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STATUTES

OF THE

MINIFOOTBALL ASSOCIATION OF NIGERIA. (MAN)

2018



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Article 1. TITLE:

This regulation may be cited as Minifoofball Association of Nigeria Statutes and the Association will herein after, sometimes referred to as MAN.

Article 2. DEFINITION:

MAN is a non-profit making and non-government organization and its duration is unlimited. Its headquarters shall be located in Abuja.

Article 3. LANGUAGE

The official language of the Association shall be English at meetings and for all records.

Article 4. COMMON SEAL

The Association shall have a Common Seal which shall have the words “Minifoofball Association of Nigeria”.

The Common Seal of the Association shall be kept by the Secretary General.

The Common Seal of the Association may be affixed to any document that is being executed on behalf of the Association under the directive or approval of the Executive Board, the President or the Annual General Meeting of the Association.

The President and the Secretary General of the Association (MAN) shall witness the affixing of the Common Seal of the Federation (MAN) by affixing their respective signatures on the documents

Article 5. SUPREMACY OF THE STATUTES:

This statute is supreme and its provisions:

- (i) Shall have binding force on all persons who are members of the Minifoofball Association of Nigeria.
- (ii) If any other law, action or decision, except that of WMF, AMC and WAMU relating to the MAN is inconsistent with the provisions of this statutes, this statutes shall prevail and that other law, action or decision shall, to the extent of the inconsistency be void.

Article 6. INTERPRETATION:

The terms used in the present statutes denotes the following:

“WMF” means World Minifootball Federation

“AMC” means African Minifootball Confederation

“WAMU” means West African Minifootball Union (when established)

“MAN” ” means the Minifoofball Association of Nigeria

“CONGRESS”: this is the general assembly of the Minifootball Association of Nigeria, which is the meeting at which all the MAN members affiliated to it attend.

“AGM” means Annual General Meeting.

“THE BOARD” means governing board of the Association as elected.

“STATE ASSOCIATION” means an organization of persons at state level that are elected in line with the general state guidelines as approved by the Board of the MAN with the aim of playing Minifootball in groups and recognized as an entity affiliated to the Nigeria Minifootball Association of Nigeria.

“PLAYER” means any Minifootball player that is officially registered and licensed by the Minifootball Association of Nigeria.

“OFFICIALS” mean Board members, committee members, Referees, Assistant Referees, Coaches, Trainers, Administrative staff and any other person responsible for technical, medical and administrative matters in the MAN or any of its affiliate members.

“SECRETARIAT” means administrative arm of the MAN

“CAC” means Corporate Affairs Commission

“MINISTRY” means Federal Ministry of Youth and Sports

“NOC” means Nigeria Olympic Committee.

“IOC” means International Olympic Committee.

Article 7. APPLICATION:

- i. The provisions of this Statutes shall apply to MAN and its affiliates only

Article 8. AFFILIATION:

It is hereby established that:

- i. MAN is the only recognized body by WMF and AMC to administer the game of Minifootball in the Federal Republic of Nigeria.
- ii. The MAN is the only body authorized to be affiliated to the WMF, AMC by virtue of their various Statutes and according to the Olympic charter.
- iii. Membership shall be admitted from each State of the Federation and FCT. Such affiliation must be in full compliance with the regulations and statutes of MAN. Other affiliate members includes any other body so approved by the board of MAN and ratified by the Congress so long as such body shares the vision and objectives of MAN

- iv. Affiliation will cease if affiliation fee remains unpaid for more than one month from January of every year.
- v. Any affiliate member that fails to meet up with the annual payment will not be allowed to take part in any MAN activities unless the full payment and penalties are made.

Article 9. SUSPENSION OR EXPULSION

1. If an affiliate member of the Association refuses or neglects any provision of the rules or is guilty of any conduct that is not in line with the guiding principles of MAN, such an affiliate member shall be liable for suspension or expulsion for such a period as to be determined by the Board. The resolution must be carried out with 2/3 of the Board Members being present at that meeting and shall vote for or against it, provided also that at least 14 days before the meeting, at which such resolution is passed, the affiliate member have had notice thereof and of the intended. The resolution for the suspension or expulsion of the affiliate member at such meeting, and before passing the resolution passed, such person shall be given an opportunity to give explanation in writing as regards the offence he/she is accused of.
2. In respect of players, coaches and umpires, the Executive Board shall be competent to act by bare majority after calling for an explanation. The pending enquiry, interim action can be taken by the president with the Zonal Representative being carried along. Also, when the punishment proposed is for more than five years in respect of the individual, directly or indirectly connected, the Executive Board is to act by two-third majority based on explanation available.

Article 10. RE-ADMISSION

1. An affiliate member removed from the list of membership may be re-admitted by the Executive Board if all outstanding payments are made
2. Suspended or expelled member(s) may be re-admitted not before six months from the date of acceptance or re-admission by the Board on due notice.

Article 11. COMPETITION FORMAT:

All MAN competitions shall be as determined and regulated by the Board of Minifootball Association of Nigeria (MAN).

Article 12. OBJECTIVES:

The objectives of the MAN are:

1. To provide, organize and control the administration of Minifootball under the supervision of the Federal Ministry of Youth and Sports and the NOC in line with its visions and objectives and that of WMF/AMF where necessary;

