

International Floorball Federation



ORGANISER REGULATIONS

Responsibilities and regulations for organising IFF events
(Match, Tournament and/or Championships).

Edition 2013

Decided by the IFF Central Board **07.12.2012**

Valid from **01.01.2013**

CONTENTS

I	ORGANISATION	5
§ 1	GENERAL	5
1.1	IFF Events	5
1.2	IFF Event Ownership	5
1.3	Intellectual Property Rights.....	5
1.4	New Events	5
1.5	Rules of the Game.....	5
1.6	Regulations.....	5
1.7	Exceptions.....	5
1.8	Applications	6
1.9	Contract.....	6
1.10	Support Responsibilities of the Host.....	6
	i. Customs	6
	ii. Visa/Immigration/Work Permits	6
1.11	Liability	6
1.12	Other Events.....	6
	i. International Friendly Matches and Tournaments.....	6
	ii. International Club Tournaments.....	7
	iii. World University Floorball Championships (WUFC)	7
§2.	ADMINISTRATION.....	7
2.1	Local Organising Committee	7
2.2	IFF Officials.....	7
2.3	Match Schedule.....	8
	i. Consecutive matches of a team	8
	ii. Time between the start of matches	8
	iii. Warm-up.....	8
	iv. Changing of the match schedule	8
2.4	Accreditation.....	8
2.5	Anti-Doping	8
	i. Testing procedures	8
	ii. Chaperones	8
	iii. Doping Control room	8
2.6	Ticketing	9
§3.	COMPETITION & PRACTICE VENUES AND OTHER MAIN EVENT FACILITIES.....	9
3.1	Inspection of Venues.....	9
3.2	General Competition Venue Requirements	9
	i. Number of Venues	9
	ii. Venue Capacity	9
	iii. Competition Playing Area Technical Specifications – WFC, U19 WFC & EFC	9
	iv. Competition Playing Area Technical Specifications – WFCQ, U19 WFCQ & EFCQ.....	9
	v. Scoreboards	9
	vi. Parking	10
	vii. Illumination of the playing area	10
	viii. Clean Venue	10
	ix. Exhibition Space	10
	x. Flags	10
	xi. Spectator Stands	10
	xii. Spectator Facilities	10
	xiii. Spectators with disabilities.....	10
3.3	Practice Hall Venue Requirements	10
	i. Technical Specifications.....	10
	ii. Practice Schedule	11
	iii. Practice Equipment.....	11
3.4	Reserved Seating.....	11

	i.	WFC, U19 WFC, WFCQ & U19 WFCQ Events.....	11
	ii.	EFC, EFCQ Events	11
3.5		VIP Spaces	11
3.6		Media Requirements	11
	i.	Media Tribune	11
	ii.	TV requirements.....	11
	iii.	Live TV broadcast requirements	11
	iv.	Media Working Area (Press Room).....	11
	v.	Photographers.....	11
	vi.	Mixed Zone	12
	vii.	Press Conference Room	12
3.7		Administrative Rooms	12
	i.	Competition Office.....	12
	ii.	IFF Office.....	12
	iii.	IFF Referees room.....	12
3.8		Technical Rooms.....	12
	i.	Team Changing Rooms	12
	ii.	Referee’s Changing Rooms	12
	iii.	Doping control room	12
	iv.	First Aid room	12
3.9		Match Secretariat, Penalty and Substitution Benches, First Aid.....	12
	i.	Match secretariat staff	12
	ii.	Match secretariat equipment	12
	iii.	Penalty benches	13
	iv.	Substitution benches.....	13
	v.	First aid staff.....	13
	vi.	Other equipment	13
3.10		Safety and Security Requirements	13
3.11		Practice Sessions	13
	i.	Daily practice	13
	ii.	Practice in the competition venue	13
	iii.	Practice schedule	13
	iv.	Balls and other equipment.....	13
3.12		Stadium Agreements	13
§4.		ACCOMMODATION.....	13
4.1		IFF Officials’ Accommodation	13
4.2		Team Accommodation	14
4.3		Hotel Guarantees.....	14
§5.		TRANSPORTATION – WFC, U19WFC, WFCQ & U19 WFCQ	14
5.1		Host Responsibilities.....	14
5.2		Distance between Hotels and Venues	14
5.3		Timetables.....	14
5.4		Team Transportation	14
§6.		TRANSPORTATION – EFC & EFCQ	14
6.1		Host Responsibilities.....	14
6.2		Distance between Hotels and Venues	14
6.3		Timetables.....	14
6.4		IFF Official’s Transportation	14
§7.		MATCH VIDEO & EVENT PHOTOGRAPHS.....	15
7.1		Match Video – WFC, U19 WFC & EFC	15
	i.	IFF match video	15
	ii.	Team match video	15
	iii.	Match highlights upload.....	15
	iii.	Full match videos upload	15
7.2		Match Video – WFCQ, U19 WFCQ & EFCQ	15

i.	IFF match video	15
ii.	Team match video	15
7.3	Match Photographs	15
§8.0	REPORTS AND INFORMATION	15
8.1	Information.....	15
8.2	Reports	16
i.	First report	16
ii.	Second report.....	16
iii.	Third report	16
iv.	Daily report	16
§9.	UNFORESEEN CIRCUMSTANCES.....	16
II.	FINANCIALS	17
§ 1	FINANCIAL PROVISIONS FOR IFF EVENTS.....	17
1.1.	Organising Costs.....	17
1.2.	Travel Costs for Participating Teams – WFC, U19 WFC, WFCQ & U19 WFCQ.....	17
i.	Travelling to the event.....	17
ii.	Local travelling during Championships	17
1.3.	Travel Costs for Participating Teams – EFC & EFCQ	17
1.4	Travel Costs for IFF Officials – WFC	17
1.5	Travel Costs for IFF Officials (excluding referees) – U19 WFC.....	17
1.6	Travel Costs for IFF Referees – U19 WFC.....	18
1.7	Travel Costs for IFF Officials - EFC	18
1.8	Travel Costs for IFF Officials (excluding referees) – WFCQ, U19 WFCQ & EFCQ.....	18
1.9	Travel Costs for IFF Referees – WFCQ, U19 WFCQ & EFCQ.....	18
1.10	Medical Costs.....	19
1.11	Doping Tests	19
1.12	Costs for Inspection of Venues and Arrangements.....	19
1.13	Team Practice Session Costs.....	19

These Organiser Regulations are designed to give all Member Associations that wish to bid for and/or host International Floorball Federation (hereafter referred to as 'IFF') events an overview of the requirements that the Host Association (hereafter referred to as the 'Host') must satisfy in order to organise IFF events.

