



# **IIHF Game Officials' Handbook**

## 2021 IIHF Championship Season

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### **Guidelines for the IIHF Game Officials**

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IIHF – November 2020

For specific Operation-Guidelines and Procedures for IIHF Game Officials see the **IIHF Officials Procedure Manual (OPM)**.



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## Preamble

The IIHF Game Officials' Handbook has been created to help Game Officials in their preparations to officiate IIHF competitions.

A Game Official must be prepared mentally as well as physically for a very demanding but enjoyable schedule of hockey games and activities. Game Officials should be in excellent physical condition and fully prepared to perform at the highest level.

Being selected to officiate an IIHF event is an honor, as only the best Officials from around the world are taken into consideration.

### Qualities of a Top Game Official

- Integrity
- Pride
- Teamwork
- Dedication
- Commitment
- Perseverance
- Positive Attitude
- Work Ethic
- Patience
- Professionalism
- Enthusiasm
- Motivation
- Rule Knowledge
- Appearance
- Fitness & Skating Skills
- Hockey IQ

### IIHF Officiating Program – Flexibility

- Every IIHF Championship is different and has different challenges
- Each Officiating Team has different personalities
- Each Officiating Team has different needs
- Not everything is going to go as planned

## Desired Goals of every IIHF Championship

- Serve the game
- Provide team/family environment
- Provide resources/support that promotes success
- Promote enthusiasm towards the perfection of officiating skills
- Provide opportunity for all to excel – instill a passion to be the best now and in future
- Create an environment where the officials want to succeed for the game!
- Make their “IIHF” experience a memorable one

## Getting to the Top

- Do not look for shortcuts
- Take it one step at a time
- Master the level you are at before advancing to the next level
- Be the best at each level you work

## Staying at the Top

- Do not look for shortcuts – you must put in the work
- Prepare for every game with the same intensity
- Control the things you can control
- Lead by example – set the tone for the Officiating Team
- Expect the unexpected
- Always do what is best for the game
- Be approachable, accountable, and honest
- Take PRIDE in being the best
- Be a student of the game - the game is bigger than all of us
- Never stop competing
- Remember where you came from
- Enjoy the experience
- If it is to be – it is up to me
- Mistakes happen by situation, not by intention – try to learn from it

On behalf of the IIHF, we wish you a great experience and successful games with no injuries.

INTERNATIONAL ICE HOCKEY FEDERATION



Danny Kurmann  
Officiating Manager



Leana Meier  
Sport Coordinator



## 1. Referee and Linesman Nomination Process

Each year, the Referee and Linesman Nomination Process starts with all National Associations submitting a ranking list and license application forms for the Officials they recommend for international events. These forms must be handed in to the IIHF Office by July 31. All the included information and updated contacts are then entered into the IIHF Extranet Database.

The IIHF maintains a history on each Game Official that has officiated an IIHF competition. The IIHF monitors the nomination and placement of a licensed Referee or Linesman based on previous evaluations at IIHF Competitions, an IIHF Officiating Coach's recommendation and the National Association's ranking list.

With this information, the IIHF Office develops a preliminary pool of Referees and Linesmen who are capable of working at the various IIHF Competitions for consideration by the IIHF Officiating Committee. The IIHF Officiating Committee uses the information to chart each licensed Game Official's movement through the IIHF Career Path Program.

At the annual Officiating Committee Meeting around August/September the assignments for the Game Officials will be discussed and a draft list compiled.

After compiling a draft list of Game Officials nominated to the various Competitions, the IIHF Officiating Committee will forward the proposed nomination list to the IIHF Council for review and consideration. The proposed list of assignments will then be presented to the participating teams at the IIHF Semi Annual Congress for final approval first week in October.

Upon approval by Congress, the IIHF submits a list of assigned Referees and Linesmen to the National Associations and the respective Referee's-in-Chief. The RIC needs to confirm the participation of the assigned Game Officials by mid-October.

It is suggested that Game Officials contact their National Association to discuss their assignment with the Referee-in-Chief. We also advise them to visit the IIHF website [www.iihf.com](http://www.iihf.com) to learn more about the specific competition.

Once the individual Game Official has confirmed he/she is able to attend the event, the IIHF Office will begin to set up the travel arrangements in association with the respective National Association.

## 2. Before you travel

Preparation is very important and is the first step for a good performance. Your international experience starts with a proper preparation of your travels, what you pack, what you can expect in the country away from home. Build up your knowledge about the IIHF Rules and the specific procedures – remember – in your daily life as a Game Official in your league there might be some other rules and guidelines.

### 2.1 2018 – 2022 IIHF Official Rule Book

Currently the IIHF Official Rule Book, 2018 – 2022, 2nd edition is in force. Each **IIHF Game Official assigned to an IIHF Championship or Competition must be aware about the new rules and ready to implement them in the upcoming IIHF Championships or Competitions.** Contact your Referee-in-Chief and ask her/him to provide you in advance with the English version of the 2018 – 2022 IIHF Official Rule Book. A downloaded copy of the IIHF Official Rule Book will be mandatory requirement for each Referee and Linesmen to have in their possession when assigned to IIHF Championships or Competitions.

The **2018 – 2022 IIHF Official Rule Book, 2<sup>nd</sup> Edition** (October 2019, with the amendments 2018 and 2019 included) can be found electronically on the IIHF website [www.iihf.com](http://www.iihf.com) / Sport & Development/ Rules & Regulations.

### 2.2 IIHF Case Book

The IIHF Case Book from previous years is now implemented and a part of the 2018 – 2022 Official Rule Book. New game situations and cases will be collected and described on the IIHF website. Check the website for updates frequently.

### 2.3 IIHF Officiating Standards & IIHF Bulletins

The IIHF has implemented and will continue to implement officiating standards, which have been worked out and set up by the IIHF in past years to reduce the restraining and dangerous fouls in the game of ice hockey. Following the mentioned above, each IIHF Referee must be familiar with IIHF officiating standards.

The IIHF officiating standards & IIHF bulletins can be found electronically on the IIHF website [www.iihf.com](http://www.iihf.com) / Officiating. Check the website for updates frequently.



## 2.4 Officiating Procedures Manual (OPM)

The OPM contains materials and tips combined from different IIHF Championships and Events including the World Championships which have been collected by the IIHF Officiating Coaches. The OPM is a tool to become a better Game Official and contains important topics such as positioning, procedures, interpretations etc.

