



## Organizer guidelines for IFF referees

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Aim:	This document describes the duties of care of IFF member associations organizing international matches regarding the treatment of IFF referees.
Legal base	<ul style="list-style-type: none"> <li>• IFF Financial Regulations</li> <li>• IFF Organizers Regulations</li> <li>• IFF Competition Regulation (National Teams)</li> <li>• IFF Competition Regulations (Club Teams)</li> <li>• IFF Competition Regulations for Friendly International Matches (Club Teams and National Teams)</li> </ul>
Exemptions	Deviations from these guidelines, especially regarding the financing and organizing of the travel and/or board and lodging for IFF referees, require a written agreement between IFF and the organizer

## 1 Notification of an event

### 1.1 IFF events

The notification for IFF events defined as the World Championships for Women and Men (Adult and U19), and the EuroFloorball Cup – including all possible qualification procedures follows the formalities of the tender and acceptance procedure for organizers.

### 1.2 Other international events – Friendly Internationals

A member association organizing an international friendly match or tournament for national teams shall inform IFF **no later than 60 days prior to the first match** by using the respective official form (appendix 1).

The form is also to be found at the following IFF web-site address: [www.floorball.org/materials](http://www.floorball.org/materials)

## 2 Appointment of referees

### 2.1 Appointment for IFF events

All International matches shall be refereed by an international referee pair. Referees for IFF events as stipulated under paragraph 1.1 are appointed in accordance with the approved appointment system decided upon by the IFF RC.

### 2.2 Appointment for other international events

Referees for events as stipulated under paragraph 1.2 are appointed in accordance with the approved appointment system decided upon by the IFF RC. However, the organizer may suggest the use of specific IFF referees or seek for specific arrangements when selecting the referees in order to lower the costs of organizing the event. Such suggestions are non-binding for the IFF RC and will only be considered provided that the following conditions are met:

- The referees are suitably qualified for the event
- The organizer has adhered to the 60 days notice period (see paragraph 1.2)

IFF will always send a final confirmation in writing with all referee nominations.

## 3 Responsibilities for referee caretaking

### 3.1 General requirements

The appropriate treatment of referees is vital to enable the delivery of good on-field performances. Both IFF and the organizer of an international event have a joint responsibility to ensure that all referee matters are dealt with in a suitable way.

The following table gives an overview both of financial (F) and organisational (O) responsibilities in referee treatment at the various international events, not precluding specific regulations in the contract between IFF and an organizing association.

Type of event	Subparagraph	Travel in home country to nearest connection point		Travel from connection point to city of event.		Transfers during the event		Accommodation		Daily allowance	
		3.2		3.3		3.4		3.5		3.6	
		O	F	O	F	O	F	O	F	O	F
Ty pe of ev ent	WFC	RA	RA	IFF	HO	HO	HO	HO	HO	HO	HO
	WFC Q	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	U19 WFC	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	U19 WFC Q	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	EFC Final Rd.	RA	RA	IFF	HO	HO	HO	HO	HO	HO	HO
	EFC Q	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	WUC	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	Friendly internationals	RA	RA	HO	HO	HO	HO	HO	HO	HO	HO

RA: The nominated referees' association

PA: Participating Associations

IFF: International Floorball Federation

HO: Association of the organizing host

tbd: to be defined for each event.

O: Organisational responsibility

F: Financial responsibility

### 3.2 Travel in home country

The travel costs of an international referee in his own country to get to/from his hometown to a connection point (e.g. harbour, airport) are always borne by the association of the respective referee.

### 3.3 International travel /Travelling

#### 3.3.1 IFF events

For IFF events, the international travel to and from the event (arrival city) is organized by the designated IFF employee.

#### 3.3.2 Other international events

For other international events, the organizing association may propose the routing and the means of transportation by using the „IFF Referee Travel Form“ (Appendix 2), provided the notification of the event has been issued in due time. In any other case, the designated IFF employee will directly arrange the travel for the referees.