In some aspects, different IFF events have different requirements for the Host and these are outlined within the regulations.

I ORGANISATION

§ 1 GENERAL

1.1 IFF Events

The IFF events consist of:

- World Floorball Championships (WFC) for both women and men
- U19 World Floorball Championships (U19 WFC) for both women and men
- World Floorball Championships Qualifications (WFCQ) for both women and men
- U19 World Floorball Championships Qualifications (U19 WFCQ) for both women and men
- EuroFloorball Cup (EFC) for both women and men's national club team champions from the 5th and lower ranked nations
- EuroFloorball Cup Qualifications (EFCQ) for both women and men's national club team champions from the 5th and lower ranked nations
- Champions Cup (CC) for both women and men's national club team champions from the Top 4 ranked nations. *PLEASE NOTE: Regulations for CC Events are dealt with separately in 'Regulations for the Organisation of the Champions Cup'.*

Other events are treated in Section 1.12 Other Events

1.2 IFF Event Ownership

IFF is the sole owner of the IFF events and of all rights of marketing and publicity including transmissions by radio, TV, and internet, video recordings and any other utilisation inherent to the events. All issues related to this will be separately defined in the contract between the IFF and the Host.

1.3 Intellectual Property Rights

IFF will develop significant intellectual property in connection with the IFF events including, but not limited to, word-marks, designs, logos, emblems, symbols, devices and mascots. This intellectual property will be used by the IFF and the LOC in promoting and advertising the IFF events. Such property will be owned by the IFF, however, IFF may grant licences to use such intellectual property to its commercial partners and certain other licencees.

In order to ensure that it can control the look, feel and public perception of IFF events and to preserve the commercial value of rights of association with IFF events which are granted to commercial partners, IFF must be sure that it will be able to assert its ownership of its intellectual property and to prohibit unauthorised persons from using it in all relevant markets including, most importantly, in the Host country.

1.4 New Events

Other competitions such as new age classes in IFF events according to 1.1, Continental Championships for national teams, World Cup or League and Continental Cups or League for Club Teams may only be introduced by IFF.

1.5 Rules of the Game

All matches shall be played in accordance with the official IFF Rules of the Game. Exceptions may only be granted upon request to the IFF RACC.

1.6 Regulations

All IFF events shall be organised according to all applicable valid IFF Regulations.

1.7 Exceptions

The Host has the right to ask for exceptions concerning the requirements for organising of IFF events. Exceptions from these regulations can only be agreed upon in a written contract between IFF and the Host.

1.8 Applications

Any IFF Member Association (MA) may apply to organise an IFF event.

- A MA that wishes to bid to host the WFC shall send their bid/application to IFF 54 months in advance of the competition. For the WFCQ the bid/application shall be sent in 33 months in advance.
- A MA that wishes to bid to host the U19 WFC shall send in their bid/application 42 months in advance of the competition. For the U19 WFCQ the bid/application shall be sent in 30 months in advance.
- A MA that wishes to bid to host the EFC shall send their bid/application 33 months in advance of the competition. For the EFCQ the bid/application shall be sent in 21 months in advance.

1.9 Contract

IFF and the Host shall sign a contract stipulating the particular rights, duties and responsibilities of the IFF and the Host, as follows:

- a) The rights and duties according to the corresponding Regulations
- b) Rights and responsibilities of marketing and advertising
- c) Rights and responsibilities concerning coverage from television, radio, internet and other similar media
- d) Financial responsibilities
- e) Sales provisions
- f) Any other business not covered for in the competition regulations

1.10 Support Responsibilities of the Host

i. Customs

Persons that are participating in IFF events, or in the organisation thereof, must be able to import into the Host country all goods which they consider necessary or desirable in order to fulfil their function in relation to IFF events. This free and unrestricted import and export of goods must be ensured throughout the preparation for IFF events, during the competition itself and following its conclusion and should, without limitation, extend to the following goods of designated persons:

- a) personal effects
- b) sporting equipment
- c) medical supplies and instruments
- d) pharmaceuticals and food supplements
- e) food and beverages
- f) photographic and audio-visual equipment and supplies
- g) broadcast equipment and supplies
- h) computers and other office equipment
- i) documents, printed matter, gifts, awards, trophies, medals, flags, signage, decorative materials and promotional materials
- j) uniforms, costumes and other clothing,
- k) products that IFF's commercial partners intend to distribute as promotional items
- l) products of IFF's commercial partners which are supplied to IFF in connection with the organisation of IFF events
- m) additional IFF property, if existing: Floors, Rinks, Goals, Sticks, Balls

ii. Visa/Immigration/Work Permits

During the IFF events there will be a demand for entry into the Host country by foreign nationals. The process by which all foreign nationals are permitted to enter and exit the Host Country should be clear, simple and expeditious. All foreign nationals with a valid passport attending IFF events as spectators should be permitted to enter and exit the Host country and should be granted any relevant visas without reservation and without any costs (other than a minimal processing fee). The Host Association shall in all possible ways assist the participating National Associations in obtaining entry and exit visas.

1.11 Liability

Organising liability rests with the Host. Claims against IFF for compensation will not be accepted.

