



**International  
Handball  
Federation**

**XXIII.  
Standing Orders  
for the Head Office**

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## **1. General**

- 1.1.** The work of the Head Office shall be carried out in accordance with the Bylaws (see article 19) and the Regulations, and in accordance with the resolutions of the Congress, the Council and the Executive Committee.
- 1.2.** The Head Office shall carry out the routine business of the IHF. This includes, in particular, correspondence, producing circulars and reports, issuing invitations to Congresses, symposia, IHF events and meetings, accounting and bookkeeping work, constant updating of the Bylaws and Regulations, issuing the Press Release and producing the World Handball Magazine.
- 1.3.** The Head Office is the link between the member countries, the continental federations, the Council, Executive Committee and Commission members and other institutions working within and outside the field of sport.
- 1.4.** The Managing Director is accountable to the Council and the Executive Committee for the activities of the Head Office and for the implementation of resolutions and decisions.

He works independently within the remit given to him. He is entitled and obliged at all times to coordinate the work of the IHF bodies within the IHF and to enter into routine financial commitments. His remit also includes such negotiations and agreements with organisations, companies, etc., within and outside the field of sport as fall within his authority, provided that he subsequently notifies the President and the appropriate IHF bodies.

- 1.5.** The Managing Director is responsible for running the Head Office, day-to-day business and managing the staff. The staff's individual tasks are laid down in their job description.
- 1.6.** The staff are subject to the instructions of the Managing Director.

The employer in the sense of employment law is the IHF, the responsibility of which has been allocated to the Managing Director.

The superior in the sense of the day-to-day running of the business is the Managing Director.

## **2. Scheduling of work / allocation of tasks**

**2.1.** At the start of each calendar quarter, the main focuses of the work shall be determined by the Managing Director.

**2.2.** The Managing Director is generally responsible for delegating / allocating tasks and work to individual staff members.

Weekly staff meetings shall be held to set objectives and monitor their implementation.

**2.3.** The individual areas of work and responsibility shall be sensibly allocated to the individual staff members by the Managing Director. Each Commission president shall be provided with a specific contact person within the Head Office.

The detailed breakdown of tasks shall be governed by the organisational chart for the Head Office and the job descriptions drawn up to meet specific requirements, and in the contracts of work.

The Managing Director shall be responsible for the following areas: Congresses, Council, Executive Committee, World Championships, Olympic Games, media relations.

## **3. Correspondence / authorised signatories**

**3.1.** Incoming correspondence shall be allocated to the competent staff members by the Managing Director or his deputies, and further processed by these staff members. The President, Secretary General, Treasurer or competent Commission president must be kept constantly informed.

**3.2.** Outgoing correspondence shall generally be signed by the competent employee and the Managing Director or Secretary General.

**3.3.** For important matters, copies of the correspondence shall be sent to the President, Executive Committee, Council and Commissions.

## **4. Finances**

- 4.1.** The Managing Director shall be responsible for the execution of administrative tasks at the Head Office.
- 4.2.** The Treasurer must be kept constantly informed about the administration tasks and his agreement must be obtained on all financial matters.
- 4.3.** All financial business correspondence and incoming and outgoing payments, as well as all necessary bookkeeping work for the IHF shall be delegated by the Managing Director.





