



# **ORGANISER REGULATIONS**

Responsibilities and regulations for  
organising IFF events

**Edition 2020**

Decided by the IFF Central Board 22.05 2020

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These Organiser Regulations are designed to give all Member Associations that wish to bid for and/or host International Floorball Federation (hereafter referred to as 'IFF') events an overview of the requirements that the Host Association (hereafter referred to as the 'Host') and its designated local organising committee (hereafter referred to as the 'LOC') must satisfy, in order to organise IFF events. Requirements for the Host and LOC may vary for different IFF events. These variances are outlined within the regulations.

## **I. ORGANISATION**

### **1. GENERAL**

#### **1.1 IFF EVENTS**

The IFF events consist of:

- World Floorball Championships (WFC)
- World Floorball Championships Qualifications (WFCQ)
- U19 World Floorball Championships (U19 WFC)
- U19 World Floorball Championships Qualifications (U19 WFCQ)
- EuroFloorball Cup (EFC) and EuroFloorball Challenge (EFch) for national club team champions from the 5th and lower ranked nations
- Champions Cup (CC) for national club team champions from the top-ranked nations, currently Czech Republic, Finland, Sweden, Switzerland. PLEASE NOTE: Regulations for CC Events are dealt with separately in '*Champions Cup Regulations*'.

#### **1.2 OTHER EVENTS**

The events listed below are **NOT** bound by these specific Organiser Regulations, however, they must still be organised according to all applicable IFF Rules and Regulations:

##### **1.2.1 International Friendly Matches and Tournaments**

IFF shall be informed of all international friendly matches and tournaments according to the regulations for Friendly International matches. The IFF Referee Committee (IFF RC) appoints the referees upon proposal from the organising associations and its opponent/s

##### **1.2.2 International Club Tournaments**

International club matches and club tournaments with elite teams (the highest divisions) from two or more nations, as well as National League matches played abroad, shall be notified to IFF according to the regulations for International Elite Club tournaments

##### **1.2.3 World University Floorball Championships (WUFC)**

An International University Sports Federation (FISU) event that is organised in co-operation with FISU, IFF and the Host, based on the collaboration agreement between IFF and FISU. The IFF RC appoints the referees

##### **1.2.4 The World Games (TWG)**

An International World Games Association (IWGA) event that is organised in co-operation with IWGA, IFF and the Host, based on the collaboration agreement between IFF and IWGA. The IFF RC appoints the referees and technical officials

##### **1.2.5 European Masters Games (EMG)**

An International Masters Games Association (IMGA) event that is organised in co-operation with the EMG organising committee, IFF, and the Host. The event is open to specific age groups as decided by agreement between the EMG and IFF. The IFF RC appoints the referees

### **1.2.6 Southeast Asian Games (SEA Games)**

A biennial multi-sport event involving participants from the countries of Southeast Asia. The games are under regulation of the Southeast Asian Games Federation with supervision by the International Olympic Committee and the Olympic Council of Asia, and co-operation with the IFF. The IFF RC appoints the referees and technical officials

All other club matches and tournaments shall be treated according to the regulations of the National Association where the tournament is played.

## **1.3 NEW EVENTS**

Other competitions such as new age classes in IFF events according to 1.1, Continental Championships for national teams, World Cup or League and Continental Cups or Leagues for club teams may only be introduced by IFF. The use of 'International Floorball' or 'World Floorball' in an event title is reserved for use only by the IFF.

## **1.4 IFF EVENT OWNERSHIP**

IFF is the sole owner of the IFF events and of all rights of marketing and publicity including transmissions by radio, TV, and internet, video recordings, mobile applications, social media and any other utilisation inherent to the events. All matters related to this will be separately defined in the contract between the IFF and the Host.

## **1.5 INTELLECTUAL PROPERTY RIGHTS**

IFF will develop significant intellectual property in connection with the IFF events including, but not limited to, wordmarks, designs, logos, emblems, symbols, slogans, devices and mascots. This intellectual property will be used by the IFF and the LOC in promoting and advertising the IFF events. Such property will be owned by the IFF, however, IFF may grant licences to use such intellectual property to its commercial partners and certain other licensees.

In order to ensure that it can control the look, feel and public perception of IFF events and to preserve the commercial value of rights of association with IFF events which are granted to commercial partners, IFF must be sure that it will be able to assert its ownership of its intellectual property and to prohibit unauthorised persons from using it in all relevant markets including, most importantly, in the host country.

## **1.6 RULES OF THE GAME**

All matches shall be played in accordance with the official IFF Rules of the Game. Exceptions may only be granted upon request to the IFF RACC.

## **1.7 REGULATIONS**

All IFF events shall be organised according to all applicable valid IFF Regulations.

## **1.8 EXCEPTIONS**

The Host has the right to ask for exceptions concerning the requirements for organising of IFF events. Exceptions from these regulations can only be agreed upon in a written contract between IFF and the Host or by the specific approval of the IFF RACC.

## 1.9 APPLICATIONS

Any IFF Member Association, not under suspension, may apply to organise an IFF event. Bid applications should be sent according to the following deadlines:

- WFC - 54 months in advance of the competition
- WFCQ - 24 months in advance of the competition
- U19 WFC - 42 months in advance of the competition
- U19 WFCQ - 18 months in advance
- EFC - 24 months in advance of the competition
- EFch - 18 months in advance

## 1.10 CONTRACT

The Organiser Regulations stipulate the overall requirements for organising an event. In the contract between the Host and IFF it is possible that some of the stipulations may be excluded or reduced.

