



**FEDERATA E TENISIT TË KOSOVËS
TENISKA FEDERACIJA KOSOVA
TENNIS FEDERATION OF KOSOVA**

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Under Article 26 of the Law on sport (04/L-075 21 December 2011), the Assembly of the Kosovo Tennis Federation, at its meeting held on 14 January 2012, approved:

Constitution of the Kosovo Tennis Federation

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1. Name, Form and Address

1.1. Kosovo Tennis Federation (in the following Federation or KTF), is an independent sports association, that gathers all tennis players, coaches, referees, activists, administrators of tennis and all the fans of this sport through clubs, societies of tennis, regardless of gender, race, religion, political background and attitude, social and ethnic background, links with ethnic community, property of birth, aiming to support, accomplishment of the rights, tasks, obligations and the programs on the unity of interests defined by the Constitution.

1.2. Kosovo Tennis Federation is a legal body. KTF initiates, organizes, directs and controls the activity of the game of tennis based on principals and normative acts and regulations of ETF and ITF.

1.3. Name of the Federation is FEDERATA E TENISIT TE KOSOVES, initial is KTF.

1.4. Symbol of KTF is the sign of Federation that is made up from the tennis court, the tennis racquet, the initials of KTF and the name: Federata e Tenisit te Kosovës, in Albanian and : Kosovo Tennis Federation, in English.

1.5. The flag of KTF has the same form as the symbol (silk material).

1.6. The stamp of KTF is round, with the sign of Federation in the middle and the writing:

FEDERATA E TENISIT E KOSOVËS.
KOSOVO TENNIS FEDERATION.
TENISKA FEDERACIJA KOSOVA.

1.7. Residence of Kosovo Tennis Federation is in Prishtina, Address:

FEDERATA E TENISIT E KOSOVËS
House of Sports (Shtëpia e Sporteve)
Str. ÷Agim Ramadaniö No. 43 Prishtinë

1.8. KTF has its means to fulfill any liabilities: it has a bank account In the New Bank of Kosovo in Prishtina.

ADDRESS: St, Mother Tereza 54, Postal Code 235, 10000 Prishtina, Kosovo/0

BANK CODE:

ACCOUNT: Kosovo Tennis Federation : 1210271200072424

CURRENCY: EUR

BENEFICIARY BANK: BANK SLOVENIAN CREDITANSTALT

SWIFT: BKAUATWW

ACCOUNT:

1.9. Federation is part of the National Olympic Committee of Kosovo (in the following NOCK).

Federation works pursuant to its normative acts, which are in harmony with those of Tennis Europe, ITF and NOCK. Federation can be part of other sport associations, domestic or international.

1.10. Federation is represented by the Chairman or the authorized person by the Chairman.

1.11. KTF cooperates and acts in accordance with the Sport Ministry (Department of sport), the Association of Coaches and Referees, Faculty of Physical Education, Association of the Pedagogues of Physical Culture, and all other associations, not only sports associations who want to cooperate.

1.12. The work of Federation is public and the Federation informs the public about their work through bulletins (informers), information means and also through press conferences
Its members are informed through:

- Reports from the meetings held by authorities and commissions
- Bulletins and other publications
- Written and electronic Medias

2. Duties of the Federation

2.1. Duties of the Federation are: Organization, and development of quality of tennis, organization of the official and non-official competitions.

- Professional advancement of the players, coaches, referees and observers
- Leading the National team of Kosovo
- Helping other organizations to promote tennis
- Taking part in the international competitions
- Supporting the development of tennis in the rural aeries
- Taking part in the work of NOCK and other sporting associations
- Acting against doping abuse, in cooperation with NADO (National Antidumping Organization) of Kosovo

-Collaborating with other international sport organizations, which are connected with tennis.

3. The members of the Federation

3.1. Members of the Federation are: Tennis clubs (public and private), Associations of the coaches, referees, players, and all the other Associations which are accepted by the Federation.

The general and particular conditions for membership in the Federation are:

- The declaration by application
- The registration certificate of the club or the association
- The names of the persons authorized as representatives
- The number of the bank account

The Board of the Federation is responsible for accepting new members.

3.2. The development of tennis by organizing the players, sport activists and other members who are included in the Federation by their own will, is done in tennis clubs. Tennis clubs are members of Sport Departments in municipalities where they practice their sport activities, and of tennis clubs associations, according to the level of competition in which they belong to.