IIHF Game Officials must be familiar with the OPM. The OPM can be found electronically on the IIHF website [www.iihf.com](http://www.iihf.com) / Officiating.

Check the website for updates frequently.

## 2.5 Four (4)-Officials System

IIHF Game Officials assigned to Top IIHF Championship and where the 4-Officials System is used, are instructed to read in addition to the Game Officials' handbook the "OPM – 4-Officials System" and its procedures.

The document can be found electronically on the IIHF website [www.iihf.com](http://www.iihf.com)/ Officiating.

## 2.6 Travel Arrangements

The IIHF Office is responsible to organize and arrange the travel for the Game Officials to the venue. In most cases the Game Officials will travel by plane to the respective airport named by the organizer of the tournament.

Prior to leaving, ensure that you have the names and telephone numbers of your IIHF contact and relevant members of the Organizing Committee or National Association that is hosting the event. Contact them should you encounter any difficulties, such as missed flight connections, flight delays, etc. You can either get that information from your National Association or obtain it from the IIHF website [www.iihf.com](http://www.iihf.com) directly. You should also have the telephone numbers of your Referee-in-Chief and your National Association's Office, which you should be able to contact in case of any problems.

Once you arrive at your destination, a member of the Championship host committee will meet you and arrange transportation to your hotel.

Please follow the IIHF policy: Spouses, friends, companions, etc. are not allowed to accompany you on your international assignment. You are a part of the Game Official crew and you should be focused on your games.



## **Airplane**

The IIHF Game Officials are entitled to fly in Economy Class. The flights will be arranged by the IIHF Office. In general, issued flight tickets cannot be changed and are not refundable. Make sure to confirm your flight numbers and times two or three days prior to departure.

## **Car**

If a Game Official wants to organize his travel to the venue by car, it is mandatory to check that request with the IIHF Office. Please inform the IIHF as soon as possible, before other travel arrangements have been made. The IIHF will give permission to travel by car if it is reasonable. Only with the permission of the IIHF Office the Game Official is entitled to drive by car.

If you are traveling independently by car, be sure to plan enough time to compensate for traffic or other travel difficulties.

Reimbursement will be paid CHF 0.70/km

Try to organize carpools with other Game Officials travelling to the same venue. For IIHF Game Officials travelling by car, the maximum reimbursement will be equal to the costs of a flight ticket in Economy Class to the same destination.

## **Train**

The IIHF Game Officials are entitled to travel First Class when using the train.

## **2.7 Passport, Visa and other Documentation**

If you do not have a passport, or you must renew your existing passport, it is advisable to make application well in advance of your travel date.

Check the expiration date of your passport to ensure that it will not expire while you are away. Some countries require that a passport is valid for at least another six months from the date you enter the country. It is advisable to check with a travel agent to discuss such limitations and to establish if a visa is required to enter the country.

Please check the entry, visa and health regulations for your destination, taking into account any transfer points. Additionally, always carry your valid ID documents and your international certificate of vaccination with you throughout your journey.

The National Association hosting the Championship is responsible for sending a letter of invitation that will permit you to acquire an entry visa for the event. Contact your National Association for assistance in securing the invitation and visa.

If you intend to drive while abroad, contact your local automobile association to acquire an international driver's license.



## 2.8 Baggage Allowance

Most of the airlines allow travelers a maximum of 20 kg of checked in baggage on any flight (depending on the airline and flights). Check with your airline prior to departure to confirm the baggage limits. Exceeding the limits can be extremely expensive.

Excess luggage will be reimbursed by the IIHF upon presentation of the Expense report with original receipts (max. one (1) extra bag, or 15 kg overweight).

Very important – pack smart!

Take with you what you need to do your job on and off the ice.

## 2.9 IIHF Financial Guidelines

It is in the interests of the IIHF and its Members, to keep the expenses as low as possible. For claiming refund, the standard IIHF Expense Report form (Appendix 1) must be completed individually for all assignments or events. The completed form including all related receipts must be submitted electronically to the IIHF Office within two weeks after completion of the respective assignment.

Refunds are generally made in Swiss Francs (CHF) and will be transferred directly to bank accounts only. No cash payment in any currency will be conducted.

The IIHF Financial Guidelines foresee compensation to the IIHF Game Officials expenses connected to her/his travel to IIHF Competitions such as:

### **Game Fees**

There may be game fees paid at certain IIHF Tournaments.

### **Daily Allowances and Incidentals**

According to the IIHF Financial Guidelines each Game Official assigned to an IIHF Championship will receive CHF 100.-- daily allowances from the IIHF (incl. travel days) and for incidental expenses CHF 100.-/day (incl. arrival and departure day).

There are no cash payments at the tournaments. The allowances and incidentals will be transferred to the Game Officials accounts after handing in the Expense Report.

There are special regulations for Top World Championship Tournaments.

### **Other Expenses**

Travel expenses from domicile to the airport of departure/arrival and back. Public transportation or car, incl. parking cost's, according the IIHF Financial Guidelines.

Visa costs/ visa arrangements (except expenses for obtaining a new passport and costs connected to that process).

## Expense Report

In order to claim the expenses back, each IIHF Game Official shall complete in the IIHF Expense Report Form according the IIHF Expense Report Manual.

- Attachment: IIHF Expense Report – see Appendix 1
- Attachment: IIHF Expense Report Manual – see Appendix 2

### 2.10 Clothing Requirements

Pack light but be prepared for all types of social situations. A suit or dress jacket and tie are a must (for women: business dress or suit) but a pair of jeans or a tracksuit may also be suitable for informal excursions.

Be aware of the climate of the region you will be travelling to and the typical weather for the time of year. Be prepared with the proper clothing and footwear.

### 2.11 Currency

Remember: There is no cash payment at the tournament. It is advisable to travel with some cash in the currency of your destination. To receive a better rate of exchange, purchase foreign currency at a bank in your home country before departing.

### 2.12 Jet Lag

Jet lag is a real phenomenon, but its effects can be minimized substantially. As a general rule, maximize your sleep and fluid intake while travelling and continue to drink plenty of fluids upon arrival at your destination. Dehydration is a persistent problem that travellers face. Avoid coffee and alcohol, as both tend to dehydrate the body when consumed even in minimal amounts. Set your watch to your destination time zone once you are on the aircraft and begin thinking in terms of that time.

Try to establish normal sleeping patterns quickly once you have reached your destination, but do not fight the jet lag too much. Quick naps are helpful and often essential.