IFF and the Host shall sign a contract stipulating the rights, duties and responsibilities of the IFF and the Host, as follows:

- Rights and duties according to the corresponding regulations
- Rights and responsibilities of marketing and advertising
- Rights and responsibilities concerning coverage on television, radio, internet and other media channels
- Financial responsibilities
- Sales provisions
- Ticket sales
- Any other business not covered for in the competition regulations

## 1.11 SUPPORT RESPONSIBILITIES OF THE HOST

### 1.11.1 Customs

Persons that are participating in IFF events, or in the organisation thereof, should be able to import into the host country all goods which they consider necessary, or desirable, in order to fulfil their function in relation to IFF events. The Host should, within the limits of the host country customs regulations, assist the IFF and participating countries with the formalities of importing and exporting goods for the preparation of IFF events, during the competition itself and following its conclusion. This should extend to the following goods of designated persons:

- personal effects
- sporting equipment
- medical supplies and instruments
- pharmaceuticals and food supplements
- food and beverages
- photographic and audio-visual equipment and supplies
- broadcast equipment and supplies
- computers and other office equipment
- documents, printed matter, gifts, awards, trophies, medals, flags, signage, decorative materials and promotional materials
- uniforms, costumes and other clothing
- products that IFF's commercial partners intend to distribute as promotional items
- products of IFF's commercial partners which are supplied to IFF in connection with the organisation of IFF events
- IFF competition materials: Floors, Rinks, Goals, Sticks, Balls

### **1.11.2 Visa / Immigration / Work Permits**

During IFF events there will be a demand for entry into the host country by foreign nationals. The process by which all foreign nationals are permitted to enter and exit the host country should be clear, simple and expeditious. All foreign nationals with a valid passport attending IFF events as participants or spectators should, within the limits of the host country visa and immigration laws, be permitted to enter and exit the country. The IFF and Host should give all possible assistance to the participating National Associations in obtaining entry and exit visas

### **1.12 LIABILITY**

Organising liability rests with the Host. Claims against IFF for compensation will not be accepted.

## 2. ADMINISTRATION

### 2.1 LOCAL ORGANISING COMMITTEE (LOC)

The Host shall have a Local Organising Committee (LOC) that shall consist of functions and responsibilities as follows:

- Finance
- Venues
- Competition matters (including match statistics)
- Marketing & Sponsorship
- Ceremonies
- Transportation
- Accommodation and support services
- Accreditation
- Media services
- TV and internet services
- Anti-Doping & Medical services
- VIP services
- Security
- Volunteers

*Refer to the IFF Organiser's Event Handbook for more detailed information regarding the responsibilities of each function.*

The LOC shall, no later than 18 months prior to a WFC or U19 WFC, and no later than 6 months prior to WFCQ, U19 WFCQ, EFC, EFch, advise to the IFF the main contact person within the LOC responsible for the organisational matters.

### 2.2 IFF OFFICIALS

A range of different IFF officials will be present at all IFF Events. The number of IFF officials differs between each event, depending on the number of venues and the number of matches per day, and will be decided upon by the IFF RACC, IFF RC & IFF Central Board (IFF CB) prior to each event.

For planning purposes, the following table shows the approximate number of IFF Officials participating at an event. **THIS IS A GUIDELINE ONLY.** The exact and final number of IFF officials at an IFF event will be agreed upon by the IFF and the Host in the contract. If the conditions of the event in question change, IFF reserves the right to change the number of needed persons.

IFF OFFICIALS	WFC	U19 WFC	WFCQ	U19 WFCQ	CC	EFC	EFCh
IFF Staff	10	5	1-2	1-3	4-5	3	1-2
IFF Media	4	2	-	-	1	-	-
CB Members	12	4	2	2	3	2	1
Jury	5	3-4	1-2	1-2	1-2	2	1-2
Referee Management	5	3-4	1-2	1-2	1-2	2	1-2
Referees	16	16	6-8	6-8	8	8	6



## 2.3 MATCH SCHEDULE

The match schedule shall be drawn up in accordance with IFF guidelines and regulations

### 2.3.1 Time between the start of matches

At least 2hrs 45mins shall be allowed in the match schedule between the start of matches being played in the same arena. For matches where a result must be reached, possibly by extra time or penalty shots, 3hrs should be allowed

### 2.3.2 Consecutive matches of a team

If a team (upon approval by the IFF RACC) has to play two matches on the same day, there must be at least 3 hours between the finish and the start of these two consecutive matches. In principle, a team that has played the last match of the day shall not, if possible, play the first match of the following day.

### 2.3.3 Warm-up

Teams are entitled to warm-up on the competition field of play, for a period of at least 15 minutes before the start of the match. If required, the pre-match ceremonies can be changed to facilitate at least a 15-minute warm up, or an alternative area may be provided for the warm-up.

### 2.3.4 Changing of the match schedule

The LOC is entitled to request to the IFF RACC for changes in the match schedule for reasons of television coverage &/or local spectator needs. The teams concerned shall be informed within a reasonable time before the start of the match.

## 2.4 ACCREDITATION

Accreditations should be prepared prior to the event by the LOC, and there should be the possibility at each venue to produce accreditations on-site. The LOC is responsible for all costs related to the production of accreditations and the provision of neckbands.

All IFF Event participants, as listed below, must be accredited and receive a personal accreditation pass:

- IFF Officials - IFF Staff, IFF CB, IFF Jury, IFF Referee Management, IFF Referees, IFF Volunteers, IFF Committee Members, IFF Media
- Participating teams
- Media
- Event Staff – LOC staff and volunteers
- IFF VIPs - according to the contract signed between the IFF and Host
- Participating National Association and Club VIPs

## 2.5 ANTI-DOPING

In IFF events, the IFF shall determine the number of finishing placement tests, random tests and target tests to be performed and this shall be stated in the contract between the IFF and the Host. The results of all tests shall be sent to the IFF.

### 2.5.1 Testing procedures

The number of doping tests during the event depends on the current IFF Test Distribution Plan (TDP) and all tests shall be carried out by specially trained and accredited doping control personnel. The LOC are responsible for contacting the National Anti-Doping Organisation (NADO) and laboratory for organising the doping control based on the valid IFF Anti-doping Regulations.

