

## Directive No. 1

# Swiss Hockey Management and Organization Manual (FOHB)

Status:	approved by the Board on 20.1.25
Version:	3.0
Replaces:	Version 2.0 from 8.2.21
Valid from:	21.1.25
Responsible:	Secretary General

### 1. Introduction

The FOHB Swiss Hockey serves as the central basis for the association's organization, processes and documents. The aim is to make these as simple, transparent and accessible as possible in order to support the efficiency and goal achievement of Swiss Hockey.

### 2. Legal basis

The FOHB is based on the statutes of Swiss Hockey. Instructions are issued by the board of directors in accordance with Article 30 of the statutes and regulate operational and strategic issues.

### 3. scope

The FOHB Swiss Hockey applies to the entire Swiss Hockey Association in accordance with the statutes.

### 4. responsibility

#### Secretary General

- Maintenance and updating of the FOHB
- Ensuring consistency between all documents contained therein

#### Board

- Strategic leadership of the association
- Setting goals for the coming year by the end of November
- approval of instructions and concepts

#### Managing Director

- operational management of the association



- Creation and maintenance of concepts and information materials
- Reporting to the Board of Directors

commissions

- Support the association in the militia system
- Preparation of an annual report by the end of January

5. Organizational hierarchy

1. General Assembly (GA): Supreme authority, approves statutes and regulations
2. Board of Directors: Strategic management, approval of directives and concepts
3. Management: Operational management and execution
4. Commissions: Operational and Strategic Support

6. document hierarchy

level	type of document	approval authority
1	statutes	GV
2	regulations	GV
3	instructions	board
4	concepts	Board of Directors for concepts that must be submitted to third parties such as Swiss Olympic and BASPO Managing Director at all other
5	information	Managing Director

7. document collection and communication

A central digital document collection records all relevant documents. Maintenance is the responsibility of:

- Secretary General: Statutes, regulations, instructions
- Managing Director: Concepts, Information

The documents are published on the homepage. The Secretary General decides whether to publish them on the publicly accessible homepage or in the protected area.