



IFF Event Handbook

How to organise successful
Floorball Events

Competition

2. Competition



Venue

Choosing the venue for the event is one of the most important decisions for the LOC. A suitable venue provides good conditions for a successful event. The venue for the competition must be approved by the IFF.

BASIC REQUIREMENTS

Number of venues

- The number of venues shall be sufficient according to the amount of participating teams in the Event.
- IFF prefers to concentrate in as few venues as possible, but, in principle, if there are more than 10 teams, two venues are needed

Venue agreements

- The host association must reserve the venue/s well in advance and approve them with the IFF

Spectator capacity

- Adult WFC
 - For round games & preliminary finals, at least 3000 seats
 - For semi-finals and medal matches, at least 8000 seats (men) & 4000 (women)
- U19 WFC at least 1500 seats
- CC & EFC at least 1000 seats
- WFCQ & EFCh events have no fixed spectator requirements
- The size of the venue should be estimated according to the expected amount of spectators - a full arena for 300 spectators is better than an empty arena for 1000 spectators

Clean venue

- The tournament shall be played in venues free from binding advertisements in the TV area and there should be no contradicting commercials to the present IFF sponsors

Disturbance free venue

- There shouldn't be any other activities in the arena which might cause any disruption during the event
- Preferably there should be walls and spectator stands around the field. The venue should not be a multi-arena separated by only curtains

Parking / Transport

- Suitable parking must be available for buses of the teams as well as the cars of the spectators
- A number of parking permits must be allocated for LOC and IFF
- Venue should be accessible via public transport

Things to note!

VENUE SELECTION

Location - How easily can the venue be reached by the spectators and teams? If two arenas are used can they be accessed easily from each other? eg. within walking distance

Size - How many spectators do you expect? What size of venue can you sell out for the final matches?

Playing area - Does the field level fulfil the requirements of IFF? (Minimum size of available free space should be 42x21m)

Facilities - Are there suitable facilities for teams, referees, officials, spectators, parking, etc?

Temperature - Does the venue have suitable ventilation, heating &/or airconditioning?

AVOID SUNLIGHT PROBLEMS

- If there are windows in the arena, problems with sunlight shining to the field might occur
- Find out where the sun is shining on different times of the day and take this into consideration when making your match schedule
- Decide on a plan of how to cover the windows. Test the covering at different times of the day.



Venue inspections

- The IFF may request to inspect the venue and arrangements several months prior to the event. This is especially done if the venue is to be used for the first time for an IFF event

Exceptions

- The host association has the right to ask the IFF for exceptions concerning the requirements for organising IFF events (eg. venue with lower than required spectator capacity).
- Requests should be made in writing to the IFF RACC.



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SPACE REQUIREMENTS

Spectator stands

- All spectators must have an assigned seat. Temporary seating installations are permitted
- Facilities such as cafeteria and toilets should be available for the spectators in the venue
- For disabled spectators there should be reserved seats with good viewing positions and easy access for wheelchairs. There should be support devices and access to toilet facilities

Offices

- Competition office with internet access, computers, printer, copying machine and other office equipment for the organiser
- IFF office with internet access and printer. Preferably the LOC & IFF offices are in a shared space.
- Accreditation office with facilities to take photos and produce accreditation cards. Ideally located near to the main ticket &/or VIP entrance
- Referee lounge for referees and referee management

VIP (read more in Chapter 9: VIP Services)

- VIP room with catering
- For larger events, the capacity of the space should be for at least 150 people

Media (read more in Chapter 5: Media)

- Press centre
- Press conference room (can be located in the press centre)
- Mixed zone
- Clearly marked photographer's zone
- Media tribune (press stand)
- TV / Internet streaming requirements

Doping control area (read more in Chapter 7: Anti-Doping)

- Doping control area with waiting room and test room with toilet

First aid room (read more in Chapter 6: Staff & Volunteers)

- Medical examination room with first aid equipment



Things to note!

PLAYING AREA

- Length: 40 metres x Width: 20 metres (min. 38m x 18m)
- Free height of playing area: 7 metres (from floor surface)
- Minimum 1.5 metres free space between rink and wall on all sides
- Playing surface: synthetic material or wood
- The floor for the main arena to all Final events shall be provided by the IFF

PRACTICE HALLS

- Minimum: length 38 metres x width 18 metres
- Free height of playing area: 7 metres (from floor surface)
- Playing surface must be similar to the tournament venues
- The practice area should be reserved for the use of one team at a time
- Teams shall bring their own balls and other equipment

SCOREBOARDS

- Preferably there should be two electric scoreboards visible to the teams, referees, officials, press and spectators.
- Scoreboards must display: names of the teams, score, timing and period being played
- If possible, also penalty timing, time-outs and results of previous periods shall be displayed



2. Competition

Venue

Plan your own event!