### **2.5.2 Chaperones**

The organisers need to provide chaperones according to the agreement with the NADO (the NADO might supply their own chaperones). Chaperones must be over 18yrs of age and must be of the same sex as the person being tested

### **2.5.3 Doping Control room**

The Doping Control room must be located inside the competition venue, close to the field of play, locker rooms and, if possible, the first aid room. To ensure athlete privacy, the Doping Control room must be inaccessible to the public, located away from the media and spectator areas and access may only be granted to authorised persons.

The doping control room must contain the following areas:

- Waiting room/area separated from the sample taking area(s)
- Sample taking area (administration area) with a desk, 4 chairs, a table for the samples, wash basin, soap and towels. If possible, a lockable refrigerator for storage of samples should also be supplied.
- Sample collection area (toilet/s). At least one toilet is required in the sample collection area and if possible, a separate sample collection area should be provided for each gender being tested. The toilet area must be large enough for the DCO to directly observe the player providing the sample. The sample collection area must be directly accessible from the sample taking area (*not through the waiting room*)

*More information regarding Doping Control procedures and requirements can be found in the IFF Organiser's Event Handbook.*

## **2.6 TICKETING**

### **2.6.1 Ticket Revenue**

The IFF grants the Host the total revenue from the sales of entrance tickets, decided by the LOC.

### **2.6.2 Ticket System**

The ticketing system and the pricing shall be approved by the IFF before the launch of ticket sales. The IFF should have the possibility to buy tickets before the official ticket sales begin.

### **2.6.3 IFF tickets**

The Host grants IFF an amount of free tickets, of which a certain number should be with VIP accreditation. The Host must also supply free tickets (in the form of accreditations) for the IFF Referees, IFF Jury & IFF Referee Management, valid for the entire event. The IFF must inform the organiser at least one month in advance of how many tickets they will need during each day. The amount of tickets for IFF depends on the event and is stated in the contract between the IFF and the Host.

### **2.6.4 Team tickets**

The Host must provide up to 30 free tickets (in the form of accreditations) for each participating team's players and officials, according to the official team list. Only those on the official team list will receive accreditation.

For Adult WFC the team accreditations are valid for the time the team is playing in the Championships. The accreditation ends on the same day when the teams have played their last match in the competition.

For all other IFF events the team accreditations are valid for the duration of the event.

### **2.6.5 National Association and Club tickets**

The Host must provide 5 free tickets per day for each association &/or club with a team participating in an event. Two of these tickets should be with VIP accreditation.

### **3. VENUES AND OTHER EVENT FACILITIES**

#### **3.1 STADIUM AGREEMENTS**

The LOC must prove that they have reserved all the venues that they are planning to use for the event.

#### **3.2 INSPECTION OF VENUES**

The venue/s for the competition must be approved by the IFF. Persons nominated by IFF may inspect the venue/s and arrangements in due time prior to the event. Further inspections may be carried out if necessary. Following each visit, the inspector shall submit an inspection report to the IFF RACC and/or IFF CB. The LOC shall be responsible for the basic costs of the visit and transportation of the inspector/s.

#### **3.3 COMPETITION VENUE REQUIREMENTS**

##### **3.3.1 Number of Venues**

The number of venues shall be sufficient according to the number of teams participating in the event

##### **3.3.2 Venue Capacity**

In principal, minimum spectator capacity for the main arena should be:

- WFC - 3000 spectators
- U19 WFC - 2000 spectators
- Other IFF events – 1000 spectators

For the WFC final matches (semi-finals and medal matches) the minimum spectator capacity should be:

- Men's WFC – 8000 spectators
- Women's WFC – 4000 spectators

##### **3.3.3 Competition Field of Play Technical Specifications – WFC, U19 WFC**

- Playing area of 40 metres long and 20 metres wide
- Free floor space of 46 metres long and 28 metres wide
- Free height over the field of play of at least 7 metres (measured from the surface of the rink)
- The playing surface shall be made of synthetic material, with the flooring provided by the IFF floor sponsor, if existing

##### **3.3.4 Competition Field of Play Technical Specifications – WFCQ, U19 WFCQ, EFC, EFch**

- Playing area of 40 metres long and 20 metres wide
- Free space between the rink and any walls of at least 1.5 metres
- Free height over the field of play of at least 7 metres (measured from the surface of the rink)
- The playing surface shall be made of synthetic material, with the flooring provided by the IFF floor sponsor, if existing

##### **3.3.5 Scoreboard**

A scoreboard must be visible to the teams, referees, officials, media and spectators. The venue should preferably be equipped with two electronic scoreboards. The scoreboard should display the following information:

- Nationality of the teams (abbreviations of their names)

- Score
- Period being played
- Penalty timing, with the possibility of up to three penalties at a time
- Time outs called by each team (This means being able to display a different time while still being able to return to the main match clock display without disruption)

### 3.3.6 Internet services

Internet connections must be provided for different user groups in the venue:

- Match secretariat & video goal review
- IFF staff and officials
- LOC staff
- Media
- TV & Radio

Internet connections must be of sufficient capacity for each of the user groups needs and must be password-protected. Minimum connection speed should be 100 Mbps. TV & Radio will require dedicated internet connections.