1.12 Other Events

The events listed below are not bound by these specific Organiser Regulations, however, they must still be organised according to all applicable IFF Rules and Regulations:

i. International Friendly Matches and Tournaments

IFF shall be informed of all international friendly matches and tournaments according to the regulations for Friendly International matches. The IFF Referees Committee (IFF RC) selects the referees upon proposal from the Organising Associations and its opponent/s.

ii. *International Club Tournaments*

International club matches and club tournaments with elite teams (the highest divisions) from two or more nations, as well as National League matches played abroad, shall be notified to IFF according to the regulations for International Elite Club tournaments.

iii. *World University Floorball Championships (WUFC)*

An International University Sports Federation (FISU) event that is organised in co-operation with FISU, IFF and the Host Association, based on the collaboration agreement between IFF and FISU. The IFF RC selects the referees.

All other Club matches and tournaments shall be treated according to the regulations of the National Association where the tournament is played.

§2. ADMINISTRATION

2.1 Local Organising Committee

The Host shall have a Local Organising Committee (LOC) that, aside from a Chairman, shall consist of functions and responsibilities as follows:

- a) Finance
- b) Venues
- c) Competition matters (including match statistics)
- d) Ceremonies
- e) Transportation
- f) Accommodation and support services
- g) Accreditation
- h) Media services
- i) TV and internet services
- j) Anti-Doping & Medical services
- k) VIP services
- l) Security
- m) Volunteers

Refer to the IFF Organiser's Event Handbook for more detailed information regarding the responsibilities of each function.

2.2 IFF Officials

A range of different IFF officials will be present at all IFF Events. The number of IFF officials differs between each event and will be decided upon by the IFF RACC, IFF RC & IFF Central Board (IFF CB) prior to each event. The final number of IFF officials is dependent upon the number of venues used in the tournament as well as the number of matches per day.

The exact and final number of IFF officials at an IFF event will be agreed upon by the IFF and the Host in the contract. If the conditions of the event in question change, IFF reserves the right to change the number of needed persons.

In order for the organiser to be able to plan for the presence of the IFF officials the following table shows the maximum number of IFF Officials participating at an event. ***THIS IS A GUIDELINE ONLY.***

IFF OFFICIALS	WFC	U19 WFC	WFCQ	U19 WFCQ	CC	EFC	EFCQ
Staff	6	4	3	3	3	3	2
CB Members	12	12	2	2	3	3	2
Jury	4-5	4-5	3	3	3	3	2
Referee Management	4-5	4-5	3	3	3	3	2
Referees	12-16	16	10	10	8	8	10

2.3 Match Schedule

The match schedule shall be drawn up in accordance with IFF guidelines and regulations.

- i. *Consecutive matches of a team*
If a team (upon approval by the IFF RACC) has to play two matches on the same day, there must be at least 3 hours between the finish and the start of two consecutive matches of any team in a championship. In principle a team that has played the last match of the day shall not, if possible, play the first match of the following day.
- ii. *Time between the start of matches*
At least 2 1/2 hours shall be allowed in the match schedule between the start of matches being played in the same arena.
- iii. *Warm-up*
Teams are entitled to warm up, on the playing area, for a period of at least 15 minutes before the start of the match. If required, the pre-match ceremonies can be changed to facilitate at least a 15 minute warm up.
- iv. *Changing of the match schedule*
The LOC is entitled to request to the IFF RACC for changes in the match schedule for reasons of television coverage. The teams concerned shall be informed within a reasonable time before the start of the match.

2.4 Accreditation

All IFF Event participants, as listed below, must be accredited and receive a personal accreditation pass:

- a) IFF Officials – IFF Staff, IFF CB, IFF Jury, IFF Referee Management, IFF Referees, IFF Volunteers
- b) Participating teams - (maximum 30 players + 10 officials) according to the official First Team Lists submitted to the IFF at least 30 days prior to the event
- c) Media - all media representatives must also be accredited by the LOC according to the official media accreditation form as well as receiving a personal accreditation pass
- d) Event Staff – all LOC staff and volunteers must receive a personal accreditation pass
- e) IFF VIPs - IFF is entitled to receive, for the duration of the tournament, VIP Accreditation passes for their sponsors and guests, according to the contract signed between the IFF and Host.
- f) Participating teams' VIPs – each participating team is entitled to receive two (2) VIP Accreditation passes for the duration of the tournament
- g) National Association VIPs – Each participating team's National Association is entitled to receive two (2) VIP Accreditation passes for the duration of the tournament.

2.5 Anti-Doping

In IFF events, the IFF shall determine the number of finishing placement tests, random tests and target tests to be performed and this shall be stated in the contract between the IFF and the Host. The results of all tests shall be sent to the IFF.

- i. *Testing procedures*
The number of doping tests during the event depends on the current IFF Test Distribution Plan (TDP) and all tests shall be carried out by specially trained and accredited doping control personnel. The local organisers are responsible for contacting the National Anti-doping Organisation and laboratory for organising the doping control based on the valid IFF Anti-doping Regulations.
- ii. *Chaperones*
The organisers need to provide chaperons according to the agreement with the National Anti-doping Organisation (the NADO might have own chaperons). Chaperones must be over 18yrs of age and be of the same sex as the person being tested.
- iii. *Doping Control room*
The Doping Control room must be located inside the competition venue, close to the playing field, locker rooms and the first aid room. To ensure athlete privacy, the Doping Control room must be inaccessible to the public, located away from the media and spectator areas and access may only be granted to authorised persons.

The doping control room must contain the following areas:

- Waiting room/area separated from the sample taking area(s)
- Sample taking area (Administration area) with a desk, 4 chairs, a table for the samples, washbasin, soap and towels. If possible, a lockable refrigerator for storage of samples should also be supplied.
The tested player needs to have privacy, but if separate rooms are not available for waiting and sample taking areas, one single room can be separated by a partition or screen.

