

# 2019 IIHF CHAMPIONSHIP PROGRAM

## Pre Event Meetings and Agendas



Dear Friends,

To assist in the organisation of the 2019 IIHF Championship Program we would like to provide the structure plus the agendas of the pre-event meetings that should be operated the evening before beginning of each respective IIHF competition. The purpose of these meetings is to ensure that there is a good understanding and knowledge of the various components of the championship by everyone involved in the competition.

### **Suggested Format**

We recommend that the four meetings listed below be held the evening prior to the beginning of the championship and that they be organised in the fashion suggested here for ease of operation. The two sessions are categorized as:

First session:

- The Head Coach Rule Information Meeting (HCRIM)
- The Team Medical Personnel Meeting
- The Passport Control Meeting

Second session (approximately 1 hour after the first session):

- The first Directorate Meeting

The proposed agendas for each of these four meetings have been attached to this correspondence. An agenda for the Interim Directorate Meetings has also been included.

From our experience it is best to organise these meetings in one central location and in two stages. The first stage is to simultaneously operate the Head Coach Rule Information Meeting, the Team Medical Personnel Meeting and the Passport Control Meeting. These three meetings take less than one hour to operate. Therefore, these three meetings should be scheduled to begin one hour before the first Directorate Meeting is scheduled to begin and that they be held in separate rooms.

Following the completion of these three meetings, the first Directorate Meeting should be operated with participation of only those representatives entitled to attend. The first Directorate Meeting can be conveniently held in of the same meeting room that was used for the Passport Control Meeting.

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### **Head Coach Rule Information Meeting**

The IIHF Referee Supervisor assigned to the championship will chair the Team Rule Information Meeting with the head coaches of the participating teams. The goal is to explain the application of the IIHF rules and procedures that will be used in the competition and to open the lines of communication between the IIHF Referee Supervisor and the coaches. The respective Head Coach are obligated to participate at the HCRIM. Therefore, overlaps with scheduled practices et cetera should be avoided. A failure of a Head Coach will result in a fine of CHF 5,000.00 being assessed to the Member National Association.

*Annex 1*

### **Team Medical Personnel Meeting**

The assigned IIHF Medical Supervisor, or the Event Chief Medical Officer (should the IIHF not have assigned a Medical Supervisor to the event), will chair a Team Medical Personnel Meeting with the team physicians and medical staff from each team to discuss and address medical issues and anti-doping program for this championship.

*Annex 2*

### **Passport Control Meeting**

The IIHF Directorate Chairman will chair the Passport Control Meeting with the team representatives from each participating country and the IIHF Result Manager. Team representatives should bring all of the individual player passports and copies as well the completed Player Entry Forms, the Team Registration Form, the Team Officials Registration Form and any applicable waivers and player eligibility confirmation letters to this meeting.

*Annex 3*

### **First Directorate Meeting**

The first Directorate Meeting will be conducted immediately following the Passport Control Meeting chaired by the IIHF Directorate Chairman with the participation of one representative from each participating national association, one representative from the organiser, one recording secretary for the minutes, the IIHF Referee Supervisor and the IIHF Medical Supervisor and the IIHF Result Manager.

*Annex 4*

### **Interim Directorate Meetings**

Once the Championship begins, the Directorate will schedule additional Directorate Meetings during the course of the tournament. Again, only one member per participating national association, one organising Committee member, one recording secretary for the minutes, the IIHF Referee Supervisor, the IIHF Medical Supervisor and the IIHF Result Manager may attend. Time and location will be chosen that all participants can conveniently attend according the relation to the game schedule.

*Annex 5*

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### Organiser Responsibilities for Meeting Arrangements

Finally, it will be the responsibility of the organiser to arrange and prepare the proper sized meeting rooms to hold these meetings and to advise the teams and the IIHF of the actual meeting room locations and times. In addition, the organiser should also arrange transportation to ensure that all participants arrive in time to attend the meeting.