2. Foster friendly relations amongst the officials and players of the game of Minifootball and states associations;
3. MAN shall not allow political, religious, racial, ethnic or gender discrimination to affect its decision or actions;
4. Generally, to concern itself with all matters and questions to the conduct of Minifootball, as a game, in Nigeria;
5. To utilize its funds for investments and for such other purposes which shall be in the overall interest of the MAN and its affiliated states, associations and/ or the object for which the MAN has been established;
6. To establish standards for venues and facilities, in accordance with the provisions of the Standards required by the MAN, regulation as the case may be and in line with the WMF standards;
7. To promote the welfare of players, coaches and officials participating in all the activities organized by the MAN and to foster healthy relationship among all Minifootball stakeholders;
8. To regulate the activities of all clubs, Coaches, umpires and states associations in line with the vision of the MAN;
9. To make, repeal, amend, maintain and enforce rules and regulations governing the play, umpiring and administration of the game of Minifootball in Nigeria and for the control, administration and governance of Minifootball championships, tournaments and matches in Nigeria and elsewhere between Nigeria and other countries;
10. To seek continual improvement in the technical standard of Minifootball by the establishment of uniform regulation in line with the World Minifootball Federation;
11. To establish and maintain the Laws and Regulations for Local, State and National Competitions; in line with MAN standard.
12. To maintain good relationship with World Minifootball Federations (WMF), Africa Minifootball Confederation (AMC) and with Nigeria Olympic Committee (NOC) with the sole aim of furthering the development of the game;
13. To upholding and promote the Olympic charter;
14. To interpret, train, develop, adopt, formulate and enforce regulations for the conduct of Para-minifootball for all Clubs/Association, to foster Para - minifootball activities and development in Nigeria, thereby encouraging the active participation of people with disability in Minifootball and incorporating modified rules and classification, seek funding for Para-minifootball programmes for people with disability, so that national good practice can be developed and shared across the game of minifootball in close liaison with National Paralympic Committee. All other activities of MAN Para-minifootball International events will be championed by the MAN;
15. To determine, implement and enforce disciplinary and dispute resolution procedures for its members, including imposing sanctions;
16. To do all such other things as in the opinion of the Association, which may be incidental or conducive to the attainment of any of the forgoing objective or the exercise of any of the forgoing powers;

17. Affirm our commitment to the statutes of the Doping Control Regulations of World Anti-Doping Agency.
18. To borrow any amount of money required for the purpose of participation in tournaments within and outside Nigeria to meet its planned objectives with or without securities and to execute lien over any property of the Association where applicable for the repayment of such borrowed money when the Association receives money or grants from sponsors, WMF, AMC, Nigerian government or any other body corporate.

Article 13. MEMBERS

Membership shall be admitted from Each State of the Federation and FCT. Such affiliation must be in line with full compliance with the regulations and statute of MAN. Other affiliate members includes any other body so approved by the board of MAN and ratified by the congress that will aid the growth and development of Minifootball in Nigeria.

Article 14. RESPONSIBILITIES/PREVLILAGES OF MEMBERS

1. All members in good standing with the Association shall be entitled to complete range of benefits and services;
2. Only registered members who have paid their affiliation fees and issued membership certificates and access credentials shall be eligible to participate in the affairs, seminars, courses, clinics, championships and tournaments organized and sanctioned by the Association;
3. All members shall respect and abide by the constitution, internal rules and regulation of the Association, MAN
4. Access to Players assisted programmes.
5. Access to external Sports Grants and Scholarship Programmes.
6. Discounted Equipment from Manufacturers and Distributors as the case may be.

Article 15. SUB-COMMITTEES AND UNITS:

The MAN Shall be constituted into the following subcommittees and units.

- a. Technical and Grass root Development
- b. Marketing and Sponsorship
- c. Budget and Finance
- d. Event Planning and Organizing
- e. Media and Publicity
- f. Medical and Doping

UNITS

- a. Internal Audit Unit
- b. Protocol Unit
- c. Legal Unit

- d. Human Resources Unit (if and when necessary)
- e. Tenders Unit (if and when necessary)

Article 16. MANAGEMENT:

- i. The entire day to day management, control and administration of the MAN shall be vested on the management and shall consist of the under mentioned persons:
 - a. The Secretary
 - b. The Subcommittee Heads and Units
- ii. Subject to sub section (i) above, each of the subcommittee shall be headed by a Board Member who shall report regularly to the President.
- iii. The heads of Subcommittees shall be responsible to the President and Board on the activities of their committees and perform such other duties as the President may, from time to time, assign to them and as approved by the Board.
- iv. In the absence of the Secretary, the assistant secretary shall act on his behalf during his absence. Such appointments shall be communicated to the President of the Board of the MAN for his consent.

Article 17. EXECUTIVE BOARD

- a. There shall be an executive board for the MAN, **herein** (referred to as the Board). The Board shall be headed by a President and a Vice President 1 & 2 who shall be elected from amongst the 49 MAN delegates. The Secretary shall perform the duties of the Secretary of the Board.
- b. The Board shall consist of other 8 elected members with one from each of the six geo-political zones of Nigeria and other constituencies, namely:
 - i. The President (to be elected from the 46 delegates) Southern/Northern Zones
 - ii. The Vice President - Southern/Northern Zones
 - iii. Chairman of the Men's League (who shall be the 1st Vice President)
 - iv. Chairperson of the Women's League (when created or developed)
 - v. North – West
 - vi. North – Central
 - vii. North – East
 - viii. South – West
 - ix. South – East
 - x. South-South

The following representatives shall constitute delegates to MAN Congress and shall have voting rights but shall not be represented on the Board of MAN.

- I. Representative of Sponsors/Corporate bodies
- II. Representative of Coaches \association affiliated to MAN
- III. Representative of Referees Association affiliated to MAN
- IV. Representative of players union affiliated to MAN

V. Any other association affiliated to MAN as approved by the MAN Board

In a situation where no member of the MAN comes from any of the geo-political zone or constituency, the AGM will decide on the representation of that geo-political zone/constituency accordingly.

1. (a) The entire members of the Board shall be elected within the expiration of the tenure of the incumbent Board (5 years tenure) and has a right to re-contesting as long as he so wishes.

(b) An Electoral Committee shall be constituted by the Board of the Minifoofball Association of Nigeria. This Committee shall come up with electoral guidelines for the election which shall be approved by the MAN Board. The Ministry of Youth and Sports and NOC shall be notified to send observers after due notification of the election processes by the MAN Board.
2. The eligibility of the candidates for the election shall be in conformity with the standard electoral code issued by the electoral committee and approved by the MAN board.
3. An elected member of the board shall remain on the board of the MAN till the end of that particular tenure of the Board, unless He/She is removed In accordance with Article 21 of this statute.

Article 18. ELECTION OF MEMBERS OF THE STATES ASSOCIATION

- i. There shall be election of members of the Board of each State Association. The Board of each State Association shall be known as State Association Board of Members to be headed by a Chairman, with not more than five (5) other members (Vice – Chairman inclusive) spread across their Geo-political zone, with a secretary to be appointed by the board. Guideline for states elections shall be drawn up and approved by the MAN Board and forwarded to the States for compliance.
- ii. The Elections at all levels shall be conducted by secret ballot and witnessed by officials delegated by the national MAN“Board”.
- iii. MAN shall not deal with any state that does not have a duly elected or constituted Board.