Organization, the rights and the duties of tennis associations are regulated by the Constitution and other normative acts of KTF, as well as by the international rules of tennis.

Tennis teams which are established and registered in corresponding municipal organs, must have the necessary infrastructure (courts), professional team, and the certification of registration as a club, in compliance with the disposals of the Constitution.

3.3. The Associations of Tennis Coaches and Referees are organizations with influence in the Federation, and their rights, duties and interests must be in compliance with the regulations of the Constitution of KTF, ETF, ITF and other normative acts, brought by KTF.

3.4.

3.4.1. The Association of Tennis Referees and Coaches of Kosovo, as the professional Association of the Federation, forms the professional tennis organizations at the municipal level.

The Associations of Coaches and Referees execute their policy in accordance with decisions approved by the organs of the Federation.

The Associations of Coaches and Referees are obliged to report in written form to the Board of KTF, about their operational and financial activity every 6 months.

They are also obliged to report to the KTF Assembly about their operational and financial activity every year, at the regular annual assembly.

The Constitution of the Associations of Coaches and Referees should be in compliance with the dispositions of this Constitution.

3.4.2. Sport activity of tennis referees, is based in amateurism, while the compensation for doing the referees job is regulated with specific normative acts, which are approved by the Board of KTF.

3.4.3. The coaches and other professionals realize their rights and obligations directly in their tennis organization ó clubs, as employees, based on their regular working relations or in amateur bases.

The coaches must have qualification document released by the competent organ of KTF, ETF, ITF, PTR (Professional Tennis Registry), in order to work as a coach in tennis clubs.

The release and recall of the license of coaches is regulated closely by the normative acts of the Coach Association and the Professional Work Regulations suspended by the KTF Board, until new conditions of work are made.

3.5. If the Coach and Referee Association don't work in compliance with Constitution and Normative Acts of the KTF, its activity will be automatically suspended by the KTF Board, until new conditions of work are made.

3.6. Every member of the Federation must pay the annual membership fee, which is regulated by the Board. The member can quit the Federation, when all his financial obligations to the Federation and other members are completed.

The member can be expelled from the Federation if he disrespects the rules of the Constitution and other normative acts of the Federation.

The decision for cancellation of the membership is made by the Assembly, and it will start do be valid the day when the decision is made.

4. The organs of the Federation

4.1. The organs of the Federation are:

- The Assembly
- The Board
- The Chairman
- The Supervision Council

5. The Assembly

5.1. The Assembly is highest organ of The Federation, and consist of the authorized delegates of the clubs and of the Referee Associations.

The clubs are represented with one delegate, while the Associations are represented with two.

The Assembly meetings can be attended by authorized delegates and invited guests, without the right to vote.

5.2. The Assembly meetings can be regular and extraordinary. The regular Assembly is held at least once a year, and it is called by the chairman of the KTF.

The invitation for the regular Assembly must be sent at least 15 days before the meeting while the material 7 days before the meeting.

An extraordinary meeting can be called and by the initiator, and approved by two thirds of the members of the Assembly.

The extraordinary Assembly can bring the decisions only about the case upon which is called

5.3. The Assembly can make decisions only for more than half of the Assembly members are present.

5.4. The Assembly elects the Board, lawsuit adviser, verification commission, and other working corps if necessary.

The minutes are held at the meeting, which are signed by the Chairman, and two lawsuit advisers. The Assembly takes decisions with majority of the members present, which have the right to vote. If the decisions is to make changes in the Constitution, or to quit the whole Federation, the decision is valid only if 2/3 of the members vote in favor.

The voting is public if the Assembly doesn't decide otherwise. The Assembly is led by the Board, which consists of the Federation Chairman and two members elected by the Assembly. The procedure of the work of the Assembly is closely regulated by the Working Regulations of the Assembly.

5.5. Expenses of attending the meeting are covered by the member itself.

5.6. The Assembly has these duties:

- Approves the Constitution
- Composes the politics of the Federation
- Approves the working agenda
- Approves the working relations of its organs
- Elects and discharges the Chairman, Vice-Chairman and other members of the Headship
- Elects and discharges the Supervising Council

- Makes decisions according to the legal means
- Makes decisions about changing the system of the competitions
- Makes decisions about forgiving the punishments
- Approves the financial plan of the Federation
- Does other duties in compliance with the Constitution and other acts of the Federation.

