



Guidelines on Structure and Activities

1. Name and Goal:

TAFISA Europe is a voluntary based network of TAFISA Members based in Europe.

TAFISA Europe's goal is to promote Sport for All in Europe by providing a systematic exchange of knowledge, experiences and best practices as well as supporting common activities undertaken in Europe..

2. Structure Base:

According to Charter XV of the TAFISA statutes, TAFISA Europe is recognized as its regional body and representative of Europe, which considers TAFISA as its umbrella organization.

3. TAFISA Europe Objectives:

- a. Developing and promoting Sport for All in Europe
- b. Promoting the official TAFISA activities and programs in Europe
- c. Strengthening the cooperation among its Members in order to provide contribution to its activities in the field of Sport for All by:
 - collecting and sharing knowledge of its structures and activities
 - formulating common goals for its expectations
 - initiating international exchange of knowledge, experience and good practices through workshops, trainings, conferences etc.
- d. Initiating and maintaining the international cooperation with organizations having interest in the field of Sport for All, especially with the European-wide organizations.
- e. Cooperating with European Union institutions , for example participating in experts meetings as well as lobbying for increasing the role of the Sport for All movement with rising sport participation in Europe.

- f. Implementing and promoting European initiatives supporting the development of Sport for All among the societies.
- g. Encouraging sport organizations at all levels for active involvement in actions aimed at the development of Sport for All in Europe and inviting them to cooperate within TAFISA.
- h. Supporting cross-sectoral cooperation in order to search for synergies between various partners and to utilize the resources of different networks.

4. TAFISA Europe Structure

Members

Members Meetings

Steering Committee

Steering Committee Meetings

Working Plan

Working Groups

Secretariat

Members

The Members of TAFISA Europe are the TAFISA member organizations, who are based in Europe.

Members Meetings

- a. The Members Meetings are to be organized at least every two years and should precede the TAFISA General Assembly.
- b. Invitations to the Members Meetings shall go out two months before the date of the scheduled meeting.
- c. During the Members Meetings, the following tasks are to be included:
 - Accepting the Working Plan for the upcoming two years,
 - Approving the Steering Committee Report on activities taken during the previous two years,
 - Electing of the Steering Committee members
 - Deciding on any other key issues
- d. All decisions are to be taken with the simple majority of votes, where each participating Member has one vote.
- e. The Members may propose additional meetings of the Members anytime if there is a will and reason for it.
- f. The meetings are to be chaired by the Chair, or one of the Deputy Chair or one of the Steering Committee members appointed by the Chair.

Steering Committee

- a. The Steering Committee consists of the following members:

- Chair
 - At least one Deputy Chair
 - Up to four other members
 - TAFISA Vice President for Europe
 - Secretary General of TAFISA ex-officio,
- b. The Members of the Steering Committee are to be elected for a period of four years. If a vacancy arises on the Committee, the Steering Committee has the right to replace her/him with a new person being a representative of one of the active TAFISA Europe Members.
- c. At least two members of the Steering Committee Members are to be female and two are to be male.
- d. All the members are to voluntarily dedicate their working time for the TAFISA Europe activities.
- e. Candidates for the Steering Committee are to be the representatives of the active national, provincial or equivalent members of TAFISA based in Europe. The candidature proposals are to be officially sent to the Secretariat at least two months before the Members Meetings..
- f. Steering Committee main activities:
- Strengthening the cooperation among Members.
 - Representing TAFISA Europe within the international cooperation in Europe and beyond.
 - Drafting the Working Plan and consulting it with Members.
 - Coordinating the implementation and reporting the realization of the Working Plan.
 - Initiating TAFISA Europe activities focusing on developing Sport for all in Europe..
 - Establishing of the Working Groups and appointing experts.
 - Raising necessary funds for the work of TAFISA Europe
 - Appointing the Chair and Deputy Chairs amongst the elected members , .

Steering Committee Meetings

- a. Steering Committee will meet at least once a year.
- b. During the Meeting the following matters are to be discussed:
- Establishment, implementation and annual report of the Working Plan.
 - Improvement of the cooperation with Members.
 - Issues regarding Members activities.
 - Possible future developments regarding EU agenda and other international initiatives..
- c. All major decisions are to be reported to TAFISA Board of Directors and to all the TAFISA Europe Members.

Working Plan

Working Plan is a short term strategy paper describing the priorities of TAFISA Europe for the period of two years.

The priorities are to be based on the following criterias regarding Sport for All:

- TAFISA strategy and its priorities
- the activities and expectations of the Members,

- EU agenda
- other international initiatives.

Steering Committee is responsible for drafting, coordinating, implementing and reporting of the realization of the Working Plan.

Working plan is to be presented during the Members Meetings.

Working Groups

The Steering Committee may establish Working Groups on specific topics, if necessary..

The activities of the Working Groups are to be coordinated by one of the members of the Steering Committee. Working Groups may consist of the representatives of Members and external experts.

Activities of each of the Working Groups are to be reported during the Steering Committee Meetings and Members Meetings.

Secretariat

The main tasks to be carried out by Secretariat:

- Contacting with Members and with the Steering Committee
- Coordinating the organization of the Members Meetings and the Steering Committee Meetings
- Contact mailbox
- Coordination of public relations
- Cooperating with TAFISA office

If there is no separate TAFISA Europe Secretariat, the tasks are to be carried out by the TAFISA Office and the members of the Steering Committee as much as possible.

5. Language

The TAFISA Europe working language is English.

6. Budget

TAFISA Europe, in cooperation with its umbrella body TAFISA, shall finance itself from the following sources:

- Contributions from other national or international institutions and persons
- Foundations and payments by sponsors
- Income from licensing agreements