



INTERNATIONAL FLOORBALL FEDERATION (IFF)

*Recognised by the IOC
Ordinary member of SportAccord*

Appendix 18

Helsinki, Finland 18th of August 2014

DRAFT – NOT TO BE PUBLISHED

To:
IFF Member Associations

CC:

IFF Each One – Teach One Project Process Description

The Each One – Teach One Project was started as the result of the discussions held during the IFF Association Meeting 2011 in St. Gallen, Switzerland and the results from the IFF Association Audit initiated at the same meeting. The preparations of the process has continued and we are now ready to move into the operational phase of the EOTO Project.

The strategic goal of IFF is to advance the operations of its member associations, in order to be able to present and represent a sport that is meeting the criteria's for inclusion in the Olympic Games. The EOTO project is the main tool for the organizational development in the time period 2015 – 2018 and also acts as a ground breaker for the way IFF is working with and together with its membership.

This EOTO Project Description is to act as a recommendation of how to start the process, in order to have a uniform look and feel for the process. It is then up to each and every Mentor-Mentee pair to agree upon their time-lines and forms of cooperation.

It is important that both the Mentors and the Mentees include and/or keeps the whole organization aware of the process in the EOTO Projects they are running, in order to secure the success of the projects. Even though the IFF is asking for a number of reports, IFF merely has the role of a facilitator in the whole EOTO-process and the responsibility to evaluate the outcome of the process, therefore there is a need for the reporting to IFF.

The Process

Based on the answers given to the EOTO Participation form, the IFF CB will in its meeting in September decide upon the Bi-lateral Cooperation between the Mentor and the Mentee.

Each Cooperation Venture might consist of a number of different projects defined in the Participation form. Each topic shall be defined and planed separately on the EOTO Project Form provided by IFF, by both the Mentor and the Mentee.



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IFF proposes that the Cooperation Venture shall be built as follows:

- 1) After the CB decision of Bi-lateral Cooperation Ventures, the Mentors and the Mentees will be informed of their Pairs by mid of September 2014.
- 2) IFF will then send the Mentor and the Mentee the following documents:
 - a. IFF Association Audit File of the Mentee
 - b. The EOTO Project Process Description
 - c. IFF EOTO Project Form for the planning and evaluation of each project
- 3) The Mentor and Mentee are to provide the Contact Person for each single project to IFF by mid of October.
- 4) The Mentor and the Mentee are to set up an initial meeting (for example on Skype) latest by the mid of December, in which IFF will participate, if it is possible. The target of the initial meeting is to start the planning of the project, including the financial guidelines of the project.
- 5) All initial meetings are to be held before the end of the Year 2014.
- 6) The objective of the initial meeting is to define the Starting Status of where the Mentee is in each single project and define the plan and the SMART objectives (**S**pecific actions, **M**easurable, **A**ccurate actions, **R**elevant for development and **D**efined **T**imeline) for the project using the IFF EOTO Project Form.
- 7) The Mentor and the Mentee are to submit the EOTO Project Forms latest by end of January 2015.
- 8) Based on the Plans the Mentor and Mentee are to report on the development of the projects to IFF as follows:
 - a. Initial report 3 months after the start of the project
 - b. Then reporting is to happen every 6 months
- 9) The IFF will not be involved in the individual projects, but monitors and steers the projects based on the reporting and will conduct a joint evaluation with the Mentor and Mentee in the end of the project.

The Mentor and Mentee are apart from the reporting to use the IFF Social Media channels to show case projects and results on an ongoing basis.

The idea with the reporting time-line is to make it possible for IFF to share learnings and connect different Cooperation Ventures.

The IFF looks forward to receive your EOTO Project form(s) and to start the process together with you.

Yours sincerely,

Tomas Eriksson
IFF President

John Liljelund
IFF secretary general