- Toilet(s). At least one toilet is required in the sample collection area and if possible, a separate sample collection area should be provided for each gender being tested. The toilet area must be large enough for the DCO to directly observe the player providing the sample.
There needs to be direct access to the toilet (s) from the sample taking area (not through the waiting room)

More information regarding Doping Control procedures and requirements can be found in the IFF Organiser's Event Handbook.

2.6 Ticketing

The IFF grants the Host the total revenue from the sales of entrance tickets, decided by the LOC. The IFF has the possibility to buy off tickets before the selling of tickets starts.

The Host grants IFF a number of free tickets of which a number should be with VIP-accreditation. The Host must also supply free tickets for the IFF referees valid for the entire event. The IFF must inform the organiser at least one month in advance of how many tickets they will need during each day. The amount of tickets for IFF depends on the event and is stated in the contract between the IFF and the Host.

The Host must provide 27 free tickets for each participating team valid for the time the team is playing in the event, as well as an extra 5 free tickets per day for the entire event (from which two should be with VIP-accreditation).

§3. COMPETITION & PRACTICE VENUES AND OTHER MAIN EVENT FACILITIES

3.1 Inspection of Venues

The venue/s for the competition must be approved by the IFF. Persons nominated by IFF may inspect the venues and arrangements in due time prior to the event. Further inspections may be carried out if necessary. Following each visit the inspector shall submit an inspection report to the IFF RACC and/or IFF CB. The Host shall be responsible for the basic costs of the visit and transportation of the inspector.

For more information refer to II: Financials – 1.12 Costs for inspection of venues and arrangements.

3.2 General Competition Venue Requirements

i. Number of Venues

The number of venues shall be sufficient according to the amount of participating teams in the IFF event.

ii. Venue Capacity

In principal, minimum spectator capacity for WFC events is 3000 and for other IFF events a minimum of 1000. For the Men's WFC Finals, the minimum spectator capacity is 8000 and for the Women's WFC Finals it is 4000.

iii. Competition Playing Area Technical Specifications – WFC, U19 WFC & EFC

- Playing area of 40 metres long and 20 metres wide
- Free floor space of 46 metres long and 28 metres wide
- Free height over the playing area of at least 7 metres (measured from the surface of the rink)
- Free space between the rink and any walls of at least 1.5 metres
- The playing surface shall be made of synthetic material, with the flooring provided by the IFF floor sponsor, if existing.

iv. Competition Playing Area Technical Specifications – WFCQ, U19 WFCQ & EFCQ

- Playing area of 40 metres long and 20 metres wide
- Free height over the playing area of at least 7 metres (measured from the surface of the rink)
- Free space between the rink and any walls of at least 1.5 metres
- The playing surface shall be made of wood or synthetic material

v. Scoreboards

A scoreboard must be visible to the teams, referees, officials, media and spectators. The venue should preferably be equipped with two electronic scoreboards. The scoreboard should display the following information:

- Nationality of the teams (abbreviations of their names)
- The score

- The period being played
- Penalty timing, with the possibility of up to three penalties at a time
- Time outs called by each team (This means being able to display a different time while still being able to return to the main match clock display without disruption)
- If possible, results of previous periods

vi. *Parking*

Sufficient parking has to be available at each venue for both cars and buses.

vii. *Illumination of the playing area*

Lighting sources which may disturb the players, referees, officials or the public shall be avoided. The LOC must ensure that television lighting equipment does not interfere with the progress of the game. The recommended maintenance for illumination of the playing area is as follows:

	Horizontal Illuminance	Uniformity Mn/Ave	Uniformity Mn/Max	Vertical Illuminance	Uniformity Mn/Ave	Uniformity Mn/Max	Colour Rendering	Glare Rating
HDTV	1500-3000	0.8	0.7	2200	0.7	0.6	>90	<50
Slow-motion Camera	1500-3000	0.8	0.6	1800	0.7	0.5	>80	<50
Fixed Camera	1500-3000	0.8	0.6	1400	0.7	0.5	>80	<50
Mobile Camera	1500-3000	0.8	0.6	1200	0.5	0.3	>80	<50

Average horizontal and vertical illuminance ratios - it is recommended that the ratio for horizontal illuminance (field of play) is between 0.75 and 1.5 of the vertical illuminance for cameras. Where there is HDTV, all horizontal values for other cameras are as for HDTV. Measurements should be taken 1.5 m above the playing surface.

viii. *Clean Venue*

The tournament shall be played in venues free from binding advertisements. There may never be contradicting commercials to the present IFF sponsors in an event. This includes the name of the venue, which, after the signing of the contract between the IFF and Host, may not be changed without approval from IFF. The Host is responsible to secure a 'clean' area of at least 100m surrounding the competition venues.

ix. *Exhibition Space*

Each venue must have a minimum of five (5) exhibition areas, of at least 4 x 5m² each, inside the venues for the use of IFF sponsors.

x. *Flags*

Flags of all participating teams and IFF and referees shall be on display inside the venues and, if possible, outside the venues. Inside the venues, the flags should be suspended from the ceiling or hung against a wall. The flags should all be of the same flag number size.

The flags should be hung in alphabetical order according to French spelling. The exception to this is that the host country flag can hang at the end of the flag row, while the IFF flag must then hang at the other end. If the flags are hung vertically, correct hanging protocol should be followed, according to instructions provided by the IFF.

The flags of IFF, participating teams and the referees in an ongoing match should also be on display in the immediate vicinity of the rink.

xi. *Spectator Stands*

All spectators at each IFF event must have a seat. Provisional seating installations will be permitted.

xii. *Spectator Facilities*

Facilities, such as cafeteria/kiosks and toilet facilities for the spectators should be provided for in the venues.

xiii. *Spectators with disabilities*

Provision should be made to accommodate disabled spectators, including good viewing positions with seating for support people, and easy access for wheelchairs to appropriate toilet facilities and support devices.