Article 19. ELECTION OF THE PRESIDENT AND VICE-PRESIDENT OF THE BOARD:

- i. The election into the office of the President of the MAN BOARD shall be done by the elective Congress of the Minifoofball Association of Nigeria. Same is applicable to the office of the 1st Vice President. The 2nd Vice President shall be elected by the clubs in the men’s league.
- ii. To qualify to contest for the office of President and 1st Vice President, one must have been endorsed by one member affiliated to the MAN (The State Association) in

each of the 6 geo-political zones and must have been a member of MAN for a period not earlier than 5 years.

- iii. The guidelines for the election shall be drawn up by the electoral committee to be set up by the MAN Board. One of whom must be a legal practitioner of not less than five (5) years post-call experience. Such guidelines shall be approved by the Board of the MAN and must be in conformity with International best practice and as in the various continental and World Minifootball Federation Statutes.
- iv. The President and the 1st Vice President shall not come from the same geographical zones of the country: - i.e. North and South. The mandate of the President/Vice President and other members of the board are for five years following which he/she has a right to re-contest if re-nominated in subsequent elections as long as his services are needed and he or she is ready to serve.
- v. If the President is permanently or temporarily prevented from carrying out his/her functions, the 1st Vice President shall represent him/her until the next Annual General Meeting where a new President will be elected to replace him/her. If the President and 1st Vice President are permanently or temporarily prevented from performing their official functions, the other members of the BOARD shall elect an acting “President” and 1st Vice President from amongst them till the next Annual General Meeting where an election for the President and Vice President will be conducted to replace them.
- vi. Any member of the BOARD who no longer exercises his/her official functions shall immediately be replaced by the geo-political zone/constituency he/she is representing. The mandate of the President, Vice President and other members of the BOARD shall begin after the AGM which elected them.
- vii. For the election of the President, Vice President and the other members, the winner of the election shall be determined by a simple majority votes cast every five years.

Article 20. TENURE OF THE BOARD

The tenure of the Board shall be for five (5) years.

Article 21. METHOD OF REMOVAL OF ELECTED MEMBERS OF THE BOARD:

An elected member of the BOARD can be removed in the following ways:

- i. There must be a written petition against the said member stating the offence(s) committed by the said member and submitted to the BOARD.

- ii. Upon the receipt of the petition by the BOARD, a copy of the said petition shall be sent to the affected member for his/her response which shall be submitted within seven (7) days of receipt of the copy of the petition.
- iii. On the receipt of this response by the BOARD, a five (5) man committee, one of whom shall be a legal practitioner of not less than 5 years post call, shall be set up to look into the allegations made by the petitioner against the member.
- iv. The Committee shall within two (2) weeks submit its findings and recommendations to the BOARD for deliberation.
- v. Thereafter, its recommendations shall be presented at the next AGM for consideration and ratification by the AGM.
- vi. The decision of the AGM will be communicated to the Federal Ministry of Youth and Sports, the NOC and other relevant International bodies as implemented for note.

Article 22. IMPEACHMENT/EXPULSION OF BOARD MEMBERS:

The President of the MAN can be impeached by a simple majority votes of the Board members and must be ratified at an emergency Congress or AGM before it can take effect, by 2/3 votes cast by the congress and this can only be done on the following grounds:

- a) Established case of financial impropriety or embezzlement of the Federation's funds.
- b) Established case of maladministration or case of abuse of administrative powers and laid down rules and regulations of the Federation.
- c) Established case of bad conduct or activities capable of causing embarrassment to the Federal Republic of Nigeria before the international committee.
- d) Conduct capable of bringing the MAN into disrepute.
- e) An established case of high handedness.
- f) Involvement in drugs or its administration to the athletes
- g) Any other act(s) that the Board and the congress of the MAN finds capable of bringing the MAN into total disrepute.
- I.
 - a. The same reasons as in Article 22 (i) above also applies to the 1st Vice President.
 - b. The 1st Vice President can also be impeached on the grounds of established insubordination.
 - c. For the other ordinary Board members, 22 (i & ii) above are reasons for any board member to be impeached from the Board.

Article 23. PROCEDURE FOR IMPEACHMENT/EXPULSION:

- 1. For a President to be impeached, his/her offence shall be brought to the floor of the Board meeting and read out.
- 2. The President will, thereafter, be excluded from the meeting and the 1st Vice President appointed to take charge of proceedings.
- 3. The President will be suspended for a maximum period of 30 days while investigation is still going on.

4. The Board will set up a 5 man independent committee to be chaired by an established legal person of at least 10 years call to bar experience.
5. The President would be requested to submit his/her defense in writing to the committee Chairman.
6. The findings of the committee and recommendations shall be submitted to the Board within 30 days of the Presidents suspension.
7. If the President is found guilty, he/she shall be impeached by the Board by simple majority votes cast and decision of the Board presented to the congress at an extra ordinary meeting or AGM for ratification or acquittal, by a 2/3 majority of votes cast by the congress.

Article 24. REPLACEMENT OF IMPEACHED BOARD MEMBERS:

- 1) If and when a President is impeached, the position is declared vacant. The Vice President is allowed to preside over the affairs of the Federation for a maximum period of 90 days only, after which bye elections must be conducted to fill the vacant position. Any interested Board member willing to contest the vacant position must resign his current position on the Board to contest. Such persons position will also be declared vacant and to be contest for by interested persons in his/her constituency.
- 2) For the position of the Vice President, same procedure for impeachment and replacement as in Article 24 (1) above applies.
- 3) For the position of ordinary Board member, such member will be replaced by the zone/constituently he/she represents.
- 4) The same procedure applies to other positions.
- 5) As for continental Rep and military/paramilitary, such organization will be advised to send a replacement within 90 days of his/her removal.

Article 25. FUNCTIONS AND THE POWERS OF THE BOARD:

- 1) The functions of the BOARD shall consist of:
 - a) To appoint a Secretary General/Chief Executive Officer.
 - b) To approve the employment of other MAN staff on the recommendation of the Secretary General and the Establishment Committee.
 - c) To organize Competitions at all levels and ensure adequate preparations of Nigeria's players for International competitions.
 - d) To provide, in co-operation with other bodies, adequate training for its employees and various personnel that may be involved in the administration and organization of the Minifootball Association of Nigeria's activities.
 - e) To determine such other areas of the MAN's activities to be commercialized in order to earn income for the Minifootball Association of Nigeria.
 - f) To regulate the organization, registration and practice of Minifootball at all levels in Nigeria.

