

IFF Event Handbook

How to organise successful
Floorball Events

General Information



I. General Information



IFF Events

For national teams, the IFF organises World Championships for adults & U19s in both men's and women's categories. For club teams, the IFF organises the Champions Cup, EuroFloorball Cup and EuroFloorball Challenge for national club team champions in Europe.

ORGANISATION AND CO-OPERATION

IFF events are organised in co-operation with the IFF Member Association of the host country. The IFF is the sole owner of the IFF events and owns all rights of publicity including transmissions by radio and TV, video recordings and any other utilisation inherent to the events.

The organiser must at all times ensure that the IFF Organiser's Regulations and the details agreed in the contract for the organisation of the event are followed.

WORLD FLOORBALL CHAMPIONSHIPS

Final Round

- Organised in December every year, even years for men and odd years for women
- Final round consists of 16 teams in 4 groups
- Normally a 8-10 day tournament played in two venues

Qualifications

- Organised in February the same year as the Final round
- Regional qualifications based on registrations
- Normally a 4-5 day tournament in one venue, the length depends on the number of participating teams per qualification tournament

U19 WORLD FLOORBALL CHAMPIONSHIPS

Final Round

- Organised in May every year, even years for women U19 and odd years for men U19
- A-division with 8 teams and B-division with 8 teams
- A 5 day tournament played in two venues

Qualifications

- Qualifications to the B-division in September the year preceding the Final round
- Normally played in one venue over 4-5 days, depending on the number of participating teams per qualification tournament

CHAMPIONS CUP

- Organised in October every year
- For national club champions from the Top 4 ranked nations in Europe
- 6 men's and 6 women's teams
- 3-day tournament played in one venue
- Participation right to the event is based on a 4-year national team ranking
- Participating teams:
 - Club champions from the Top 4
 - Winner of the previous year's EFC
 - A 2nd team from the organising country

EUROFLOORBALL CUP

- Organised in October every year
- For national club champions from the 5th-8th ranked nations in Europe
- 6 men's and 6 women's teams
- 5-day tournament played in one venue
- Participating teams:
 - Club champions from 5th-8th
 - Winner of the previous year's EF Challenge
 - A 2nd team from the organising country

EUROFLOORBALL CHALLENGE

- Organised in August every year for men and women
- For national club champions from the 9th and lower ranked nations in Europe
- Number of challenge events depends on the registrations received
- 3-5 day tournament played in one venue
- The winner of each EF Challenge event is promoted to play in the next level event the following year.
- Participating teams:
 - Club champions from 9th and lower
 - Winner of the level below event from the previous year
 - A 2nd team from the organising country



Other Events

International Friendly matches are those games played between IFF Member Associations outside of IFF events. The IFF has four designated international weekends per year during which all Member Associations are encouraged to organise &/or participate in international matches. The IFF has specific regulations for Friendly Internationals.

In co-operation with other organisations, the IFF also participates in various multi-sport events, such as The World Games, World University Championships and South-east Asian Games. For multi-sport events, the governing body may impose certain regulations different to those set by the IFF.

INTERNATIONAL FRIENDLY MATCHES

- Four dedicated weekends per year:
 - 1st weekend of February
 - 4th weekend of April
 - 2nd weekend of September
 - 1st weekend of November
- Member Associations must notify IFF 60 days prior of their intention to hold international matches
- Referees for all international matches are nominated by the IFF Referee Committee

WORLD UNIVERSITY CHAMPIONSHIPS

- Organised in May every even year for both men and women in the one event
- Organised by the International University Sports Federation (FISU) in co-operation with the host student association and the IFF.
- To be played with IFF Game rules, with the qualification of participants according to FISU regulations

SOUTHEAST ASIAN GAMES

- Also known as the SEA Games, this event is held every two years and involves participants from the current 11 countries of Southeast Asia
- Floorball has been played at the SEA Games since 2013 with both a men's & women's tournament

THE WORLD GAMES

- Organised every four years by the International World Games Association
- Floorball will make its debut in 2017 with a 6-team men's competition
- Qualification will be based on results from WFC 2016

COMPETITION NAMES - Short versions

- WFC = World Floorball Championships
- WFCQ = World Floorball Championships Qualification
- CC = Champions Cup
- EFC = EuroFloorball Cup
- EFCH = EuroFloorball Challenge
- TWG = The World Games
- WUFC = World University Floorball Championships
- SEA Games = SouthEast Asian Games

Organising Committee



One of the most crucial single organs in the process of organising an event is the Organisation Committee which, in this document, is referred to as the Local Organisation Committee (LOC). The LOC is the window towards the teams and the IFF, therefore it is important to both select the persons carefully and start the planning in time.

The IFF Competition Regulations along with the IFF Organiser's Regulations, which outline the minimum requirements that an organiser must fulfil, define the overall Event requirements that an Organising Committee must provide.

HOW TO GET STARTED

Each organiser, based upon their experience in organising events and the amount of resources they possess, must build an Organisation Committee that fits the needs of the Event.