The organiser is responsible to have one person assigned as the recording secretary, to take the minutes of the Directorate Meetings and to work with the IIHF Directorate Chairman in completing the minutes and distributing them to the Directorate members following each Directorate Meeting, preferably by USB sticks.

Original copies of all Directorate Meetings are to be supplied to the IIHF Directorate Chairman at the conclusion of the Championship for signature and submission to the IIHF office.

We trust that the guidelines suggested above along with the attached agendas for these pre-event meetings will assist in the successful operation of our championship program this season. Please ensure that head coaches, team medical personnel and team representatives attend these important meetings.

Member National Associations are reminded that the IIHF Directorate Chairman will report any non-attendance at these meetings by any of your staff members to the IIHF Council for their action.

Detailed agendas of each meeting can be found in the following respective annex.

With kind regards,

A handwritten signature in black ink, appearing to read 'H. Ederer', is positioned above the name of the Event Director.

Hannes Ederer  
Event Director

A handwritten signature in black ink, appearing to read 'C. Hofstetter', is positioned above the name of the Sport Director.

Christian Hofstetter  
Sport Director

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### Annex 1: Head Coach Rule Information Meeting (HCRIM) Agenda

#### A - Rule Interpretations

##### **2018-2022 IIHF Official Rule Book Review**

- Puck shot/thrown/batted out of playing area
- Goalkeeper leaving the goal crease on icing situations
- Face-off locations
- Throwing the stick
- Player/Captain complaint
- Obscene gestures
- Cancellation of coincidental Minor penalties after a goal
- Puck deflecting off a skate/kicked puck
- Protection of the goalkeeper

##### **Review of Annual IIHF Championship Rule Emphasis**

- Review of Officiating Standards
- Dangerous actions (Checking to the head, Checking from Behind)
- Slashing
- Tripping (Slew footing)
- Female Hockey Guidelines (where applicable)

##### **Player Conduct**

- Diving
- Fisticuffs, roughing, scrums after whistle

#### B - Game Procedures

- Protective – dangerous equipment
- Face-off procedures
- Change of players
- Injured players
- Team entrance and departure from the ice
- Calling time-outs
- Penalty Shot Procedure

#### C - Special Championship Procedures

- Goalkeeper Measurements (where applicable)
- Video Goal Judge System (where applicable)
- Television Commercial Stoppages (where applicable)
- Overtime/Game Winning Shots Procedure (where applicable)

# 2019 IIHF CHAMPIONSHIP PROGRAM

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### **Annex 2: Team Medical Personnel Meeting Agenda**

- 1 Welcome, Registration and Introductions
- 2 Host Organizing Committee Medical Program Services:
  - Health Care and First Aid Services
  - Pharmacy
  - Dentistry Service
  - Ambulance Service
  - Emergency Action Plan and Evacuation Protocol
  - Medical Coverage at Games and Practices
  - Radiographic Services
  - Team Physician Contact List
  - General Emergency Number
- 3 Host Organizing Committee Services:
  - Nutrition (Meal Menu)
  - Team Services (Laundry, Towels, Fluids)
  - Team Workout / Stretching Area Locations
  - Communication (Directory, Telephone Numbers, Fax Numbers)
- 4 IIHF Injury Reporting System:
  - Program Explanation
  - Injury Definitions
  - Report Forms
    - Daily Injury Report
    - Individual Injury Report
  - Confidentiality
  - Results and Distribution to Member National Associations
- 5 Doping Control Program:
  - IIHF Doping Control Regulations
  - WADA Prohibited List and Summary of Changes
  - Identification Requirement – Photo ID
  - Pseudoephedrine
  - Therapeutic Use Exemption Applications and Procedures
  - Doping Control Station Locations
  - Doping Control Protocol
  - Laboratory and Results
  - Anti-Doping Procedures & Escort (where applicable)
- 6 Medical Policies:
  - Mouth Guard Rule (Rule 31 ix)
  - IIHF Concussion Protocol
  - Injured Athlete, Emergency Action Plan (EAP), Removal from Ice Procedures
  - Blood Spill Procedures
- 7 Other Business
- 8 Closing