### 3.3.7 Parking

Sufficient parking must be available at each venue for both cars and buses

### 3.3.8 Illumination of the field of play

Lighting sources which may disturb the players, referees, officials or the public shall be avoided. The LOC must ensure that television lighting equipment does not interfere with the progress of the game. The recommended maintenance for illumination of the field of play is as follows:

Camera type	Horizontal Illuminance	Uniformity Mn/Ave	Uniformity Mn/Max	Vertical Illuminance	Uniformity Mn/Ave	Uniformity Mn/Max	Colour Rendering	Glare Rating
HDTV	1500-3000	0.8	0.7	2200	0.7	0.6	>90	<50
Slow-motion	1500-3000	0.8	0.6	1800	0.7	0.5	>80	<50
Fixed	1500-3000	0.8	0.6	1400	0.7	0.5	>80	<50
Mobile	1500-3000	0.8	0.6	1200	0.5	0.3	>80	<50

Average horizontal and vertical illuminance ratios - it is recommended that the ratio for horizontal illuminance (field of play) is between 0.75 and 1.5 of the vertical illuminance for cameras. Where there is HDTV, all horizontal values for other cameras are as for HDTV. Measurements should be taken 1.5 m above the playing surface.

### 3.3.9 Clean Venue

The tournament shall be played in venues free from binding advertisements. There may never be contradicting commercials to the present IFF sponsors in an event. This includes the name of the venue, which, after the signing of the contract between the IFF and Host, may not be changed without approval from IFF. The LOC is responsible to secure a 'clean' area of at least 100m surrounding the competition venues

### 3.3.10 Exhibition Space

Each venue must have sufficient exhibition areas inside the venues for the use of IFF sponsors. The number of required areas will be defined in the contract

### 3.3.11 Flags

Flags of all participating teams and IFF shall be on display inside the venues and, if possible, outside the venues. Inside the venues, the flags of the participating teams, IFF and the organiser should be suspended from the ceiling or hung against a wall. The flags should all be of the same flag number size.

The flags should be hung in alphabetical order according to French spelling. The IFF and event flag can be hung in the middle or at either end of the national flags. If the flags are hung vertically, correct hanging protocol should be followed, according to instructions provided by the IFF.

During the national anthems in the pre-match ceremonies of WFC and U19 WFC matches the flags of the participating teams should be held by a flag-bearer standing directly in front of the teams as they line-up on the court. This ceremony protocol is preferred, but not compulsory, for all other IFF events.

### **3.3.12 Spectator Stands**

All spectators at each IFF event must have a seat. Provisional seating installations will be permitted. Spectator seating should be arranged, where possible, to have the maximum capacity of spectators in the main TV camera view.

### **3.3.13 Spectator Facilities**

Facilities, such as catering and toilet facilities for the spectators should be provided in the venues

### **3.3.14 Spectators with disabilities**

Provision should be made to accommodate disabled spectators, including good viewing positions with seating for support people, and easy access for wheelchairs to appropriate toilet facilities and support devices.

## **3.4 PRACTICE VENUE REQUIREMENTS**

### **3.4.1 Technical Specifications**

- Practice hall playing area must be the same dimensions as the competition playing area
- Free height over the playing area of at least 7 metres (measured from the surface of the rink)
- The playing surface should, if possible, be the same as in the competition venues
- The rink and goal cages should, if possible, be the same as in the competition venues
- Changing rooms, showers and toilets should be provided for the sole use of the teams for the duration of their practice time, and a designated time before and after their scheduled practice

### **3.4.2 Practice Equipment**

Teams shall bring their own balls and other equipment to practice sessions

## **3.5 RESERVED SEATING**

### **3.5.1 WFC, U19 WFC**

The following reserved seats shall be provided and marked accordingly:

- Seats reserved for the use of IFF should be according to a separate agreement
- 5 seats (2 VIP + 3 ordinary tickets) per participating National Association
- 30 seats per participating team, specially located
- The necessary number of seats for the accredited media
- Separate location for radio and television reporters and commentary positions

### **3.5.2 WFCQ, U19 WFCQ, EFC, EFch**

The following reserved seats shall be provided and marked accordingly:

- Seats reserved for the use of IFF should be according to a separate agreement
- 5 seats (2 VIP + 3 ordinary tickets) per participating National Association &/or Club
- 30 seats per participating team, specially located

- The necessary number of seats for the accredited media
- Separate location for radio and television reporters and commentary positions

### **3.6 VIP SPACES**

A VIP room, offering refreshments, light meals and snacks shall be available for the Host VIPs, IFF VIPs, Sponsors and Guests according to the separate contract between the IFF and Host. In addition, (for WFC Events) the IFF shall have the possibility to hire out 2-3 VIP spaces in the venue, of which the IFF is responsible for the cost.

### **3.7 MEDIA REQUIREMENTS**

#### **3.7.1 Media Tribune**

Each competition venue must provide a media tribune (stand) that is in an unobstructed viewing position in the main seating area. It must be well-lit and provide easy access to the media working area and press conference room, if in use. It must provide internet access and an electricity source. It must include separate areas for TV and radio broadcast commentators, and the written press. There should be seating sufficient to accommodate the accredited written press

#### **3.7.2 Media Working Area (Press Room)**

A media working area should be provided in each competition venue. This area should include a working area with desks, chairs, power, internet, & printer, and should also include an area where catering (refreshments and snacks) may be provided. The media working area should provide easy access to and from other media-related facilities such as the media tribune, press conference room, mixed zone, as well as access to adequate toilet facilities. There should be seating sufficient to accommodate all accredited written press

#### **3.7.3 Photographers**

Each competition venue must provide a working area for accredited photographers. This area should include a working area with desks, chairs, power & internet, and should also include an area where catering (refreshments and snacks) may be provided. The photographer's working area may be combined with the media working area or may be separate but, in either case, should provide easy access to the area directly outside the field of play and any specially marked photographer's zones in the venue.

Accredited photographers should be identified by the wearing of a photographer's vest, provided by the LOC.

For Adult WFC events, there should be space around the outside of the rink for a minimum of 30 photographers

#### **3.7.4 Mixed Zone**

Each competition venue must have a mixed zone between the rink and the team dressing rooms where accredited media can interview players following a match. Each mixed zone should be easily accessible from the team dressing rooms, the media working area and the media tribune. It should include an IFF/Event sponsor backdrop and be large enough to accommodate the necessary media.