- g) To advise the Federal Ministry of Youth and Sports and the Nigeria Olympic Committee on matters affecting Minifootball in Nigeria and furnish them with information as may be required from time to time.
 - h) To perform such other functions as the Federal Ministry of Youth and Sports and NOC, may from time to time, assign to the BOARD.
 - i) To hand over activities of the MAN to the incoming elected Board, under the supervision of the Federal Ministry of Youth and Sports and the NOC.
- 2) The BOARD shall have the powers to delegate to the management, herein referred to, in article 10, the right to:
 - a) Monitor movement and discipline of players.
 - b) Receive by way of gift, donations or otherwise, moveable and immoveable properties on behalf of MAN.
 - c) Invest its funds with recognized Banks, building Societies or the capital market, if necessary, for MAN.
 - d) Engage officers for the MAN, either on an honorary basis, contract or posting from the states, the Federal Service, the MAN or State Minifootball Associations, including the private sector, on terms, as the MAN may deem necessary or convenient and to remunerate any such officer or civil servant employed, otherwise than on an honorary basis, and also any member or other person rendering services to the MAN.
 - e) Make and amend rules and regulations for the proper functioning of the MAN, subject, however, to the approval of the MAN Congress.
 - f) Levy members and any other fees, inclusive of registration and participation fees on annual basis, and should the need arise, to levy additional fees.
 - g) Initiate, convene, organize and hold conference of representatives of members of the MAN or any committee(s) thereof.
 - h) Raise by way of public or private appeal, subscription or donations, such monies as may be deemed necessary or incidental for the attainment of all or any of the objectives of the MAN and to take and accept any subscriptions, contributions, gift, endowments and bequests, whether in land, property, money or otherwise, for any of the objectives of the MAN, and to carry out any trust attached to any such gift, endowment or bequest.
 - i) Print and publish such newsletters, periodicals, book, pamphlets or leaflets and to make, procure and/or exhibit such photographs, pictures, cinematography, that is films and other publicity media that maybe necessary or desirable for the promotion of its objects, or to enter into any arrangement for the printing, publishing or exhibition or other media as aforesaid and to pay in terms of any such arrangements.
 - 3) The BOARD shall pass decisions on all cases that do not come within the sphere of the responsibility of the AGM or are not reserved for other bodies by law or under these statutes.
 - 4) The BOARD shall meet as required but at least three (3) times in a year.

- 5) The President shall convene the BOARD meeting, if six (6) Members of the BOARD requests a meeting, the President shall convene it.
- 6) The MAN President, with the approval of the BOARD, shall appoint the Chairmen, Vice Chairmen and members of all the Standing Committees.
- 7) The Secretary General shall compile the agenda for all meetings. Each member of the BOARD is entitled to propose items for inclusion in the agenda.
- 8) The BOARD may decide to set up Ad-Hoc Committee, if deemed necessary, anytime.
- 9) The BOARD shall compile regulations for the organization of Standing Committees and Ad-Hoc Committees.
- 10) The BOARD shall appoint, suspend or dismiss the Secretary General on the proposal of the President, if found wanting in the discharge of his/her duties.
- 11) The BOARD shall adapt member(s) by simple majority votes cast in a BOARD meeting. Such member(s) adopted may not be more than three for the entire tenure of the Board and shall have no voting right but can contribute or participate in debates..

Article 26. INDEMNITY..

The board, employees or any other appointee official of the Association shall be indemnified by the Association against all cost, losses and/or expenses which he/she may incur or become liable for by reason of any act or omission in discharge of his/her duties unless the loss in question is caused by his/her gross negligence and dishonesty.

Article 27. DUTIES AND POWERS OF THE PRESIDENT OF THE MAN

- a. The President is the Approving Officer of both the BOARD and the Secretariat of the MAN. Therefore, his approval must be sought before anyone engages or deal or communicate on behalf of the MAN.
 - i. The President can recommend to members, but not unilaterally, the adoption of members onto the BOARD: such adopted members cannot be more than Three (3) during the tenure of the Board.
 - ii. During the tenure of the BOARD, the adopted member(s) would not have any voting powers in a meeting.
 - iii. He/She shall also, by virtue of the MAN Statutes, represent the MAN in engagements in and outside Nigeria unless he/she decides otherwise.
- b. He/She shall preside over the Annual General Meetings and also present Annual Report, the BOARD Meetings and those Committees of which he has been appointed Chairman.

- c. He/She shall have an ordinary vote on the BOARD, and whenever votes are tied he/she shall cast his/her vote to break the tie.
- d. If the President is absent or unavailable, the 1st Vice President shall deputize. In the absence of the President and the 1st Vice President, the most senior BOARD member shall preside over the BOARD meetings, or members shall nominate one of them to preside over the meeting.
- e. He/She shall represent the MAN at National and International meetings but may delegate some of these functions to the 1st Vice President or any member of the BOARD.
- f. He/She shall have powers to delegate to members of the Board and direct members of the MAN staff, via the Secretary General, on matters that may be necessary for the achievement of the MAN objectives.

Article 28. 1st VICE PRESIDENT:

- a) The 1st Vice President shall preside at meetings in which the President is absent.
- b) He/she shall act for the President and perform such other functions as the President shall delegate.
- c) Carry out duties and responsibilities assigned by the Executive Board, the Annual General Meeting or Extra-Ordinary General Meeting.

