

Preparation meeting with the organisers of the U19 WFC in Naunhof/Leipzig, Germany and DUB, August 25th, 2006

Participants:	Ralf Kuhene,	LOC Chairman
	Jens Streuble	LOC
	Karl du Roi	DUB General Secretary
	Michael Lachenmaier,	DUB vice President
	John Liljelund	IFF

Report on present issues

The meeting was originally organised to make a check with the organiser that all fundamental issues are under control, such as teams, venues, transports and marketing. The following issues were discussed:

1) IFF Hotel

- The hotel is the **Hotel Carolinenhof**, Bahnhofstrasse 32, situated 1 km from the Parthelandhalle in Naunhof, where the group matches are played. The distance to Leipzig/GrubeHalle is 29 km. (Single room 74 €/pers and double room 59 €/pers.)
- DUB will organise the transportation to/from the arena, based on a fixed timetable, which the organiser will present to the Jury, Referees/Ref. Management and IFF before the start of the tournament.
- IFF is to pay for our rooms (Referees, Ref. Management and IFF Persons) on sight, DUB pays the Jury. IFF will then invoice the associations with referees for their accommodation after the event.
- There has been reserved 3 single rooms for the Jury, 5 double rooms for the referees and a total of 7 single rooms for the IFF persons (TE, JL, SK, Ref.Management).
- If more persons will need accommodation the final date to inform the organiser is by the end of August.
- The names of the Jury, Referees, Referee Management is needed by the end of September.
- The organiser will check the possibility to eat at the hotel after the last match of the day (appx. 22.30) for the referees, Jury and Ref. Management, if the kitchen is open in the IFF Hotel. The organiser will inform IFF.

2) Jury, Referees, Referee Management and IFF persons

- IFF will order the flight tickets for the Jury and invoice the organiser for them.
- For the organiser it is equal to transport from either Berlin, Leipzig or Dresden
- IFF needs to inform by the end of September of the travelling plans of the IFF persons. – There are meeting rooms for the referees at the hotel and a meeting room for the Jury in the arena.
- The organiser will inform the IFF how the persons are being picked up upon arrival to Germany.
- The referees daily allowance and the food will be paid by their respective federations for the referees. The organiser is responsible for the food money to the Jury of an equivalent of 20 € This should be paid upon arrival to the members of the Jury.
- The meeting rooms for the referees are OK, 1st meeting 5/11 21:00, meetings 6-11/11 23:00, 12/11 21:30.

3) Technical meeting 5.11. at 18.30 in the Parthelandhalle

- The time of the technical meeting is postponed with 30 minutes to be nearer to the Opening Ceremony, which also is at the Parthelandhalle.
- The second technical meeting is to be held on the 10/11 at 22:30 (TM2) at the Naunhof Parthelandhalle.
- DUB will make a plan for the transportation of the participants to the Technical meetings.
- There will be a beamer for the Technical meetings.
- The organiser will make a light version of the Team Manual, for the participating teams, the Jury, Referees, Referee Management and the IFF.

Report on present issues
cont.

4) Match venues and training venues

- The trainings will be held at the Parthelandhalle before the start of the tournament and in the Mittelschule Naunhof during the group matches and in the Grube halle Leipzig before the semi finals.
- Training schedule is not yet ready, due to the lack of information from the participating teams. - OK by the organiser
- The organiser will ask for the daily programs of the teams during September, in order to be able to finalise the training schedule.
- The rinks used in the Matches is an approved and marked IFF rink.
- The organiser will use their own goal cages for the tournament. The organiser is to inform if the goals have got the IFF labels.
- It was noted that there needs to be at least 5 persons at the match secretariat, with two persons for the penalty benches.
- IFF will deliver , until the end of October 500 Vanilla Exel ball for the tournament to the address of the Local Organiser. The flooring in Naunhof is grey and we will play on Gerflor in Leipzig.
- There is an IFF Office equipped with two Internet connections both in Naunhof and Leipzig.

5) Teams

- Once again the organiser has encountered a number of problems with the participating teams. This time Hungary, Norway and Slovakia has not given any information about their accommodation and travel plans. Also the information of the Finnish Team was lost somewhere.
- The organiser and DUB is to send a reminder to the teams in question and give them two weeks of time to give the needed information.
- IFF will also write to the countries and ask for an explanation and the needed information.