The mixed zone should be organised so as to give the host broadcaster the first right to interview, followed by other TV, radio and then the written press

#### **3.7.5 Press Conference Room**

At WFC events, each competition venue should have a press conference room which is large enough to accommodate coaches, players, press officers, and interpreters. Each press conference room must be equipped with an adequate sound system, and have an IFF/Event

sponsor backdrop

### **3.7.6 TV requirements**

In each competition venue, the main TV camera shall be located on the side that gives the best possible visibility to the LED and second line commercials. TV cameras shall be situated such that they do not cause any disturbance or danger for the participants or spectators. Suitable electricity and internet levels, as required by TV broadcasters, must be provided by the LOC

### **3.7.7 Live TV broadcast requirements**

For IFF Events with live TV broadcasts the LOC must provide an emergency electricity plan

## **3.8 ADMINISTRATIVE ROOMS**

### **3.8.1 Competition Office\***

Each competition venue should have a competition office managed by LOC staff, with computer, internet access, printer, and other office equipment as required.

### **3.8.2 IFF Office**

Each competition venue should have an office space for IFF officials with desks, chairs, internet access, printer, and other office equipment as required. There should also be refreshments and snacks provided. The office should be able to accommodate the following number of people:

- WFC - at least 15 people
- U19 WFC - at least 10 people
- Other events - at least 8 people

If possible, it is preferred that the Competition & IFF offices be combined in one space, or at least located in close proximity to each other

### **3.8.3 Referees room**

As well as dedicated locker rooms for the referees, each competition venue should have a separate room for the referees. It should be large enough to accommodate at least 4 people, have a seating area, and contain refreshments and snacks.

## **3.9 TECHNICAL ROOMS**

### **3.9.1 Team Locker Rooms**

Each team shall have its own locker room for practice sessions and matches. For practice sessions, the team shall have the use of the locker room for at least 30 minutes before and after their scheduled court practice time. For matches, the teams shall have the use of the locker room for at least 90 minutes before their match starting time and at least 60 minutes after their match ends. The locker rooms should have sufficient seating for at least 20 people, with at least three showers, and toilets

### **3.9.2 Referee's Locker Rooms**

For the referees, each competition venue should have at least two locker rooms with a separate shower and toilet. Male and female referees shall have separate facilities.

### **3.9.3 Doping control room**

Each competition venue should have a doping control room containing a waiting room, sample collecting area and sample talking area (toilet), according to the requirements set by the IFF Anti-Doping regulations. *For more details see Section I: 2.5 Anti-Doping*



### **3.9.4 First Aid room**

Each competition venue should have a First Aid room, supplied with the necessary medical equipment, for the use of the First Aid staff

## **3.10 MATCH SECRETARIAT**

Match secretariat, penalty and substitution benches shall all be, where possible, placed on the same side of the court. This should also, if possible, be the same side as the main TV camera

### **3.10.1 Match secretariat staff**

The match secretariat shall be placed at a safe distance outside the rink at the centreline. The match secretariat shall consist of the following staff:

- Two timekeepers
- One manual match record keeper
- One online match record keeper (IFF Statistics Software)
- One speaker
- Two penalty bench guards

All match secretariat staff, including penalty bench guards, must be at least 15yrs of age.

Seating for up to 2 IFF Officials should be provided near the field of play, within close proximity to the match secretariat.

### **3.10.2 Match secretariat equipment**

At the match secretariat there must be at least five chairs placed at the match secretariat, audio equipment connected to the hall's broadcasting system, a reliable internet connection and the following equipment and forms:

- Minimum of 2 timing devices (including one electronic scoreboard and one manual stopwatch)
- Computer with internet access for online match record (IFF Statistics Software)
- Printer for printing online match record
- IFF Match action sheet, official team lists, and team line-up forms
- Equipment for measuring the curvature and length of sticks
- 50 balls of a brand and design approved by the IFF
- Tape for the goal creases and a tape measure
- Brooms and cloths
- Spare referees' whistles
- International rule book
- Notepads and pens
- Materials for repairing goal cages, goal nets and the rink shall be kept nearby

## **3.11 PENALTY BENCHES**

The penalty benches shall for each team accommodate at least 4 persons and be located next to the match secretariat. The penalty bench area must be clearly marked and separated from the team substitution benches. There shall be one penalty guard at each penalty bench (seated at the end closest to the opposition team bench).

## **3.12 SUBSTITUTION BENCHES**

The substitution benches for each team should have at least 15 and a maximum of 20 seats. The ends of the substitution zone should be clearly marked on the floor, and there should be rubbish bins located in close proximity to the benches.

### **3.13 FIRST AID**

Qualified First Aid staff with appropriate equipment (including a stretcher and, if available, a defibrillator) should be located in the immediate vicinity of the field of play during all matches. First aid services for spectators must also be provided

### **3.14 SAFETY AND SECURITY REQUIREMENTS**

The LOC is responsible for the safety and security arrangements in all of the competition and practice venues. The LOC must have a security plan for the event

### **3.15 PRACTICE SESSIONS**

The practice area should be reserved for the use of one team at a time. The LOC shall provide the practices within the time frame of 08:00 – 22:00.

#### **3.15.1 Official competition venue practice**

Teams are entitled to at least one practice, of 45-60mins, in the competition venue before their first match in that venue, usually on the day before an official match

#### **3.15.2 Daily practice**

Teams should be given the opportunity to practice for at least 60 minutes per day on a playing area that is, if possible, of the same size and playing surface as that of the tournament

#### **3.15.3 Practice schedule**

Practice sessions shall be conducted according to the official practice schedule as agreed upon by the LOC and participating teams. No practice sessions should be scheduled at the same time as any meetings that teams are required to attend, such as the Captain's & Technical Meeting.

