



INTERNATIONAL  
**ICE HOCKEY**  
FEDERATION

# 2019

# IIHF BID REGULATIONS

September 2018

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## **Preface**

The foregoing IIHF Bid Regulations has been developed by the IIHF strictly for the purpose of improving the selection process for the venues of IIHF top-level Championships.

Every IIHF Championship is an event hosted by an IIHF Member National Association responsible for managing the event. The Host Organising Committee appointed for the IIHF Championship will report to the Executive Committee consisting of representatives from the IIHF, the National Association and the Host Organising Committee.

The IIHF Event & Evaluation Committee has to verify that the standards for hosting an IIHF top-level championship are met by the applicants and to provide, after their evaluation, facts to the Council for their recommendation to the Congress to vote for the allocation of the best candidate to host the championship concerned. The bid procedure incorporated in the IIHF Bid Regulations has proved to be of strategic importance for the professional evaluation of the profile of the candidate and orientation of the decision-making process.

The IIHF Bid Regulations outline the bidding procedure and should be referred to the IIHF Championship Regulations, which consists of all the expected hosting standards of the respective Championship. Together with the IIHF Sport Regulations and the IIHF Statutes & Bylaws they build the whole set of rules for the potential host to be considered. The attached Bid Questionnaire is integral part of the Bid Regulations and must be - duly completed – submitted to the IIHF as part of their formal Bid documentation.

Zürich, September 2018

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## 1 ALLOCATION OF IIHF CHAMPIONSHIPS

The IIHF Annual Congress allocates the various IIHF Championships every year according to the IIHF Bylaws 5 to 10. The following chart shows how many years in advance to the respective championship season this allocation will take place and whether there will be a formal bidding procedure.

Championship	Years	Bidding procedure
Group 1: IIHF Ice Hockey World Championship (WM)	4	yes
Group 2: all other IIHF Ice Hockey Championships	1	no

If no IIHF Member National Association offers to host one of the Championships by the set timeline, the respective Championship can be allocated at any IIHF Congress following the first application to host subject to sufficient information given to the IIHF office.

Group 1: The Bidding procedure will be described in the following Bid Regulations.

Group 2: No later than 15 April preceeding the championship, applications to host shall be submitted to the IIHF using the IIHF Application Form. The application shall specify among other information the venue/s and the dates for the Championship, as well as a contact-name, e-mail address, and phone number, under which the organiser can be reached.

No later than 14 days prior to the Semi-Annual Congress following the Annual Congress mentioned above - an Organisation plan (Championship Information Package – CIP) shall be submitted by the hosts to the IIHF office.

## 2 BIDDING PROCEDURE

### 2.1 Applicant Qualifications

In order to apply for an IIHF Championship the applicant must:

- qualify as a full member national association of the IIHF; and
- fulfil conditions stipulated in Bylaw 5
- ensure that the Championship will be organised according to the IIHF rules pertaining to the Championship in question; and
- ensure that the information given in the Bid Project Plan, the Bid Questionnaire, during the site visits and bid presentation is accurate, particularly within the financial area and the arena construction plans.

### 2.2 IIHF Application Form: Offer to Host an IIHF Championship

No later than September 1<sup>st</sup> prior to the IIHF Annual Congress where the IIHF Ice Hockey World Championship will be allocated, the applicant shall submit as a letter of intent the IIHF Application Form (ANNEX 2.2) to the IIHF office confirming the applicant's offer to host the IIHF Ice Hockey World Championship. The deadline according to above is final and mandatory.

Upon receipt of the Application Form, the IIHF will send a copy of the the IIHF Bid Regulations, IIHF Championship Regulations, IIHF Sport Regulations, the IIHF Bid Questionnaire and where applicable the Host Country Contract to the applicants.

### 2.3 Bid Project Plan and Host Country Contract

No later than January 10<sup>th</sup> prior to the IIHF Annual Congress where the IIHF Championship will be allocated, the applicant shall submit the Bid Project Plan including the filled in Bid Questionnaire (ANNEX 2.3) to the IIHF office.