6. The Executive Board

6.1. The Executive Board of KTF (In further text only Board) leads the activity of the Federation at the period between two meetings of the Assembly. The meetings are called by the Chairman, and if he is absent, it can be done by the Vice-Chairman or some other member authorized by the Chairman. The meetings can be regular or extraordinary. The extraordinary meeting can be called if more than half of the members of the Headship of KTF agree. The KTF Board is gathered when it is necessary, and at least once in three months.

6.2. The KTF Board consist of 11 members such are: The Chairman, Two Vice-Chairmen and eight other members, five of which are elected by the assembly, and three by the Chairman. The members of KTF Board are elected by the Assembly every four years, with the right to be reelected for another mandate. The KTF Board must also have representatives from the ethnic minorities and females, in compliance with the dispositions of the Law of Sport. The Executive Committee is an executive organ of the Assembly.

The KTF Board consist of: Chairman, two Vice-Chairman (one from the minorities) and eight other members.

6.3. The Chairman and two Vice-Chairmen are elected with a four year mandate, 5 members elected by the Assembly have a four years mandate, while 3 members elected by the Chairman have a two year mandate.

The Chairmen of the Associations of the Coaches and Referees automatically are the members of the Headship of the KTF.

From the total number of members of the Board of KTF, 30% must be females, and 10% from the ethnic minorities that live in Kosovo.

The Board members are elected by hidden votes. The list includes the names of the candidates and their posts in the Board. The candidate who stands for one post, cannot stand for another post.

The post of Vice-Chairman is elected from the list of proposed candidates from the minorities and is reserved. The Chairman of the Board is also the Chairman of the Assembly.

6.4. The activity and the procedure of decision making at the Board of KTF, is regulated closely by the Regulation of the Board activities.

6.5. The Board has these duties:

- It proposes the Constitution and other acts of the Assembly
- It organizes the Assembly meetings and prepares the necessary materials
- It executes the decision of the Assembly
- It approves the list of the match officials and the regulations of the Federation
- It compiles the financial and operational plan of the Federation
- It takes decision for buying and selling for the Federation
- It elects and discharges the Secretary General
- It Approves the working agenda of the Professional Council
- It elects and discharges the selectors of the National Team
- It approves the reports of the Associations, Councils and Commissions of the Headship
- It approves the calendar and propositions of the competitions
- It assigns the membership and the quote of the Federation members
- It assigns the value of the payments for the match officials
- It decides to employ the persons and fixes the value of their salary
- It elects and discharges the Councils and the Commissions of the Board
- It also makes decisions about other issues which are not the competences of the Assembly.

6.6. The Board can arrange permanent and temporary commissions, decides for their authority and elects their members. The commissions who are reporting the Board are:

Permanent commissions:

- The professional Council
- Commissioner of the competitions
- The Council of the Competitions (as a second level organ)
- Disciplinary Commission
- The Commission for Registration and Transfer of the Players
- Arbitrary Commission
- The Commission of Normative Acts
- The Commission for Information and Marketing
- The Sanitary Commission and
- The Commission for Awards

7. The Chairman of the Board

7.1. The Chairman has these duties/responsibilities :

- Chairman of the Board represent the Federation, calls the Board session, guides the Board and the Assembly sessions
- Represents the Board and the KTF in international meetings
- Signs the Board and Assembly decisions
- Makes sure that financial and operational programs are fully executed
- Signs the decision and conclusions of the Board and the Assembly
- Has the right to vote at the Board decisions and other organs until the first session of the Assembly
- Makes decisions in extraordinary circumstances when the Board or the Assembly cannot have a meeting, and informs these organs as soon as possible
- Has the tight to discharge any member from the Board of he is not active or his actions are not in compliance with the normative acts of the KTF. Tis decision is valid until the first session of the Assembly
- The Chairman responds for his activity to the Assembly of KTF
- The Chairman can be discharged from his duty before his mandate is over, if he loses the trust or if he requests so.
- His discharge is decided by voting, and takes effect if more than 2/3 of the delegates present at the Assembly vote so.
- He proposes the secretary of KTF, and does other duties according to the needs and requests og the Board or the Assembly.

