equipment and inventory										
2.8.1 Championships equipment	5571	frame	d		i	s	b/a		b/a	costs for flags and other championships equipment
2.8.2 Software, Bangolf Arena	5572	frame	d		b/a	s				license fee to use software
2.9 Anti-Doping										
2.9.1 Tests	5581	frame	d		i	s	b/a			costs of NADO's, laboratories, sample collection
2.9.2 Committees	5582	frame	d		i	s	b/a			travel costs of committee members, accommodation, daily allowance, meeting rooms, food
2.9.3 Education	5583	frame	d		i	s	b/a			travel costs and fees of anti-doping instructor, accommodation, daily allowance, meeting rooms, food
2.10 Bank charges	5590	frame	d			b/a/s				bank fees
2.11 Other costs		frame	d	b/a	i	s				

Annex 2: Use of terms in written text

Please use in written text	Please do not use in written text
World Minigolf Sport Federation	World Minigolfsport Federation
Federation (for WMF)	Association (for WMF)
Association, active member, nations (for members of WMF)	Federation (for member nations of WMF)
America (for American continent including North/South, etc. Americas)	USA
Statutes (of WMF)	Constitution Articles of Incorporation
Rules (for provisions which are released, amended by the Delegates Conference)	“Rules” for other kind provisions not released and/or amended by Delegates Conference
Regulations (for provisions which are released, amended by the Executive Committee)	“Regulations” for other kind of provisions not released and/or amended by Executive Committee
Minigolf (as a collective term for our sport)	Other terms for our sport such as midgetgolf, etc.
Miniaturegolf	Eternite
Concrete	Minigolf (for concrete courses)
Felt golf	Felt (for felt golf courses)
Technical, Youth, Legal, etc. Committee	Technical, etc. Commission
Sport Director	Sportdirector
Media Manager	Mediamanager
Finance Manager	Financemanager
Secretary General	General Secretary
Championships	Championship (without “s”)
Continental championships e.g. European Championships	Masters, etc. for continental championships
Anti-doping	Doping