The Bid Project Plan must closely follow the requirements as outlined in the IIHF Bid Regulations and the IIHF Championship Regulations. The Bid Project shall include sufficient information in order

for the IIHF Event & Evaluation Committee to be able to perform a detailed evaluation of the potential host sites for the Championship concerned.

Together with the Bid Project Plan the Host must submit a duly signed copy of the Host Country Contract for the IIHF World Championship and any additional documentation as requested.

#### 2.4 Application Fee

The applicant shall pay an application fee in order to compensate the IIHF for the administrative costs associated with the bid evaluation process. The application fee will be invoiced at the time when the Bid Project Plan is submitted to the IIHF according to above. The application fee for the IIHF Ice Hockey World Championships is as follows:

WM	CHF	10'000
All other IIHF Ice Hockey Championships	CHF	---

The application fee will not be refunded in case the applicant is not selected to make a Bid Presentation according to p 2.8 below or the bid is not approved by Congress. However, the application fee shall be valid as long as the Bid remains in principle unchanged.

#### 2.5 Bid Presentation to the Event & Evaluation Committee

After the Bid Project Plan has been received by the IIHF office the applicant may be invited to make a formal Bid Presentation of their Bid Project Plan according to 3.1 to the IIHF Event & Evaluation Committee at the IIHF Headquarters in Zürich.

Each applicant is asked to limit their delegation for the presentation to a maximum of four persons. Date and location for the presentation shall be agreed between the parties involved.

Each presentation shall not last more than 60 minutes with a presentation by the applicant during a minimum of 20 to a maximum of 45 minutes followed by an optional question and answer session.

All travel, accommodation and miscellaneous expenses, incurred by national association representatives presenting their bids, are to be paid by the respective national association.

The applicant should be aware of the fact that presenting gifts except promotional material is not allowed.

#### 2.6 Site Visit

After the Bid Presentation, the IIHF Event & Evaluation Committee may visit the potential host sites to review the facility standards. The applicant must agree to coordinate the arrangements for the site visit. The IIHF will pay the international travel expenses, the accommodation and the daily allowance for the inspectors, while the applicants shall pay for the transportation costs between the port of arrival / departure and the venues.

#### 2.7 Report to the IIHF Council

The IIHF Event & Evaluation Committee will submit its findings on the various Bid Project Plans, site visits and bid presentations to the IIHF Council at their March meeting. Council may decide which applicants will be admitted to the final bid round at the Annual Congress (Council may cut the number of applicants down to a maximum of 3 bids).

The report to the IIHF Council will be a neutral evaluation listing the applicants in alphabetical order without any ranking of the applicants.

## 2.8 Bid Presentation to the Annual Congress

The final Applicants have the opportunity to present their bid to the delegates at the IIHF Annual Congress allocating the respective Championship. The presentation is limited to 30 min.

The venue of the Semi Annual Congress must not be part of the presentation as it is organized by the IIHF office in co-operation with the WM-organiser. The presentations will only take place during the Calendar meeting on the first Congress day. For the sequence of presentations of their bids, candidates shall be selected by draw.

Multimedia presentations have to be delivered to the IIHF office latest the evening before the presentation will be held to the Annual Congress. On one of the subsequent Congress days the Annual Congress votes according Bylaw 6 on the applications to allocate the Championship according the Congress agenda. The Council has the right to vary the order of the Congress program and agenda.

## 2.9 Host Country Contract

The decision taken by the IIHF Annual Congress to award the hosting rights to a Member National Association, will come into effect only after the Host Country Contract has been counter signed by the IIHF as soon as the conditions stipulated therein (if any) have been fulfilled.