Person responsible: _____

EQUIPMENT FOR FIELD LEVEL

Match secretariat:

- Table and at least four chairs behind the table, with access to electricity
- Computer and printer with internet connection
- Penalty benches, which can accommodate at least four persons (including the penalty bench guard)

Substitution benches:

- Substitution benches for each team shall accommodate at least 20 team members
- One garbage bin in each team bench area



LOCKER ROOMS

For teams:

- Each team shall have their own locker room during training sessions and matches
- The locker room shall be available for teams 30 minutes before and after the training session, and 90 minutes prior and 60 minutes after each match
- If possible, the locker rooms should be equipped with at least three showers, toilet facilities, a massage table and benches

For referees:

- At least two locker rooms, preferably with shower and toilet
- There must be separate facilities for both genders
- There should be bottled water, fruits and light snacks available for the referees in the locker rooms

RESERVED SEATS

- Reserved seating for IFF according to a separate agreement
- 5 seats (2 VIP) per day per participating IFF Member Association or club
- 27 seats per participating team, specially located
- 2 seats per team reserved for team officials not on the bench, with easy access to locker rooms
- Media tribune with desks, electricity & internet
- Reserved areas for TV cameras, video crews & commentary teams

Special cases:

- Adult WFC: 2 VIP seats per IFF member association not taking part in the event but participating in the IFF General Assembly or Association's Meeting
- CC & EFC: 2 VIP seats per day for each IFF member association with a club participating



2. Competition

Internet Services

The use of the internet and related services is an integral part of all major events today. If you are unable to provide good internet services during the Event, it will negatively impact the promotion and visibility of your Event. Internet is vital for your website, video streaming, media reporting, photos, social media, general communications and much more.

You will have many different groups of users for the internet services during the Event and it is important to determine early on what the different needs are for all of these groups, as it will greatly influence the level of service that you need to provide.

TASKS AND DUTIES

Before the Event

- Determine all of the different user groups for the internet services. For example: TV, photographers, journalists, IFF, LOC, match secretariat
- Determine the needs of the different user groups:
 - Each TV commentary position needs a separate internet connection
 - Video streaming upload connections must be at least 2MB SDSL
 - Press room and media stands - wireless and/or cable
 - Match secretariat - secure cable connection
 - IFF - wireless and/or cable
 - LOC - wireless and/or cable
- Determine what equipment and hardware you will need - cables, switches, routers etc
- Find out what IT infrastructure might already be available in the venues
- Once you know what you will need then you can start to negotiate with providers about the service provision and costs
- Have flexible service agreements that allow you to get extra bandwidth or connections if needed
- Make sure that you have service agreements in place early enough so that all the set-up can be completed well before the Event begins. (For example, you may need to have contracts signed 6 weeks before the start of using the internet services)

During the Event

- Make sure that the internet connections are reliable and always working
- Fix any problems IMMEDIATELY
- Have contact details for the Internet provider easily available in the Competition office
- Monitor how many users you have on different services. Do you need to organise extra bandwidth? Are the internet connections able to adequately handle the amount of usage?

Things to note!

GENERAL

- The internet services need to be reliable and big enough to provide good connections for all of your different users
- Wireless services should be closed networks and the access codes should be limited only to the appropriate users
- Media services, and TV in particular, need large bandwidth - make sure you provide the adequate connections
- Don't forget that the match secretariat must have an internet connection for online statistics and match reporting

CO-OPERATION WITH IFF OFFICE

- It is very important to discuss with the IFF office before the Event the kinds of internet services that will be required
- IFF staff have good knowledge of the level of services that you will need to provide - ask them for advice if you are not sure
- IFF staff need to have access to internet at all venues, hotels and meeting rooms and the connection needs to be adequate.

2. Competition

Internet Services

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

- One person to manage the Internet Services
- Flexible service agreement that allows for increased bandwidth or usage if required
- 1-2 technical people to fix problems on-site

NEEDED EQUIPMENT

- Hardware - routers, cables, switches
- Wireless access codes

TIMELINE

	Task	Deadline	Responsibility	Done
8 months	Decide on the user groups Decide on the different levels of need of each group Decide on the IT infrastructure and hardware that you will need			
4 months	Appoint someone to manage the internet arrangements Negotiate with internet service providers			
Before start	Make sure all equipment and services have been tested and are operating properly			

NOTES:

2. Competition

Competition Office



During an event, there needs to be a control centre in the venue, so that everyone working for the organisation knows where information can be both collected and distributed, and where questions can be answered.

This is the Competition Office, which serves as the key collection point for all event communication and information. It is important to carefully coordinate what the Competition Office is responsible for in order for their to be clear communication channels, and there should be staff available in the office at all times during the event.

TASKS AND DUTIES

General Tasks

- Each venue needs to have its own Competition Office, which serves as a nerve centre and information provider for the organisation. It might not always be a physical place, but just a person/function
- Act as the key information point for the venue and its staff
- Store the main files of the competition in this office, including venue plans, event manuals, transport info, emergency plans etc
- Distribute all information to the different sectors through the competition office
- Provide information to the teams and IFF
- Co-ordinate the volunteers (if there is not a separate volunteer management sector)
- Provide suitable office equipment— computers, printers, computers and a copying machine.
- Oversee the management of all materials used in the event, and perhaps act as a storage area
- Control the keys of the venue and keep track of who has them and where they are

Before the event

- Collect all the needed equipment and materials for the event
- Produce all needed documents, check-lists, key-lists, storage-lists etc
- Produce the work-lists and check the roles of the persons in the office
- Check all technical devices
- Check the information flow between the different sectors

Things to note!

