

ISBHF ORGANIZERS REGULATIONS

I. GENERAL

§ 1 Introductory formalities

ISBHF event's are World Championships and Continental Championships for National Teams and World Cup or League and Continental Cups or League for Club Teams.

Any national Association, which is a member of ISBHF, may apply to organize an ISBHF event. Applications shall be submitted during the application periods prescribed by ISBHF. Organizing other event's than ISBHF event's are treated in § 7.

§ 2 Regulations

All ISBHF event's shall be organized according to valid ISBHF Regulations.

§ 3 Exceptions

Exceptions from these regulations could only be agreed upon in a contract between ISBHF and an organizer.

§ 4 Contract

ISBHF and the organizing Association shall sign a contract setting out the particular rights and responsibilities of ISBHF and the hosting Association. The contract should detail the following:

- a) The powers and rights
- b) Rights and responsibilities of marketing and advertising
- c) Rights and responsibilities concerning coverage from television, radio and other similar media
- d) Financial responsibilities including negotiated hosting fee, minimum of 3,500 Euro for WC, and a deposit fee of 3,500 Euro for WJC.
- e) Sales provisions

§ 5 Support responsibilities of the host

The supporting responsibilities of the host shall be:

- a) Assistance with obtaining entry and exit visas
- b) Communications equipment for the press
- c) Accommodation and transport as agreed between the ISBHF and the organizer

§ 6 Liability

Organizing liability rests with the organizer. Claims against ISBHF for compensation will not be accepted.

§ 7 Other events

- a) National Teams
 - b) Friendly matches and tournaments shall be notified to the ISBHF and the ISBHF Referee Committee for selection of ISBHF referees.
 - c) Club Teams
- Friendly matches and tournaments containing elite teams (the two highest divisions) from more than two nations need an approval from ISBHF. Application for approval shall be made at the latest three months before the event.

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

II. FINANCIALS

§ 8 Financial provisions

Financial obligations of organizer shall be as follows:

8.1 Cost for organizing

The host Association shall be responsible for all financial matters of the organizer and organization of the event, including a hosting fee to be negotiated by the ISBHF.

8.2 Costs for participating teams

The costs for participating teams shall be as follows:

2.1 Costs for travelling to the event

Costs for travel to and from the hotel of site of the event and board and lodging shall be borne by each participating team.

8.3 Costs for travelling during a Championship (AAA and AA tournaments)

The host shall pay for no more than 32 persons (25 players and 7 officials) to travel from their hotel to the official venues, to each scheduled game and to training sessions according to the official program. The responsibility for the organizer to transport referees and teams starts one day before the first match and ceases the day after the last match of each team.

8.4 Costs for participating teams in all other ISBHF events

In all other ISBHF events all costs should be borne by the participating team, if nothing else has been agreed upon.

8.5. Host responsibility

The host is responsible for the overall costs of the visit, transportation and insurance of the following persons:

- a) ISBHF Board members and General Secretary
- b) International referees nominated by the ISBHF

8.6 Medical costs

The host shall be responsible for the cost for having first aid educated persons in the arenas. Participants are responsible for taking out sufficient insurance to cover their delegations.

8.7 Costs for inspection of venues

Persons nominated by ISBHF first inspects the venues and arrangements in due time prior to the event. Further inspections may be carried out if it is necessary. The inspection should comprise the infrastructure.

Following each visit the inspector shall submit an inspection report to the ISBHF Board. The organizer shall be responsible for the basic costs of the visit and transportation of the inspector.

III. ADMINISTRATION

§ 9 Organizing committee

The organizing committee should consist of functions and responsibilities as follows:

1. *Finance*
2. *Venues*
3. *Transportation*
4. *Accommodation and support services*
5. *Ceremonies*
6. *Medical services*
7. *VIP services*
8. *Press services*

§ 10 Venue program

10.1 Timetable

The competition timetable shall be drawn up in accordance with ISBHF guidelines and regulations

10.2 Consecutive matches of a team

There must be at least four (4) hours between the start of two consecutive matches of any team in a championship. In all other ISBHF events the minimum starting time between two consecutive matches for one team should be at least two (2) hours. Whenever possible a team that has played last match on one day should not play the first match of the following day.