The IFF Referee Travel Form shall be sent to IFF no later than 7 days after receipt of the final confirmation of referees' appointments. The organizing association shall liaise with the nominated referees in writing before sending in the form. The IFF office will review the proposal with the nominated referees and send a confirmation to the organizing association. The organising association shall not book any tickets before the IFF office has authorized the routing.

In case of any disputes or delays, the IFF office determines the routing and means of transportation.

### 3.3.3 Guidelines for planning the routing

Routing of the referees should be planned considering the following guidelines:

- Minimize the total absent from work time of the referees
- Ensure that the referees arrive rested before their first assignments
- Avoid lengthy stopovers of more than 3 hrs
- Avoid requirement for travelling by own car

### 3.3.4 Compensation rules

If for any reasons referees have to pay for tickets for (part of) the journey themselves, the bearer of the financial responsibility according to the table in paragraph 3.1 is obliged to issue a full re-imbusement not later than 10 days after the purchase of the ticket.

## 3.4 Transfers during the event

The organizer is responsible to organize all transfers for the referees during the event. This especially concerns transfers from/to arrival point to the accommodation and between the arenas and the accommodation.

Transportation schedules shall allow the referees enough time for their individual game preparation.

## 3.5 Board and lodging

### 3.5.1 Accommodation

The organizer is responsible for selecting the referees' accommodation. Hotels should be situated in the competition city or immediate vicinity.

### 3.5.2 Board

#### 3.5.2.1 General requirements

The organizer is responsible to ensure that referees are adequately catered for during the whole event, on the referees' expense. The food schedule shall respect game schedule, therefore varied warm food shall be made available throughout the day and after the last match. The selected accommodation (see paragraph 3.5.1) shall always include breakfast.

## 3.6 Daily allowance

The referees are entitled to receive a daily allowance for all tournament days. No allowance is paid for education days or travel days.

The entity responsible for transferring the daily allowance (see column O „Daily allowance“, table 3.1) shall preferably pay the daily allowance directly to the referee's bank account, not later than 1 day before the first match of the event.

The daily allowance is determined in the IFF Financial Regulations.

# 4 Additional duties of organizers

## 4.1 Appointed referee host

The organizer shall appoint a person responsible for serving as a host for the referees. This person is responsible that the guidelines are met on the side of the organizer and is the first point of contact for the referees.

The referee host shall be announced on the „IFF Referee Travel Form“. The person shall be available during whole event, and must be able to speak English.

For larger events, it is suggested that this person is embedded in the organizing committee.

## 4.2 Dressing rooms

Dressing rooms for referees shall be equipped with showers and be lockable. Female and male referees shall have separate facilities. Whenever possible, a dressing room shall be at the sole disposal for one referee pair during, before and after a match.

The dressing room shall be tidied up regularly. Light drinks and fruits shall be made available in the dressing room at any time.

### 4.3 Referee room

During IFF events (except qualification tournaments), a designated room for referees shall be made available in the venue, containing soft drinks, coffee, tea, light meals and snacks.

### 4.4 Match secretariat

Not precluding other valid IFF regulations, following points shall especially be observed concerning the match secretariat:

- The person in charge of the match secretariat must have a profound knowledge of the IFF Rules of the Game
- The person in charge of the match secretariat must be able to speak English
- Team colours must be available for the referees at least 60 minutes prior to the match
- The flag of the referees' nation shall be on display during the ongoing game
- The secretariat shall have the following equipment:
  - Official IFF Match records
  - Equipment of measuring the curvature of sticks
  - Minimum of 2 stopwatches
  - 2 referee whistles
  - Edition of the Rules of the Game
  - Notepad and pens
  - 50 balls approved by IFF
  - Tape for the goal creases and a tape measure
  - Equipment for fixing goal nets
  - Brooms and cloths

### 4.5. Post match duties of the organiser

The organiser is to return the signed match record to the IFF Office no later than within 30 days after the concerned match.

## 5 Sanctions

Infringements of these guidelines shall be reported by IFF referees or other IFF officials. Member associations not abiding by the guidelines may be sanctioned according to the IFF regulations.