8. The General Secretary

8.1. The General Secretary is elected by the Board and has a four year mandate, with the possibility of reelection.

8.2. The General Secretary has these duties:

- Rume the office of KTF-executing the decisions of the Assembly, Board and the Federation Commissions
- Executes the collaboration with ETF and ITF and other federation and sport organizations outside Kosovo
- Realizes the collaboration with NOKK, Sports Department, and other sport organizations outside Kosovo
- Prepares the meetings of the Assembly, Board, commissions and councils
- Attends in all meetings of the organs, councils and commissions of the Federation as an adviser
- Holds contacts with medias

- Proposes to the Board the profile of professional partners of KTF
- Finishes other duties in compliance with normative acts of the KTF

8.3. General Secretary establishes working relations with the Federation according to the Law of working relations.

The General Secretary can be discharged before he finishes his mandate, or if he doesn't finish his duties according to the normative acts.

In case of his absence, he can be replaced by a person chosen by the Board.

9. The Supervising Council

9.1. The Supervising Council consist of five members. It is elected by the Assembly with a four year mandate, with the right to be reelected for one more mandate.

The member of Supervising Council cannot be a member of other organs of Federation.

9.2. The Board and all his corps ought to make possible the Supervising Council to practice its activity.

The Supervising Council supervises the activity of the organs of the Assembly, between two Assemblies and supervises financial activity of the Federation.

The Supervising Council reports about its activity to the Assembly of the KTF.

The activity of the Supervising Council is closely regulated with the Regulations of the Activity of Supervising Council.

10. The Councils and Commissions of the Executive Board

10.1. The Professional Council

10.1.1. The Professional Council is a professional organ of the Federation, which is responsible for professional development of tennis. The Professional Council consist of 5 (five) members, which are nominated by the Board, with a four year mandate and with the right to be reelected for one more mandate. It reports to the Board.

10.1.2. The rights and the obligations of the Professional Council are:

- To supervise the development of tennis inside and abroad of country
- To propose the system of the competition for all age-groups
- To supervise the execution of the agenda approved by the Board of KTF
- Works on professional development and popularity of tennis
- Collaborates with professional and scientific organizations with intentions to improve the professional work
- Proposes to the Board election and discharge of the National Team Selectors (Coaches)

- Works on professional improvement of the coaches and the referees
- Proposes tennis development agenda to the Board
- Works on other duties given by the Board of KTF

10.1.3. All decisions in the Professional Council are made with majority of the votes. These decisions are valid if more than half of the members are present at the meeting.

10.2. The Registration Commission

10.2.1. The Registration Commission has three members, which are elected by the Board of KTF, with a four year mandate, with the right to be reelected for one more mandate. The commission for transferring and registration the players registers the players during the transfer period. The commission makes those decisions in compliance with the Regulations for Transferring and Registration the Players, and other corresponding laws. The status of the players is closely regulated with the Regulation of registration of the clubs and the players.

10.2.2. All decisions of the registration commission are brought with over voting. They take effect if more than half of members are present at the meeting.

10.3. Arbitrary Commission

10.3.1. The arbitrary commission consist of three members which are elected by the Board of KTF, with a four year mandate and with the right to be reelected for one more mandate. The work activity and the procedure of decision making of the Arbitrary Commission is regulated by a specific regulation, which is approved by the Board of KTF.

10.3.2. All decisions of the Arbitrary Commission of KTF are made with majority of votes. The voting is valid if more than a half of members are present at the meeting.

10.4. The commission for normative acts

10.4.1. The commission for normative acts consist of three members, which are elected by the Board of KTF, with a four year mandate, and with the right to be reelected for another mandate.

10.4.2. The commission for normative acts of KTF has the responsibility to prepare all the normative acts of KTF, which must be compliant with the normative acts of ETF, ITF and NOKK.

10.4.3. All the decisions of the normative acts commission of KTF are brought with the majority of votes. These decisions are valid if more than half of the members are present at the meeting.

10.5. The commission of the competition

10.5.1. The commission of the competition consist of three members, which are elected by the KTF Board, with one year mandate, with the right to be reelected one more time..

The KTF Board decides every year if there is going to be a commission or a commissary of the competition by approving the propositions of the competition.