GENERAL

- Organise the event so that you can easily gather all the information in the Competition office
- Demand that all information is communicated through there
- Preferably the IFF office should be in the same space or as close as possible
- Emergency plans and contacts must be kept in the Competition office

Daily tasks

- Daily reports to the teams and special information on program changes or decisions made by IFF or LOC, through the team boxes
- Distribution of filmed matches to the teams
- Information flow to the organisation on possible changes in the program, through sms or an arranged internal system
- Reports from LOC morning and evening meetings
- Distribution of volunteers working lists and daily feedback on the volunteers notice board
- Updating the accreditation office with all information related to changes and additions
- Update lists of invited guests and VIP's for the next day
- Have a stand-by in the office for any emergency
- Distribution of LOC and IFF Daily Reports to all sectors

2. Competition

Competition Office

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

- One person running the office at all times
- 1-3 persons, depending on the event, to work in the office

NEEDED EQUIPMENT

- Computers, printers, copy machine
- Internet access
- Competition files: - Accreditation files, Match Reports, Venue plans etc.
- Communication system to key persons in LOC organisation
- Transport information

TIMELINE

	Task	Deadline	Responsibility	Done
1 - 6 months	Recruit persons to run the office at all times Recruit persons to work in the office			
3 weeks	Plan work shifts			
	Collect and prepare the equipment			
Before start	Educate volunteers in a briefing meeting Ensure that all Event information is available in the office			

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2. Competition

Match Secretariat

The main tasks of the match secretariat are to fill in the match record, take care of time keeping and communicate with the referees during the match.

The match secretariat generally consists of: online match record manager, time keeper, spare time keeper, speaker and two penalty guards.

TASKS AND DUTIES

Before the match

- Arrive at the arena early enough, at least 75-90 minutes before the match starts
- Ensure that all the required equipment is found on the match secretariat table
- Make sure the teams bring their line-ups and official team lists to the match secretariat at least 60 minutes before the start of the match
- Fill-in the team lists and line-ups to the online match system at least 45 minutes before the start of the match
- Make sure the speaker has the roster and line-ups of both teams and the names of the referees

During the match

- Use the Match Action sheet to record all of the events in the match
- Update the online match record system with all of the match actions, as they happen
- Communicate all the match actions with the speaker
- Take care of the time keeping and penalties on the score board
- Take care of the spare timekeeping with a stop watch
- Penalty guards should manage the penalties and let players back in the rink only once the penalty is over
- Communicate with the referees

After the match

- Check the online match record events with the Match Action sheet
- Close the match and print the match record
- Ask the referees to check and sign the match record
- Make sure the team managers sign the match record
- Deliver the signed match record, match action sheet and original signed team lists to the IFF office

Things to note!

GENERAL

- It is important to be neutral and polite in all situations, no cheering or insulting players or referees
- Persons in the match secretariat can NOT be changed during the match

CO-OPERATION WITH REFEREES

- The match secretariat works in close connection with the referees
- Make sure you understand everything the referees say, and if something is unclear always ask
- The match secretariat can not make any decisions on rule issues.
- If there is any problem with timekeeping, scoring or teams, contact the referees and explain the situation to them.
- Be ready to help the referees if they request assistance

MATCH SECRETARIAT LOCATION

- Match secretariat shall be placed outside the rink at the centre line
- Match secretariat table, penalty benches and substitution benches shall preferably all be placed on the same side of the playing field (and on the same side as TV cameras)
- There shall be sufficient space between the penalty bench and the substitution bench in order to avoid unnecessary conflicts, and the penalty guard shall sit between the penalty bench and opposition team substitution zone



2. Competition

Match Secretariat

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

Match secretary staff for one match:

- One record keeper who fills in the online match record
- One record keeper who fills in the Match Action sheet
- One time keeper who takes care of the score board (main time keeping and goals)
- One reserve time keeper who measures the spare time with a stop watch
- Two penalty bench guards to control the penalised players (one for each team)
- One speaker who announces all the events of the match

Match secretariat staff should take care of a maximum of two matches in a row.

NEEDED EQUIPMENT

- At least four chairs behind the secretariat table
- Electric scoreboard access and equipment
- Computer with internet and printer
- Empty match action sheets & team line-up forms
- Copies of official team lists
- Stopwatch for spare time keeping
- Sound equipment with microphone
- Equipment for measuring the curvature of the sticks
- International rule book
- Spare official IFF event balls
- Spare whistle
- Tape or other equipment for repairing goals and rink, if needed

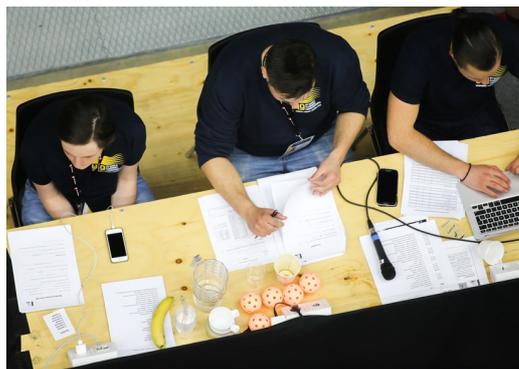
TIMELINE

	Task	Deadline	Responsibility	Done
1 - 3 months	Recruit match record staff Recruit time keepers Recruit penalty guards Recruit match speakers			
3 weeks	Plan work shifts			
	Collect and prepare the equipment			
Before start	Educate volunteers in a briefing meeting			

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2. Competition

Statistics Team



Depending on the size of the event, the statistics team could range from two people to ten or more. The one compulsory statistic that must be kept and recorded in the online match record is the goalkeeper saves. Many organisers though have a large team that records many different statistics, such as shots-on-goal, powerplay and short-handed percentages and individual player statistics.

