



IFF Event Handbook

How to organise successful
Floorball Events

IFF Officials

8. IFF Officials



IFF Staff

The main task of the IFF Staff is to support the organiser, Jury, Referee management, other IFF persons and IFF guests.

The number of staff depends on the size of the event and ranges from one to ten persons.

TASKS AND DUTIES

Before the event

- The IFF staff provides the LOC with:
 - ◊ Materials (balls, commercials, rink, boards, goal cages, flooring etc) which should be brought, or sent prior, to the event
 - ◊ Instructions for the use of the IFF Statistical System and the Official Team Lists and line-up forms
 - ◊ Basic guidelines for all ceremonies, including flag-hanging protocols & national anthems, and pre & post-match countdowns
 - ◊ Technical meeting PowerPoint outline. The LOC adds their info, prints copies for the teams & IFF officials. LOC must provide a computer and projector to be used during the technical meeting
- The IFF staff shall, after checking with LOC, send a brief info concerning hotel, food, daily allowances and transport upon arrival to the IFF personnel involved in the event
- The IFF staff prepare the Daily report file for the event
- The IFF staff and LOC shall, together with the Jury chairman, schedule a time on the day of arrival for an arena check-up and a pre-event meeting
- The IFF staff checks that the court is set up as specified, commercials are in place and the doping control room has all needed facilities

During the event

- The IFF staff participates in the pre-event meeting with LOC and the Technical meeting, where they assist with passport checking, answer anti-doping questions and handle open TUEs, collect required information from team managers and distribute accreditations
- In the 2nd Technical meeting, IFF staff handle the ballot for the home team in the final and bronze match
- Before the first match, the IFF staff shall contact the statistics team to make sure they understand how to handle the IFF Statistics Software, team lists & line-ups
- After each match the match secretariat bring the match record, action sheet & team lists to the IFF office & IFF staff will check the match record and make any corrections

Things to note!

GENERAL

- The IFF Staff works in close cooperation with all IFF officials and the LOC
- The IFF staff has different tasks - make sure you contact the correct staff member depending on the issue
- IFF staff is at the event to help the LOC - don't hesitate to contact them in any matter

IFF STAFF AT EVENTS

WFC: 6-10 persons per event

WFCQ: 1-2 persons

U19 WFC: 4-8 persons

U19 WFCQ: 1-3 persons

CC: 4-6 persons

EFC: 2-4 persons

EFCh: 1-2 persons

Depending on the size of the event, and other simultaneous events, these figures might change

IFF OFFICE SPACE

- One office space in each arena equipped with:
 - ◊ Tables and chairs for all IFF staff, Jury & Referee Management
 - ◊ High-speed internet access
 - ◊ Enough plug-ins for electricity
 - ◊ A printer, all-in-one model allowing copying and scanning
- Coffee, tea, soft drinks, fruit, etc
- The IFF office should preferably be combined with the LOC office

- Before the first match, the IFF staff will make contact with the LOC team leaders of their respective areas to ensure that everything is in order and answer any questions
- IFF staff update and send the Daily report
- The IFF staff co-ordinates with the organiser about writing match reports to the IFF/ event website
- The IFF staff assist the Jury, Referee management and LOC with any problems that arise during the event



8. IFF Officials

Event Jury

The main task of the Jury is controlling and making decisions regarding the competition. The Jury makes both the competition and the disciplinary decisions during the tournament.

The number of Jury members depends on the size of the event.

TASKS AND DUTIES

Before the start of the event

- The IFF RACC appoints the Jury Chair and the Jury members.
- The IFF office organises the arena inspection and for the pre-event meeting with the LOC
- The IFF office will provide the Jury Chair the Technical Meeting powerpoint before the event
- The whole Jury of the event shall, together with IFF staff and the LOC, conduct the arena inspection
- The Jury chair shall lead, together with LOC and IFF staff, the 1st Technical meeting with the participating teams
- The Jury shall, in connection with the 1st Technical meeting, check the passports/ID cards of the participants
- The Jury Chair shall participate in the first referee meeting
- Daily allowances shall be paid before the start of tournament

During the event

- The Jury Chair will make the jury schedule and at least one member of the jury shall be present in the arena for every match
- The Jury shall be proactive whenever possible to avoid problems for the organisation
- The Jury Chair will communicate with the Head of Referees every evening to receive comments from the referee sector and attend the referee meeting, if necessary
- The Jury chairman shall lead, together with LOC and IFF staff, the 2nd & 3rd Technical meetings (if needed)
- The Jury shall participate in meetings scheduled with the LOC
- The Jury shall participate in all official functions of the event

Things to note!