Article 29. SECRETARY GENERAL/CHIEF EXECUTIVE OFFICER:

- a) Appointment:
 - i. A Secretary General/CEO shall be appointed on contract or employment by the Board of the MAN after advertisement and proper interview.
 - ii. The Secretary General shall head the General Secretariat of the MAN and report directly to the President of the MAN and Board.
 - iii. He/She shall attend, cover and produce minutes of all meetings of the BOARD of the MAN and other Committees of the MAN, and take part in deliberations, but shall not have right to vote.
- b) Responsibilities/Duties
 - i. He/she shall recommend to the Board of the MAN for appointments, staff and Management of the Secretariat.
 - ii. He/She shall examine the salaries and job structure of staff of the Secretariat and submit proposal for changes to the Board of the MAN, where appropriate, for approval.
 - iii. He/She shall prepare, in collaboration with the Finance Committee, an annual budget of Income and Expenditure of the MAN and keep records of statement of account.
 - iv. He/She shall ensure that the independent auditors appointed by the Annual General Meeting shall audit the accounts approved by the Finance Committee, in accordance with the appropriate principles of accounting, and present a report to the General

Meeting. The auditors shall be appointed for a period of two years. This mandate may be renewed.

c) **Duties**

- i. Execute decisions taken by the Board of the MAN and the AGM.
- ii. Attend to all correspondences of the Secretariat.
- iii. Call meetings of the Board of the MAN, AGM and the Standing Committees and Ad-Hoc Committee of the MAN when directed to do so.
- iv. Maintain good relationship between the MAN and all affiliate bodies.
- v. Maintain correspondences between International Bodies that MAN is affiliated to, those member Associations and bodies that are affiliated to the MAN, the NOC and the Ministry.

Article 30. MEETINGS:

a) **Annual General Meeting:**

This is the meeting of the current members of the MAN that shall be held once in a year, especially at the end of every year.

1. General Meeting

At any General Meeting of the Council, 2/3 of the total members of the Council shall form a quorum. If at any meeting there is no quorum, the meeting shall stand adjourned and shall be held after one hour at the same place and at the same time. No quorum shall be necessary at this adjourned meeting. Except for want of quorum, no meeting of the Council shall be adjourned unless two-thirds of the members present ask for such adjournment.

2. Chairman at the General Meeting

The President or in his absence, the 1st Vice President or in absence of all of them, members present at the General Meeting, will elect a Chairman from amongst them and he/she will preside at any General Meeting and shall have casting vote besides his / her vote in the case of equality of votes or any question / an item on agenda.

3. Right to Interpret Rules

At any General Meeting, the Chairman shall decide all points of order or procedure raised by members and his/ her decision shall be binding and final.

4. Procedure for Congress and General meeting

1. Every meeting of Congress or General Meeting shall be presided over by a Chairperson who shall be the President of the Association or in his absence the Vice President or the next in hierarchy

2. A notice for Congress or General Meeting for General Assembly shall be sent out together with the Agenda and supporting documents at least Twenty-One (21) days to all members and affiliates entitled to attend and vote.
3. A notice for Congress or General Meeting for General Assembly notwithstanding that it is called by a shorter notice than specified in this Constitution, shall be deemed to have been duly called if it is so agreed:
4. The Quorum for a valid session of Congress or General Assembly shall be two-third of the total membership of the Federation entitled to attend and vote.
5. A member entitled to attend and vote at Congress or General meeting of the General Assembly shall be entitled to appoint another person, as proxy, to attend and vote instead of that absent member. Such proxy shall have the same rights as the member to speak at the General Assembly and shall at the Congress or General Meeting, 14 clear days before, present a formal letter authorizing him or her to act as proxy.
6. The decisions by the General Assembly shall be by way of resolutions through votes taken by secret ballots and shall be passed by a simple majority of members present.
7. Each member of the General Assembly shall be entitled to only one vote except where that member or representative is acting by proxy and is also entitled to attend and vote as member of General Assembly in which case the person may have one additional vote. A member shall not hold more than two (2) proxies for any General Assembly.
8. If there is a deadlock in votes cast at Congress or General Meeting, the Chairperson of the Congress or General Meeting shall have a casting of vote to break the deadlock.

Composition and agenda of the AGM:

- i. A declaration that the AGM has been convened and composed, in compliance with the statutes of the MAN.
- ii. Approval of the agenda;
- iii. An address by the President;
- iv. Appointment of members to check the minutes;
- v. Suspension or expulsion of members (if applicable);
- vi. Approval of the minutes of the preceding AGM;
- vii. Presidents activity report (containing the activities since the last AGM);
- viii. Presentation of the Financial statement (income and expenditure accounts) by the SG
- ix. Approval of the Financial statements;
- x. Approval of the budget;
- xi. Admission for membership (if applicable);
- xii. Votes on proposals for amendments to the statutes, the regulations governing the applications of the statutes and the standing orders of the AGM (if applicable);

- xiii. Discussion of proposals submitted by the members and the BOARD;
- xiv. Appointment of independent Auditors (if applicable) upon the proposal of the BOARD;
- xv. Any further items proposed by the members or the BOARD of the MAN.

a) Notices:

The BOARD shall fix the date, place and venue of the meeting. The members shall be notified in writing at least one month (30 days) in advance by courier, with all enclosures, i.e.

- a) President's report
- b) Secretary's General activities report
- c) Financial statement (income and expenditure)
- d) Programme of activities for the coming year
- e) Anticipated budget for the incoming year
- f) Auditors report and any other relevant documents.

b) Delegates:

The Chairman and Secretary of each of the thirty six (36) States of the Federation and the FCT, the 8 elected members of the BOARD, players union Rep, Coaches' Association Rep, Referees association rep. and rep. of corporate body/sponsors as spelt out above totaling 49 delegates. Each constituency shall have one (1) vote each during vote cast Chairman or Secretary may cast vote to break tie.

c) Quorum:

This means that two third (2/3) of the total members of the AGM which comprises Thirty Seven legitimate officials of the States Associations and the 8 elected Board members (no representation by proxy). All representatives for the AGM must be nominated within four weeks, but not later fourteen days to the official date of the AGM. (Saturday, Sunday and public holidays inclusive).

i.	States Minifootball Association	- 36
ii.	FCT Minifootball Association	- 1
iii.	Elected Zonal Board Members	- 6
iv.	Rep of Players Union	- 1
v.	Rep of Coaches Association	- 1
vi.	Rep of Referees Association	- 1
vii.	Chairman of the Men's League	- 1
viii.	Chairperson of the Women's League	- 1
ix.	Rep.of corporate sponsors	- 1

TOTAL - **49 delegates**

d) Extra Ordinary General Meetings:

- i. The BOARD may convene an extra ordinary General Meeting when the need arises;
- ii. The BOARD shall convene an Extra Ordinary General Meeting if two third (2/3) of the members of the AGM make such a request in writing. The request shall specify the items for the agenda. An Extra Ordinary General Meeting shall be held within two months of the receipt of the request. If the BOARD fails to convene an extra ordinary general meeting, the members who requested it shall convene the extra-ordinary general meeting themselves and the Secretary must attend.
- iii. The members shall be notified of the place, date and agenda, at least twenty one (21) days before the date of the Extra Ordinary AGM.
- iv. When an Extra Ordinary AGM is convened, on the initiative of the BOARD, it must draw up the agenda. When the extra ordinary AGM is convened upon the request of members, the agenda must contain the points raised by those members.
- v. The agenda of an extra ordinary AGM shall not be altered.

