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PROJECT MANAGEMENT PLAN

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1. Project background (overview, objectives, outputs to be produced)

Objective: to promote and support good governance in sport and dual careers of athletes

The aim is to encourage the cooperation between the administrative sports bodies at the national and local levels. Additionally educate staffs who perform duties of administrative representatives of sports clubs and associations. Fight for the jobs on a training position "administrator in sports" that belong to competent people with the experience in the sport.

This project aims to encourage the administrative staff of sports organizations in a proactive way. Administrative staff in sports organizations is not only the "administrator", it is much more than that. With the project activities and exchange of the experiences administrative staff will be additionally educated on how to connect the sport with the other industries (e.g. tourism) which may bring the additional benefit to the sport, how to develop marketing activities, what opportunities are provided by the EU through co-financing of various programmes (especially related to the Erasmus + Sport Programme). Special emphasis will be on the education on how to connect the administrative staff with the scientists dealing with the problem of sport. A typical example is a whole range of undergraduate, graduate and doctoral dissertations dealing with different issues in sport, but that remain unused after the scientist published work or dissertation.

In modern world sport is a very important factor which exerts an influence to overall development. People joining into groups to achieve goals and needs of individuals is inherent to sport and makes it a striking representative of those activities in which without solidarity and relationship these is no possibility of action.

European Union is committed to achieve: The Communication on Sport, European Council Declaration, The White Paper on sport, Good Governance in sport, Gender equality in sport etc.

In recent years, sport is experiencing serious changes, very often unpleasant, due to the rise in corruption, crime, match-fixing, doping, betting etc. On the other hand sports organizations at all levels (from local to national level) typically base their administrative activity on volunteer staff, which is additionally burdened by an array of laws, regulations, ordinances and the like in relation to the functioning of the sport which makes sports organizations unable to cope. The whole situation is further aggravated by the fact there are very few professionally trained administrative staff. The reason for this is that there is no appropriate professional education, study or informal forms of learning, and even if it exist, generally is too expensive for sports organizations or individuals.

People in sport, which are in managerial or administrative functions, must be familiar with management of sports organizations, sports marketing, human resource management, management of sports facilities, organizations of sports events, finance, sport law etc. Therefore, the exchange of experience and best practices that will be shared by the participants at the meeting, workshops and round table, is of great importance not only for the present participants, but also for all other stakeholders in the sport, both professional and amateur sport and all local, regional and national sport organizations. It is important to bear in mind that the proposed measures will continue to encourage voluntary work in sport, promote the inclusion of more women and people with disabilities in the management structure of sports organizations at local, regional and national level.

It was crucial for this project to choose a partner country, which has defined their local problems, and are ready to work on finding a solution. Partners involved in the project belong to different economic, social and political systems, which creates a good base for quality of exchange of experience.

Project is divided in 4 work packages:

WP0: Project management

WP1: Development of training material

WP2. Exchange of best practices

WP3: Dissemination and visibility

Type and number of outputs to be produced

3 transnational project meetings // training material developed // organization of the 3-day Exchange of best practices in Bulgaria and Croatia // 1 logo and slogan produced // 10 articles (online or printed) // 4 press conferences // 10 press releases // 1 web page // 3 roll-up banners (1 per partner country) // 300 printed brochures (100 per partner) // 150 Project t-shirts, 60 certificates of attendance.

2. Activities and tasks with timeline

Activities and tasks are clearly and consistently divided between project partners according to their field of responsibility as defined by founders as well as specific expertise and references.

Overview of all activities with timeline:

No.	Activity and venue (including Transnational Project Meetings, Intellectual Outputs and Multiplier Sport Events)	Start date	End date	Target group(s)	Description of activity
0	Project management/all project partners	01.01.2018	31.12.2018.	Project partners (project team)	RSS as applicant (i.e. the person delegated as project coordinator) will be in charge of coordination of the whole project team and project partners and their activities during the implementation period. The project team will be responsible for implementing activities listed below, meeting deadlines etc.
1	Development of training material	01.01.2018.	31.05.2018.	Project partners, sport clubs,	The second set of activities will include all preconditions to assure a successful

