



# GUIDELINES FOR HEAD ORGANIZER/HOST NATION OF SANCTIONED FIB TOURNAMENTS

## 1. Teams

### 1.1 Briefing for all teams

A meeting (briefing) must be held before the tournament starts where official representatives of all participating teams, referees, Referee Supervisor(s) and Jury/Tournament Director are present. Practical information, opening/closing ceremonies (see also Conditions article 11.2), warming-up times on ice, meals, interpretation of the playing rules etc. should be given at this meeting.

### 1.2 Local transportation

The participating teams shall have (their own, if possible) transportation/bus/van available from and to the arena/hotel every day, this according to approved travelling schedule. Transportation is only available for official engagements (matches, ceremonies, practice, etc.). Attention! Transportation must be arranged the evening before needed (at the latest 18.00 hour).

### 1.3 Team accommodation

The following room reservations shall be made for the teams (not including referees):

For WCS Men and Women

4 x single rooms

9 x double rooms

For WCS Youth (FIB General Secretary can approve exceptions):

2 x single rooms

9 x double rooms

Attention! Any changes that raise the costs will be charged to the respective national associations.

Every team shall stay at the same hotel. If possible, separate floors than other guests.

### 1.4 Meals and drinks

- flexible eating times, because there are matches throughout the day
- enough to drink during the meals (water, milk, juice).
- choice of at least two of: fish, meat, chicken
- choice of at least two of: potatoes, pasta, rice
- selection of salad alternatives, fruit
- take care of people on special diets (allergy, vegetarian/vegan, gluten free etc.)
- some refreshments (fruit, water etc.) in the dressing room

### **1.5 Internet access**

For players (at the hotel).

### **1.6 Meeting room**

Meeting room available for all teams for duration of tournament (free of charge, maximum 1 hour per team per day). Must be booked the evening before, at the latest 18.00 hour.

### **1.7 On-ice training hours**

Artificial ice-arena (from 1/2 to 1/1 of a match-arena).

The organizer must arrange one hour, on the day before the tournament starts, free of charge. Extra practice on artificial ice will be charged separately.

### **1.8 Treatment room in arena**

Recommendation: each team shall have their own room at its disposal, equipped with one massage bench and two spin/bicycles.

### **1.9 Warming up**

Warming up for the teams before entering the ice must be possible in a secured zone outside the locker room, close to the locker room.

Recommendation: warming up area indoor of approx. 40 square meters.

### **1.10 Warming up time on the ice before the matches**

A preliminary (weather/ice conditions) schedule for warming up times (starting time before each match and length of warming up) should be announced to the participating teams before the tournament starts.

### **1.11 Skate sharpening**

If needed, the teams shall have at their disposal (and free of charge), a skate sharpening machine, and a person in charge of the skate sharpening. (sharpening-room also free of charge).

### **1.12 Physiotherapist**

If needed, the organizer is required to arrange physiotherapist services, which will be charged separately.

### **1.13 Medical service**

The organizer must provide medical services and at least one ambulance or medical transportation at every match-arena. The FIB Jury/Tournament Director must approve that this is prepared. The championship hotels need to be connected to a local hospital in the event of emergency.

### **1.14 Locker room**

Every team shall have their own locker room, two hours before match and one hour after match, during the tournament. Recommendation: permanent usage during the tournament.

### **1.15 Opening ceremony**

Every participating team has to take part with at least two (2) players in full national team-dress.

### **1.16 Banquet**

Is recommended to be held following the final game.

Exception for WCS youth: A common meal will be organized. It is also possible to have this on the evening before the final game.

### **1.17 Guide-lines for awards**

Following awards are recommended:

All-Star Awards: Best goalkeeper, defender, midfielder and forward

Most valuable player

Top scorer

Fair play team

The shape/costs of the prizes are the organizers responsibility.

A jury established by the organizer (not the FIB tournament Jury) is responsible for choosing the award winners.

## **2. General demands**

### **2.1 Information**

Information about happenings during the tournament.

Such as: general information, opening ceremonies, local transportation, awards, match schedule, hotel and meals, city info, contact persons etc. should be announced on the website of the tournament.

### **2.2 Hotel(s)**

The minimum standard classification for the hotel is 3 stars (\*\*\*) or Comfort).