GENERAL

- All questions and problems concerning competition and disciplinary decisions during the event shall be discussed between the IFF Jury & IFF Staff
- At least one Jury member is present in the arena during each match
- The Jury shall be neutral but still co-operate with all parties involved in the event
- IFF Jury share office space with the IFF staff

IFF JURY AT EVENTS

- WFC: 4 persons
- WFCQ: 1-2 persons per event
- U19 WFC: 4 persons
- U19 WFCQ: 1-2 persons per event
- CC: 2 persons
- EFC: 2 persons
- EFCh: 1-2 persons per event

Depending on the size of the event, and other simultaneous events, these figures might change

During each match

- The Jury will be seated with a full view of the court, either in the spectator stands, with easy access to court level, or in a specially designated seat close to the match secretariat
- When the teams leave & enter the court at each intermission, the Jury should be present in the place where the teams enter or exit the court
- The Jury shall make notes from each match to be reported in the Daily report

After each match

- The Jury will make themselves available for post-match award ceremonies
- The Jury shall report what has happened in the match to the IFF staff responsible for the daily report



Referee Management



The IFF Referee Committee (RC) is responsible for leading the referee work during the tournament and nominates the Referee Management and Referees.

The Referee Management is made up of the Head of Referees & Referee Observers. The main task of the Referee Management is to run the referee sector during the event, overseeing all referee-related matters.

The size of the Referee Management depends on the size of the event.

TASKS AND DUTIES

Before the start of the event

- The IFF RC appoints the Head of Referees & Referee Observers
- The IFF office organises the arena inspection and for the pre-event meeting with the LOC
- The IFF office will ask the Head of Referees for their input to the Technical Meeting powerpoint before the event
- The Head of Referees can join the arena inspection
- The Head of Referees will address the 1st Technical meeting with the participating teams to discuss the referee matters
- The Referee Management will organise the Referee meeting schedule and any educational events for the referees and communicate this to the referees directly
- The Referee Management will make a preliminary game nomination plan for the referees
- The Head of Referees will make a preliminary transport schedule with the LOC
- The referee management will agree with IFF concerning possible filming of referee performances done by the referee management
- Daily allowances shall be paid before the start of tournament

During the event

- The Head of Referees will make the referee observer schedule and at least one observer shall be present in the arena for every match
- The Referee Management shall be proactive whenever possible to avoid problems for the organisation
- The Head of Referees will attend the Daily meetings with the LOC, IFF Jury & IFF Staff
- The Head of Referees will communicate with the

REFEREE MANAGEMENT AT EVENTS

- WFC: 4 persons
- WFCQ: 1-2 persons per event
- U19 WFC: 4 persons
- U19 WFCQ: 1-2 persons per event
- CC: 2 persons
- EFC: 2 persons
- EFCh: 1-2 persons per event

Depending on the size of the event, and other simultaneous events, these figures might change

Jury Chair every evening to receive comments from the Jury

- The Referee Management will lead the referee's meeting each evening
- The Head of Referees shall attend the 2nd & 3rd Technical meetings (if needed)
- The Referee Management shall participate in meetings scheduled with the LOC, when requested
- The Referee Management shall participate in all official functions of the event

During each match

- The Referee Observer will be seated with a full view of the court
- The Referee Observer shall make notes from each match to be discussed with the referees of the match

After each match

- The Referee Observer will meet with the referee pair to discuss the match
- The Referee Management shall report any issues to the IFF staff responsible for the daily report

Referees

The IFF RC will nominate referees for the tournament. Nominations for each event are made from the list of IFF International Referees, and are based on referee qualifications and availability.

Preferably, a referee pair should not referee a match in which a team from their own country is competing.

TASKS AND DUTIES

Before the event

- In co-operation with the IFF office, LOC shall make the necessary arrangements for accommodation and meals for the referees
- LOC shall make reservations for the referee meetings during the tournament - every evening of the tournament, usually in the IFF hotel (*See more on Page 7: Meetings*)
- LOC shall make a plan for the arrival & departure transportation of referees and also for their transportation during the tournament. Be sure to reserve enough space in the bigger tournaments when there are up to 16 referees and 4 observers
- LOC shall arrange the possibility for lunch and dinner for the referees, referee management and the jury
- The breakfast and dinner shall, preferably, be organised at the hotel. Lunch should be available at either the venue or hotel. Be sure that there are food options available after the last match of the day in accordance with the match schedule
- Make sure that the locker rooms for referees are adequate and the refreshments are taken care of
- Daily allowances shall be paid before the start of tournament

During the event

- LOC shall take care of the transportation of the referees and referee observers to the venues 1.5 hours before each match starts. The transportation can be either fixed or continuous
- If the referees and observers have days off, LOC shall arrange some activities for them (sightseeing etc.)
- LOC shall arrange suitable facilities for referee education and for the referee meetings. (*See more on Page 6: Meetings*)

After the event

- Arrange transportation to the airport/harbour/train station according to the departure schedule



Photo: Barbara Gabrovsek 2011

Things to note!