Attending meetings

Any Board Member absenting himself for three (3) consecutive meetings in a row without any reasonable written and accepted explanation during his tenure of office, will be automatically removed from the office by the Board without further reference and the vacancy may be filled by another candidate from the zone without recourse to the member. The Federal Ministry of Youths and Sports and the NOC must be duly informed of such intentions before actions will be taken.

Article 31. EMERGENCY COMMITTEE:

- a) The Emergency Committee shall deal with all matters requiring immediate settlement between two meetings of the BOARD. The committee shall consist of the President, Vice President and two other members of the BOARD which must be on rational basis among the BOARD members.
- b) The President shall convene the Emergency committee meetings.
- c) All decisions taken by the Emergency BOARD shall be ratified by the BOARD at its next meeting.

Article 32. REVENUE OF THE MINIFOOTBALL ASSOCIATION OF NIGERIA:

The revenue of the MAN arises specifically from:

- a) All monies as may be granted to MAN by the Federal Government of Nigeria;
- b) Revenue generated by the marketing of rights to which the MAN is entitled;

- c) All monies realized from sponsorship, endorsement, radio and TV rights;
- d) Fines imposed by the authorized committees;
- e) Other subscriptions and receipt in keeping with the objectives pursued by the MAN;
- f) Members annual subscriptions;
- g) All monies raised for the general purposes of developing the game;
- h) All monies accruing to the BOARD for the development of Minifootball by any means, including grants in aid, endowments and donations;
- i) All charges, fees, dues or amount recovered by the Board;
- j) All returns on investment;
- k) Loans, fines and other receipts due to the MAN;
- l) Such other monies as may from time to time accrue to the MAN;

Article 33. BANK ACCOUNT

1. The Association shall open a bank account with one of the leading banks in Nigeria for the purpose of collecting monies for events, traveling and tournaments.
2. The account shall be domiciled where the Secretariat is located at all times.
3. Authorization to open the account must be given by the Board through a Board Resolution.
4. The Board Resolution will spell the persons to manage the account at all times and the account must be audited annually and any expenditure must be presented to Board Members for approval.
5. All cheques, drafts, bill of exchange, promissory notes and other negotiable instruments shall be endorsed on behalf of the Association by the President and the Secretary or any other persons authorized and added by the Board.
6. The account shall have four (4) signatories with two to sign at all times (2 A & 2 B signatories).
7. All expenses must be approved by the President.
8. All cheques issued by the Federation must be signed by at least two persons to be determined by the board.

Article 34. EXPENSES OF THE MAN BOARD:

The Board shall incur expenses as follows;

- a) As stipulated in the approved annual budget;
- b) Other expenses as approved by the Annual General Meeting and those of the BOARD within the scope of its authority;
- c) The Secretary General /CEO shall be entitled to utilize some funds for the carrying out of its functions, but must seek the approval of the BOARD, through the President, to incur expenditures which is above his/her limits as may have been approved by the BOARD;
- d) All other expenses in keeping with the objectives pursued by the MAN Board.

Article 35. INDEPENDENT (EXTERNAL) AUDITORS:

The independent auditors appointed by the Annual General Meeting shall audit the accounts approved by the Finance Committee, in accordance with the appropriate principles of accounting and present a report to the Annual General Meeting. The auditors shall be appointed for a period of two years. This mandate may be renewed.

Article 36. FINANCIAL REGULATIONS:

- a) The Board shall cause the Secretary General to prepare before the commencement of the year, a comprehensive proposed budget for recommendation to the Annual General Meeting for approval;
- b) The Board shall prepare and submit the approved audited report and financial statements to:
 - i. All the affiliated States Minifootball Associations Plus FCT
 - ii. The Federal Ministry of Youth and Sports.
 - iii. The Nigeria Olympic committee
 - iv. All members of the BOARD;
 - v. Any other statutory body, including WMF, AMF
- c) The BOARD shall cause every financial statement prepared under this section to be audited within one month after the end of the year to which the statement relates, by auditors appointed by the Annual General Meeting on the recommendation of the Audit Committee and in accordance with the guidelines supplied by the Auditor General of the Federation;
- d) All financial transactions must receive the approval of the BOARD President, the Secretary General and the Internal Auditor as appropriate;
- e) The Board shall establish the office of the store keeper who shall be responsible for the custody of all purchases before disbursement and records of them kept appropriately. The store keeper shall be under the supervision of the Internal Auditor and the Secretary General.

Article 37. STANDING COMMITTEES:

- a) Subject to the provisions of these Regulations, the BOARD shall set up the following Standing Committees:
 - i. Finance Committee
 - ii. Organizing Committee
 - iii. Tenders Committee
 - iv. Audit Committee
 - v. Players Welfare and Disciplinary Committee
 - vi. Marketing Committee
 - vii. Security Committee
 - viii. Public Relation and Media Committee

- ix. Legal Committee
 - x. Medical Committee
 - xi. Establishment Committee
 - xii. League Development Committee
 - xiii. Venue, Facilities/Technical Committee
- b) The membership of the Committee shall not be less than five and not more than seven.
- c) The Chairman of each Standing Committee shall be a member of the BOARD with the exception of those of the Security, Medical and Legal Committees who may not be, but can be drawn from their professional bodies.