## 2.13 Language and Customs

Take time to learn a few key phrases in the language of the area which you are traveling to. The local people will appreciate your efforts: simply being able to say “please” or “thank you” in the local language will have a positive effect.

Be aware of any special customs of the area. Do some research or contact fellow Officials that have traveled to the same destination for previous tournaments. Learning the distinctive customs will greatly enhance your cultural experience. Embrace the local customs, try the food, and learn about a new culture.

## 2.14 Gifts

It is customary for Officials to exchange small gifts and tokens. Presenting pins, hats, t-shirts, crests or other hockey souvenirs to your fellow Officials is an important goodwill gesture. Contact your National Association to receive some gifting.

## 3. At the Event

### 3.1 IIHF Code of Conduct

Pursuant to the powers vesting in the IIHF according to Statute 5, the IIHF adopted the IIHF Code of Conduct which controls the behaviours of all IIHF Officials at IIHF Competitions. The Code applies to conduct that damages the integrity and reputation of ice hockey and in particular to illegal, immoral and unethical behaviour. Any official suspected of committing a violation of the Code is subject to an investigation and, if found guilty of violating the Code, subject to disciplinary sanctions imposed by the IIHF Disciplinary Board.

The obligations in the Code are personal in nature; each official is responsible for his own conduct.

Attachment: IIHF Code of Conduct – see Appendix 3.

### **Attitude and Behaviour**

The Game Officials must conduct themselves in accordance with the principles of dignity, integrity, loyalty and responsibility in all relations of a competitive, economic, social (including social media) and moral nature.

**Integrity:** means being upright in character, refraining from all incorrect behaviour that might give rise to the appearance or suspicion of improper conduct and facing life's circumstances with moral strength, honesty and incorruptibility. To this end:

Game Officials may not, directly or indirectly, offer any remuneration, or accept or request any commission, benefit or service other than that established in the IIHF Regulations for the commission or omission of an act or services rendered or due for personal/professional services for the benefit of the IIHF. Gifts of nominal value, in accordance with local customs, and per diem earned in accordance with IIHF Regulations are allowed.

Game Officials shall not disclose any confidential information entrusted to them. However, disclosure of non-confidential information must not be made for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any IIHF Member.

**Loyalty:** means to show continuous allegiance to the IIHF, while abiding strictly by the IIHF Statutes and Bylaws, Regulation/Codes and Decisions, including the sports and ethics principles upheld by the IIHF. Parties bound by this Code shall have a fiduciary duty to the IIHF, to IIHF Member National Associations, leagues and clubs.

**Responsibility:** means the performance by an individual without supervision of the tasks and functions held with care, in the best interest and full respect of ice/inline hockey and of the IIHF Statutes, Bylaws and Regulations/Codes. To this end, IIHF Members shall not give, make, issue, authorize or endorse any statements and/or declarations (including through, print, broadcast, internet and/or any social media) that violate any provision of this Code of Conduct specifically including, but not limited to, any statements that have or are designed to have an effect prejudicial to the welfare of the IIHF, any IIHF Member or the game of ice/Inline hockey, or bring ice/inline hockey into disrepute.

### **Conflict of Interest**

IIHF Game Officials shall not act in an official IIHF capacity if he has or anticipates having a conflict of interest while performing his duties in the official IIHF capacity.

### **Manipulations of Competitions**

IIHF Game Officials may not engage in any activity that may impact improperly on the outcome of ice hockey competitions or that may place the integrity of ice hockey at risk. Specifically:



## **Betting**

The following behaviour shall be considered Betting and is prohibited:

Participation in, support for, or promotion of, any form of Betting related to an international ice hockey game or an IIHF Competition of which the IIHF Member is directly involved; or any ice hockey game for a player or for an IIHF Member; or any event of a multisport Competition in which the player or the IIHF Member participates. Inducing, instructing, encouraging or facilitating any other party to engage in conduct described in this rule.

## **Manipulation of International Ice Hockey Games and IIHF Competitions**

The following behaviour shall constitute a Manipulation of an international ice hockey game or IIHF Competition and is prohibited:

An intentional arrangement, act or omission aimed at an improper alteration of the result, progress, outcome, conduct or any other aspect of an international ice hockey game or IIHF competition in order to remove all or part of the unpredictable nature of the event with a view to obtaining an undue Benefit for oneself or for others.

Providing, requesting, receiving, seeking or accepting a Benefit related to the manipulation of an international ice/inline hockey game or IIHF competition or any other form of corruption.

Inducing, instructing, encouraging or facilitating an IIHF Member to engage in conduct described in this rule.

### **Inside Information**

Using inside Information for the purpose of Betting, any form of manipulation of an international ice/inline hockey game or IIHF Competition or any other corrupt purposes whether by the player or an IIHF Member.

Disclosing Inside Information to any person and/or entity, with or without Benefit, where the player or IIHF Member knew or should have known that such disclosure might lead to the information being used for the purposes of Betting, any form of manipulation of an international ice/inline hockey game or IIHF Competition or any other corrupt purposes.

Giving and/or receiving a Benefit for the provision of Inside Information regardless of whether any Inside Information is provided.

## 3.2 General Appearance and Dress code

IIHF policy requires that a suit with tie (for women: business dress or suit) will be worn on game days. Smart, casual apparel for non-game days is suggested. Further, please take into consideration that Game Officials are very important IIHF representatives; therefore, keep your appearance in a well-groomed manner. An unkempt appearance will have a negative effect on the overall perception of the Game Officials.

The IIHF discourages the use of excessive jewelry, such as earrings, necklace, piercings etc.

## 3.3 Apparel and Equipment Guidelines

### 3.3.1 Top IIHF Championships

IIHF Game Officials who are assigned to work top IIHF Championships (OWG, Youth OWG, WM, WW, WM20, WM18 and WW18) will receive equipment / apparel from the official partner Warrior upon their arrival at the respective IIHF Championship site.

The apparel will be according to the size specifications, which the IIHF Office will receive from the Game Officials through the Office of the respective Member National Associations. The equipment / apparel includes following: Referee or Linesman jersey, helmet with visor and one set of apparel (tracksuit with jacket and pants, polo shirt and depending on the temperature a jacket).

**Important: Game Officials still should bring their own Officiating Equipment with to the IIHF Championship.**

Game Officials will not be equipped with Officials' pants and should use their own on the ice. However, labels not approved by the IIHF should be blacked out (simply cover the label with black tape)

During all ice sessions and on standby duties, the IIHF Game Officials shall wear the tracksuits which have been provided on site.