6) Official Programme

- The organiser is planning to have a team get together directly after the Opening Ceremony. There are no other Official Programme planned.
- The Opening Ceremony will be held at the Naunhof Parthelandhalle at 20.00 on the 5.11. at 20.00. The organiser I hoping that each team will participate with One leader and 5 players. THE organiser will inform the teams about this well in advance. Mr. Eriksson is to give a short 3 minute speech at the opening ceremony.
- THE organiser will make a proposal of the ceremonies for the best player of the match, line-ups and all star team and inform the teams. The organiser will present a proposal of the Medal Ceremony to the IFF prior to the start of the tournament.

7) Tickets

- According to the agreement IFF has the right to 60 VIP and 90 ordinary tickets. IFF will inform how many tickets we are using by the 15th of October
- There will be no Team tickets - the teams will have a team accreditation. Tickets to the participating federations will be given at the technical meeting (2 VIP + 3 ordinary).
- IFF will receive our tickets upon arrival from the organiser.
- The Accreditation system: Teams are impersonal and the Officials are personalised. IFF to give the names of the persons who might come to the WFC by end of September.

8) Gerflor Flooring

- The biggest open question is the Gerflor Flooring for the Grube Halle in Leipzig.
- IFF is discussing with Gerflor. The options are either to transport the Donation Court from Malmö or buy a new one.
- IFF to bear all costs - transportation and installation plus the tapes etc
- However we need help from the organiser with the installation and the removal with a minimum of six persons.
- The flooring is to be installed in Leipzig on Friday 10th at 15.00 h and removal at 20.00 on Sunday 12th. Delivery address: Grube-Halle Universität Leipzig, Campus Jahnallee
- DUB has to find a storage for the flooring... Only to be used in Leipzig, storage would be best in the hall.
- Delivery during the beginning of the WFC and off directly after the final...
- Gerflor needs to inform the price and the timetable of the local partner.
- DuRoi to check with the German customs, what is needed to bring the flooring to Germany.

Report on present issues cont.

9) Marketing issues

- There are no competing companies to the IFF Sponsors (Exel, Gerflor and Puma?). The organiser has delivered the list of local sponsors.
- IFF will ask if Exel wants to come and use their exhibition area in either Naunhof or Leipzig..
- IFF ads - Puma, Exel and Gerflor : We need to send 1+1 set of IFF rink and 2+1 floor commercials. The organiser want to have them on the 15th of October. IFF will use a total of 8 signs on the rink and 4 signs on the floor.
- Match program - IFF ads: A4 size - The organiser wants the material by the CDR/EPS by end of September (4 pages)
- Opening words from Tomas Eriksson, by the end of September
- IFF has transfer ads to DUB free of charge: all second line and 6 pieces of the rink

10) Other Issues

- Doping tests - at least one player per team will be conducted by an official test institute.
- The organiser will ask the regional TV if it is possible to buy and transmit any production.
- The teams can videofilm in the venues. The organiser needs to inform the participating nations about this.
- The organiser will take an insurance (health) for the IFF persons. IFF to inform the names by the end of September...
- The Team guides will be arranged only upon arrival of the teams.
- For Press it is best to contact the organiser, concerning accreditation and the accommodation.
- IFF Office to send the Match records in beginning of October.

Upcoming meetings and issues

The organiser is asking for a rebate for the organising fee due to the growth from 8 teams to 11. The IFF Central Board needs to discuss the issue.

Issues that need to be discussed or decided upon or taken action upon

Actions:

- IFF to send the names of the Jury, Referees, Referee Management by the end of September (SK).
- IFF needs to inform by the end of September of the travelling plans of the IFF persons (SK)
- The organiser will inform the IFF how the persons are being picked up upon arrival to Germany (LOC).
- DUB will make a plan for the transportation of the participants to the Technical meetings (LOC).
- IFF will deliver , until the end of October 500 Vanilla Exel ball for the tournament (SK)
- The organiser and DUB is to send a reminder to the teams in question and give them two weeks of time to give the needed information (LOC)
- . IFF will inform how many tickets we are using by the 15th of October (Pi)
- IFF to give the names of the persons who might come to the WFC by end of September (SK)
- IFF ads - Puma, Exel and Gerflor : We need to send 1+1 set of IFF rink and 2+1 floor commercials. The organiser want to have them on the 15th of October. (MB+Pi)
- Match program - IFF ads: A4 size - The organiser wants the material by the CDR/EPS by end of September (MB+Pi)
- Opening words from Tomas Eriksson, by the end of September (TE)

New ideas, etc...

Nothing to report.