

IFF Event Handbook

How to organise successful
Floorball Events

Introduction



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This is the 3rd edition of the IFF Event Handbook, and is the result of a process that started in 2005, when the discussion of the need of having more specific guidelines, or even requirements, for organisers of international Floorball events started. The result of this process was the IFF Event Handbook launched in connection to the WFC 2010 in Helsinki, Finland, which has now been updated with the experience of more events and more information, and that we hope will become the backbone of the planning process for all future organisers of IFF Events.

The Event Handbook does not replace the Organiser's Regulations or the contract signed with the IFF concerning the organisation of an IFF Event, but it gives valuable advice about how an event can be organised, what expectations IFF have, and how it sees the organisation of these events. In the testing stage at present is an on-line Event Management Tool for the management of the preparations of IFF Events. Once fully functional, this handbook will become the back-up material for this tool.

Experience has shown that all organisers, regardless of the level of the competition they are organising, face similar types of challenges and difficulties. The objective of this Handbook is to give future organisers a benchmark and ideas of, firstly, what is required in relation to rules and regulations in Floorball and, secondly, what is stipulated by the contract signed between the IFF and the National Association organising the event. The Handbook doesn't supersede the regulations or agreements, but is aimed to act as a manual and a check-list of what needs to be done.

The background research for this Handbook has been made and collected during the numerous IFF events since 2005. Many organisers have applied extremely intelligent and creative solutions which the IFF have used to help explain the width of what is needed to consider when you are to organise an International Floorball Event. Even though the manual is aimed for organisers of the main events, it is also well-suited to the organisers of smaller IFF events. It can be used by adapting it to the scale of the tournament, keeping in mind that most of the venue-related issues are important for all organisers.

The overall objective is to form a standard where the organisation of IFF events, from a structural point of view, looks the same regardless of where they are organised or by whom, but the diversity comes from the message the local organiser gives to the event. The Handbook can help to provide the overall outline for the organising process.

The Handbook is divided into ten different sections, with each one highlighting the key areas of organisation. Specific functions and duties are outlined, giving the possibility to divide out special tasks from a bigger entity, still keeping the general look and feel for the whole project.

This document is built to be a planning tool, defining the needed resources and materials. Each section describes the responsibility of each smaller unit and is built around what needs to be done in order to secure that each specific function in the Event works. The Handbook gives an idea of timelines for the planning process and provides suggestions of how to solve the practical issues. In each section, there are 'Plan your own event' pages, in which the different tasks needed to be fulfilled are included, as well as the proposed timeline build-up. Additionally, there are a number of check-lists, a resource allocation component and a list of needed materials.

This is living document and it is not possible for all details and possibilities to be incorporated here, therefore the IFF administration will continue to update the handbook on a regular basis. It is essential to keep the overall picture clear when entering the planning process of an event and try to use the experience of previous organisers when building the Event master plan. The organisation will not lose its own identity, just save a lot of time, which can be used to tone the Event in the way the organiser wishes too.

The sincere wish of IFF is that the document will assist our Member Associations, the cities where Floorball events are played and the Floorball community at large to enhance the level of our main product - the international competitions.

The IFF wants to extend our sincere gratitude to all persons and organisations, both inside and outside the Floorball Community, who have with their personal input helped in the process to create this Handbook. A special thank goes to the IFF employees who have analysed and evaluated the existing material, combined the different experiences and created this document.

In Helsinki, on the 1st of December 2015.

John Liljelund
Secretary General



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