3.3 Practice Hall Venue Requirements

i. *Technical Specifications*

- Practice hall playing area must be the same dimensions as the competition playing area.
- Free height over the playing area of at least 7 metres (measured from the surface of the rink)

- The playing surface should, if possible, be the same as in the competition venues
- The rink and goal cages should, if possible, be the same as in the competition venues
- Changing rooms, showers and toilets should be provided for the sole use of the teams for the duration of their practice time

ii. *Practice Schedule*

The practice area should be reserved for the use of one team at a time suiting the tournament program.

iii. *Practice Equipment*

Teams shall bring their own balls and other equipment to practice sessions.

3.4 Reserved Seating

i. *WFC, U19 WFC, WFCQ & U19 WFCQ Events*

The following reserved seats shall be provided for IFF and media and marked accordingly:

- Seats reserved for the use of IFF should be according to a separate agreement
- 5 seats (2 VIP + 3 ordinary tickets) per participating IFF Member Association
- 27 seats per participating team, specially located
- 2 seats (VIP) per IFF Member Association participating in the General Assembly or Associations' Meeting, but without a team participating in the WFC
- The necessary number of seats for the accredited media
- Separate location for radio and television reporters and commentary positions
- Separate location for media crew

ii. *EFC, EFCQ Events*

The following reserved seats shall be provided for IFF and media and marked accordingly:

- Seats reserved for the use of IFF should be according to a separate agreement
- 5 seats (2 VIP + 3 ordinary tickets) per IFF Member Association with a Club participating in the event
- 27 seats per participating team, specially located
- 5 seats (2 VIP + 3 ordinary tickets) per Club participating
- The necessary number of seats for the accredited media
- Separate location for radio and television reporters
- Separate location for media crew

3.5 VIP Spaces

A VIP room, offering refreshments, light meals and snacks shall be available for IFF Officials, IFF Sponsors, IFF Guests and VIP-Accredited Member Association's representatives, according to the separate contract between the IFF and Host. In addition, (for WFC Events) the IFF shall have the possibility to hire out 2-3 VIP spaces in the venue, of which the IFF is responsible for the cost.

3.6 Media Requirements

i. *Media Tribune*

Each competition venue must provide a media tribune that is in a central position in the main grandstand. It must be well-lit and provide easy access to the media working area and the press conference room. It must provide internet access and an electricity source. It must include separate areas for TV and radio broadcast commentators, and the written press.

ii. *TV requirements*

In each competition venue the main TV cameras shall be located at the same side as the match secretariat. TV cameras shall be situated such that they do not cause any disturbance or danger for the participants. Suitable electricity power levels as required by TV broadcasters must be provided by the Host.

iii. *Live TV broadcast requirements*

For IFF Events with Live TV broadcasts the LOC must provide an emergency electricity plan.

iv. *Media Working Area (Press Room)*

A media working area should be provided in each competition venue. This area should include a working area with desks, chairs, power points, internet access points, printer & fax machine, and should also include an area where catering (refreshments and snacks) may be provided. The media working area should provide easy access to and from other media-related facilities such as the media tribune, press conference room, mixed zone, as well as access to adequate toilet facilities.

v. *Photographers*

Each competition venue must provide a working area for accredited photographers. The photographer's working area may be combined with the media working area or may be separate but, in either case, should provide easy access to the playing area and photographer's zones in the venue. Accredited photographers

should be identified by the wearing of a photographer's vest, provided by the LOC. There should be space around the outside of the rink for a minimum of 30 photographers, in specially marked photographer zones.

vi. *Mixed Zone*

Each competition venue must have a mixed zone between the rink and the team dressing rooms where accredited media can interview players following a match. Each mixed zone should be easily accessible for the team dressing rooms, the media working area and the media tribune. It should include an IFF/Event sponsor backdrop and be large enough to accommodate the necessary media.

vii. *Press Conference Room*

At WFC events, each competition venue should have a press conference room which is large enough to accommodate coaches, players, press officers, and interpreters. Each press conference room must be equipped with an adequate sound system, and have an IFF/Event sponsor backdrop.

3.7 Administrative Rooms

i. *Competition Office*

Each competition venue should have a competition office managed by LOC staff, with telephone, computer, internet access, printer, fax, laminating machine (for accreditations) and other office equipment as required.

ii. *IFF Office*

Each competition venue should have an office space for IFF officials which accommodates at least 10 people, with desks, chairs, telephones, internet access, printer, fax and other office equipment as required. There should also be refreshments and snacks provided.

iii. *IFF Referees room*

Each competition venue should have a room for the IFF referees, large enough to accommodate at least 4 people and containing refreshments and snacks.

3.8 Technical Rooms

i. *Team Changing Rooms*

Each team shall have its own changing room for practice sessions and matches. For practice sessions, the team shall have the use of the changing room for 30 minutes before and after their scheduled court practice time. For matches, the teams shall have the use of the changing room for at least 90 minutes before their match starting time and at least 60 minutes after their match ends. The changing rooms should have sufficient seating for at least 20 people, with at least three 3 showers, and toilets.

ii. *Referee's Changing Rooms*

For the IFF Referees, each competition venue should have at least two changing rooms with a separate shower, and also a toilet if possible. Male and female referees shall have separate facilities.

iii. *Doping control room*

Each competition venue should have a doping control room containing a waiting room, sample collecting area and toilet, according to the requirements set by the IFF Anti-Doping regulations. *For more details see Section I: 2.5 Anti-Doping*

iv. *First Aid room*

Each competition venue should have a First Aid room, supplied with the necessary medical equipment, for the use of the First Aid staff.