GENERAL

- The IFF office shall make the travel arrangements for the referees and referee management if nothing else has been agreed in the contract.
- LOC, in co-operation with the IFF, shall arrange the accommodation and meals
- The Referee host of the organiser is responsible for handling all issues that arise for the referees and the referee management in the venues
- The referees have a meeting before every tournament, and every evening during the tournament for which the LOC shall organise a suitable meeting room

REFEREE HOSTS

- The referees are a very important part of the tournament. Make sure that their needs are well taken care of.
- Provide Referee Hosts to help the referees if they request assistance with some issues, help with transport arrangements and meals.
- Make the referees and the referee management feel welcome and create a nice atmosphere
- Referees are top athletes as well as the players. Consider providing them massage etc. during the event.

REFEREE LOUNGE

- If space in the venue allows, provide a referee lounge
- This is a place where the referees can relax before and after the match and where the referee observation feedback can be given without disturbance



Referees

GENERAL GUIDELINES

- The IFF RC makes the referee nominations for all international matches, which includes the IFF events and friendly international matches and tournaments
- For Friendly International Matches the information of the tournament, match schedule & request for referees must be sent to the IFF office no later than sixty (60) days before the tournament
- IFF will send a written confirmation of the referee nominations to the LOC
- For IFF Events, the travel for the referee and referee management is arranged by the IFF or local organiser depending on the contract made between the IFF and LOC
- For Friendly International Matches, the referee travel is arranged by the LOC
- If the referees have to pay some transportation by themselves during the travels, the organiser shall reimburse the costs within ten days after the event
- The organiser is responsible for the accommodation of the referee personnel. The hotels should be in the same city as the arenas or in the immediate vicinity. The selected accommodation shall always include breakfast



Photo: Fabian Trees 2011

Things to note!

TRAVEL & DAILY ALLOWANCES

- When arranging the travels minimise the total time the referees are absent from work
- Arrange as simple travels as possible, avoiding stopovers of more than 3 hours. This way you can ensure that you have rested referees before the tournament starts
- Avoid the requirement for travelling by their own car
- Possible daily allowances shall be paid directly to the referees' bank accounts at least one day prior to the tournament
- Daily allowances for the Referee Management, Jury and IFF staff shall be paid before the tournament starts

Financial and organisational responsibilities regarding referees

Financial and organisational responsibilities		Travel in home country to nearest international connection point		Travel from international connection point to city of event		Transfers during the event		Accommodation and meals		Daily allowance	
		O	F	O	F	O	F	O	F	O	F
Type of event	WFC	RA	RA	IFF	HO	HO	HO	HO	HO	HO	HO
	WFC Qualifications	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	U19 WFC	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	U19 WFC Qualifications	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	EFC Final Round	RA	RA	IFF	HO	HO	HO	HO	HO	HO	HO
	EFC Qualifications	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	WUC	RA	RA	IFF	PA	HO	HO	HO	PA	IFF	PA
	International matches	RA	RA	HO	HO	HO	HO	HO	HO	HO	HO

RA: The association of the nominated referees
 PA: Participating associations
 IFF: International Floorball Federation
 HO: Host association (organiser)

O: Organisational responsibility
 F: Financial responsibility



Referees

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

The referee host team

- One person who will be the head of the team
- 2-4 persons in the team, depending on the size of the event, with a maximum of eight matches per day

NEEDED EQUIPMENT

- Transport
 - Dressing rooms for referees (men's & women's if needed)
 - Meeting room
- Referee lounge:**
- Bottled water, soft drinks, fruit, snacks, etc.
 - Table, chairs, sofas, etc.
 - If possible, access to internet-TV / TV

TIMELINE

	Task	Deadline	Responsibility	Done
3 to 6 months	Recruit persons who are the head of the team Recruit persons in the team depending on the events			
4 weeks	Plan work shifts and educate the team members Collect and prepare the equipment and make the plans for other activities			
Before start	Have a final meeting with the team and check everything once more Referee Host to contact the Referee Management			

NOTES:

8. IFF Officials

Meetings

During IFF events there are meetings that always take place, including Technical meetings for the teams, Referee meetings for the referees and referee management and Daily meetings between the IFF & LOC.

During the Men's World Championships the IFF General Assembly is organised and during the Women's World Championships the IFF Member Associations' meeting is held.