- Firstly, you need to define the exact tasks of the LOC.
- Once you have a clear picture of the tasks then you can define what types of people and functions are required in the LOC. The IFF has defined what responsibilities the LOC has to cover, but how to divide the tasks is up to each organiser
- It is important to include persons with different skills and experience. If everyone has the same background it might negatively effect the operations of the LOC. For a more diverse approach to the organisation look for people also from outside of the Floorball world.
- The LOC should not be too big, since it then loses its ability to operate efficiently. A group of 5-7 core personnel is usually ideal, but you might need to have up to ten persons, depending how you organise it or how large your event is.
- Each LOC should try to have at least one employee who takes responsibility for arranging the practical details.
- The key knowledge that always has to be included in the LOC is the Competition, Logistics, Finance, Marketing, Media and VIP functions
- The financial planning and management is one of the LOC's key tasks and dedicating a person for this task early in the process helps to monitor the financial side of the project. It is important not to over-emphasise the financial steering, but still to follow the financial plans.
- There are different ways to start the preparations, but building the LOC is one of the first things that needs to be done. You can have a smaller group making preparations early on, but the main LOC should be established at least 18-24 months prior to the major events and 8-12 months before smaller events.

ORGANISING COMMITTEE BASIC TASKS

Chairperson: Overall responsibility for the work of the LOC

Finance: Budgeting, ticket sales, advertising, sponsors

Venues: Competition set-up, practice courts, allocation of spaces to different users

Competition & Teams: Team guides, match schedule, practice sessions, match secretary, statistics

Transportation: Teams, IFF Officials, VIP's, materials

Accommodation: Team and IFF hotels, meeting rooms

Accreditation: Team, IFF, LOC staff, VIPs, Media

Ceremonies: Opening, closing and match ceremonies, best player awards

Medical services: First aid in venue, contact to hospitals, doping tests

VIP: Invitations, hospitality, VIP rooms, gifts

Media: Media accreditation, press centre, website, logo, internet access, printed match programme

TV and Internet-TV: Host broadcaster, TV set-up,

Marketing: Marketing rights, sponsors and partners, image, promotion

Volunteers: Recruitment, deployment and management



Who is responsible for ...?

Plan your
own event!

I. General Information

GENERAL INFORMATION

Organising Committee _____
Communications _____
Information to Teams _____

COMPETITION

Venue _____
Internet Services _____
Competition Office _____
Match Secretariat _____
Statistics Team _____
Speaker & DJ _____
Music & Lights _____
Flags _____
Ceremonies _____

LOGISTICS & MATERIALS

Accreditation _____
Transportation _____
Accommodation _____
Catering _____
Flooring _____
Materials Transportation _____

FINANCE & MARKETING

Budgeting _____
Ticketing _____
Marketing _____
Sponsors _____
Commercials _____
Arena commercials _____
Exhibition stands _____
Match programme _____

ADJACENT EVENTS

Adjacent Events _____

MEDIA

Media _____
Media Accreditation _____
Press Kit _____
Media Hosts _____
Mixed Zone _____
Press Centre _____
Press Stands _____
Press Conferences _____
Photographers _____
TV Production _____
Internet-TV & Match Video _____
Event Website _____
Social Media _____

STAFF & VOLUNTEERS

Volunteer Management _____
Team Guides _____
Venue Staff _____
Rink Squad _____
First Aid _____
Security _____

ANTI-DOPING

Anti-Doping _____

IFF OFFICIALS

IFF Staff & Jury _____
Referees _____
Meetings _____
Daily Reports _____

VIP SERVICES

VIP Guests _____
VIP Room _____



Communications

Good communication, both before and during your Event, will be a key factor to its success. You need to make sure that everyone involved has access to information about what is happening and when. The communication between the LOC, IFF, volunteers, media, staff, suppliers and sponsors will be crucial.

How will the LOC communicate with each other? Who will communicate with the IFF? How will you communicate with your volunteers before and during the Event? It is not just the information that is important, but also how it will be communicated that needs to be clear.

TASKS AND DUTIES

Before the event

- Decide on how the LOC will communicate all the necessary information to everyone involved in the preparation of the Event
- Plan a system of communication with your volunteers so that you can tell them what is happening and when. Provide some system for them to update their personal information and contact details (eg. Facebook, SMS, email, website)
- Plan how the LOC will communicate so that everybody has access to all of the information about the Event (eg. Dropbox files, email groups, Skype meetings, Intranet etc)
- Order and install mobile phone services. Check with different suppliers to get the best offer, or negotiate a barter agreement in return for sponsorship recognition.
- Decide on how staff and volunteers will communicate during the event. Remember that every person at a security check zone needs to have some way of contacting the Competition office or their supervisor if they need help.
- If you decide to use walkie talkies, order early enough and check their operation within the venue. Decide if you will use different channels for different groups.
- Plan an Information Centre within each venue (can be located in the Competition Office) that can be easily accessed by all volunteers and staff.
- Decide on what level of Internet services you will need at the venues for both the organiser and the media

During the event

- In the Information Centre have a noticeboard that has all the information that is needed - work rosters, catering times, transport schedules, match schedules, contact information for supervisors, LOC & IFF personnel
- Keep in constant contact with your volunteers - SMS, email, noticeboard

Things to note!