### **3.3.2 Lower Divisions IIHF Championships**

IIHF Game Officials who are assigned to work lower divisions IIHF Championships will not receive equipment / apparel from the IIHF. If an official has received equipment from previous season from a top championship, he/she shall bring it with to the event.

All IIHF Referees shall wear Referee-Jerseys with red armbands with no arm mash on the sleeves and Linesmen shall wear Linesmen-Jerseys with no arm mash on the sleeves. Game Officials are allowed to use any models of Officials' pants, as long they are black and according to the OPM Section 4 "Officials Equipment".

### **3.3.3 Applies to all categories**

Member National Associations' crests, logos or identification on any items of clothing worn during the event are strictly forbidden. Game Officials are not part of their country's national team. If the team from your respective country is participating in the event, you should have as little contact as possible with the players and/or team Officials.

## **3.4 Media**

Media coverage at IIHF Championships can be extensive, especially at the top events. Game Officials must be aware of possible risks of their actions.

There will be many distractions and concentration will be difficult to maintain. You may be approached constantly by the media and will be asked many questions. Realize that your actions may be observed and judged and act accordingly.

In order to act right if it comes to contact with media, kindly study carefully the media guidelines below in section 3.4.1 and 3.4.2.

### **3.4.1 Media Interaction – Guidelines for Game Officials**

At no time should Game Officials entertain requests for interviews from the media without first receiving the approval from the IIHF Officiating Coach. All requests from media to talk to a Game Official must be forwarded to the IIHF Media Relation Officer through the IIHF Officiating Coach.

This is to avoid that the Game Officials are caught off-guard or asked a question immediately after a game, when tensions may still be running high.



The IIHF Media Relation Officer and the IIHF Officiating Coach will together evaluate the validity of the request and circumstances and together make a judgment whether the Game Official will be brought to the mixed-zone or the media interview room. In any case, an IIHF Officiating Coach must talk to media if the IIHF makes the judgment that the Game Official, given the circumstances, should not talk to media after a game.

If the IIHF gives green light for a media interaction where the questions are about officiating, rules or rule interpretations, an IIHF Officiating Coach, with excellent command of English, must be present as support for the Referee. The IIHF Officiating Coach does not need to intervene into the interview, unless specifically asked by the Referee or when a clarification is needed. Any kind of impromptu interview requests directly to the Game Official about officiating, rules or rule interpretations outside the designated media zones (in the street, hotel or elsewhere) must be politely turned down. Please do not say you are not allowed to talk to a reporter or must get permission to do so. Instead, tell the reporter: “The IIHF policy is to refer all media inquiries to the IIHF Media Relation Officer or IIHF Officiating Coach. Kindly contact the IIHF Office.”

Any IIHF Game Official is free to talk to media if the request is to conduct a general interview about the experience on the IIHF Championship, the Game Officials’ career in general etc. The Game Official subjected to such an interview must make it clear to the reporter that he/she must stick to the pre-conditions of this interview and not to, eventually, start turning to questions regarding officiating in the IIHF Championship, rules or rule interpretations. If such questions are asked, remind the reporter about what was agreed and politely turn down the questions or refer the reporter to an IIHF Officiating Coach or to one of the IIHF Media Relation Officer. It is an old reporter’s trick to make a person relaxed with “easy” questions to suddenly ask a controversial question when the interviewed person is off-guard. Be on guard. Use common sense. It is fully okay to say “it’s more challenging to call an IIHF Championship game if one compares with a National League game” for example.

**Below you will find general information regarding communication:**

- We never comment on the performance of fellow Game Officials
- We must be sure
  - ✓ In cases where the Game Official is not sure about the validity of the question, ask the reporter to postpone the question for later or use the phrase “no comment”
  - ✓ When using “no comment” say just that. Never say: “You surely understand that I can’t comment on the phantom interference call my colleague made in OT”



- We must be very clear
  - ✓ What are the rules? (IIHF rulebook)
  - ✓ What are the interpretations? (IIHF rule emphasis bulletin)
  - ✓ What are the guidelines given to the Game Officials?
  - ✓ How are the IIHF and the NHL standards of Refereeing being integrated?

(Remember, these items will be communicated at a general information meeting with the media covering ice hockey in each IIHF championship, prior to the start of the tournament)

- We must be transparent
  - ✓ Motto: We have nothing to hide!
- We must be sensitive to media's requests
  - ✓ They are the link to the fans – the legitimate “owners” of the game
- We must act swiftly rather than react slowly
  - ✓ If we act, the IIHF is in the driver's seat. The media will communicate the IIHF version, rather than have opportunity to create their own.

### 3.4.2 Tweet/Social Media – Guidelines for Game Officials

**Important: Use common sense** regarding tweeting, blogging or posting comments on social media platforms. The IIHF does not forbid the use of social media while working as an IIHF Game Official. However, following rules apply to all Game Officials while participating in any IIHF events. Below mentioned points must be taken into consideration by each Game Official.

- Mobile phone is switched off in the Game Officials' dressing room
- No photos or videos posted from inside the Game Officials' dressing room or from Game Officials' activities are allowed to be put on any social media platforms
- Game Officials are prohibited from posting on social media platforms starting 90 minutes prior to puck drop and immediately after the game
- Game Officials cannot use social media to make or promote any comments that could have negative impact on the IIHF and officiating staff
- No public criticizing of Officials or event organizers
- Do not post internal officiating information, such as substitution of Game Officials, issues related to management of the Game Officials, personal opinions about officiating staff etc.
- Respect IIHF rules in social media

- When in doubt, consult with designated officiating management staff or IIHF Officiating Coach
- No unnecessary post-game activity announcements which may bring you, fellow Game Officials, officiating management staff / Officiating Coaches or the event into disrepute.
- Do not use profanity or words/terms that could be interpreted as racist, sexist or prejudice.

Violation of the mentioned rules will be reviewed by the IIHF and can result in an immediate termination of the participation of Game Official in the IIHF competition.

### **3.5 Meals**

The event Organizing Committee will arrange all meals at the event. Discuss any special diet needs with your IIHF Officiating Coach on site or inform the IIHF Office through your National Association beforehand if you have any food allergies.

### **3.6 Transportation**

The Organizing Committee will arrange transportation to and from the games, as well as to any other scheduled activities.