The activity and the procedure of decision making of the commission, is determined with the propositions of the competitions, approved by the Board of KTF.

10.6. The Council of the competitions

10.6.1. The council of the competitions is a second level organ of the KTF Board, which consist three members with one year mandate, with the right to be reelected.

10.6.2. The council of the competitions is responsible to defend the legitimacy at second level, at the complaints about disrespecting the propositions of the competition and disciplinary regulations at the first level (by the commission of the competition). This council reports to KTF Board.

10.6.3. All decisions of the Competition Council are made with the majority of votes. These decisions are valid if more than half of the members are present at the meeting.

10.7. The Disciplinary Commission

10.7.1. Disciplinary commission consist of three members, which are chosen by Board of KTF. They have 4 years mandate, with the right to be reelected for another mandate. Disciplinary Commission decides in the first grade level, based on the disciplinary rule book.

10.7.2. All decisions of Disciplinary Commission of KTF are taken with majority of vote. The decisions of Disciplinary Commission are valid, if at the meeting are present more then half of the members.

10.8. The Commission for Information and Marketing

10.8.1. Commission for Information and Marketing consist of three members, which are nominated by the Board of KTF, they have 4 years mandate, with the rights of reelection for another mandate.

10.8.2. Commission for Information and Marketing of KTF has the obligation to raise the value of KTF by informing the opinion about the work of KTF. This is done with booklets, magazines and other publications materials. This Commission also performs marketing, through domestic or international projects, in order to secure income or the activity of KTF.

10.8.3. Commission can employ officers, in accordance with the Law of Employment Relations.

10.8.4. All the decisions of Commission of Information and Marketing are taken with the majority of votes. Decisions are valid, if in the meeting are present more than half of the members.

10.9. The Sanitary Commission

10.9.1. The Sanitary Commission consist of three members, which are elected by the Board of KTF with a four year mandate, with the right to be reelected for another mandate.

The Sanitary commission is responsible for sports medicine, and for protecting the health of the tennis players.

It organizes the regular medical check ups of the tennis players, and informs them about the banned doping articles, from the list of WADA (World Anti doping Organization) valid for the calendar year.

10.9.2. This commission can enlarge its number of persons by employing additional health professionals of different medical profiles.

10.10. The commission for acknowledgments

10.10.1. This commission consist three members, which are elected by the KTF Board with a four year mandate, with the right to be reelected for another mandate.

10.10.2. The commission for acknowledgements and rewards is responsible for proposing to KTF the athletes or institutions for gratitude and reward, considering their contribution, engagement, work and success in representing sport of Kosovo, inside and abroad.

KOSOVO TENNIS FEDERATION (KTF) give these rewards and decorations for athletes, clubs, associations, sport journalists and other individuals as follows:

- Gratitude
- Acknowledgments
- Diplomas for teams
- Diplomas for individuals
- Medals (gold, silver, bronze)
- KTF signs (gold, silver, bronze)
- Commemorative flags
- Cups
- Sport gifts and requisites
- Special gifts for popularity, quality and fair play
- Special gift for TV or journalist coverage of important sport events in Kosovo and abroad
- Gifts with cash money

10.10.3. All decisions of the Commissions for Acknowledgments and Rewards are bought with the majority of votes. These decisions are valid if more than half of the members are present.

11. Competitions

11.1. Official competitions in Kosovo can be organized only by the Federation, or by other organization authorized by the Board of KTF.

Competitions must be carried out in accordance with the rules of the ETF, ITF and rule book of KTF.

The schedule of all competitions (tournaments, league, Cup), and their rules and regulations are made by consent of the Board of KTF.

12. National teams

12.1. Federation is obliged to take care of National Teams. Playing for National Team of Kosovo is an obligation and honor for all its members. Federation can consent a special rule book for the National Teams.

12.2. The colors of the T-shirts of Tennis National Team of Kosovo are white with the emblem of KTF in front.

12.3. The categorization of Tennis National Teams of Kosovo according to sex and age groups, providing the plying facilities, selection of competent coaches and other staff, financial stimulation of national players, founding their health insurance, financial stimulation of professional staff, the obligations of the clubs toward the National Teams and discipline responsibilities of all parts involved in the work if the National Teams, are regulated by the rules of the National Teams of KTF.

