



GUIDELINES FOR HEAD ORGANIZER/HOST NATION OF SANCTIONED FIB TOURNAMENTS

1. Teams

1.1 Briefing for all teams

A meeting (briefing) must be held before the tournament starts where all headleaders, coaches, referees, Referee Supervisor(s) and Tournament Director are present. Practical information, opening/closing ceremonies, meals, interpretation of the Bandy Playing Rules etc. should be given at this meeting.

1.2 Local transportation

The participating teams shall have (their own) transportation/bus/van available from and to the arena/hotel every day, this according to approved travelling schedule.

Transportation is only available for official engagements (matches, ceremonies, practice, etc.). Attention! Transportation must be arranged the evening before needed (at the latest 18.00 hour).

1.3 Team accommodation

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

For WCS Men and RGC:

4 x single rooms

9 x double rooms

For WCS women and youth (FIB SG can approve exceptions):

2 x single rooms

9 x double rooms

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

Every team shall stay at the same floor – all teams at the same hotel.

1.4 Meals and drinks

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

1.5 Internet access

For players (at the hotel).

1.6 Meeting room

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

1.7 On-ice training hours

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

The organizer must arrange one hour per day free of charge, maximum three hours total over three days.

Extra practice on artificial ice will be charged separately.

1.8 Treatment room in arena

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

1.9 Warming up

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

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

1.10 Warming up time on the ice before the matches

Schedule for warming up times (starting time before each match and length of warming up) should be announced to the participating teams before the tournament starts.

1.11 Skate sharpening

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

1.12 Physiotherapist

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

1.13 Medical service

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

1.14 Locker room

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

1.15 Opening ceremony

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

1.16 Banquet

Is recommended to be held following the final game.

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

1.17 Guide-lines for awards

Following awards are recommended:

Fair Play Team Pool A (preliminary round)
Fair Play Team Pool B (preliminary round)
Top scorer Pool B (preliminary round)

All-Star Awards: Best goalkeeper, defender, midfielder and forward
All star team (if wanted)

Most valuable player
Overall top scorer pool A
Overall fair play team pool A

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

2. General demands

2.1 Printed information before and after arrival in tournaments venue

Information about happenings during the tournament.

Such as: general information, opening ceremonies, local transportation, awards, match schedule, hotel and meals, city info, contact persons etc. This is to avoid the problems of spoken (oral) information.

2.2 Hotel(s)

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

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

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

At disposal drying room for the teams.

2.3 Special Guests/VIP's

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

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

To be accommodated at the championship hotels can be arranged, but the costs will be directly charged to the individuals/federations.

2.5 National Team sponsors

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

2.6 Media coverage

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

Establish website for the tournament at the latest one (1) month before start of the tournament.

Press-conferences also in English.

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

2.7 Documentation

The host federation must produce a statistics report, a subject report and a video with highlights for approximately 5-10 minutes.

2.8 Security

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

See separate document.

2.9 Contact person

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

2.10 Game reports / match protocols

For the game reports and match protocols, the FIB website must be used.

3. *Special demands regarding arena facilities and dimensions*

3.1 Spectators

Match program and line-ups.

3.2 Players

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

3.3 Referees

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

3.4 Teamleaders

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

3.5 Organizers

The uniform must be easily recognized.

3.6 Press

Available match statistics and protocol immediately after the matches (also in English). At their own press-room/media-center: access to Internet, (telephone, fax) and electricity for computers.

Transportation for all official arrangements (only one (1) common or collective departure/return per match/event).

4. Referees

4.1 Start-up meeting for all referees

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

4.2 Interpreter for the referees

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

4.3 Referee accommodation

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

One (1) single room for a referee supervisor (in WCS Men minimum four supervisors).

4.4 Hotel

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

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

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

Exception for WCS women and youth: Same hotel as the teams.

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

Referees rooms near each other.

4.5 Possibility to get medical help/massage

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

4.6 Meals and drinks

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

4.7 Transportation to matches for all referees

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

4.8 Referee meetings

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