The statistics team works in close co-operation with the match secretariat and should report the statistics to them at each period break and at the conclusion of the match.

TASKS AND DUTIES

Before the match

- Make sure that the statistics team has the latest official team list from the match secretariat
- Clearly define what statistics are to be collected and how they are to be calculated

During the match

- Count the saves made by both goalkeepers during the match
- Record other statistics as decided by the organisers
- Report the goalkeeper saves to the match secretariat & speaker after every period

After the match

- Report the statistics to the Statistics Team manager
- Distribute the statistics to the teams / media

Things to note!

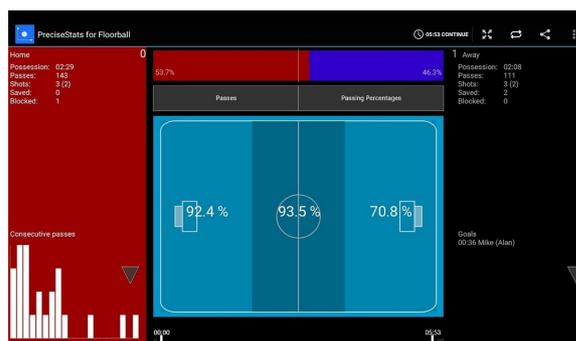
GENERAL

- Before the match, get a copy of the official team lists and starting line-ups
- Make sure you clearly understand what statistics are to be collected and how they should be calculated.
- Make sure you are seated in a place where you have clear visibility to the court, and both goals in particular. You should also be able to clearly see the scoreboard to record the time of events.
- Make sure you have enough battery in your computer or have the possibility to use an energy source
- If needed, ensure you have access to internet

WHAT IS A "SAVE"

Goalkeeper saves should be calculated as follows:

- A save IS...when a goalkeeper stops a ball which otherwise would have gone into the goal
- A save is NOT...when a goalkeeper stops a ball which would not have gone into the goal or the ball hits the frame of the goal



Statistics Team

Plan your own event!



Person responsible: _____

NEEDED RESOURCES

Statistics team for one match:

- Two people to count goalkeeper saves
- Extra people to calculate other statistics, as required

One statistics team should take care of a maximum of no more than two matches in a row.

NEEDED EQUIPMENT

- Pens and paper for notes and calculations of the goalkeeper saves
- Instructions on how to calculate each statistic
- Reserved seating with clear visibility to the court and scoreboard

TIMELINE

	Task	Deadline	Responsibility	Done
1 - 3 months	Decide what statistics are to be collected Define how the statistics will be calculated Recruit persons to calculate statistics			
3 weeks	Plan work shifts			
	Collect and prepare the equipment			
Before start	Educate volunteers in a briefing meeting Reserve seating with clear visibility of court and scoreboard			

NOTES:

2. Competition

Speaker

The Speaker take cares of all of the announcements for the match. Together with the DJ they have a great influence on the atmosphere in the venue.

SPEAKER TASKS AND DUTIES

The speaker has the responsibility for the schedule, making sure everything starts and stays on time.

At the end of the warm-up

- Announce that the warm-up time is over and that teams must leave the field

After the warm-up

- When teams are in the locker rooms, read the rosters of the teams (player's number and name) for the spectators
- If there is time, the standings of the teams, previous results or match schedule of the day can be announced

Before the match starts

- Welcome teams to the arena and announce the names of the teams
- Announce the national anthems and ask spectators to stand up
- Announce the names and nationalities of the referees
- Announce the starting line-ups of the teams (away team first)

During the match

- Announce events of the match: goal scorer, assist, goal time, penalised player, length and reason of the penalty, starting time of the penalty, end of the penalty, player executing the penalty shot, time of the time-out and team using it, last minute of each period
- The events of the match shall be announced only after the referees have confirmed the event
- Goals should not be announced until after play has restarted.

During the intermissions

- Announce the score of the match, goalkeeper saves and other statistics (if available).
- If applicable, the progress score or final result from matches at the other venue

After the match

- The final score of the match
- Introduce the persons awarding the best players
- The announcement of the best players
- Next matches of the event

After the medal matches

- Announce the prize ceremonies according to the instructions given by the organisers



GENERAL

- Be neutral and polite, no cheering or insulting players or referees
- There is usually a tight schedule and it is extremely important that the speaker leads the events so that everything starts and finishes on time
- The atmosphere is created by the speaker and DJ so do your best to give the spectators the best possible Floorball experience!