12.4. Selectors of the National teams are nominated by the Board of KTF, based on the propositions of Professional Council of KTF.

Their mandate is 4 years, with the right of reelection.

12.5. Coaches of the National Teams are proposed by the National Selector, and nominated by the Board of KTF, after their verification by Professional Council of KTF.

12.6. In order to give additional help to the National teams, such is the fulfillment of the working program, and to increase the financial resources, KTF can nominate The Directory of the National Teams.

13. Financial sources

13.1. Federation is financed by the:

- Membership
- Donations
- Marketing
- The income from the competitions
- Other legal sources

13.2. With financial issues of Federation responsible is the Chairman of KTF, based on the financial plan and the decisions of Assembly and Board of KTF.

For additional help in the realization of Federation plans, a financial officer can be employed, all in accordance with the law of working terms.

14. Administrative-Professional Service

14.1. Federation can employ additional staff, who will work in the professional and administrative service. For the employment of the workers and for the high of their salaries, decide the Board of KTF, after the proposal of General Secretary.

14.2. Federation can employ additional staff if they are needed for help in conducting some domestic competition.

14.3. Federation can employ additional staff for the job in the administration, such are professional translators from foreign languages.

14.4. The administration of KTF is the responsibility of General Secretary of KTF, who reports to the Board of KTF.

15. Interior rule books

15.1. Interior rule books and propositions of the competitions can't be changed, during the season that has started.

15.2. In the administrative procedures which are conducted within the competent bodies of the Federation, regular and extraordinary juridical means can be used.

For the administrative matter that haven't been regulated with this Constitution, the dispositions of code about the administrative procedures will be applied.

15.3. About the rights, obligations and responsibilities of the persons and organizations in relations of KTF, decides the Board of KTF, only in the cases when this cases are not included in this Constitution.

Decisions of Board of KTF that have been taken in proportion with the paragraph 1 of this article are final, and the appeal against them is not allowed.

15.4. Against the decision of Commissions and other bodies of the Board of KTF, can be initiated an appeal and delivered to the Board of KTF within the period of 8 days, starting the day of the delivery of decision.

Board of KTF is obligated to decide based on Rule Book of KTF, not latter than 30 days, from the day that appeal have been made. The decision of the Board must be sent back to the appellant not latter than 8 days.

15.5. If in the final act of authorities or other bodies of Board of KTF there is an intrusion of the consent of the agreement, consent of Constitution and other normative acts of Federation, than the interested person, authority or organizations can initiate the procedure of request of law protection. The written complain can be sent to the Chairman of Assembly, within 30 days.

15.6. Commission of Acts of the Board is obligated that 15 days from the day of receiving the complain, to prepare the written explanation about the soundness of that complain, and send it to the Chairman of Assembly.

Chairman of Assembly is obligated to take the decision concerning that objection, in time-limit of 8 days, starting from the day of receiving the opinion from the Commission of Normative Acts.

15.7. The Chairman of Assembly can refuse the proposal of appeal for law protection, if it has been presented after the required schedule. This decision is final and additional appeals are not allowed.

If the Chairman of Assembly proves that the proposition has been sent on time, he will send that proposition to the Board of KTF, in the time-limit of 15 days from the day of decision.

15.8. In the case that the decision about the request for law protection is brought, Board of KTF is obligated to send to appellant the decision about of request for law protection, latest 30 days from the day of receiving the request.

16.Doping

For the purposes of the ITF Tennis Anti-Doping Programme (the Programme). The Federation's Competitions are Covered Events as that term is defined under the Programme),

and so those players who compete in them agree, as condition of entry, to be bound by, and comply with, all the provisions of the Programme.

The Programme is set out in full on the ITF website (www.itftennis.com/anti-doping) and in a separate rule book that is published and distributed by the ITF to National Associations, and is available upon application to the ITF.

17. Temporary and Final Propositions

17.1. This Constitution will be in force in the day the Assembly of Federation approves it. Since then, the Previous Constitution ceases to be in power.

17.2. The Interpretation of this Constitution is made by the Assembly of Federation.

17.3. Alteration to Rules:

This Constitution may be amended by a resolution of a General Assembly with a 2/3 majority of both the votes present and cast.

Prishtina, 14 January 2012

Shkelzen A. DOMI

Chairman of KTF

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