### **3.7 Medical insurance**

In co-operation with the insurance broker of the IIHF, IMSSA International Medical & Security Sports Assistance, the IIHF Game Officials are insured against following risks when traveling for the IIHF:

- Medical Assistance
- Baggage Delay, Damage and Theft
- Flight cancellation or delay of more than 4 hours
- Legal Assistance
- Personal Assistance
- Travel Assistance

You will find more details concerning the insurance coverage and the use in case of emergency on the IMSSA Travel Insurance sheet.

Attachment: IMSSA Travel Insurance – see Appendix 4.



The coverage begins when you leave your home and ends when you return to your home after the journey. However, please note that the insurance covers only business trips. If a Game Official decide to extend his/her stay after the IIHF championship or event (to travel on his/her own, make holidays etc.), it is the responsibility of each Game Official himself/herself and his/her private insurance and no more the insurance of the IIHF.

We strongly recommend taking the insurance memo with you while traveling to IIHF events for which you have been assigned for.

### 3.8 Ice Practice Sessions

Game Officials are expected to attend all ice sessions as arranged by the IIHF Officiating Coach. Helmets and Visors must be worn during all ice sessions, but full officiating equipment is not mandatory.

The schedule of ice practice sessions or other fitness activities will be at the discretion of the IIHF Officiating Coach.

During the event, the IIHF Officiating Coach will arrange the IIHF skating tests for all Game Officials.

### 3.9 Rules Knowledge

It is important that Game Officials are fully knowledgeable and understand the rules. It is essential to obtain and become familiar with the 2018 – 2022 IIHF Rule Book (2<sup>nd</sup> Edition, October 2019), IIHF Sport Regulations, IIHF Bulletins and IIHF Officiating Procedure Manual (OPM). The IIHF expects that all Game Officials arrive at an event with a complete understanding of the IIHF rules, rule interpretations and procedures.

**Always remember: If you have any questions about rules or interpretations, do not hesitate to ask. Discuss unclear situations with your colleagues and bring it up to attention. Clarify any concerns as early and as quick as possible with the IIHF Officiating Coaches.**

### 3.10 Game Officials' Meeting

Prior to the start of the competition, a meeting conducted by the IIHF Officiating Coach will be held for all Game Officials to outline the officiating standards expected throughout the games. Daily meetings will also be held. The meetings are conducted in English. Arrive prepared with a notebook and pen.

Game Officials are expected to attend all meetings as arranged by the IIHF Officiating Coaches. The scheduling of the meetings will be at the discretion of the IIHF Officiating Coach.

### 3.11 Head Coach Rule Information Meeting (HCRIM)

The IIHF Officiating Coach will operate a HCRIM with the Head-Coaches of the competing teams prior to the start of competition to provide the same rule interpretations and information as presented to the Game Officials.

### 3.12 Standby Duties

At IIHF competitions, Officials will be assigned to work as a standby Referee or in some as standby Linesman or may be required to be a goal judge.

Duties of a standby Referee and a standby Linesman:

- You may be expected to participate at both pre-game and post-game meetings with the IIHF Officiating Coach and Game Officials.
- Be a part of the Game Officials' crew assigned to the game regarding pre-game routing.
- Be aware of who is appointed as game supervisor and his responsibilities
- Depart to the game with the Game Officials as you are part of the "team"
- Standby Referee and standby Linesman shall be dressed during the game in track suits and ready to jump in the game as fast as possible. At top IIHF Championships or those who have received the IIHF track suit in the past are required to be dressed in the IIHF track suit.
- Be available in the area of the Game Official dressing room before the game, during the intermissions and after the game to help the Game Officials, upon their request.
- Check that a stick gauge and other measuring tool are on the Scorekeeper's bench before the start of the game. If it is not on the bench, inform the IIHF Officiating Coach and the Game Officials.



- Obtain from the IIHF Officiating Coach “Team Rosters” of the playing teams
- Watch the pre-game warm-up and check that the players, who must wear full face masks, visors and neck protectors, are doing so, and ensure that all players are wearing helmets according to the rule book. Report any concerns or incidents to the IIHF Officiating Coach and Referee.
- Assist the Off-ice Officials as required, as directed by the game Referee, in discussion with the IIHF Officiating Coach.
- If there is no countdown clock in the Referee dressing room, notify Officials when they should go out and proceed to the ice. It is Important that Officials **are not late coming out to start a period. The Officials should be on the ice** before the players for the start of each period. A three-minute warning is standard to notify Officials to leave for the ice.
- If there are no special seats available in the ice rink for the standby Referee and Linesman, the IIHF Officiating Coach informs them where to be during the game. The Officiating Coach must always be aware of the location of the standby Referee and the standby Linesman.
- When there is any apparent injury to a Game Official, immediately proceed to the Referee dressing room and contact the Officiating Coach.

### 3.13 Dressing Room Rules

Game Officials are expected to be at the ice rink 90 minutes prior to the game time and must be in the area of the dressing room. Organize your pre-game warm-up outside the dressing room. At least 45 minutes before the game starts all the Game Officials should be back in the dressing room.

The Game Official dressing room is only a place for the working crew – 45 minutes before, during and at least 30 minutes after the game.

The Game Officials’ dressing room is not a meeting and “coffee”-place for any persons incl. other Game Officials which are not assigned to that game.

### 3.14 Attitude

At many events, you will be working with an IIHF Officiating Coach and other Game Officials’ that are extremely knowledgeable about international hockey. Take advantage of the experience to learn as much as you can.

A positive attitude will enhance your enjoyment of the competition and may even help in your success.



Enjoy the international experience. Work hard and be a positive influence on your fellow Game Officials. Always take advantage of the opportunity and conduct yourself professionally.

The IIHF Officiating Coach will set up the guidelines concerning the expected behaviour of the IIHF Game Officials during their assignment to an IIHF event during the first meeting with the IIHF Game Officials.

The IIHF expects that all Game Officials will show their professional attitude and respective behaviour on the ice during their duties as an IIHF Game Official and off the ice anywhere on the site with other fellows, IIHF Officiating Coaches, players, team-Staff, members of the organizing committee and other people which will surround them and with whom they will meet during an IIHF Championship or Event.

All cases in which behaviour of the assigned IIHF Game Officials will be in contrary with the expected behaviour explained in the first meeting by the IIHF Officiating Coach, will be subject to disciplinary actions by the IIHF and possible expulsion from the tournament.