#### **3.15.4 Balls and other equipment**

Teams shall bring their own balls and other equipment to practice sessions

## **4. ACCOMMODATION**

It is the LOC's responsibility to propose accommodation alternatives at various price levels for IFF Officials, participating teams and media. The accommodation details shall be submitted ten (10) months prior to a WFC or U19 WFC event and four (4) months prior to all other IFF events.

### **4.1 DISTANCE BETWEEN HOTELS AND VENUES**

As far as possible, the average travelling distance between the hotels and the tournament venue or practice venues should not exceed 10kms. Hotels should be selected accordingly.

### **4.2 IFF OFFICIALS' ACCOMMODATION**

The LOC is responsible for selecting the hotel accommodation, with breakfast included, for the IFF officials. The hotel should be situated in the competition city and be of at least 3-star standard. No IFF officials are to be accommodated in a hotel together with any of the participating teams, unless approved by the IFF. IFF is to approve the hotel in advance. The hotel should have a meeting room that is reserved daily for the referees according to the meeting schedule advised by the IFF. The hotel must have sufficient internet services to cater to the work of the IFF Officials. It should offer restaurant facilities or have restaurant options close.

### **4.3 TEAM ACCOMMODATION**

The LOC will supply, to each of the participating teams, a list of recommended hotels within a set distance from the competition venue, usually not greater than a 10km radius. Teams may select their own hotels, however, when accommodation that is not listed by the LOC, offered by their booking agency, or is outside the transport radius is chosen, extra costs for transportation may be charged to a team. This must be clearly defined by the LOC in their information letters to the teams.

### **4.4 HOTEL GUARANTEES**

The LOC will be required to submit guarantees for each of the hotels which are proposed as hotels during the event. They will guarantee that the price levels of these hotels will increase only by an amount corresponding to the increase in the consumer price index in the host country before the event, and that the booking conditions applicable to such hotel rooms will not include minimum overnight stays.

## **5. TRANSPORTATION**

### **5.1 TRANSPORTATION – WFC, U19 WFC, WFCQ & U19 WFCQ**

#### **5.1.1 LOC RESPONSIBILITIES**

The LOC is responsible for the IFF officials' transportation according to the agreement between IFF and the Host. The LOC is responsible for the transport of the participating teams starting two days before the first match of each team and ending the day after the last match of each team.

#### **5.1.2 TIMETABLES**

The LOC are responsible for organising the transportation timetables in cooperation with the IFF and participating teams.

#### **5.1.3 TEAM TRANSPORTATION**

The participating teams must inform the LOC, well in advance, of their travelling plans. The team transportation shall be done by bus, unless otherwise agreed upon by the IFF & Host in the contract. The team transportation timetable should be arranged in co-operation with the teams, so that teams arrive at the practice hall at least 30 minutes before the start of the practice session and at the match venue at least 90 minutes before the start of a match. For arrival & departure transport, the LOC may offer shared transport for teams. For transport to/from matches & practice sessions only one team per bus may be transported at a time.

#### **5.1.4 IFF OFFICIALS' TRANSPORTATION**

The LOC shall provide transportation for all IFF officials during the event. Vehicles for the IFF officials shall be arranged according to agreement with the LOC

### **5.2 TRANSPORTATION – EFC & EFch**

#### **5.2.1 LOC RESPONSIBILITIES**

The LOC is responsible only for the IFF officials' transportation according to the agreement between IFF and the Host. Teams are responsible for all their own transport.

#### **5.2.2 TIMETABLES**

The LOC are responsible for organising the transportation timetables in cooperation with the IFF.

#### **5.2.3 TEAM TRANSPORTATION**

The participating teams are responsible for all their own transport.

#### **5.2.4 IFF OFFICIALS' TRANSPORTATION**

The LOC shall provide transportation for all IFF officials during the event. Vehicles for the IFF officials shall be arranged according to agreement with the LOC.

## **6. VIDEO & PHOTOGRAPHS**

### **6.1 MATCH VIDEO - WFC, U19 WFC & EFC**

#### **6.1.1 IFF match video**

The LOC must arrange for every match in the tournament to be recorded on hard drive. The LOC must provide full match video of every game of the tournament to the IFF. The IFF has full exclusive copyright of all IFF event match videos. A copy of all matches, highlights & player interviews must be provided to the IFF on an external memory drive, no later than 7 days after the completion of the tournament.

#### **6.1.2 Team match video**

The LOC must provide a copy of each match, free of charge, to the participating teams of that match. The copy of the match should be given to the team no later than 3 hrs after the match has been completed. The LOC can choose the format of delivery, such as DVD, memory stick or ftp server. Information about how teams will receive match videos should be advised to the teams no later than thirty (30) days prior to the event.

The LOC can also, for a set price, provide copies of any game to other teams in the event. The LOC should request match video orders from the teams no later than thirty (30) days prior to the event.

#### **6.1.3 Full match videos upload**

If not automatically done by the online match streaming service, the LOC must arrange for full match videos of all games to be uploaded within 2-3hrs after the completion of a match to the approved IFF media channels.

#### **6.1.4 Highlights**

For WFC, the LOC must produce individual match highlights of at least 3 minutes AND a daily event highlights video of at least 5 minutes.

For U19 WFC & EFC, the LOC must produce individual match highlights of at least 3 minutes AND / OR a daily event highlights video of at least 5 minutes.

All highlights must be uploaded to the approved IFF media channels. Match highlights should be uploaded within 2-3hrs after the completion of a match. Daily highlights should be uploaded no later than the start of play on the following day.

### **6.2 MATCH VIDEO – WFCQ, U19 WFCQ & EFch**

#### **6.2.1 IFF match video**

The LOC must arrange for every match in the tournament to be recorded on hard drive, and the LOC must provide full match video of every game of the tournament to the IFF. The IFF has full exclusive copyright of all IFF event match videos. A copy of all matches, highlights & player interviews must be provided to the IFF on an external memory drive, no later than 7 days after the completion of the tournament.

