

Office work load

	Work tasks				
	Secretary General	Information Manager	Competition Manager	Office Coordinator	Competition Assistant
Administration	Mail and e-mail, telephone	Mail and e-mail, telephone	Mail and e-mail, telephone, copying,	Mail and e-mail, telephone, copying, filing incoming, administration of the office@floorball.org	Mail and e-mail, telephone
Anti-doping	WADA, Anti Doping Regulation, Results Management	Contact to WADA, TUE administration, R.Testing pool, Adams, Result Management, Anti-Doping Information, Testing, Anti Doping statistics	-	-	TUE Administration, Whereabouts, Adams
Appeal Committee	Preparation, reporting and following-up decisions		-	Letters and contacts to parties	-
Athletes Comm.	Political issues		Contact in Competition issues, secretary	Travel arrangements	Update competitions, competition statistics,
CB Administration	Preparing agenda, follow-up decisions, minutes	Attending meetings, preparing issues, CB decision information	Attending meetings, preparing issues,	Arranging meetings, documents, flights, minutes	
Communication & Press	Political communication	Press contacts & Press releases	-	-	-
Contact to member federations	Political work and development, education	Education, information and development	Competition related work	Statistical data input, contact information	Competition related work
Development function	Letters and contacts to parties, practical matters, Education material preparation, preparation for seminars	Dev. Seminar materials	-	Letters and contacts to parties, practical matters, materials, documents, flights,	-
Disabled Sports	-	Co-ordination	Competition issues	-	-
Disciplinary Committee	Preparation, reporting and following-up decisions	-	-	Letters and contacts to parties	-
EFC Competition	Agreements with organizers, Marketing & TV related questions, Political questions,	Contact to the organizer in anti-doping, information and web update, Press relations	Invitations, inspections, jury, technical meetings, participation, contact to the organizer, reporting	Sponsor material logistics, Advertisements	Administration of the teams, Statistical result service (web), IFF Calendar & Events up-date
ExCo	Administration, Preparing the meetings, Reporting	-	-	Arranging meetings, documents, flights,	
Finance	Budgeting, Financial follow-up, forecasts	-	Book-keeping, payments, invoicing, reporting, budgeting, contact to bank and auditors and reports to CB	-	Follow-up transfer payments
GA/Presidential Meeting	Invitations, agenda, meeting preparation, minutes	-	-	- Preparing materials, meeting venue, participation information, minutes	-
Information	Information to International Sports Fed, ExCo	Information letters, Press releases, CB decisions, GAISF newsletter and web news	Information to RACC, information to participating federations	Information to RC, Web-update, participation	Update competition issues

	Work tasks				
	Secretary General	Information Manager	Competition Manager	Office Coordinator	Competition Assistant
International co-operation	Contacts to IOC, GAISF, IWGA , FISU, ISF, EMSA; communication to these federations	AD work with FISU	Competition related work	-	Competition related work
International Match	-	-	International follow-up & statistics	Referee requests	IFF Calendar & Events up-date
Marketing	Sponsor management and building sponsorship packages and organizing sponsor sales, contact to Infront	Marketing materials, sponsorship management	-	Collect sponsor materials, send them to the organisers	-
Material (incl.. Development) board	Letters and contacts to parties,	-	Attending meetings, minutes	-	-
Material function	Contact to SP and ITC, manufacturers, ISPO	Development part program, ISPO	SP Administration, material system, reports	-	Administration and sanctions
Medical Committee	-	Preparing meetings, reporting, contacts	-	-	-
Member Development	Application issues	Support, promotion materials, equipment, co-ordinating development and new contacts	-	Shipping materials, storage and balance system	-
Other competitor	Contact to organisers	Information & Press	Consulting organiser	Referee co-ordination	-
Other issues	-	-	-	-	-
RACC	-	-	Preparing proposals, administration of RACC, reports, follow-up decisions, regulations and Game Rules	Arranging flights,	Arranging meetings, documents,
RC	-	-	Supporting the Office Co-ordinator	Administration referee and observer nominations, committee work, follow-up, arraigning meetings and travel, referee outfits, web-update	-
Statues	Re-work and up date, CAS	WADA, Anti-Doping	Re-work and update	-	-
Transfers	-	-	Telephone	-	Administration, telephone contacts, web up-date
TV and Media	Contacts with TV, contact with organisers, Contact to EBU/EuroSport	Contact to media	-	-	-
WEB-site	-	Web-site administration, Photo-bank	-	Web-update, member information, links	Update competitions, competition statistics,
WFC Competition	Agreements with organizers, Marketing & TV related questions, Political questions,	Contact to the organizer in anti-doping, information and web update, Press relations	Invitations, inspections, jury, technical meetings, participation, contact to the organizer, reporting	Sponsor material logistics, Advertisements, Referee appointments, Travel arrangements	Administration of the teams, Statistical result service (web), IFF Calendar & Events up-date