10.3 Time between the start of matches

At least 2 1/2 hours in a championship and 2 hours in all other ISBHF events should be allowed in the timetable between the start of matches being played on the same floor if not agreed otherwise.

10.4 Warm-up

Teams are entitled to warm up on the floor 20 minutes in a championship and, if possible, 10 minutes in all other ISBHF events before start of a match.

10.5 Changing of the timetable

The organizers are entitled to request the Directorat for changes in the timetable for reasons of television coverage, if the teams are informed of the changes 24 hours before the start of the match in question.

§ 11 Practice in the Championships

11.1 Daily practice

Teams are entitled to practice for at least 60 minutes per day on a regulation playing area during the group play and, if possible, during play-off. The practice may not be free of charge.

11.2 Practice in tournament venue

Teams are entitled to at least one practice in the official tournament venue before their first match in that venue, on the day before an official match.

11.3 Practice schedule

Practice sessions shall be conducted according to the official practice schedule. A team which played the last match one day should not, if possible, be allocated the first practice session on the following day.

11.4 Balls and other equipment

Teams should bring their own balls and other equipment to practice sessions.

§ 12 Directorate Meetings

12.1 Attendance

The team representatives are obliged to attend meetings scheduled by the Directorate.

§ 13 Accreditation

13.1 ISBHF officials and referees

Every Directorate member shall get a personal pass "ISBHF Directorate". Every ISBHF official involved in the organization shall get a personal pass "ISBHF Organizers". Every referee shall get a personal pass "ISBHF REFEREE".

13.2 Accreditation of participating Associations and teams

Entry (eligibility) forms shall be sent to all participants at least 60 days before the first match. The entry forms shall be returned to the ISBHF Office, completed at latest a day before the first match. Accreditation's are made on the day of arrival. Every team member must submit valid passport or identity documents proving his/her nationality. Every team player shall get a personal pass "TEAM". Every team official shall get a personal pass "TEAM OFFICIAL". A team may accredit a maximum of 32 persons.

13.3 Press

Every journalist shall get a personal pass "PRESS".

13.4 V.I.P.

Every V.I.P. shall get a personal pass "V.I.P.".

IV. INFRASTRUCTURE

§ 14 Venues

The tournament shall be played in venues free from binding advertisements with the following standards:

- a) Spectator's capacity of at least 2000 in Championships and 300 in other ISBHF events
- b) Minimal length of playing area for A5 and B5 52m, width 26 m, for A4 and B4 48 x 24m.
- c) Free height of playing area 7 m, measured from the surface of the rink
- d) Minimum of 1.5 meters free space between board and walls
- e) The playing surface should be made of concrete, asphalt or synthetic material.

§ 15 Practice arenas

15.1 Technical specification

- a) Practice arenas must be at least 38 meters long and 20 meters wide
- b) The board, goal cages and dots markings must be the same as in the tournament venues.

15.2 Changing rooms for practice

Changing rooms, showers and sanitary facilities for the sole use of the teams should at least be provided in a hall nearby.

15.3 Practice schedule

The practice area should be reserved for the use of one team at a time suiting the tournament program.

15.4 Equipment for practice

Teams should bring their own balls and other equipment to practice sessions.

§ 16 Flags

Flags of all participating teams and ISBHF should be on display inside the venues and, if possible, outside the venues. The flags of ISBHF, participating teams in and the referees in an ongoing match should also be on display in the immediate vicinity of the rink.

§ 17 Scoreboard

17.1 A scoreboard must be visible to the teams, referees, officials, press and spectators. A venue with two electric scoreboards is preferable.

17.2 The scoreboards should display the following information:

- a) Abbreviations of nation name, if possible
- b) The period being played
- c) The score
- d) Penalty timing, if possible
- e) Time-outs called by each team, if possible
- f) Results of previous periods, if possible

§ 18 Match secretariat, penalty and substitution benches, first aid

Match secretariat, penalty and substitution benches should all be placed on the same side as the TV cameras if possible.