#### **6.2.2 Team match video**

The LOC must provide a copy of each match, free of charge, to the participating teams of that match. The copy of the match should be given to the team no later than 3hrs after the match has been completed. The LOC can choose the format of delivery, such as DVD, memory stick or ftp server. Information about how teams will receive match videos should be advised to the teams no later than thirty (30) days prior to the event.

The LOC can also, for a set price, provide copies of any game to other teams in the event. Information about how teams will receive &/or order match videos should be advised to the teams no later than thirty (30) days prior to the event.

### **6.2.3 Full match videos upload**

If not automatically done by the online match streaming service, the LOC must arrange for full match videos of all games to be uploaded, within 2-3hrs after the completion of a match, to the approved IFF media channels each day.

### **6.2.4 Highlights**

For WFCQ, U19 WFCQ & EFch, highlights are not required, however, if the LOC wish to provide them, they can produce individual match highlights of at least 3 minutes and/or a daily event highlights video of at least 5 minutes.

These should be uploaded to the approved IFF media channels. Match highlights should be uploaded within 2-3hrs after the completion of a match. Daily highlights should be uploaded no later than the start of play on the following day.

## **6.3 PLAYER INTERVIEW VIDEOS**

The LOC is responsible for conducting an interview, in English, with one player from each team after every match. The interview video must be uploaded by the LOC to the approved IFF media channels according to the instructions from the IFF

## **6.4 MATCH PHOTOGRAPHS**

The LOC is responsible for taking photographs during the event, covering all matches. A minimum of 30 high resolution photos, per match, must be uploaded by the LOC to the approved IFF media channels. The photos can be used freely for the purpose of floorball development and/or promotion. The photos shall not be used for commercial use, except by IFF or LOC sponsors, unless otherwise agreed with the IFF.

## **7. REPORTS AND INFORMATION**

### **7.1 INFORMATION TO IFF**

The LOC shall, ten (10) months prior to WFC & U19 WFC events, and four (4) months prior to all other IFF events, submit the following information to IFF:

- Composition of the organising committee
- Confirmation of the schedule
- Accommodation details
- Transportation details
- TV/Internet streaming arrangements
- Details of technical arrangements
- Budget
- Other necessary information

### **7.2 INFORMATION LETTERS TO TEAMS**

#### **7.2.1 First information letter**

The LOC shall, eight (8) months prior to a WFC & U19 WFC, and four (4) months prior to all other IFF events, send a First Information letter to the IFF and participating teams, which should contain:

- Competition & practice venue information
- Proposed hotels for the participating teams and the booking procedure
- Description of the transportation arrangements, including distances between the venues and the proposed hotels
- Preliminary match schedule
- Telephone and email contacts of the local organisers

#### **7.2.2 Second information letter**

The LOC shall, four (4) months prior to a WFC & U19 WFC, and two (2) months prior to all other IFF events, send a Second Information Letter to the IFF and participating teams which should contain:

- Program and venues for practice sessions
- Information about other services such as meals and laundry
- Information about match videos to be provided by the organiser, as well as an order form for the teams, including the costs of the match recordings
- Other practical information

#### **7.2.3 Final information letter**

The LOC shall, no later than 30 days prior to the event, send to all the participating teams a final information letter that confirms their daily schedule, including all transport, training, match & meal (if applicable) information

### **7.3 EVENT MANUAL**

The LOC shall, upon arrival, provide an Event Manual to the IFF officials and participating teams, containing:

- A short welcome by the host
- Contact information of key LOC contacts, IFF staff, team managers & team guides
- Address information of competition & practice venues
- Information about locker rooms and other services at venues
- Transportation arrangements to and from the matches and practice halls

- Information of ceremonies & official events
- Accreditation / ticket information
- Press conferences and times
- Instructions on how the mixed zone will operate and the team's responsibilities
- Pre- & post-match countdowns and protocols
- Anti-doping information
- Information about how match videos will be distributed
- Contact and address information for local hospital and other medical and emergency services

#### **7.4 DAILY REPORT**

The IFF, during the tournament, should submit to the LOC, IFF officials, and IFF Committee Members a daily report containing:

- Results of the day's matches with number of spectators and livestream views (if applicable)
- Details of the present day's matches
- Name and nationality of the referees for the matches of the present day
- The next day's program
- Other information

### **8. UNFORESEEN CIRCUMSTANCES**

Anything not provided for in these regulations shall be decided by the IFF RACC, or the IFF CB respectively, and, if appropriate, in co-operation with the organisers and/or the participants.



## **II. FINANCIALS**

### **9. ORGANISING COSTS**

The Host shall be responsible for all financial matters concerning the local organisation of the event.

### **10. TRAVEL COSTS FOR TEAMS**

#### **10.1 TRAVEL COSTS FOR TEAMS - WFC, U19 WFC, WFCQ & U19 WFCQ**

##### **10.1.1 Travelling to the event**

Costs for travel to and from their home country and the determined arrival city shall be borne by each participating team.

The arrival city of a tournament shall be the city with the nearest harbour, railway station or international airport to the main city of the competition. In case of any doubts, it is the IFF CB / IFF RACC which defines the arrival city of the tournament.

##### **10.1.2 Local transport**

The Host shall be responsible for the cost of transporting participating teams (maximum 30 persons per team) to and from the determined arrival city to their accommodation and, to and from their accommodation to their matches, training sessions and other events according to the official program of each team.

The responsibility for the LOC to transport teams starts two days before the first match of each team and stops the day after the last match of each team. In addition, the LOC is responsible to transport the team from their accommodation to the determined harbour, railway station or airport on the day of their scheduled departure.