Exception for WCS Youth: The minimum standard classification for the hotel is 2 stars (\*\* or Standard). If accommodation is a youth hostel, the standard must be comparable with a 2-star hotel. (FIB General Secretary can approve exceptions).

Flexibility according to meal times. At least three (3) meals a day.

At disposal drying room for the teams.

Isolated room in case of danger for infection of other people, costs will be charged to the team.

### **2.3 Special Guests/VIP's**

At disposal, their own VIP-room at the match-arena(s). Accreditation.

### **2.4 Other persons (FIB, VIP's, sponsors)**

Accommodation (eventually at the championship hotels) can be arranged, but the costs will be directly charged to the individuals/associations.

### **2.5 National Team sponsors**

Priority for purchase of up to twenty (20) tickets to all matches.

### **2.6 Media coverage**

The host association needs to prepare for media coverage in the press; Internet, TV, newspapers, radio and magazines.

The host association is responsible for the live broadcast and recording of the matches. If copyrights do not prohibit this, the host association must send copies of the TV-broadcast or online broadcast to FIB as soon as the tournament is finished for the FIB video archive.

Establish website for the tournament at the latest one (1) month before start of the tournament. Press-conferences also in English.

Journalists: press-officer, service, daily-program.

## **2.7 Documentation**

The host association must produce a subject report.

## **2.8 Security**

For teams, players, spectators, press, organizers, etc.

The host association is responsible for creating separate information about this.

## **2.9 Contact person**

For the different teams and delegations, a contact person must be appointed at each participating association.

## **2.10 Game reports / match protocols**

The host association is responsible for the game reports and match protocols to be available online. For archiving purposes, the reports/protocols (as PDF-documents) should be sent to FIB after the tournament.

# **3. *Special demands regarding arena facilities and dimensions***

## **3.1 Spectators**

Match program and line-ups must be available online.

## **3.2 Players**

Soft drinks (at least 0.7 litre/player/match) in connection with matches. Accreditation (including entrance to opening ceremony and all matches).

## **3.3 Referees**

Soft drinks (at least 0.7 litre/referee/match in connection with matches. Accreditation (including entrance to opening ceremony and all matches).

## **3.4 Teamleaders**

Accreditation (including entrance to opening ceremony and all matches).

## **3.5 Organizers**

The uniform must be easily recognized.

## **3.6 Press**

Match statistics and protocol live available, online (at least in English). At their own press-room/media-center: access to Internet and electricity for computers/laptops/smartphones.

### **3.7 Press conferences**

The host association can organize a press conference after each match. The head coach and maximum one player per team must be present. Start of press conference is max 10 minutes after the match and must be no longer than 10 minutes.

### **3.8 Mixed zone**

The host association can organize a mixed zone where players and leaders can be interviewed after their match (besides eventual press conference).

## **4. Referees**

### **4.1 Start-up meeting for all referees**

All referees and supervisors together in order to have an overall information about conditions, rules and other important matters.

### **4.2 Interpreter for the referees**

One (1) interpreter reserved only for the referees during the whole tournament.

### **4.3 Referee accommodation**

One (1) single room and one (1) double room per three referees.

One (1) single room for a referee supervisor.

### **4.4 Hotel**

The minimum standard classification for the hotel is 3 stars (\*\* or Comfort).

Exception for WCS Youth: The minimum standard classification for the hotel is 2 stars (\*\* or Standard). If accommodation is a youth hostel, the standard must be comparable with a 2-star hotel. (FIB General Secretary can approve exceptions).

The referees must stay at a different hotel than all the teams (if possible).

Exception for youth: Same hotel as the teams.

Give information in advance (before arrival) in which hotel the referees are staying.

Referees rooms near each other.

### **4.5 Possibility to get medical help/massage**

There should be someone available for the referees, there may come influenza, injuries, tensed muscles etc. Isolated room in case of danger for infection of other people.

### **4.6 Meals and drinks**

- at least three (3) meals a day.
- flexible eating times, because there are matches throughout the day
- enough drinks (at least water) for the referees in the hotel to prepare for matches
- some refreshments, fruit, water etc. in the dressing room

### **4.7 Transportation to matches for all referees**

Enough transport capacity for referees who want to go and watch a match (for example 30 minutes before start).

#### **4.8 Referee meetings**

The organizers need to reserve a meeting room for the meetings RRC wants to have. Some common program for referees (when the tournament is long and includes a lot of waiting in the hotel).