18.1 Placing of match secretariat

The match secretariat shall be placed outside the rink at the centre-line.

18.2 Staff in the match secretariat

The match secretariat should consist of the following staff:

1. One time keeper
2. One record keeper
3. One speaker
4. One official ISBHF representative, if requested
5. Two assistants at penalty benches

18.3 Equipment and forms of the match secretariat

There must be at least four chairs placed at the match secretariat, public address equipment connected to the arena broadcasting system and the following equipment and forms:

- a) Match records
- b) Equipment for measuring the curvature of sticks
- c) Minimum of 2 stopwatches
- d) Two referees whistles
- e) International rule book
- f) Notepads and pens
- g) 20 balls of a brand and design approved by the ISBHF.
- h) Tape for the goal creases and a tape measure

18.4 Penalty benches

The penalty benches shall for each team accommodate at least 4 persons. There shall be one official at each penalty bench

18.5 Substitution benches

The substitution benches shall for each team accommodate at least 20 team members.

18.6 First aid staff

In the immediate vicinity of the match secretariat first aid staff with stretcher shall be situated.

§ 19 Illumination of the playing area

19.1 Disturbance

Lighting sources which may disturb the players, referees, officials or the public should be avoided.

19.2 Television

The organizers must ensure that television lighting equipment does not interfere with the progress of the game.

19.3 Maintenance

The recommended maintenance for illumination of the playing area is as follows:

Average Lighting Maintenance

	<i>Horizontal illumination in flux</i>	<i>Vertical illumination in % of horizontal</i>	<i>Vertical illumination in % of horizontal</i>
	Floor level	1 m over floor	4 m over floor
Practice & competition	400-500	>40%	>35%
Spectators <1000 seats	500-600	>50%	>40%
TV & Spectators > 1000 seats	>600	>50%	>40%

Lighting Uniformity

	<i>Horizontal illumination Eh-min/Eh-max</i>	<i>Vertical illumination Ev-min/Ev-max</i>	<i>Vertical illumination Ev-min/Ev-max</i>
	Floor level	1 m over floor*	4 m over floor*
Practice & competition	>0,50	>0,35	>0,20
Spectators <1000 seats	>0,50	>0,50	>0,30
TV & Spectators > 1000 seats	>0,50	>0,50	>0,30

* Within an area of 3 m from the walls values down to 0,2 could be accepted on measured vertical uniformity, when the measuring instrument is turned towards the wall.

§ 20 Other equipment

Material for repairing goal cages and the board shall be kept in a short distance from the rink.

§ 21 Spectators stands

21.1. Reserved seats

The following reserved seats shall be provided for ISBHF and the press:

- a) Seats reserved for the use of ISBHF should be according to a separate agreement

- b) 100 seats per ISBHF member Association participating and VIP
- c) 60 seats per participating team, specially located
- d) The necessary number of seats for the accredited press
- e) Separate location for radio and television reporters

21. 2 Locations of television cameras in the arena

- a) TV cameras shall be located at the same side as the match secretariat
- b) TV cameras should be situated such that they do not cause any disturbance or danger for participants.

21. 3 Facilities for the spectators

Facilities, such as bathrooms and cafeteria for the spectators, should be provided for in the venues.

§ 22 Changing rooms

22.1 Team's changing room

Each team shall have its own changing room in connection with training and match. The changing rooms should contain benches, sanitary facilities, at least three showers and a massage table if possible.

22.2 Referee's changing room

At least one changing room with a shower shall be reserved for the international referees. Female referees should have separate facilities.

§ 23 Offices and other rooms and spaces in the venue

Each venue should contain the following offices and other rooms and spaces:

- 23.1 A competition "ISBHF OFFICE" with telephone, personal computer with Internet link, printer, telefax and other office equipment for the organizer.
 - 23.2 A meeting room for ISBHF officials accommodating 15 persons.
 - 23.3 A room for referees and staff containing soft drinks, coffee, tea, light meal and snacks
 - 23.4 A first aid and doping control room, containing first aid equipment and wc.
 - 23.5 A press room containing reporters pigeonholes, desks and writing equipment, 2 telephones, telefax and e-mail for tournament use, soft drinks, coffee, tea, light meal and snacks.
- The access to the communication equipment for the press should be at a non-profitable cost.
- 23.6. A space for press conferences and a mixed zone for taking interviews shall be created, as well as a zone for photographers.

§ 24 VIP Centre

Space containing soft drinks, coffee, tea, light meal and snacks, shall be created for:

- a) ISBHF officials
- b) ISBHF sponsors
- c) ISBHF member Association's representatives
- d) VIP persons

Access to this space must be checked by the organizers. Non-authorized person inclusive players are not allowed to enter VIP Centre.

§ 25 Accommodation

It is the organizers' responsibility to propose accommodation alternatives in various price levels to ISBHF officials, participating teams, associations and press.

25.1 ISBHF Board accommodation

The organizers are responsible for selecting the hotel accommodation for the ISBHF Board and General Secretary. The hotel should be situated in the competition city or immediate vicinity and be of at least 3 star standard. The costs for the accommodation are covered by ISBHF.

25.2 Referee's accommodation

The organizers are responsible for selecting the referees hotel accommodation. The hotels should be situated in the competition city or immediate vicinity and be of at least 3 star standard. The costs for the accommodation are covered by ISBHF. The organizers shall set aside a meeting room for the referees at their hotel.

25.3. Team's accommodation

Teams may select their own hotels in the competition city or the immediate vicinity. However, when accommodation not listed by the organizer is chosen, extra costs for transportation may be charged to a team. Organizer is responsible for hotel booking as soon as the team pays tournament entrance fee and pays the hotel advanced payment. Teams are responsible for accommodation costs.

§ 26 Transportation

26.1 Host responsibilities

The host is responsible for the ISBHF Board, referee and team transportation according to the agreement between ISBHF and the organizer.

26.2 Distance between hotels and venues

As far as possible the journey time between the hotels and the tournament venue or practice venues should not be more than 60 minutes. Hotels should be selected so close to the venues and practice arenas that a drive with bus should in principal not take more than 60 minutes.

26.3 Team's transportation during the venue

The participating teams must inform the organizer of their traveling plans on the arrival to the tournament. The team transportation should be conducted by bus. If the bus is not coming prior to the game in accordance with the agreed schedule, team may use other means (taxi) to get in time to arena for a game.

26.4 ISBHF Board's, Directorate and referee's transportation

Following means of transport should be made available for the jury and referees:

- a) Two cars available for the transportation or taxi.
- b) Vehicles for the ISBHF Board according to agreement with the organizer

26.5 Transportation timetable

The organizers are responsible for organizing the transportation timetable. The timetable should be arranged in co-operation with the team such that teams arrive at the practice arena 30 minutes before the start of the practice session and at the match venue 60 minutes before the start of a match.

V. REPORTS AND INFORMATION

§ 27 Information

The hosting Association shall eight month prior a championship and three month prior all other ISBHF events submit the following information to ISBHF:

- a) Composition of the organizing committee
- b) Confirmation of the venue dates
- c) Accommodation details
- d) Transportation details
- e) Details of technical arrangements
- f) Budget
- g) Other necessary information

§ 28 Reports

28.1 First report

The hosting Association shall twelve (12) months prior a championship (usually during the championship in the previous year) and three months prior all other ISBHF events submit to ISBHF the first report, which also should be distributed to the participating teams and on Internet, containing:

- a) Addresses of the venues and proposed hotels for the participating teams
- b) Distances between the venues and the proposed hotels and a description of the transportation arrangements
- c) Presentation of the venues
- d) Full address, telephone and telefax number of the local organizers

28.2 Second report

The ISBHF Secretary in co-operation with hosting Association shall four months prior a championship and two month prior all other ISBHF events submit to ISBHF Board a second report, which also should be distributed to the participating teams, Directorate members and ISBHF officials, containing:

- a) Detailed tournament program
- b) Program and venues for practice sessions
- c) Opportunities for teams to set up video cameras
- d) Other practical information

Further hosting association is to submit the contracts with the arena operator, hotel managers, insurance company, medical service, security services and transportation operator.