ANNOUNCEMENTS

- All announcements should be made in the national language of the host country first, followed by the same in English
- Try to be as clear as possible and do not hurry the announcements so they can't be understood
- The announcement shall always be carried out to the end even though the next event already happens during the announcement (goal, penalty, etc.)
- When something is announced for both teams, always announce the away team first



2. Competition

Speaker Instructions



2. Competition

Since the speaker is the only one who can communicate with the audience during a game it is vital that the person have all the relevant information concerning the games and the event. In this section some basic data is provided to support the Speaker.

ANNOUNCEMENT EXAMPLES

BEFORE THE GAME/DURING THE WARM UP

- "Good morning/afternoon/evening ladies and gentlemen and welcome to this WFC/CC/International match between xx and xx."

THE LINE-UPS OF THE TEAMS

- Between the warm-up and the teams coming onto the court, read out the list of all players and officials: Number, first name and surname.
- When the teams have entered the field and they are ready: "Ladies and gentlemen please stand for the national anthems of team X and then for team Y"

THE STARTING LINE-UPS OF THE TEAMS

- After the National Anthems, the starting line-ups of the teams (Away team first) are announced in the following order: Goalkeeper, Defenders, Centre and Forwards
- Announce the referees of the match: XX and XX from XX

FIXED SITUATIONS DURING THE GAME

GOAL

- XX (country) score their first* goal, time XX minutes and XX seconds. Scored by number XX, (name) assisted by number ten, (name).

(*The numbering: 1= first, 2= second, 3= third, 4=fourth, 5=fifth, 6=sixth, 7=seventh, 8=eighth, 9=ninth and 10=tenth etc)

PENALTY (Bench penalty)

- Player info (country, number, name), 2 minutes penalty for incorrect hit. Time of penalty XX minutes and XX seconds.

PENALTY FOR GOALIE

- XX (country), number XX, (name) 2 minutes penalty for holding. The penalty is served by number XX (name) Time of penalty XX minutes XX seconds.

PENALTY SHOT

- Penalty shot for XX (country). Penalty shot will be made by number XX (name).

PERSONAL PENALTIES - 2+10 MIN. PENALTY

- XX (country), number XX (name) 10 minutes penalty for _____, and 2 minutes bench penalty. Time of penalty XX minutes XX seconds.

MATCH PENALTY

- XX (country), number XX (name) match penalty 1/2/3 and 5 minutes bench penalty. Time of penalty XX minutes XX seconds.

END OF PENALTY

- Both teams are now playing with full strength (5 vs. 5)
- XX (country) is playing with full strength
- Teams are playing with equal strength (4 vs. 4 or 3 vs. 3)
- XX (country) is playing short handed (4/3 vs. 5)

CORRECTION

- Correction: XX's (country) seventh goal was scored by number XX, (name) and assisted by number XX (name)

LAST MINUTE OF THE PERIOD

- One minute left of the first/second/third period

DURING INTERMISSION

- The score after that period
- Goalkeeper saves in that period

TIME OUT

- XX (country) timeout, XX minutes XX seconds.

AFTER THE GAME

- The final score of the game is XX (winning country & number of goals) XX (losing country and number of goals)
- Best players awards are presented by (names)
- Best player for XX (Away team), number XX (name)
- Best player for XX (Home team), number XX (name)

Music & Lights



The DJ sets the whole atmosphere for the event with the music, and combined with any special effects lighting, they can greatly influence the enjoyment level of the spectators.



The general lighting in the venue is very important for the players, photographers and TV. Take the lighting and music issues into consideration when planning the ceremonies.

Things to note!

BASIC AUDIO REQUIREMENTS

- There must be a possibility to play music in the arena
- There must be a possibility to announce match events to the spectators during the match from loudspeakers

DJ TASKS AND DUTIES

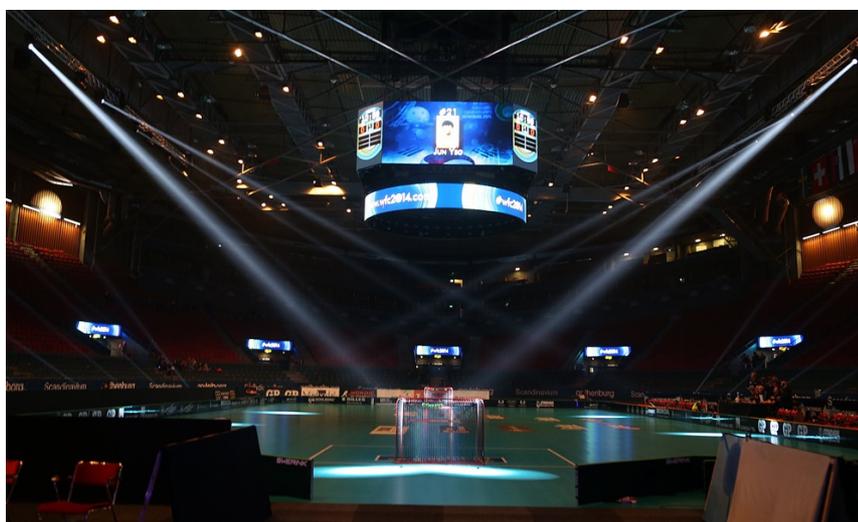
- Start playing music when the warm-up starts
- Play the national anthems before the match in correct order (away team first)
- Play the music in the breaks of the match (no music shall be played when game is being played)
- Play the commercials during breaks and intermissions if there are audio commercials
- If there is some programme during the intermission and audio devices are needed, assist with this
- Play music after the match