# 2019 IIHF CHAMPIONSHIP PROGRAM

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### **Annex 3: Passport Control Meeting Agenda**

- 1 Welcome and Introductions
- 2 Passport Control Groupings and Procedures:
  - Establish Passport Control Pairings
  - Assign Controllers
  - Control of Information Presented on Player Passports with Player Entry Forms with Team Registration Forms
- 3 Controller Reports:
  - Total Number of Players Registered per Team
  - Total Number of Goalkeepers Registered per Team
  - Total Number of Under-Aged Players Registered per Team
  - Total Number of Waivers Submitted per Team
- 4 Passport Photocopies
- 5 Closing

# IIHF ICE HOCKEY WORLD CHAMPIONSHIP DIV I, GROUP A



22 to 28 April 2017, Kyiv, Ukraine

## **Annex 4: First Directorate Meeting Agenda**

- 1 Chairman's Opening Comments and Introductions
- 2 Verification of Directorate Members
- 3 Passport Control and Team Registration Report
- 4 Organiser's Report
  - Schedule of Games and Practices
  - Directory - Name, Function, Contact numbers
  - Team Host Assignments & Responsibilities
  - Accommodation and Meal Arrangements
  - Transportation Arrangements
  - Facility Set-up & Operations
  - Practice Facility
  - Game Tickets, Participant Tribune & Team Scouting Positions
  - Documents & Information Distribution Procedures
  - Team Services: Fluids & Fruits, Laundry, Towels
  - Game Video Services
  - Information Distribution Procedures
  - Special Functions
  - Security & Emergency Planning
- 5 Team Concerns
- 6 Medical Program Report
  - Medical Personnel Meeting Report
  - Concussions Protocol & Return to Play Guidelines
  - Health Care and First Aid Services
  - Pharmaceutical and Dentistry Service
  - Hospitals & Polyclinic
  - Ambulance Service
  - Anti-Doping Program
  - Injury Reporting System
- 7 Game Protocol & Operations
  - Pre- and Post-Game Count Down and Procedures
  - Team Entry and Departure Procedures
  - Intermissions
  - Overtime and Game Winning Shots Procedure
  - Goal Judges and Video Goal Judges
- 8 IIHF Disciplinary System

# IIHF ICE HOCKEY WORLD CHAMPIONSHIP DIV I, GROUP A



22 to 28 April 2017, Kyiv, Ukraine

- 9 Media Program Report
  - Television Broadcast Plan
  - Media Interviews
  - Post-Game Press Conferences
  - Media Accreditation and Access Plan
- 10 IIHF Advertising Regulations and Sponsor Obligations
- 11 IIHF Statistics Program Services / Result Management
- 12 Awards and Ceremonies Program
  - Opening Ceremony
  - Post-Game Awards: Player of the Game
- 13 Officiating Program Report:
  - Team Rule Information Meeting (TRIM) Report
- 14 Game Assignments
  - Team Colours and Bench Selection
  - Referees and Linesmen
  - Referee Supervisor
  - Goal Judges
  - Game Supervisor
- 15 Other Business
- 16 Next Meeting:



# 2019 IIHF CHAMPIONSHIP PROGRAM

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### Annex 5: Interim Directorate Meeting Agenda

- 1 Welcome and Review Agenda
- 2 Review and Approval of Directorate Minutes #?
- 3 Team Registration Report
- 4 Game Supervisor Report

Game #	Teams	Game Supervisor

- 5 Disciplinary Report
- 6 Approval of Game Results and Standings
- 7 Organiser's Concerns and Comments
- 8 Team Concerns and Comments
- 9 Medical Program Report
  - Game Injury Report Form Submissions
- 10 Referee Supervisor Report
- 11 Communication Report (Marketing, Television & Print Media)
- 12 Game Assignments:
  - Jersey Colours
  - Referees and Linesmen
  - Referee Supervisor
  - Video Goal Judges
  - Game Supervisor
- 13 Other Business
- 14 Next Meeting: