



Guideline for hosting of Title Events

CANDIDATURE			
Keyword	Question	Answer	Notes
Which Event	Shall a potential Host check which event is still vacant?	Yes	A potential Host should consult with its National Member Association and check the Events Calendar on the IISHF Website "www.iishf.com" which Title Event is still vacant.
Candidature	How to apply a candidature for hosting a title event?	Send an email	Contact IISHF Tournament Director Petra Gionchetta (petragionchetta@iishf.com) and ask for the IISHF Document "Candidature Form" or download it from the IISHF website. Please fulfill the document and especially include evidence about the availability of the pitch (hall).
Candidature Deadline	Is there a deadline to apply for a candidature?	Yes	A candidature has to be sent at latest until the deadline published in the Event Calendar.
Candidature Process	Is there a process to decide a candidature?	Yes	The IISHF Presidium takes the decision about each candidature.
Deadline for Application	Is there a deadline to apply for an event?	Yes	Not later than three (3) months before the event.
Workflow	Is there a workflow to follow for applying for an event?	Yes	Refer to the document "Sanctioning a Title Event". This document can be downloaded from IISHF website "www.iishf.com".
Sanction	Can the host start with the organisation before the Event is sanctioned?	No	All international events must have the prior sanctioning of the IISHF. The IISHF will consider sanction for the event from the Tournament Application Form provided and will notify the host Club/Team of the sanction granted.

RESPONSIBILITIES AND CONDITIONS			
Keyword	Question	Answer	Notes
Checklist	How to deal after the sanctioning and publication?	See the Checklist	The IISHF provide a document "Title Event Checklist for the host" relating all points that the Host must fulfill. This document can be downloaded from IISHF website "www.iishf.com".
Insurance	Shall the Host have a Liability insurance?	Yes	The Host must ensure that they have the necessary public liability insurance to cover the tournament to the limit required by its country's laws. The parent National Member Association must see a copy of proof of this insurance before applying for sanction and shall confirm this.
Regulations	Can the Host have their own regulations?	No	The Host shall be responsible for ensuring that the event complies in every way with the <ul style="list-style-type: none"> - IISHF Constitution - IISHF Regulations - IISHF Rules of the Game - Sanction Documentation - Official Tournament Rules - Official Game (Time Schedule).
Event Director	Is the Event Director nominated by the Host?	Yes	The Host shall nominate one person to act as Event Director between the Host and the IISHF (see article 22 of the IISHF Regulations). Beside the technical part, the Event Director will coordinate the whole Event.



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Technical Director	Is the Technical Director nominated by the Host?	No	The Technical Director is appointed by IISHF and has full jurisdiction over all Game Officials except decisions made by the referees during a game. The Technical Director has full authority, on matters relating to safety and game equipment. For all other non technical matters, the Technical Director must work closely together with the Event Director. In the case of a dispute, the decision of the Technical Director shall be final.
Advertisements	Can the Host make a publicity?	Yes	The Host is responsible for all National publicity for the event. All publicity material must be approved by the IISHF.
Internet	Must the Host provide an Internet connection?	Yes	The Host must provide an internet website for the event. The Host must provide an internet connection for the duration of the event for the IISHF Presidium (in order that the IISHF Homepage can be updated).

FINANCES

Keyword	Question	Answer	Notes
Officials Fees	Is the Host responsible for the payment of the Officials?	Yes	The Host shall be responsible for the payment of the IISHF official's fees. The IISHF Officials must be paid at the rate published by the IISHF. € 100 per day / person Costs approximately per day: € 700 – 800
Officials Accommodation	The accommodation of the Officials is in charge to the Host?	Yes	The Host shall be responsible for the payment of the Officials accommodation. The host is also responsible to provide on own costs a shuttle (pick up) service on time for referees and IISHF Officials from/to the nearest main station or big airport as well as to the playing ground and hotel. Accommodation as well as catering (incl. breakfast, lunch, supper and sufficient drinks) must be paid for referees and IISHF Officials: <ul style="list-style-type: none"> - Five (5) to six (6) referees - One (1) Technical Director - One (1) Technical Staff - Additional IISHF Officials (in general two (2) persons up to maximum four (4) persons) For each person there must be a single room for the duration of the event and the days of arriving and departure Average total costs: € 1.500
All Star Team	Are there some prizes for the All Star Team?	Yes	The Host must provide gifts or trophies for all players selected in the all star team (Four Field players and one Goalkeeper).
First Aid	Is First Aid organised by the Host?	Yes	First Aid will be provided by qualified First Aid persons. Should any further treatment be required, then an Ambulance will be called. Teams are advised to carry any necessary medical insurance that they may require.



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Official Balls	Do we need Official Balls?	Yes	At start of each day of the Event, the Host must provide a minimum of fifty (50) IISHF Official Balls. Official balls can be purchased by Canpro-Sport (www.canpro-sport.de).
Income	Can the Host own income?	Yes	All other income issued from Event ticketing, Catering, Sponsorship and advertisements will be completely granted to the Host.
Organisation Fee	Do the Host pay for an Organisation Fee?	Yes	The Host have to pay an Organisation Fee of € 500.-, but only for the Men European Cup and the Men European Championships.

IISHF Duties

Keyword	Question	Answer	Notes
Cups and medals	The Host have to buy Cups and Medals?	No	Cups and medals are organized and paid by the IISHF.
Travel costs	Are the travel costs for the Referees and other IISHF Officials in charge of the Host?	No	The IISHF pays the travel costs for referees and IISHF Officials to the nearest main station and/or airport.
Entry Fees	Are the Teams entry fees granted to the Host?	No	The entry fees of the participating teams are paid directly to the IISHF.