At the end of the tournament the IIHF Officiating Coach will send a special report concerning the behaviour of the respective official to the IIHF Office. A copy of this report will be forwarded to the National Association this official belongs to, notifying them about what has happened. It is the responsibility of the National Association to review his/her case and make appropriate sanctions following their national disciplinary committee.

### **3.15 Safety Issues for IIHF Game Officials**

Most of the questions concerning the safety of the Game Officials on the sites of IIHF Championships or Competitions are discussed in advance between the IIHF Office and the organizer. Usually, the organizer follows the IIHF Sport and Championship regulations concerning safety questions.

However, if on the site of the competition questions raise concerning safety of the Game Officials, these issues shall be immediately forwarded to the IIHF Officiating Coach whose responsibility is to bring them to the attention of the Directorate Chairman.

During IIHF competitions, Game Officials will meet a lot of Officials which have various responsibilities and duties at the competition. In order you get familiar about their role, please find in this chapter a short description of their duties and responsibilities.



### 3.16 IIHF Officiating Coach

The IIHF Officiating Coach will work with the Game Officials at each game to offer constructive criticism aimed at improving their performance and evaluate their performance.

Communication is an important part of an IIHF Officiating Coaches responsibility. They meet with the Game Officials the morning before a game for a briefing to help prepare them for the game and following the game a debriefing to evaluate their performance.

It is important to note that it is not the role of the IIHF Officiating Coach to make any decisions for the Game Officials.

Game Officials should consult with the IIHF Officiating Coach about rule interpretations and procedures, or if they have concerns about accommodation, meals, transportation, security, dressing rooms, ice practice sessions or scheduled times.

#### **IIHF Officiating Coaching Goals:**

The aim of the IIHF officiating program is to improve the level of officiating at IIHF competitions through effective supervision during the course of a game. Better officiating will result in better hockey games and less confrontations between players, team Officials and Game Officials. It will also reduce the risk of injury to the players and provide a more interesting experience for the spectators.

The objectives of effective supervision are to:

- Improve the quality of work by both Referees and Linesmen,
- Generate greater consistency of officiating technique,
- Generate greater uniformity of rule interpretation and application,
- Ensure consistent judgment by Game Officials,
- Provide Game Officials with objective and constructive criticism,
- Provide National Associations with an evaluation report on the performance of their Game Officials immediately following the event.



### 3.17 IIHF Directorate Chairman

The IIHF assigns a Directorate Chairman to every IIHF competition. The Directorate Chairman is responsible for ensuring that the event is operated according to the various IIHF bylaws, statutes, rules and regulations. The Directorate Chairman has many responsibilities and is the final authority on all matters. Every IIHF Championship is controlled by its Directorate.

Under control of the Chairman, the Directorate shall be responsible for:

- Controlling the eligibility of the players
- Controlling the organizer's responsibilities
- Ruling on all disciplinary matters during the competition
- Doping control
- Awarding cups, medals, diplomas
- Confirming the nominations of best three players of each team
- Selecting the best goalkeeper, defenseman and forward of the competition.
- Authorizing any other awards of the competition.

The IIHF Officiating Coach responds to the IIHF Directorate Chairman.

### 3.18 IIHF Game Supervisor

The competition directorate will assign an IIHF Game Supervisor for every game during the event. The IIHF Game Supervisor will file a report on any incidents that occur during the game.

The IIHF Game Supervisor is not involved in the supervision of the Game Officials.

### 3.19 IIHF Off-ice Officials and IIHF Result Managers

The Off-ice Officials, in many cases, will be personnel who work for the league of the National Association hosting the competition. IIHF Result Managers are hired by the IIHF. They should have experience in their position, but language may be a problem. Interpreters are usually on hand at the Scorekeeper's bench if they do not all speak English well; however, it may be necessary to select someone on the Scorekeepers Bench to whom you can easily communicate. The Off-ice Officials and IIHF Result Managers may change daily, so take time before the game to familiarize yourself with them.



All Off-ice Officials are under the supervision of the Referee, who is the final authority on all matters and can overrule an Off-ice official.

It is the responsibility of the Referee to question the Off-ice Officials on any disputed situation and they must respond as to how they viewed the situation. If there is a dispute regarding time, the Referee's decision is according to the Official IIHF Rule Book final.

Prior to the start of the game, introduce yourself to the Scorekeeper. The Scorekeeper has the full responsibility of all Off-ice Officials. The Scorekeeper will be the only Off-ice official empowered to provide information and discuss game related issues with the Referee during the course of the game.

At least ten minutes prior to the start of the game, the Scorekeeper will bring a copy of the Official Game Sheet that has been signed by both teams to the Game Officials' dressing room to inform the Game Officials of the number of players registered to participate with each team in the game. The Scorekeeper must report to the Referee immediately if he/she is having difficulty obtaining the roster from either team or if he/she becomes aware of something that does not comply with the rules.

It is a good idea to review and, if necessary, correct the IIHF Official Game Sheet with the Scorekeeper at the conclusion of each period. There can be no change to the awarding of a goal or an assist as recorded on the Official Game Sheet unless approved by the Referee.

When the game is ended, the Scorekeeper will bring the Official Game Sheet to the Referee for signature. The Referee's priority after the game is to verify and sign it.



# Appendix 1 IIHF Expense Report Form

IIHF OFFICE  
Form 1.0 / September 2019



## IIHF GAME OFFICIAL EXPENSE REPORT

IIHF Assignment

Name

Function  Venue

Departure  Return

Travel Route

Expenses					
	Foreign Currency			CHF	Account No.
	USD	EUR	Others		
Airplane / Railway					
Car * <input type="text"/> km				0.00	
Taxi					
Excess Luggage					
<u>Other Expenses (please give details)</u>					
<b>Total of expenses</b>	0.00	0.00	0.00	0.00	
<i>Rate to be filled out by the Finance Department</i>	0.99			0.00	
do.		1.10		0.00	
*For the usage of the car the following can be claimed:				0.00	
Private car CHF 0.70 per km				0.00	
				<b>Total expenses in CHF</b>	0.00

Allowances / Game Fees				
	No. Of Days	Allowance per Day	Total	Account No.
Allowances	0.00	100.00	0.00	
Meal Money (if applicable)	0.00	100.00	0.00	
Incidentals (if applicable)	0.00	100.00	0.00	90215
Game Fees (if applicable)			0.00	
<b>Total Allowances / Incidentals / Game Fees</b>			0.00	
<b>Total to be paid</b>			0.00	