3.9 Match Secretariat, Penalty and Substitution Benches, First Aid

Match secretariat, penalty and substitution benches shall all be placed on the same side of the court. (This should also be the same side as the main TV camera).

i. *Match secretariat staff*

The match secretariat shall be placed at a safe distance outside the rink at the centreline. The match secretariat shall consist of the following staff:

- Two time keepers
- One manual match record keeper
- One online match record keeper (IFF Statistics Software)
- One speaker
- Two penalty bench guards
- One official IFF representative, if requested

ii. *Match secretariat equipment*

There must be at least four chairs placed at the match secretariat, public address equipment connected to the halls broadcasting system, a reliable internet connection and the following equipment and forms:

- Written Match records

- Computer with internet access for online match record (IFF Statistics Software)
- Equipment for measuring the curvature and length of sticks
- Minimum of 2 timing devices (including one electronic scoreboard and one manual stopwatch)
- Two referees whistles
- International rule book
- Notepads and pens
- 50 balls of a brand and design approved by the IFF
- Tape for the goal creases and a tape measure
- Brooms and cloths

iii. *Penalty benches*

The penalty benches shall for each team accommodate at least 4 persons, and be located next to the match secretariat. The penalty bench area must be clearly marked and separated from the team substitution benches. There shall be one official at each penalty bench (seated at the end closest to the opposition team bench).

iv. *Substitution benches*

The substitution benches shall for each team accommodate at least 20 team members.

v. *First aid staff*

Qualified First Aid staff with appropriate equipment (including a stretcher) should be located in the immediate vicinity of the rink during all matches.

vi. *Other equipment*

Material for repairing goal cages and the rink shall be kept a short distance from the rink.

3.10 Safety and Security Requirements

The Host is responsible for the safety and security arrangements in all of the competition and practice venues. The Host must have a security plan for the IFF event.

3.11 Practice Sessions

i. *Daily practice*

Teams are entitled to practice for at least 60 minutes per day on a playing area that is of the same size and playing surface as that of the tournament.

ii. *Practice in the competition venue*

Teams are entitled to at least one practice, of at least 45mins, in the competition venue before their first match in that venue, usually on the day before an official match.

iii. *Practice schedule*

Practice sessions shall be conducted according to the official practice schedule as agreed upon by the LOC and participating teams.

iv. *Balls and other equipment*

Teams shall bring their own balls and other equipment to practice sessions.

3.12 Stadium Agreements

The Host must prove that they have reserved all of the venues that they are planning to use for the IFF event.

§4. ACCOMMODATION

It is the LOC's responsibility to propose accommodation alternatives at various price levels for IFF Officials, participating teams and media. The accommodation details shall be submitted eight (8) months prior to a WFC or U19 WFC event and four (4) months prior to all other IFF events.

4.1 IFF Officials' Accommodation

The LOC is responsible for selecting the hotel accommodation for the IFF officials. The hotel should be situated in the competition city or immediate vicinity and be of at least 4 star standard. The LOC should select a hotel that is separate from the teams. No IFF officials are to be accommodated in a hotel together with any of the participating teams. IFF is to approve the hotel in advance. The hotel should have a meeting room that is reserved for the referees according to the meeting schedule advised by the IFF. The hotel must have sufficient internet services to cater to the work of the IFF Officials.

4.2 Team Accommodation

The LOC will supply a list of recommended hotels, within a 10km radius of the competition venue, to each of the participating teams. Teams may select their own hotels in the competition city or the immediate vicinity, however, when accommodation not listed by the LOC is chosen, extra costs for transportation may be charged to a team.

4.3 Hotel Guarantees

The LOC will be required to submit guarantees for each of the hotels which are proposed as hotels during the IFF event. They will guarantee that the price levels of these hotels will increase only by an amount corresponding to the increase in the consumer price index in the Host country before the event; and that the booking conditions applicable to such hotel rooms will not include minimum overnight stays.

§5. TRANSPORTATION – WFC, U19WFC, WFCQ & U19 WFCQ

5.1 Host Responsibilities

The Host is responsible for the IFF officials' transportation according to the agreement between IFF and the organiser. The Host is responsible for the transport of the participating teams starting two days before the first match of each team and ending the day after the last match of each team.

5.2 Distance between Hotels and Venues

As far as possible, the average travelling distance between the hotels and the tournament venue or practice venues should not exceed 10kms. Hotels should be selected accordingly.

5.3 Timetables

The LOC are responsible for organising the transportation timetables in cooperation with the IFF and participating teams.

5.4 Team Transportation

The participating teams must inform the LOC, well in advance, of their travelling plans. The team transportation shall be done by bus. The team transportation timetable should be arranged in co-operation with the teams, so that teams arrive at the practice hall at least 30 minutes before the start of the practice session and at the match venue at least 90 minutes before the start of a match.

5.5 IFF Official's Transportation

The LOC shall provide transportation for all IFF officials – IFF staff, IFF CB, IFF Jury, IFF Referee Management and IFF Referees. Vehicles for the IFF officials shall be arranged according to agreement with the LOC. IFF officials generally need to be at the venue at least 60-90 minutes before the start of each match.

§6. TRANSPORTATION – EFC & EFCQ

6.1 Host Responsibilities

The Host is responsible for the IFF officials' transportation according to the agreement between IFF and the Host.

6.2 Distance between Hotels and Venues

As far as possible, the average travelling distance between the hotels and the tournament venue or practice venues should not exceed 10kms. Hotels should be selected accordingly.

6.3 Timetables

The LOC are responsible for organising the transportation timetables in cooperation with the IFF.

6.4 IFF Official's Transportation

The LOC shall provide transportation for all IFF Officials – IFF staff, IFF CB, IFF Jury, IFF Referee Management and IFF Referees. Vehicles for the IFF Officials shall be arranged according to agreement with the LOC. IFF officials generally need to be at the venue at least 60-90 minutes before the start of each match.