GENERAL

- The check of the lights and audio devices should be done early enough to be able to correct any issues
- Make sure there are instructions on how to use the lights and audio devices available
- Make sure there is always someone available to fix any problems with the audio or lights

NATIONAL ANTHEMS

- For all IFF events, the IFF will supply the official national anthems
- Always play the anthem of the AWAY team first
- If anthems are to be performed live it must be done for both teams in the match (not just one)



2. Competition

Music & Lights



BASIC LIGHTING REQUIREMENTS

Lighting of the playing areas

- Light sources which may disturb the players, referees, officials or the public shall be avoided (eg. Flashing or 'strobe' lights)
- Organisers must ensure that TV lighting equipment does not interfere with the progress of the match
- Check with the arena how long it takes to light the venue, this is especially important for TV.
- The recommended maintenance for lighting of the playing area can be found in the table below

JUMBOTRON (video screen)

- If you use the jumbotron, IFF recommends that no more than 6 commercials are used in each period
- Use the jumbotron to activate the audience
- Use the screen for live coverage, replays, player line-ups etc.

The recommended maintenance for illumination of the playing area:

	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 Camera	1500-3000	0.8	0.6	1800	0.7	0.5	>80	<50
Fixed Camera	1500-3000	0.8	0.6	1400	0.7	0.5	>80	<50
Mobile Camera	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 (playing field) 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 metres above the playing surface.

2. Competition



Speaker, Music & Lights

Plan your own event!

Person responsible: _____

NEEDED RESOURCES

Audio team for one match:

- One speaker
- One DJ
- It is also possible that same person does the duties of speaker and DJ

It is not good to announce too many matches in a row, 1-2 matches in the row is a good length.

NEEDED EQUIPMENT

- Audio devices for the music
- Audio devices for the announcements
- Rosters of the teams
- Information during the match from the match secretariat and statistics team
- List of penalty codes and their meanings
- Information about other announcements to be made during the match (eg. Sponsors, other matches etc)

TIMELINE				
	Task	Deadline	Responsibility	Done
1 to 3 months	Recruit persons as speakers Recruit persons as DJ's			
3 weeks	Plan work shifts Collect and prepare the equipment			
Before start	Test all audio equipment before the first match Educate volunteers in a briefing meeting			

NOTES:

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Flags

The flags of the participating nations shall be visible during the tournament. Also the flags of the IFF, referees and host association shall be visible.



TASKS AND DUTIES

- The flags of the participating countries, IFF flag and host association flag shall be hung inside the venue, suspended from the roof or along a wall.
- Make sure that you order the flags early enough and have them all made the same size.
- When hanging the flags it is important to consider their location carefully. If needed, can the players face the flags easily? Are they the right way around from the perspective of the main TV camera?
- IFF also recommends to use match flags at the field level. Match flags are the flags of the playing nations (and the flag of the referees). In this case, the players will face to these during national anthems so it is easier to control the direction everyone is facing.
- If there are enough flag poles, the flags of the participating nations shall also be hung outside the venue

NEEDED EQUIPMENT

- Flags of the participating nations, IFF and host association to the roof or wall inside the venue. Make sure the flags are all of the same size.
- Match flags of the countries and referees to the field level
- Suitable storage place for the match flags (eg. Flag stand)
- Flags for outside the arena, if used
- Equipment to attach the flags to the roof or wall
- Flag hanging order list
- If needed, order the hanging of the flags from the venue well in advance

Things to note!

GENERAL

- Show respect to national flags at all times. The flags shall be handled so that they never touch the floor
- Make sure the flags are hung in the correct order (alphabetical order according to French names). The exception to this is the host country flag which can be hung at one end of the flag row, while the IFF flag can hang at the other end.
- If the flags are hung vertically, make sure they are turned the right way. Standard protocol for hanging a flag vertically, is that the corner that is at the top left when hanging horizontally, should also be at the top left when hanging vertically.

Horizontal



Vertical



- During national anthems it is preferable that the players do not have to turn away from the spectators or TV cameras to face the flag, so the use of match flags at field level is highly recommended
- If your event is being broadcast on TV, the hanging of the flags should also take into consideration the placement of the main TV camera. The flags should be hung so that when they are shown on TV (from the main camera) they are seen the right way around

2. Competition

Flags

FLAG ORDER

FRENCH (English)

AFRIQUE DU SUD (South Africa)

ALLEMAGNE (Germany)

ARGENTINE (Argentina)

ARMÉNIE (Armenia)

AUSTRALIE (Australia)

AUTRICHE (Austria)

BANGLADESH (Bangladesh)

BELGIQUE (Belgium)

BIÉLORUSSIE (Belarus)

BOSNIE HERZÉGOVINA (Bosnia and Herzegovina)

BRÉSIL (Brazil)