				administration staff	implementation of the project activities among target group.
1.1.	Creation of the questionnaire for administration staff	15.01.2018.	28.02.2018.	Administration staff	Anonymous questionnaires will be a base for the development of best practices exchange activities. Surveys will be primarily focused on: Sport Act, The Law on Association, The Law on health, Labour Law, Tax Law, Low on Accounting of non-profit organisations, Government regulation and National strategy for sport, system management in sport at local, regional and national level, and financing of sport at local, regional and national level.
1.2.	Survey of administrative staff and analyse of existing examples of best practices in project partner countries	01.02.2018.	15.03.2018.	Project team members	<p>Existing documents and best practices developed by different organizations, will be gathered and analysed in each partner country, in order to prepare training materials for empowerment of administration staff and managers. Project partners will consult management universities, Faculty of Kinesiology, Olympic committee and respective national sport associations in order to discuss best practices at global and EU levels and the best way of their transfer at national, regional and local levels.</p> <p>All gathered data from surveys of administrative staff in Croatia, Sweden and Bulgaria and gathered best practices will be translated into English and drafted into one training material. This will be done by SSC.</p> <p>Training material will be presented to partners and discussed online. Additional</p>

					modifications of the material will be done by SSC.
2.	Exchange of best practices	01.01.2018.	31.05.2018.	Administration staff	<p>Project partners will create the content of exchange of best practices meeting that will consist of various thematic areas which are related to the activities of the administrative staff, as follows:</p> <p>legislative framework (Law on Sports, the Law on Associations, the financing of sport, sports strategy, good governance in sport, the opportunities provided through the application to EU programmes, connecting with other branches of the economy (e. tourism), the possibilities of formal and non-formal education, enable synergy of scientific research and expertise with the sports needs through the development of web platform.</p>
2.1.	Organization of the 3 days' Best practices exchange meeting – in Bulgaria and Croatia	01.06.2018.	30.11.2018.	Administration staff in sport clubs and sport associations, decision makers: local, regional and national government and general public	The project partners will organize Best practices exchange meeting in Bulgaria and Croatia. Before the maintenance of this meetings, the project partners will agree and adapt the content of the Best practices exchange meeting to the specific needs in order to enable the exchange of experiences and good practices.
3.	Dissemination and visibility /all project partners	01.02.018.	31.12.2018.	Administration staff in sport clubs and sport associations, decision makers: local, regional and national government	A set of activities is designated to assure proper dissemination of information about project results as well as the visibility of the EU contribution

				and general public	
3.1.	Communication and dissemination strategy	01.01.2018.	31.12.2018.	Administration staff in sport clubs and sport associations, decision makers: local, regional and national government and general public	The strategy includes description of tools to be used to achieve the dissemination objectives. Our communication activities will be based on digital communication and social networks (web site, Facebook page etc.)
3.2.	Production and dissemination of project promotional materials/Croatia	01.01.2018.	31.12.2018.	Administration staff in sport clubs and sport associations, decision makers: local, regional and national government and general public	<p>During the project implementation all project partners will share information and news through their channels (networks, mailing list press, social networks) and on web platform. The web platform will have app. 500 views. The interactivity of social media gives our target group the opportunity to ask questions, receive answers and feel they being heard. Through social media campaigns the users will be invited to leave their comments, ask question, provide reviews, enter contests, etc.</p> <p>The project will be promoted through different social media channels: web sites, Facebook etc. We are expected at least 500 views on web site, 200 likes on Facebook and 50 contacts. Each partner will share at least 10 photos from the local activities in the social media and in the project web platform.</p>
3.3.	Local dissemination event	01.01.2018.	31.12.2018.	Administration staff in sport clubs and sport	Objective of this activity is public promotion of project purposes and EU support. Through the package, there

				<p>associations, decision makers: local, regional and national government and general public</p>	<p>will be 4 press conferences. First one will be at the beginning of the project in Croatia, second one will be during the 1st Transnational project meeting (kick-off meeting) in Sweden, third one during the 2nd Transnational project meeting in Bulgaria and the forth one at the 3rd Transnational project meeting in Croatia. The content of press conferences: information about the action and presentation partners, project objectives, target group, project activities, duration of the project, final beneficiaries and source of financing. The final press conference will present project results, lessons learned and participants' experiences and attitudes. Final press conference will take place in Rijeka.</p> <p>Project promotion is necessary for visibility of results and awareness raise in project granted by EU commission. For more visible effect, inside of existing web sites of organization and social networks, information will be published on the web site of Croatian Olympic Committee. The partners will be guests in different local and regional radio and tv broadcasts and in Croatian national sports television. Predicted results of this work package are: stakeholders are familiar with project activities and project results. For the implementation of this activity will be responsible project management team.</p>
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					<p>Results:</p> <ul style="list-style-type: none"> • 4 press conferences, • 3 promotions on different regional or national sport assembly, • 3 banners (one per partner country), • 10 articles (online or printed), • 4 radio broadcastings on regional and national level (2 radio broadcastings - Croatia, 1 radio broadcasting – Sweden, 1 radio broadcasting – Bulgaria) • 10 press releases in total (6 press releases – Croatia, 2 press releases – Sweden, 2 press releases – Bulgaria).
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