Other meetings that are regularly held in conjunction with IFF events are IFF Central Board Meetings and the annual Athletes' Commission Meeting.

TASKS AND DUTIES

Before the event

- At the same hotel where the IFF personnel will be staying, book, as early as possible, the meeting space/s for:
 - ◊ Daily referees meeting
 - ◊ Technical meetings
 - ◊ Other meetings that have been advised (eg. Central Board meeting)
- For the larger meetings, such as General Assembly & Associations' Meeting secure a space for approx. 80-120 people (depending on the meeting) with access to audiovisual equipment and catering.
- Confirm all extra costs and services with the IFF
- Prepare, in co-operation with IFF, the documents and other materials needed for the meetings
- For the First Technical Meeting, the LOC will need to include to the powerpoint presentation all information related to the venue, transport, first aid, ceremonies, security, tickets and media
- LOC should print a copy of the TM powerpoint for every team, Jury Member & Head of Referees.

During the event

- At the 1st Technical Meeting, the key members of the LOC should attend and present all the LOC-related information to the teams
- In co-operation with the IFF Staff, the LOC will update the powerpoint for the 2nd & 3rd Technical meetings

Things to note!

GENERAL

- Good co-operation between LOC, IFF and hotels is important to have good conditions for the meetings and a clear understanding of the requirements of all groups
- The IFF often needs to conduct small meetings with National Associations or media representatives during IFF events - especially at WFCs - so it is advisable to have a small space available for this purpose in the venue.
- For the larger meetings, the IFF will require the assistance of the LOC to provide accommodation & transport for the meeting attendees

1st TECHNICAL MEETING AGENDA

- Welcome
 - Roll Call
 - Task of the Jury
 - Colours of the teams for each game
 - Match schedule
 - Media
 - Instructions given to the referees
 - Anti-Doping
 - Special issues during the event
 - Local Organisation:
 - ◊ Transport, Hotel Accommodation, Practice Sessions, Ceremonies, Security, Lining ups, tickets and Medical care
 - Questions, remarks or any other business
 - Date and time of the 2nd and 3rd Technical Meeting
 - Checking of Team lists of 20 players and 7 officials
 - Distribution of team accreditation
- LOC should appoint someone as the contact for the IFF to discuss any issues with the meeting spaces or to make changes



Meetings

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

Meeting rooms:

- One room for daily use accommodating up to 30 persons
- One room for the technical meetings accommodating up to 50 persons
- In the Adult World Championships, one meeting room accommodating at least 120 persons

NEEDED EQUIPMENT

- Sufficient chairs (and tables if necessary) for all participants
- Computer (for technical meetings)
- Video projector
- Flip chart / Whiteboard + marker pens
- Pencils and note books
- Mineral water, soft drinks, tea and coffee

TIMELINE

	Task	Deadline	Responsibility	Done
3 to 6 months				
4 weeks				
Before start				

NOTES:

8. IFF Officials



Daily Reports

At the end of every day of an IFF event, a daily report shall be written by IFF staff and distributed to the LOC and IFF persons.

The daily report outlines any issues that arise each day during matches, with teams, transportation, venues, media, security or any other event matters.

ITEMS TO BE NOTED IN THE REPORT

The following are examples of the things that the IFF Officials & IFF Staff will remark on for inclusion in the Daily Report:

Before each match

- If the transport to the arena is working well
- If all the commercials and match flags are in place
- If the teams are ready on time
- If national anthems are played and that correct version is played
- Other happenings outside the protocol
- If the match starts on time

During each match

- If the rink squad is working well
- If the match secretariat is working well
- If the technical elements (match clock, online statistics etc) work
- If the security is working well
- If there are some remarks about media, TV and web-TV
- If there are any injuries
- Other happenings outside the protocol

After each match

- If the security is working well
- If the ceremonies are working well
- If the mixed zone is working well
- Other happenings outside the protocol
- If the transport from and/or between arenas is working well

During each day

- Any problems that arise from matters not directly related to the matches - teams, transport, meals, venues, hotels, security, media, internet, tickets, seating etc
- The referee nominations for the following day's matches

Things to note!

GENERAL

- It is important to be constructive when noting and reporting happenings to avoid ending up with too many negative comments
- Report the good, as well as the bad
- Be proactive, whenever feasible, so that matters in the report have been handled already the same day!
- The LOC should discuss the matters that are noted in the Daily Report in their own daily meetings

CO-OPERATION

- The daily report is a co-operation between all IFF personnel at the event and the LOC
- The IFF, Jury and LOC meet after the last match each day to conclude the day and discuss the daily events, after which the daily report is sent out

8. IFF Officials