§7. MATCH VIDEO & EVENT PHOTOGRAPHS

7.1 Match Video – WFC, U19 WFC & EFC

i. IFF match video

The LOC must arrange for every match in the tournament to be recorded on hard drive. The LOC must provide full match video of every game of the tournament to the IFF. The IFF has full exclusive copyright of all IFF event match videos. Preferably, match videos should be given to the IFF at the end of each day's play, otherwise, the complete event match video set must be provided to the IFF no later than 7 days after the completion of the tournament.

ii. Team match video

The LOC must provide a copy of each match, free of charge, to the participating teams of that match. The copy of the match should be given to the team no later than 24hrs after the match has been completed. The LOC can also, for a set price, provide copies of any game to the participating teams in the event. The LOC should request match video orders from the teams no later than thirty (30) days prior to the event.

iii. Match highlights upload

The LOC must arrange for either a daily event highlights video of at least 5 minutes, or individual match highlights of at least 3 minutes, to be produced and uploaded to the approved IFF media channels each day.

iii. Full match videos upload

The LOC must arrange for full match videos of all games to be uploaded to the approved IFF media channels each day.

7.2 Match Video – WFCQ, U19 WFCQ & EFCQ

i. IFF match video

If the LOC records any matches they must provide a full match video of these to the IFF. The IFF has full exclusive copyright of all IFF event match videos. Preferably, match videos should be given to the IFF at the end of each day's play, otherwise, all of the recorded matches should be provided to the IFF no later than 7 days after the completion of the tournament.

ii. Team match video

The LOC should advise to the participating teams no later than forty five (45) days prior to the event whether they will record all matches, or whether teams will be allowed to do their own match videos. If the LOC records any matches they can, for a set price, provide copies of any game to the participating teams in the event. The LOC is responsible for making these arrangements with the participating teams, as well as for reserving an area in the spectator stands for the teams to record from.

7.3 Match Photographs

The LOC is responsible for taking photographs during the event, covering all of the matches. A minimum of 20 high resolution photos, per match, must be supplied to the IFF and uploaded by the LOC to the approved IFF media channels. The LOC must give the IFF the right to use these pictures for, but not limited to, the IFF website and in promotional and marketing materials of the IFF and its sponsors.

§8.0 REPORTS AND INFORMATION

8.1 Information

The Host shall, eight (8) months prior to WFC & U19 WFC events, and four (4) months prior to all other IFF events, submit the following information to IFF:

- a) Composition of the organising committee
- b) Confirmation of the schedule
- c) Accommodation details
- d) Transportation details
- e) TV/Internet streaming arrangements
- f) Details of technical arrangements
- g) Budget
- h) Other necessary information

8.2 Reports

i. First report

The LOC shall, eight (8) months prior to a WFC & U19 WFC, and four (4) months prior to all other IFF events, submit a First Report (Information letter I) to the IFF and participating teams, which should contain:

- a) Addresses of the venues and proposed hotels for the participating teams
- b) Distances between the venues and the proposed hotels and a description of the transportation arrangements
- c) Presentation of the venues
- d) Full address, telephone and email contacts of the local organisers

ii. Second report

The LOC shall, four (4) months prior to a WFC & U19 WFC, and two (2) months prior to all other IFF events, submit a Second Report (Information Letter II) to the IFF, participating teams, appointed referees, jury members and IFF officials, containing:

- a) Detailed tournament program
- b) Program and venues for practice sessions
- c) Information about match DVDs/recordings to be provided by the organiser, as well as an order form for the teams, including the costs of the match recordings
- d) Other practical information

iii. Third report

The LOC shall, upon arrival, submit a Third Report (Event Manual) to the IFF officials, participating teams, appointed referees and jury members, containing:

- a) A short welcome by the host
- b) Addresses, telephone, fax and emails of the Head office of the competition, the venues, the teams, officials and referee hotels
- c) Transportation arrangements to and from the matches and practice halls
- d) Opening and closing ceremonies, formalities, place and time
- e) Places reserved for teams in the spectator's areas
- f) Press conferences and times
- g) Instructions on how the mixed zone will operate and the team's responsibilities
- h) Briefing for the officials and referees
- i) The procedure before and after each match
- j) A complete list of the organising committee, jury and team members
- k) Anti-doping information
- l) Information about how match DVDs will be distributed
- m) Contact and address information for local hospital and other medical and emergency services

iv. Daily report

The LOC, during the tournament, should submit to the teams, IFF officials, referees, jury members and the media a daily report containing:

- a) Results of the previous day's matches with scores, assists, penalties and number of spectators
- b) Details of the present day's matches
- c) Name and nationality of the referees for the matches of the present day
- d) Ranking lists
- e) The next day's program
- f) Other information

§9. UNFORESEEN CIRCUMSTANCES

Anything not provided for in these regulations shall be decided by the IFF RACC, or the IFF CB respectively, and, if appropriate, in co-operation with the organisers and/or the participants.

II. FINANCIALS

§ 1 FINANCIAL PROVISIONS FOR IFF EVENTS

The financial obligations of the Host for IFF events shall be as follows:

1.1. Organising Costs

The Host shall be responsible for all financial matters concerning the local organisation of the event.

1.2. Travel Costs for Participating Teams – WFC, U19 WFC, WFCQ & U19 WFCQ

i. Travelling to the event

Costs for travel to and from their home country and the determined arrival city shall be borne by each participating team. The arrival city of a tournament shall be the city with the nearest harbour, railway station or airport to the main city of the competition. In case of any doubts, it is the IFF CB / IFF RACC which defines the arrival city of the tournament.

ii. Local travelling during Championships

The Host shall be responsible for the cost of transporting participating teams (maximum 27 persons per team) to and from the determined arrival city to their accommodation; and to and from their accommodation to their matches and training sessions according to the official program of each team.

The responsibility for the LOC to transport teams starts two days before the first match of each team and stops the day after the last match of each team. In addition, the LOC is responsible to transport the team from their accommodation to the determined harbour, railway station or airport on the day of their scheduled departure.