Article 38. MISCONDUCT

(1). An affiliate member of the Association shall be guilty of misconduct if he/she conducts himself in a manner prejudicial to the interest of the Federation and in particular if that member:

- a. Embezzles funds belonging to the Association, uses or misuses' property belonging to the Association with or without proper authorization from the Executive Board.
- b. Is inefficient or negligent in the discharge of his/her duties or any tasks assigned to him/her or tarnishes the image of the Association or acts in a manner that puts the reputation of the Association in disrepute.
- c. Misappropriates/steals money or property, belonging to the Federation or any other body affiliated to the Association.
- d. Engages in violent or unruly or un-sportsmanship behavior at any local or international competition.
- e. In the case of an Executive Board Member, if he/she without just cause absents himself for three (3) consecutive times at meetings of the Association without proper justification.

(2). The acts of misconduct stated under article 37 shall not be construed as exhaustive. Any act by an officer or member that puts the name of the Association in disrepute shall be considered as an act of misconduct.

(3). All cases of misconduct by officers and members shall be referred to the Disciplinary Committee of the Association by the Executive Board upon a formal complaint by a registered member of Association.

(4). The Disciplinary Committee shall have the exclusive power to investigate all cases of misconduct and in the administration of that function shall have the following powers:

- a. Invite officers or members to testify to issues that have arisen;
- b. Adjudicate on issues of misconduct by members or officers of the Association;

- c. Rule on issues of misconduct and make recommendations to the Executive Board for enforcement.

Article 39. MUTUAL RECOGNITION

If an affiliated member imposes a suspension on a player:

- (a) The chairman of the Association shall immediately notify all other affiliated members that the player is suspended and for what period;
- (b) The suspended player shall not be entitled to enter any competition or tournament conducted or promoted by or on behalf of the Association or any affiliated member so long as his suspension continues;
- (c) If player may appeal to MAN against his suspension; and in considering the appeal, the MAN shall consult the affiliated member who imposed the suspension. The MAN decision shall be binding on all parties.

Article 40. POLICY ON MISCONDUCT AND DISCIPLINARY PROCEDURE

That the Policy on Misconduct and Disciplinary Procedures be adopted but not limited to AMC and WMF rules and regulation as may be amended

1. Disciplinary Panel

The Executive Board of MAN has a disciplinary committee that will handle all matters relating to discipline. They shall at all times revert back to the Board for final decision.

2. Definitions

Misconduct means any conduct by a competitor, official, club or association that reflects unfavorably on the game or Minifootball Association of Nigeria, both on and off the court.

Competitor means a person who participates as a player in any minifootball event or programme at, or sanctioned by, the Minifootball World Federation, Minifootball Confederation Africa or MAN, a member Association, club or any affiliate of those bodies, or as a member of a club or team, and who is:

- a Nigerian citizen
- or is present in Nigeria
- or is competing for Nigeria

Official means a MAN Executive Board member, Association or club committee member, a manager, coach, referee or umpire or any other person contributing or associated with minifootball in any formal capacity other than only as a competitor or only in the course of business.

Participant means any competitor or official

Disciplinary Panel means the Disciplinary Sub-Committee appointed by the Board of MAN

3. Jurisdiction

The Disciplinary Sub-Committee shall have jurisdiction to hear and determine allegations of misconduct in respect of the following:

- 3.1. Where a formal complaint is received from any source, including the MAN President, Management Committee, association, club, official or member of the public
- 3.2. Where an allegation of misconduct arises out of or is associated with an event or programme under the control of Minifoofball Association of Nigeria
- 3.3. where any conduct contravenes the MAN Drug Policy, Harassment Policy or Code of Conduct

4 Procedures

4.1 Complaints procedure and Notice

4.1.1 A written allegation of misconduct shall be received by the MAN President within 3 working days of the incident.

Upon receipt of a complaint, the MAN President shall have the authority with immediate effect to:

- a. Refer it to the Disciplinary Sub-Committee
- b. The Sub-Committee to commence enquires about the alleged misconduct as deemed appropriate;
- c. Institute formal disciplinary proceedings as outlined below.
- d. Dismiss the complaint

4.1.2 The MAN President shall notify the Executive Board of the complaint and forward to the Disciplinary Sub-Committee within 7 days of receipt of the complaint.

4.1.3 Subject to Clause 4.1.1 (a) the Disciplinary Sub-Committee shall, as soon as practicable, determine a time, date and place for hearing of the allegation, which shall not be less than 7 days and not more than 20 days after the date of the notice to the complainant and the person against whom the allegation is made

4.1.4 The Disciplinary Sub-Committee shall advise the person, club or association against whom the allegation is made of the following:

- a) The nature and of the allegation;
- b) The date, time and place of the hearing;

- c) Who the members of the Disciplinary Panel will be for that hearing;
- d) The requirement for the person, or where the allegation is against a club or association, a person who is authorized to represent that club or association, to appear in person at the hearing, or to present a written submission;
- e) The right to be represented at the hearing;
- f) The right to bring up to 3 witnesses and/or support persons to the hearing.

The Disciplinary Sub-Committee shall advise the complainant of the following:

- a) The nature of the allegation;
- b) The date, time and place of the hearing;
- c) Who the members of the Disciplinary Panel will be for that hearing;
- d) The requirement for the person, or where the complaint is made by a club or association, a person who is authorized to represent that club or association, to appear in person at the hearing, or to present a written submission;
- e) The right to be represented at the hearing;
- f) The right to bring up to 3 witnesses and/or support persons to the hearing.

4.1.5 For the purposes of clause 4.1.1 (b) the Disciplinary Sub-Committee shall specify such time as it thinks reasonable for the conduct of such investigation and shall require the investigator after such time to provide a written report to the Disciplinary Sub-Committee as to the information obtained.

4.1.6 Where the Disciplinary Sub-Committee has appointed a person to investigate the alleged misconduct in accordance with clause 4.1.1 (b) upon the reporting back of the investigator the Disciplinary Sub-Committee shall then have the authority to take such action as it considers appropriate as specified in clause 4.1.1 (a), (c) or (d) hereof.

4.1.7 Where the Disciplinary Sub-Committee has dismissed the complaint in accordance with clause 4.1.2 (d) it shall within 7 days of the decision give written notice to the complainant stating the reasons for dismissal.