BULGARIE (Bulgaria)

CAMEROUN (Cameroon)

CANADA (Canada)

CHINE (China)

CROATIE (Croatia)

DANEMARK (Denmark)

ESPAGNE (Spain)

ESTONIE (Estonia)

ETATS-UNIS d'AMÉRIQUE (USA)

FINLANDE (Finland)

FRANCE (France)

GÉORGIE (Georgia)

GRAND-BRETAGNE (Great Britain)

GRÈCE (Greece)

HONGRIE (Hungary)

INDE (India)

INDONÉSIE (Indonesia)

IRAN (RÉPUBLIQUE ISLAMIQUE) (Iran)

IRLANDE (Ireland)

ISLANDE (Iceland)

ISRAËL (Israel)

ITALIÉ (Italy)

JAMAÏQUE (Jamaica)

JAPON (Japan)

LETTONIE (Latvia)

LIECHTENSTEIN (Liechtenstein)

LITUANIE (Lithuania)

LUXEMBOURG (Luxembourg)

MALAISIE (Malaysia)

MALTE (Malta)

MOLDOVA (Moldova)

MONGOLIE (Mongolia)

MOZAMBIQUE (Mozambique)

NÉPAL (Nepal)

NORVÈGE (Norway)

NOUVELLE-ZÉLANDE (New Zealand)

PAKISTAN (Pakistan)

PAYS-BAS (Netherlands)

PHILIPPINES (Philippines)

POLOGNE (Poland)

PORTUGAL (Portugal)

QATAR (Qatar)

RÉPUBLIQUE de CORÉE (Korea)

RÉPUBLIQUE TCHÈQUE (Czech Republic)

ROUMANIE (Romania)

RUSSIE (Russia)

SERBIE (Serbia)

SIERRA LEONE (Sierra Leone)

SINGAPOUR (Singapore)

SLOVAQUIE (Slovakia)

SLOVÉNIE (Slovenia)

SUÈDE (Sweden)

SUISSE (Switzerland)

THAÏLANDE (Thailand)

TURQUIE (Turkey)

UKRAINE (Ukraine)



2. Competition

Ceremonies

The ceremonies include the opening and closing ceremonies of the event as well as the small ceremonies before and after each match.

In order to make the event feel and look professional, the ceremonies should be well-planned and all participating parties informed of the ceremony protocol - especially the players.



2. Competition

TASKS AND DUTIES

Before the event

- Plan the opening ceremony
- Plan the pre-match countdown (according to your match schedule)
- Plan the match ceremonies which will be used in every match
- Plan the closing ceremony, including medal ceremonies
- Approve these ceremonies with the IFF

During the event

- At the beginning of the event, distribute information and materials about the ceremonies to match officials, venue staff, team guides, teams, referees, speaker, IFF staff & officials, TV and media
- Give information about the ceremonies in the Technical meeting
- Guide the ceremonies from start to finish
- If needed, change the timing of the ceremonies (shorten it) and inform about this

Before the match

- Make sure everything is in place for the match opening ceremony, such as flags of the teams and referees (if used)
- Put information about the ceremonies on the locker room doors
- Ensure speaker has the team lists, starting line-ups and the names of the referees
- Ensure DJ has the correct national anthems and playing order
- Appoint the person/s to choose the best players of the match (eg. Statistics team, VIP guest, etc.) and ask them to inform the speaker at least three minutes before the end of the match
- Give signal to the teams and referees to enter the arena at the correct time

During the match

- Make sure performers for intermission shows have access to the field level and are in the right spot when the intermission starts
- Ensure Best player prizes are at the match secretariat table for the match ending ceremony
- If needed, guide the persons awarding the prizes to the field level at least 2 minutes before the end of the match
- Give instructions to the persons awarding the prizes
- Inform the speaker about the names and positions of the persons awarding the prizes

Things to note!

GENERAL

- The planned timing should be maintained in the ceremonies
- The speaker is in the best position to influence the length of the ceremonies, so make sure the speaker knows the schedule
- In TV matches it is especially important to stick to the planned timing

OPENING CEREMONY

Example of the content of the opening ceremony

- Flags of the participants and referees entering the arena
- Welcome words from the organiser
- Welcome words from the host city
- Welcome words and official opening of the event by IFF representative
- Some cultural program



Medal Ceremonies

The medal ceremonies and presentation of trophies may be the most replayed part of your event, either via TV or photos, so it is very important that it goes smoothly.

The medal ceremonies have many elements that need to be controlled simultaneously, which can make them difficult to manage. It is important to have a clear vision of how you want the medal ceremonies to run and that all parties involved understand what they should do, where they should go and when.

IFF prefers to have the same structure for all medal ceremonies, in order to create a familiar situation for players and media, and thus help to ensure a smoother running of the ceremonies. IFF has made a basic structure for the whole medal ceremony which is provided to the organisers.

TASKS AND DUTIES

Medal ceremony structure

- In IFF events, medal ceremonies are held after both the Final and bronze medal matches
- In the case of an election of an All Star Team, the reward of the All Star team shall always take place before the Final medal ceremony.
- IFF will provide a basic medal ceremony structure for all events
- With televised finals, the important thing is to get the medal ceremony within the broadcast time. If it takes too long the risk grows bigger that TV will not stay on air for the medal ceremony. Therefore, always inform TV well in advance of the planned timing.