Date:

Issued by:

Approved:

Controlled:

Only completely filled Expense Reports will be accepted



## Financial Database Update

### Personal Data

Name, First Name:

Address:

Zip-Code & City:

Country:

Phone:

Mobile:

E-Mail:

Function with IIHF:

### Bank Data

\* Exact Bank Name:

\* Address:

\* Zip-Code & City:

\* Swift / BIC / ABA:

\* IBAN (if available):

\* Account Number:

\* Name of Account Holder:

*This information will be handled confidentially and is for internal use only.*

IIHF Office  
Form 1.0 / September 2019



## IIHF GAME OFFICIAL EXPENSE REPORT

IIHF Assignment 2019 IIHF Ice Hockey World Championship Division I, Group B

Name Peter Muster

Function IIHF Referee Venue Tallinn, EST

Departure 27.04.2019 Return 05.05.2019

Travel Route Zurich - Tallinn - Zurich

Expenses					
	Foreign Currency			CHF	Account No.
	USD	EUR	Others		
Airplane / Railway					
Car * <span style="float: right;">100 km</span>				70.00	
Taxi					
Excess Luggage		100.00			
<u>Other Expenses (please give details)</u>					
Parking costs at airport		60.00			
<b>Total of expenses</b>	0.00	160.00	0.00	70.00	
<i>Rate to be filled out by the Finance Department</i>	0.99			0.00	
do.		1.10		176.00	
*For the usage of the car the following can be claimed: <i>Private car CHF 0.70 per km</i>				0.00	
				<b>Total expenses in CHF</b>	<b>246.00</b>

Allowances / Game Fees				
	No. Of Days	Allowance per Day	Total	Account No.
<u>Allowances</u>	9.00	100.00	900.00	
<u>Meal Money</u> (if applicable)	0.00	100.00	0.00	
<u>Incidentals</u> (if applicable)	9.00	100.00	900.00	90215
<u>Game Fees</u> (if applicable)			0.00	
<b>Total Allowances / Incidentals / Game Fees</b>			<b>1.800.00</b>	
<b>Total to be paid</b>			<b>2.046.00</b>	

Date: 10.05.2019

Issued by:

Peter Muster

Approved:

Controlled:

Only completely filled Expense Reports will be accepted



## Financial Database Update

### Personal Data

<b>Name, First Name:</b>	Muster Peter
<b>Address:</b>	Brandschenkestrasse 50
<b>Zip-Code &amp; City:</b>	8002 Zürich
<b>Country:</b>	Switzerland
<b>Phone:</b>	0041 44 562 22 00
<b>Mobile:</b>	
<b>E-Mail:</b>	peter@iihf.com
<b>Function with IIHF:</b>	IIHF Referee

### Bank Data

<b>* Exact Bank Name:</b>	UBS AG
<b>* Address:</b>	Postfach
<b>* Zip-Code &amp; City:</b>	8027 Zurich
<b>* Swift / BIC / ABA:</b>	UBSWCHZH80A
<b>* IBAN (if available):</b>	CH80 8000 8080 8080 8080 T
<b>* Account Number:</b>	800-800800.01T
<b>* Name of Account Holder:</b>	Peter Muster

*This information will be handled confidentially and is for internal use only.*



## Appendix 2 IIHF Expense Report Manual

Dear all,

It is our great interest that we pay you for your duties and reimburse expenses you paid during IIHF Events as quickly and efficient as possible. To do so, we count on your cooperation when handing in the IIHF Expense Report. This document will guide you through the process.

For easier handling, it is no longer a must to hand in a hard copy of the IIHF Expense Report. A digital version can be sent by email to speed up the process. Please make sure that you hand in your Expense Report only once, either by email or by mail as a hardcopy (email preferred).

### **Which form to use**

The IIHF will provide you with the correct Expense Report form when sending out the Travel Information Package. Please use that specific form only and do not re-use older versions.

### **What to fill out**

If not already prepared, please fill in all the necessary information such as championship, venue, exact dates of departure and arrival, number of days and detailed travel route. Then list all the expenses you had during the championship. Please add a short explanation if it is not self-explanatory

### **Bank details**

There is a second sheet in the excel file for your address and banking information. This sheet must be filled in only if it is the first time you hand in an IIHF Expense Report or if your bank details have changed since the last time. It is important that all the mandatory fields are filled out.

- IBAN: Exists only in Europe (no ABA or BIC needed)
- SWIFT: Necessary for everybody. It is the international Bank identification number.

### **Receipts: no receipt – no payment!**

**Receipts are necessary** to get the expenses reimbursed. Copies of the receipts are sufficient. The easiest way is to scan the receipts and attach them with the Expense Report to the email. (If you do not have a scanner, a picture in good quality is accepted as well, please make sure the receipt is readable). Please note: Postage or bank fees will not be reimbursed.

### **Signature**

The IIHF Expense Report Form is not an official document. Therefore, the signature on it is not mandatory. The IIHF Office will proceed with transferring the money even if the signature field is left empty or if the signature is added by computer. If somebody is not able to fill in a digital signature, just type in your name.

### About the Excel-file report

The cells are configured with formulas in order to simplify the counting of the totals. The currencies for EUR and USD are already inserted. If you have expenses in another currency you can fill it in column three (others). We will find out the actual currency exchange rate at the office. To do corrections and rate adjustments, please send the completed **Excel-file** to the IIHF Office – not the PDF.

### Deadline

Your Expense Report must be sent to the IIHF office as soon as possible but no later than two weeks after the completion of the event. Expense Reports handed in after the closing of the fiscal year (June 30<sup>st</sup>) will not be accepted.

### Sending Expense Report

Please send your Expense Report with all the mentioned attachments via email to [officiating@ihfoffice.com](mailto:officiating@ihfoffice.com).

### Payment

The payments will be done in CHF to your bank account. For exceptions due to bank problems please contact us.

We do our best to transfer the money as soon as possible after the controlling. We ask for your patience, especially towards the end of the season.

If you have any further questions do not hesitate to contact us

Best Regards,

INTERNATIONAL ICE HOCKEY FEDERATION



Danny Kurmann  
Officiating Manager



Leana Meier  
Sport Coordinator



## Appendix 3 IIHF Code of Conduct

Pursuant to the powers vesting in it by Statute 5, the IIHF adopts the following regulations for IIHF Members known as “Code of Conduct.”