## 2.10 Status report

On request of the IIHF Event & Evaluation Committee the Applicant has to submit a status report on a regular basis. This document should report on several organisational key items including:

- Current status of the work done (in %)
- Work in progress
- Major accomplishments since the last report

## 2.11 Count-Down Schedule for the WM after the allocation

The following count-down-schedule shall be applied in relation to host the WM:

- 48 months prior to the event: allocation of the WM by the IIHF Annual Congress upon presentation of a Bid Project Plan. The Event & Evaluation Committee Chairman together with IIHF office staff monitors the activities of the OC on an ongoing basis.
- 44 months prior to the event: selection of the actual sites to host the Championship in agreement with the IIHF Event & Evaluation Committee.
- 44 to 32 month prior to the event: control and verification by the IIHF Event & Evaluation Committee of the implementation of the Bid Project Plan according to the countdown schedule. In case of non-fulfilment - the Event & Evaluation Committee has the right to alert the IIHF Council immediately for an emergency decision to register a Stand-By-Host, if necessary.  
The Event & Evaluation Committee may visit the Organising Committee for meetings.
- 24 months prior to the event (IIHF Annual Congress):  
The Event & Evaluation Committee together with a co-ordination group from the IIHF office may visit the Organising Committee for a kick-off meeting. IIHF office takes over the project from Event & Evaluation Committee.  
Report by the IIHF Event & Evaluation Committee Chairman to the IIHF Council and submission to the IIHF Congress of the finalised projects including, if any, conditioned allocation because of the need to construct a new or reconstruct an existing arena; final confirmation or last option for employing the Stand-By Host, if necessary.

- < 24 month prior to the event: IIHF office to co-ordinate final phase of the organisation of the IIHF Ice Hockey World Championship in co-operation with the respective Organising Committee.

### 3 BID PROJECT PLAN

#### 3.1 IIHF Bid Questionnaire

The Bid Project Plan has to answer the key questions as specified in the IIHF Bid Questionnaire. The Bid Project Plan shall include all additional documentation (letters, guarantees, drawings and maps, charts, etc. as specified by the Bid Questionnaire.

#### 3.2 Business Plan

The Bid Project Plan shall include a comprehensive business plan, which shall serve as a guideline for the organisation and financing of the Championship.

When preparing the business plan for the WM, the applicant must consider that all commercial rights pertaining to the Championship, including, but not limited to broadcasting, sponsorships, supply of services and products, merchandising, product display etc., have been exclusively granted by the IIHF to the IIHF Commercial Partner. A Host of a WM must enter into an agreement with the IIHF and the IIHF Commercial Partner in each case in which the Host wishes to exploit commercial and broadcasting rights pertaining to a WM.

Rents and/or construction of new facilities can significantly enhance the financial success of the Championship. Every effort to maximise the cost efficiencies surrounding the staging of the Championship will therefore be taken into account when evaluating the Bid Project Plans.

The business plan shall include among others:

- a) Signed confirmation of reserved hotel capacities and rates as negotiated at the time of the application including meals. A maximum of 10-15% "event raise" may be added plus the inflation rate over the years. Signed hotel contracts have to be presented to the IIHF no later than 2 years preceding the event (questionnaire D3)
- b) ticketing plan: packaging, pricing, sales concept with deadlines, distribution and promotion of international sales (questionnaire D5)
- c) insurances (questionnaire F)

The business plan for the WM20, WM18 and WW can consider the option of a transfer of the commercial rights from the IIHF to the Host. The conditions for a transfer of rights shall be included in the Host Country Contract according to p 2.9 above and such a transfer will only be approved by the IIHF under the following conditions:

- a) The obligations towards the IIHF sponsors and suppliers must be observed by the Host and its partners; and
- b) The Host must ensure an optimal TV exposure of the Championship.

#### 3.3 Facility Standards

The facility standards must be ready and maintained fit for purpose in accordance with the requirements included in the IIHF Championship Regulations (ANNEX 3.3a) and the official IIHF Rule Book (ANNEX 3.3b) which are an integral part of these Bid Regulations.