GENERAL

- There need to be clear communication channels that are used and promoted
- Make sure that everybody involved with the Event knows where they can find information or who they can contact to ask about something
- Communication should be a two-way process. Listening is one of the most important parts of good communication. Listen to the advice given by IFF Staff, listen to the comments and feedback from volunteers, media and teams.
- Use the information you receive from all channels to help make your Event better and to run more smoothly

CO-OPERATION WITH IFF OFFICE

- It is very important to maintain constant communication with the IFF office before the Event. Give regular reports of your preparation progress, ask for help if you need it
- During the Event, the IFF personnel are responsible for making sure that everything runs smoothly. Keep them updated with any problems and ask for help if you need it.
- Daily meetings between the LOC and IFF are very important to ensure that information about what is happening each day at the Event is communicated to everybody involved.

1. General Information

Communications

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

- One person to coordinate the communication
- One person to look after the Information Centre
- Communication plan

NEEDED EQUIPMENT

- Mobile phones and SIM cards
- Walkie talkies
- Noticeboard

TIMELINE

	Task	Deadline	Responsibility	Done
12 months	Decide on how information will be communicated within the LOC Decide on how information will be communicated to/ from the staff and volunteers Decide on what communication equipment you will need			
8 months	Negotiate with companies to supply the necessary communication equipment Decide where the Information Centre will be in each venue			
3 months	Recruit persons to be in charge of the Information Centre Build the communication plan for during the Event			
Before start	Make sure everybody understands how they can communicate with each other - SMS, phone, walkie talkie, noticeboard Educate volunteers in how to use the communication equipment			

NOTES:

1. General Information

Information to Teams

The communication between teams and organiser is one of the elements for success from the organiser's point of view. A lot of information is needed from the teams and, as we all know, it is sometimes not that easy to receive that information. Therefore it is important to make clear time-lines for teams and be prepared to send reminders.

TASKS AND DUTIES

BEFORE THE EVENT

IFF sends the team contact information to the organiser, based on the information received in registration

FIRST CONTACT: Organiser informs the teams about dates, arrival city, tournament city and venues. Organiser checks the validity of the contact information received by the IFF

Co-ordinate the organiser's time-line with IFF's time-line for official information asked from the teams (team lists, photos, team info etc)

INFO LETTER 1: Organiser's first information letter to the teams should include basic information of accommodation options, organiser's services to the participants, and ask the arrival and departure information of teams. In this info letter it is important to set the time-line for information needed from the teams.

OTHER INFO LETTERS: Based on the communication between the LOC and the teams, a detailed daily program can be built, including transportations, training sessions and other activities. Information about tickets shall be sent to teams

TEAM INFO PACKAGE: Sent by the IFF to the participating teams giving info about qualification of players, anti-doping, technical meetings, social media etc. IFF ask the teams to send team lists, information forms and photos to IFF, which the organiser can also use

DURING THE EVENT

TEAM MANUAL: Organiser should produce a team manual which includes all the event information. It should be distributed upon arrival to the teams, team guides, all IFF officials & staff

TEAM BOXES: Organisers should provide some system for daily distribution of information to the teams. These should be located in each venue and shall be checked regularly by the team guide/team leader during the event

KEY INFORMATION TO TEAMS

- When and where the event is played
- Match schedule of the event
- Organisation and responsibilities of the LOC
- What type of accommodation is available
- Services provided by organiser (practice sessions, meals, transportation, tickets, match videos, souvenirs, free time program, etc.)
- Time-line of when info must be submitted to the organiser &/or IFF
- Timetable for teams to build their daily program during the event
- Contact information both from LOC and participating teams

TIME-LINES

FIRST CONTACT

Adult WFC: 12 months prior

U19 WFC: 8 months prior

WFCQ, CC & EFC: 4-6 months prior

INFO LETTER 1

Adult WFC: 9 months prior

U19 WFC: 5 months prior

WFCQ, CC & EFC: 4 months prior

OTHER INFO LETTERS

Adult WFC: 1-6 months prior

U19 WFC: 1-3 months prior

WFCQ, CC & EFC: 1-2 months prior

EXAMPLE CONTENT OF TEAM MANUAL

- Introduction
- Forewords (IFF, LOC, City)
- Names and contact details for LOC, team leaders, team guides, IFF Officials, IFF staff, transportation office
- General information about the city, things to do and basic transport info
- Event information: match schedule, locker room schedule, team colours, starting line-up form, schedule before and after a match, ceremonies, IFF competition regulations, accreditation rules
- Medical information: First aid, nearest hospitals, anti-doping information
- Info for Teams: daily schedule for team with transportations, training schedule
- Info for IFF: transportation schedule, meals, VIP info, special events or functions
- Media info: press conferences, mixed zone, TV matches, online videos, match videos
- IFF suggests including all information which is presented to the teams at the First Technical Meeting