#### **10.2 TRAVEL COSTS FOR TEAMS – EFC & EFch**

Each participating team is responsible for all their own travelling costs, including to and from their home country to the host city, as well as to and from their accommodation to matches, practice sessions and other official events.

### **11. TRAVEL COSTS FOR IFF OFFICIALS**

#### **11.1 TRAVEL COSTS FOR IFF OFFICIALS – WFC**

The Host is responsible for the overall costs of the visit, for the following IFF personnel:

- IFF CB members
- IFF Jury as appointed by the IFF
- IFF Referee management as appointed by the IFF
- IFF Referees as appointed by the IFF
- IFF Staff

These costs include:

- Transport to/from their home city to the arrival city
- Transport to/from the arrival city to the accommodation
- Transport between accommodation, venue/s & official events

- Accommodation
- Medical & travel insurance
- Daily allowances (except for IFF CB members)

The responsibility for the LOC to transport IFF officials starts two days before the first match and stops the day after the last match of the tournament.

### **11.2 TRAVEL COSTS FOR IFF OFFICIALS (excluding referees) – U19 WFC**

The Host is responsible for the overall costs of the visit, for the following IFF personnel:

- IFF CB members
- IFF Jury as appointed by the IFF
- IFF Referee management as appointed by the IFF
- IFF Staff

These costs include:

- Transport to/from the arrival city to the accommodation
- Transport between accommodation, venue/s & official events
- Accommodation
- Medical & travel insurance
- Daily allowances (except for IFF CB members)
- For the IFF Jury and IFF referee management – also transport to/from their home city to the arrival city

The responsibility for the LOC to transport IFF personnel starts two days before the first match and stops the day after the last match of the tournament.

### **11.3 TRAVEL COSTS FOR IFF OFFICIALS - EFC**

The Host is responsible for the overall costs of the visit for the following IFF personnel:

- IFF CB members
- IFF Jury as appointed by the IFF
- IFF Referee management as appointed by the IFF
- IFF Referees as appointed by the IFF
- IFF Staff

These costs include:

- Transport to/from the arrival city to the accommodation
- Transport between accommodation, venue/s & official events
- Accommodation
- Medical & travel insurance

The responsibility for the LOC to transport IFF personnel starts two days before the first match and stops the day after the last match of the tournament.

### **11.4 TRAVEL COSTS FOR IFF OFFICIALS (excluding referees) – WFCQ, U19 WFCQ & EFch**

The Host is responsible for the overall costs of the visit for the following IFF personnel:

- IFF CB members
- IFF Jury as appointed by the IFF
- IFF Referee management as appointed by the IFF
- IFF Staff

These costs include:

- Transport to/from the arrival city to the accommodation
- Transport between accommodation, venue/s & official events
- Accommodation
- Daily allowances (except for IFF CB members)
- Medical & travel insurance

The responsibility for the LOC to transport IFF personnel starts two days before the first match and stops the day after the last match of the tournament.

### **11.5 TRAVEL COSTS FOR IFF REFEREES – U19 WFC, WFCQ, U19 WFCQ & EFch**

For the IFF Referees as appointed by the IFF, the LOC is responsible for:

- Transport to/from the arrival city to the accommodation
- Transport between accommodation, venue/s & official events

The responsibility for the LOC to transport the IFF Referees starts two days before the first match and stops the day after the last match of the tournament.

All other IFF Referees costs are shared between the participating teams. These costs include:

- Transport to/from their home city to the arrival city
- Accommodation
- Daily allowances
- Medical & travel insurance

## **12. MEDICAL COSTS**

The LOC shall be responsible for the cost of having qualified first aid staff in the arenas. Participating teams shall be responsible for taking out sufficient insurance to cover their delegations. If needed the LOC could assist in offering sports massage services for the referees of the tournament.

## **13. DOPING TESTS**

The LOC shall be responsible for all costs related to the Doping tests. The number of tests for each event is set according to the IFF Testing plan. Any extra tests that are required outside of the specified number will be at the expense of the IFF.

## **14. VENUE INSPECTIONS**

The LOC shall be responsible for the basic costs of the visit and transportation of an IFF appointed person, in principle a member of the IFF RACC &/or IFF Staff, to inspect the venues and tournament arrangements in due time prior to the event. These costs include:

- Transport to/from their home city to the arrival city
- Transport to/from the arrival city to the accommodation
- Accommodation

## **15. PRACTICE SESSIONS**

### **15.1 TEAM PRACTICE SESSION COSTS - WFC**

The LOC shall be responsible for the cost of providing one 60-minute training session per day for each team during the tournament. The training venue shall be chosen according to the technical specifications outlined in *Section 1 - 3.4 Practice Hall Venue Requirements*.

In addition, the LOC shall provide for each team one training session of 45-60 minutes in the competition venue prior to their opening/first match in each competition venue, as a part of the teams official program.

## **15.2 TEAM PRACTICE SESSION COSTS – U19 WFC, EFC, WFCQ, U19 WFCQ, EFCh**

The LOC shall be responsible for the cost of providing one 45-60-minute training session for each team in the competition venue prior to their opening match.

The participating teams shall be responsible for the costs of all other training sessions, including transport to/from the training

## **LIST OF ABBREVIATIONS**

CC – Champions Cup

EFC – EuroFloorball Cup (Final Round)

EFCh – EuroFloorball Challenge

FISU - International University Sports Federation

IFF – International Floorball Federation

IFF CB – IFF Central Board

IFF RACC – IFF Rules and Competition Committee

IFF RC – IFF Referee's Committee

LOC – Local Organising Committee

MA – IFF Member Association

U19 WFC – U19 World Floorball Championships

U19 WFCQ – U19 World Floorball Championships Qualifications

WFC – World Floorball Championships

WFCQ – World Floorball Championships

WUFC – World University Floorball Championships