The main venue must have an arena complex suitable to serve as the main arena for the Championship. The secondary arena shall be within a maximum of 3 hours travelling time from the main arena and all host sites must be in close proximity to an international airport.

The ice rinks for the games must be equipped with flexible boards and screens, designed for the prevention of injuries, especially concussions. Each arena should provide a minimum of 8 appropriate dressing rooms inside the building.

Each venue must guarantee the exclusive availability of a practice rink preferable adjacent to the arena for the games or to be reached in a maximum of 15min by bus.

For the hosting of the WM, the capacity of the main arena must be 10,000 seats at absolute minimum with one secondary arena with a capacity of 6,000 seats at minimum. However, a minimum capacity of 12,000 and 8,000 seats respectively is recommended to compensate for seats taken by additional installations (e.g. camera platforms, product placement) and free ticket allocations to enable an economic success of the IIHF Ice Hockey World Championship for the organiser.

For all other Championships, the seating capacity shall be reasonable as specified by the IIHF.

The applicants shall be aware of the fact that all agreements with arena owners shall be subject to the approval of the IIHF, especially as to the choice of the main arena. A copy of the (pre-) contract must be included in the Bid Project plan.

### 3.4 Marketing Plan

The Bid Project Plan shall include an advertising and promotional strategy along with information about ticket pricing and packages as well as any other revenue anticipated from the public and private sectors in relation to the Championship.

The marketing and promotion strategy shall confirm the plans to promote and publicise the Championship as broadly as possible throughout the host region and neighbouring areas. The Bid Project Plan shall also include plans for community involvement, together with any special Championships or social activities (e.g. public viewing, fanfest, etc.) which would add a festive atmosphere to the hosting arrangements.

The Marketing Plan must include a professional artwork concept for logo, mascot, venue dressing, city dressing etc., which complies with the "IIHF Competition Branding Guide" (ANNEX 3.4).

### 3.5 Critical Path for the WM

The allocation of the WM, when for instance a new arena or an important renovation of an existing one is to be completed in due time, is to be conditioned to the execution of the construction project according to the count-down-schedule in p 2.11 above. In particular, for the construction of a new arena, the following critical paths are to be supported by the necessary documentation:

- a) Identification of the area where the arena will be constructed.
- b) Arena plan meeting with the IIHF requirements.
- c) Declaration by the owner of the arena that they are ready to put at the disposal or to sell the areas required according to the construction plan.
- d) Declaration by the community or other competent authorities that there is no objection to issuing a licence for building the arena under a) and b).
- e) Declaration by the construction company that they are ready to finish the arena by a fixed date (latest six months before the championship) on condition that they receive the order within a given time limit.
- f) Declaration (security) by a project owner or a financial company that they are ready to finance and pay the cost for constructing the arena under a) and b) and put at the disposal of the Organising Committee of the IIHF Championship concerned.
- g) The above documentation should be completed and submitted to the Event & Evaluation Committee latest nine months after the allocation by the Congress.



When necessary, a similar model in a reduced scale may be used for defining the critical paths needed for partial or entire renovation of an existing arena.

#### 4 STAND-BY HOST OF THE WM

According 2.11 above, 32 months prior to the event (at the IIHF Semi Annual Congress) a Stand-By Host should be registered, if feasible, for the same championship. In case of emergency or non-fulfilment by the designated Host, the stand-by Host shall take over all the responsibilities and obligations of the ordinary Host and if so at the latest two years before the starting date of the Championship.

The registration of a Stand-By Host is recommended especially in those cases where a conditioned allocation of the championship is based on the construction of a new arena or a major reconstruction of existing arena(s).

#### ANNEX:

- 2.2 IIHF Form: Offer to Host a championship
- 2.3 IIHF WM Bid Questionnaire
- 3.3a IIHF Championship Regulations
- 3.3b IIHF Rule Book
- 3.4 IIHF Competition Branding Guide