Build-up

- The basic principle is to have one person from the LOC (can be a sponsor, city representative or from the National Association) and one person from IFF presenting the medals.
- Generally, the timing of the ceremony and the movement of players and the persons giving out the medals can be the cause of the most problems.
- Despite the number of times you may have given instructions of how the players shall move, it doesn't always work – the players often forget or are too excited/disappointed to pay attention to the situation
- The key person in this situation is the speaker - they can keep the ceremony moving and on-schedule, speeding it up if needed
- When planning the medal ceremony take into account how long it will take to carry out, and be realistic about your timings

MEDAL CEREMONY CONTENT

Example of the Final medal ceremony

- Best players of the final to be awarded
- Awarding of medals to the referees of the final
- All Stars team and MVP of the event announced and awarded
- Awarding of medals to the silver team
- Awarding of cup to the silver team captain
- Awarding of medals to the champion team
- Awarding of cup to the champion team captain
- National anthem of the champion team
- Photo opportunity of champion team for media

Practical issues

- Prepare a timing run-down for the medal ceremonies
- Distribute the run-down to all involved: ceremony staff, speaker, teams, prize-givers, IFF
- Organise that the prize-givers are present on court level no later than three minutes before the end of the match. While they are waiting they should have clear visibility to the playing field, especially in case of over time or penalty shots.
- Consider how the media will access the medal ceremony. Will photographers be allowed on the field? Will there be mobile TV cameras on the field?
- Make sure the media are well-informed prior to the medal ceremonies of their access rights and the ceremony protocol

Ceremony Schedules



The ceremony schedules should be the same for every match. This allows the players to become familiar with what they are meant to do, when they are meant to do it, and where they should be during the ceremonies. Not only does it look better when everybody knows what they are meant to be doing, but it is important for helping keep your matches starting and ending on time.

The ceremony schedules should be explained to the teams at the First Technical meeting, be included in the Team Manual and posted on the team dressing room door.

BASIC MODEL BEFORE A MATCH

(Allow 2:45-3hrs between the start of each match)

Time (mins)	What happens
0:45	Warm-up starts after the previous match ends.
0:15	Warm-up ends. (Signal)
0:08	Teams are ready at the team entrance. Flag bearer at front (if used), followed by captain and then players in number order
0:07	Both teams and referees enter the rink (System to be decided by LOC)
0:06	National Anthems are played (Away team first)
0:03	Final team preparations
0:02	Starting line-ups are announced (Away team first)
0:00	The match starts

BASIC MODEL AFTER A MATCH

Time (mins)	What happens
0:00	The match ends.
0:02	The teams line up on their respective sides facing each other
0:03	LOC Best players of the match awarded (Away team first) Photo of the best players
0:04	Captain from each team thanks the other team (Home team first)
0:05	Teams shake hands
0:06	Teams immediately leave the rink through the MIXED ZONE

BASIC MODEL AFTER FINAL MATCH

Time (mins)	Who	What happens
0:00		The match ends
0:02		Teams line up on their respective sides
0:03	LOC	Best players of the match awarded (Away team first) Photo of the best players
0:04	IFF Head of Referees	Medals for referees of the final match awarded Photo of the referees
0:05	IFF Jury Chairman & LOC	All Star Team announced and prizes awarded All Star Team photo
0:07	IFF	MVP announced and prize awarded
0:08	IFF VP & LOC	Silver team captain leads players to receive medals (scheme 3.1.) and shake hands with winning team (scheme 3.2)
0:10	IFF VP	Captain returns to the medal table & receives silver cup. Team can then leave the field through the MIXED ZONE
0:11	IFF President & LOC	Winning team captain leads players to receive medals
0:13	IFF President	Captain returns to the medal table & receives the cup Winning team goes behind the banner (scheme 3.3) Photos of the champion team
0:14		National Anthem of the Champion team
0:15-20		The winning team leaves the field through the MIXED ZONE

2. Competition

Ceremonies



Person responsible: _____

- NEEDED RESOURCES**
- Ceremony Manager to look after all ceremony protocol and to help in match ceremonies if needed
 - 1-2 ceremony staff per match to guide the match ceremonies
 - More persons for the opening and closing ceremonies, guiding the participating teams

- NEEDED EQUIPMENT**
- Instructions for the ceremonies
 - Flags for the match ceremonies
 - National anthems for the match ceremonies
 - Prizes for the match ceremonies
 - All Star team & MVP prizes for the closing ceremony
 - Medals and cups for the closing ceremony

TIMELINE				
	Task	Deadline	Responsibility	Done
1 - 3 months	Recruit person/s as Ceremony Manager/s to oversee ceremony protocol and to help in match ceremonies if needed Recruit persons as ceremony staff to guide the match ceremonies Recruit persons for the opening and closing ceremonies, guiding the participating teams			
3 weeks	Plan work shifts			
	Collect and prepare the equipment			
Before start	Educate volunteers in a briefing meeting			

NOTES:

2. Competition