28.3 Third report

The hosting Association shall upon the arrival submit to the teams, appointed referees, Directorate members and ISBHF official's a third report containing:

- a) A short welcome by the host
- b) Addresses, telephone and telefax numbers of the Head office of the competition, the venues, the teams, officials and referee hotels
- c) Transportation arrangements to and from the matches and practice arenas

d) Opening and closing ceremonies, formalities, place and time

e) Places reserved for teams in the spectator's areas

f) Press conferences and times

g) Briefing for the officials and referees

h) The procedure before and after each match

i) A complete list of the organizing committee, ISBHF Directorate and team members with phones and room numbers

28.4 Daily information

The hosting Association shall during the tournament present on Internet and submit to the teams, ISBHF officials, referees, Directorate members and the press a daily report containing:

- a) Final results of the previous day's matches with scores, assists, penalties and number of spectators
- b) Details of the present day's matches
- c) Name and nationality of the referees for the matches of the present day
- d) Ranking lists
- e) The next days program
- f) Other information

The ORGANIZERS REGULATION took effect with their approval by ISBHF Board on 23rd January 1999. Update January 2004.

APPENDIX

The responsibilities of the organizing committee should be as follows:

1 Finance

Involves responsibility for marketing and tickets sales.

2 Venues

Involves:

- a) Responsibility for playing areas and ensuring that all tournament arenas meet the required technical standards
- b) Responsibility for practice arenas and their upkeep
- c) Appointing officers responsible for the playing areas.
- d) Appointing officers responsible for the match secretariats
- e) Appointing officers responsible for the security within the venues

3. Transportation

Involves:

- a) Giving instructions to drivers and taking care of transportation requirements. The organizers must be in permanent contact with the bus drivers to allocate their position any time.

4. Accommodation and support services:

- a) Responsibility for hotel accommodation, meetings and support services
- b) Providing a guide for each team and, if necessary, also for the referees
- c) The guides should be available during the entire tournament and shall be able to speak agreed languages.

5. Ceremonies

Involves:

- a) Opening and closing ceremony
- b) Protocol prior to a match

6. Speaker

Speaker shall:

- 1) Know the rules of the game
- 2) Be able to speak English or German
- 3) Sit beside the match secretariat
- 4) Inform the spectators before each match of
 - The results of the previous day
 - The teams ranking positions
 - The day program
- 5) After the teams have marched in, announce:
 - The name of the team listed first in the program
 - The name of the team listed second in the program
 - The referees names and nationality
- 6) Once the teams are assembled on the playing area for the ceremony, announce the names and numbers of each teams players. The names of the team listed second in the program should be announced first.
- 7) Once a goal has been scored, announce the following details in the course of the game:
 - a) The time when the goal was scored
 - b) The scorer of the goal
 - c) The assistant of the goal
- 8) When a penalty is awarded, announce the following details:
 - a) The time when the penalty was awarded
 - b) The name and number of the player receiving the penalty
 - c) The reason for the penalty
- 9) Announce the time-outs called by each team
- 10) At the beginning of the second and third period announce the number of shots on goals and saves made by the goalkeepers
- 11) After the game to play the national anthem of the winner. In case of tie no anthem is to be played.
- 12) When the last match of the day has finished announce the program of the next day
- 13) After the closing ceremony the national anthem of the champion is to be played.

7. Medical services

Involves:

- a) Responsibility for first aid in the arenas
- b) Transportation with ambulance to hospital
- c) Responsibility for doping tests

8. VIP services

Involves responsibility for VIP services according to Chapter IV, § 24.

9. Press services

Involves:

- a) Preparing information releases prior to the opening of the tournament and after the arrival of the teams, officials and referees both in English and the language of the host nation.
- b) Preparing and distributing a daily information release during the tournament
- c) Informing the press every day, no more than one hour after the end of each match, of the result of the

match and the rankings

- d) Keeping the press informed and keeping the press rooms in good order
- e) Keeping recording statistics during the tournament

Note: These Regulations were update January 2005.