5 Procedure of Hearing

The procedure prescribed should be directed at ensuring that the hearing will be fair and that it meets the requirements of natural justice, and should normally include the undernoted elements:

- a) The procedures to be followed at the hearing should be explained clearly by the Chairperson of the Disciplinary Sub-Committee to all present;
- b) The Chairperson of the panel shall read the complainant's statement;

5.1 Evidence/submissions shall be heard in the following order:

- > Evidence from witnesses (if any) in support of the complaint

- > Evidence from the person, or representative of the club or association, against whom the allegation was made;
 - > Evidence from his/her witnesses (if any)
 - > Submissions on his/her behalf (if any)
 - > Submissions on behalf of the complainant (if any)
- 5.2 Those giving evidence shall be subject to questioning from any member of the Disciplinary Sub-Committee
- 5.3 At the conclusion of the evidence and submission, all persons present, other than the Disciplinary Sub-Committee, shall leave the room while the Disciplinary Sub-Committee deliberates on its decision.
- 5.4 Evidence admissible at hearing
- 5.5 Hearsay evidence (ie second hand accounts of what occurred and evidence not given at the hearing in the case of an appeal against the Disciplinary Panel's decision) should not be admitted and not considered by the Disciplinary Sub-Committee
- 5.6 Character evidence shall be admissible only in relation to the penalty to be imposed by the Disciplinary Panel
- 5.7 Where a person has previously appeared before the Disciplinary Sub-Committee, previous incident evidence shall only be relevant in relation to the penalty to be imposed by the Disciplinary Sub-Committee
- 5.8 Proceedings not to be invalidated for technical reasons

No proceedings heard by any Disciplinary Sub-Committee shall be quashed or held invalid by the Disciplinary Sub-Committee by reason only of any defect, irregularity, omission or other technicality provided the Disciplinary Sub-Committee is satisfied there has not been a miscarriage of justice.

6 Notification of Decision

In all cases the person against whom the allegation is made must be told without delay the decision of the Disciplinary Sub-Committee which conducted the hearing. The decision initially may be given orally and brief reasons for reaching it should be given and this decision should be communicated in writing as soon as practicable.

7 Penalties

The range of disciplinary offences is considerable and therefore guideline penalties are not generally appropriate. It should be clearly understood that the Disciplinary Sub-Committee will deal severely with proven cases of:

1. Abuse of tournament officials
2. Physical violence or threatening behavior
3. Conduct which may constitute a criminal offence
4. Contravention of the MAN Drug Policy, Harassment Policy and Code of Conduct etc.

Misconduct falling into these categories is likely to result in lengthy suspension and/or financial penalty. The seriousness of a drug or doping infraction is reflected in the mandatory penalties contained in the MAN Drug Policy and the world Anti-doping for the use of banned substances.

7.1 If a complaint is proven to its satisfaction and without reasonable excuse, the Disciplinary Sub-Committee shall recommend to the Board to impose on the individual, club or association concerned one or more of the following penalties:

Competitors

- Removal from a team or squad, and immediate return to Nigeria if applicable
- Non-availability for selection to a team or squad for a specified period
- Suspension from participation in any event or programme undertaken by Minifootball Association of Nigeria or any of its members for a finite period
- A total ban from the game for a period
- A financial penalty
- Financial recompense for any damage caused to property
- Payment of expenses incurred by the convening of the Disciplinary Sub-Committee, including all witness expenses
- Other reasonable penalty as deemed appropriate

Officials

- Suspension from office for a period
- Removal from office
- Termination or suspension of appointment (ie manager or coach)
- A financial penalty
- Financial recompense for any damage caused to property
- Payment of expenses incurred by the convening of the Disciplinary Sub-Committee, including all witness expenses.
- Other reasonable penalty as deemed appropriate.

7.2 Prior to imposing any penalty, the Disciplinary Sub-Committee may invite the offending participant to make comment on any penalty proposed.

7.3 The offending participant shall receive written notification of any penalty imposed within 7 days of the determination.

8 Appeals

1. Except in cases of breaches of the World Anti-Doping Policy where the decision of the Disciplinary Sub-Committee shall be final regarding BWF statutes, there shall be a right of appeal against decisions of the Disciplinary Sub-Committee.
2. This appeal shall be made within 5 days of the Disciplinary Sub-Committee having given written notification of its decision and shall be accompanied by a non-refundable fee of N50,000 (Fifty Thousand Naira Only). If the Appeals Committee overturns the whole of the Disciplinary Sub-Committee's decision.
3. Fee shall not be repaid to the appellant for any reason
4. The Executive Board shall appoint an Appeals Committee of five (5) persons of which the President and Vice President are members. No person will have been a member of the Disciplinary Sub-Committee whose decision is the subject of the appeal.
5. The procedures for hearing a formal appeal shall be as for the hearing of a complaint.
6. The decision of the Appeals Committee shall be final.
7. Pending the decision of the Appeals Committee all penalties imposed will be operative.

9 Notice

- 9.1 Any notice to be given by the Executive President or the Disciplinary Sub-Committee must be in writing and may be given to the person, club or association required to be notified:
 - a) Personally
 - b) By post/email to the last known address of the person, club or association; or
 - c) Sent to club or association
- 9.2 Any such notice shall be deemed to be given:
 - a. if given personally, upon delivery;
 - b. if posted by ordinary post, 5 days after posting, or if posted by airmail, 7 days after posting;
 - c. if by facsimile/email then the same day after sending by such means of delivery.

Article 41. POLICYS AND BY-LAWS

Subject to the overriding control of the Board and provided they do not act contrary to the previously expressed wishes of the Board, the Board shall be empowered to make, amend, repeal and add to Regulations or By-laws governing or relating to:

- (a). The approval, control and supervision of Minifootball Championships, tournaments and matches conducted or authorized by the Federation or by any affiliated member.
- (b). The persons entitled to compete in any such championships tournaments or matches and the control of such persons.
- (c). The levy or subscription payable to the Federation by or in respect of competitors in any such championships, tournaments and matches.
- (d). The playing and technical officiating officials of the game.
- (e). The conditions upon which any other Association or organization may be affiliated to the Association
- (f). The Clothing/ Athletes Code.
- (g). The Code of Conduct.
- (h). Drug Testing.
- (i). Policy on Misconduct & Disciplinary Procedures.
- (j). Any other policy whatsoever within the objects and powers of the Association.

These statutes are approved by the Board of the Minifoofball Association of Nigeria at its Board Meeting held at Hotel De Bentley, Utako, Abuja, Nigeria, On the 27th of March.. 2018.