1.3. Travel Costs for Participating Teams – EFC & EFCQ

Each participating team is responsible for all of their own travelling costs, including to and from their home country to the Host city, as well as to and from their accommodation to matches and practice sessions.

1.4 Travel Costs for IFF Officials – WFC

The Host is responsible for the overall costs of the visit, transportation and health &/or travel insurance of the following IFF personnel:

- a) IFF CB members
- b) IFF Jury as appointed by the IFF
- c) IFF Referee management as appointed by the IFF
- d) IFF Referees as appointed by the IFF
- e) IFF Staff

These costs include:

- a) Transport to/from their home city to the arrival city
- b) Transport to/from the arrival city to the accommodation
- c) Transport between accommodation, venue/s & official events
- d) Accommodation
- e) Daily allowances (except for IFF CB members)
- f) Insurance

The responsibility for the Host to transport IFF officials starts two days before the first match and stops the day after the last match of the tournament.

1.5 Travel Costs for IFF Officials (excluding referees) – U19 WFC

The Host is responsible for the overall costs of the visit, transportation and health &/or travel insurance of the following IFF personnel:

- a) IFF CB members
- b) IFF Jury as appointed by the IFF
- c) IFF Referee management as appointed by the IFF
- d) IFF Staff

These costs include:

- a) Transport to/from the arrival city to the accommodation
- b) Transport between accommodation, venue/s & official events

- c) Accommodation
- d) Daily allowances (except for IFF CB members)
- e) Insurance
- f) For the IFF Jury only - transport to/from their home city to the arrival city

The responsibility for the Host to transport IFF personnel starts two days before the first match and stops the day after the last match of the tournament.

1.6 Travel Costs for IFF Referees – U19 WFC

For the IFF Referees as appointed by the IFF, the Host is responsible for:

- a) Transport to/from the arrival city to the accommodation
- b) Transport between accommodation, venue/s & official events

The responsibility for the Host to transport the IFF Referees starts two days before the first match and stops the day after the last match of the tournament.

All other IFF Referees costs are shared between the participating teams. These costs include:

- a) Transport to/from their home city to the arrival city
- b) Accommodation
- c) Daily allowances
- d) Insurance

1.7 Travel Costs for IFF Officials - EFC

The Host is responsible for the overall costs of the visit, transportation and health &/or travel insurance of the following IFF personnel:

- a) IFF CB members
- b) IFF Jury as appointed by the IFF
- c) IFF Referee management as appointed by the IFF
- d) IFF Referees as appointed by the IFF
- e) IFF Staff

These costs include:

- a) Transport to/from the arrival city to the accommodation
- b) Transport between accommodation, venue/s & official events
- c) Accommodation
- d) Insurance

The responsibility for the Host to transport IFF personnel starts two days before the first match and stops the day after the last match of the tournament.

1.8 Travel Costs for IFF Officials (excluding referees) – WFCQ, U19 WFCQ & EFCQ

The Host is responsible for the overall costs of the visit, transportation and health &/or travel insurance of the following IFF personnel:

- a) IFF CB members
- b) IFF Jury as appointed by the IFF
- c) IFF Referee management as appointed by the IFF
- d) IFF Staff

These costs include:

- a) Transport to/from the arrival city to the accommodation
- b) Transport between accommodation, venue/s & official events
- c) Accommodation
- d) Daily allowances (except for IFF CB members)
- e) Insurance

The responsibility for the Host to transport IFF personnel starts two days before the first match and stops the day after the last match of the tournament.

1.9 Travel Costs for IFF Referees – WFCQ, U19 WFCQ & EFCQ

For the IFF Referees as appointed by the IFF, the Host is responsible for:

- a) Transport to/from the arrival city to the accommodation
- b) Transport between accommodation, venue/s & official events

The responsibility for the Host to transport the IFF Referees starts two days before the first match and stops the day after the last match of the tournament.

All other IFF Referees costs are shared between the participating teams. These costs include:

- a) Transport to/from their home city to the arrival city
- b) Accommodation
- c) Daily allowances
- d) Insurance

1.10 Medical Costs

The LOC shall be responsible for the cost of having qualified first aid staff in the arenas. Participating teams shall be responsible for taking out sufficient insurance to cover their delegations. The LOC shall provide, if required, sports massage services for the referees of the tournament.

1.11 Doping Tests

The Host shall be responsible for all costs related to the Doping tests.

1.12 Costs for Inspection of Venues and Arrangements

The Host shall be responsible for the basic costs of the visit and transportation of an IFF appointed person, in principle a member of the IFF RACC, to inspect the venues and tournament arrangements in due time prior to the event. These costs include:

- a) Transport to/from their home city to the arrival city
- b) Transport to/from the arrival city to the accommodation
- c) Accommodation

Following each visit the inspector shall submit an inspection report to the IFF RACC and/or IFF CB, and further inspections may be carried out if necessary.

1.13 Team Practice Session Costs

The Host shall be responsible for the cost of providing one x 1 hour training session for each team prior to their opening match. The training venue shall be chosen according to the technical specifications outlined in *Section 1 - 3.3 Practice Hall Venue Requirements*.

Participating teams shall be responsible for the costs of all other training sessions.

LIST OF ABBREVIATIONS

CC – Champions Cup
EFC – EuroFloorball Cup (Final Round)
EFCQ – EuroFloorball Cup Qualifications
FISU - International University Sports Federation
IFF – International Floorball Federation
IFF CB – IFF Central Board
IFF RACC – IFF Rules and Competition Committee
IFF RC – IFF Referee’s Committee
LOC – Local Organising Committee
MA – IFF Member Association
U19 WFC – U19 World Floorball Championships
U19 WFCQ – U19 World Floorball Championships Qualifications
WFC – World Floorball Championships
WFCQ – World Floorball Championships
WUFC – World University Floorball Championships