### Preamble

#### Definition of IIHF Members

For the purpose of this Code of Conduct (sometimes referred to herein as this “Code”), in accordance with Bylaw 101, the following institutions, organizations and persons are considered IIHF Members and subject to the jurisdiction of the IIHF in the terms herein established:

1. IIHF Member National Associations and their staff representatives;
2. The IIHF governing bodies (Congress, Executive Committee, Council, Presidency);
3. Persons elected or appointed as an IIHF representative in any IIHF Competition or IIHF Event or to a position in any IIHF governing institution or IIHF Committee/Board;
4. Organizing Committees of IIHF Competitions;
5. IIHF Officials and Referees;
6. IIHF National leagues, clubs, teams and their leaders, managers, players, coaches, other team staff and referees whatsoever and howsoever associated, in all matters within the jurisdiction of the IIHF including, without limitation, IIHF Competitions, international games (Bylaw 501), and international transfers.

It shall be the responsibility of every IIHF Member to ensure knowledge of the Rules contained in this Code of Conduct including, without limitation, what conduct constitutes a Violation of these Rules and to comply with the requirements of these Rules.

#### Scope of applicability

This Code shall apply to conduct that damages the integrity and reputation of ice/inline hockey and in particular to illegal, immoral and unethical behaviour.

#### Applicability in time

The rules contained within this Code shall apply from 1 June 2014 onwards. All amendments made to this Code in accordance with IIHF Statute 35 shall apply from the passage date onwards.

## Rule 1: Ethics

### Fundamental Principles

- IIHF Members are subject to the IIHF Statutes and Bylaws, Regulations/Codes and Decision and Directives of the IIHF and the relevant IIHF Bodies, and must strictly follow their terms and provisions.
- IIHF Members violating this Code of Conduct are subject to disciplinary sanctions imposed by the IIHF Disciplinary Board.
- Ignorance of this Code of Conduct or of the other Regulations approved by the IIHF is not considered an excuse.
- The obligations described in this Code of Conduct are personal in nature. Individuals are responsible for their own conduct. While MNAs are encouraged to promote the values and ideals described in this Code of Conduct to their membership and representatives, no MNA shall bear responsibility for any breach of this Code of Conduct by an IIHF Member.
- Notwithstanding section above, prior knowledge of another IIHF Member's future or continuing violation of this Code, and failure to take any action to stop such violation, may constitute a violation by the IIHF Member with such knowledge.

### Attitude and Behavior

- IIHF Members must conduct themselves in accordance with the principles of dignity, integrity, loyalty and responsibility in all relations of a competitive, economic, social (including social media) and moral nature. For on-ice activity, players must adhere to the standard level of conduct for on-ice player activity specifically detailed in the IIHF Official Rule Book.
- In order to ensure the respect of the above-mentioned principles, IIHF Members are expected to base their attitude and behaviour on the following criteria:

**Dignity:** means the proper respect of the rights of the individual and the right to privacy. To this end:

- There shall be no abuse against the human dignity of a person or group of persons by whatever means, including on grounds of race, skin color, gender, ethnic origin, religion, philosophical or political opinion, marital status, sexual orientation or other grounds.
- No practice constituting any form of harassment (physical, mental, moral, professional or sexual); physical, verbal or sexual abuse; moral or mental injury; acts of violence or illegal activity will not be tolerated. All IIHF Members must conform to the IIHF sexual harassment policy.

**Integrity:** means being upright in character, refraining from all incorrect behaviour that might give rise to the appearance or suspicion of improper conduct and facing life's circumstances with moral strength, honesty and incorruptibility. To this end:

- IIHF Members may not, directly or indirectly, offer any remuneration, or accept or request any commission, benefit or service other than that established in the IIHF Regulations for (i) the commission or omission of an act or (ii) services rendered or due for personal/professional services for the benefit of the IIHF. Gifts of nominal value, in accordance with local customs, and per diem earned in accordance with IIHF Regulations are allowed.
- IIHF Members shall not disclose any confidential information entrusted to them. However, disclosure of non-confidential information must not be made for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any IIHF Member.

**Loyalty:** means to show continuous allegiance to the IIHF, while abiding strictly by the IIHF Statutes and Bylaws, Regulation/Codes and Decisions, including the sports and ethics principles upheld by the IIHF. Parties bound by this Code shall have a fiduciary duty to the IIHF, to IIHF Member National Associations, leagues and clubs.

**Responsibility:** means the performance by an individual without supervision of the tasks and functions held with care, in the best interest and full respect of ice/inline hockey and of the IIHF Statutes, Bylaws and Regulations/Codes. To this end, IIHF Members shall not give, make, issue, authorize or endorse any statements and/or declarations (including through, print, broadcast, internet and/or any social media) that violate any provision of this Code of Conduct specifically including, but not limited to, any statements that have or are designed to have an effect prejudicial to the welfare of the IIHF, any IIHF Member or the game of ice/Inline hockey, or bring ice/inline hockey into disrepute.

## Rule 2: Conflicts of Interest

### Definitions

For the purposes of this Code "Conflict of interest" means: A situation where an IIHF Member:

- May draw personal and/or professional gain or advantage directly or indirectly from a third party due to his own decisions taken in the fulfilment of his official functions.
- May have, or appear to have, private or personal interests that detract from his ability to perform his duties with integrity in an independent and purposeful manner. Private or personal interests include gaining any possible advantage for the persons bound by this Code themselves, their family, relatives, friends and acquaintances.
- May not be free to express his opinion or act objectively due to his personal/professional concern, involvement or implication with (an) other physical or legal party(s), which may be reasonably considered as influencing his own free will, judgment or decision.

## Prohibition

- Acting in a situation while an IIHF Member has a conflict of interest is prohibited. An individual performing a function on behalf of any of the IIHF Members, suppliers or partners is required to declare a/any possible conflicts of interest arising from his function or personal involvement with another IIHF Member, supplier or partner.

## Specific Provisions

- When performing an activity for the IIHF or before being elected or appointed, IIHF Members bound by this Code shall disclose any personal interests that could be linked with their prospective activities.
- IIHF Members bound by this Code may not perform their duties in cases with an existing or potential conflict of interest. Any such conflict shall be immediately disclosed and notified to the IIHF Council.
- For purposes of this Code failure to disclose and/or continuing to act once a conflict of interest is realized shall be considered a Violation in accordance with Rule 4.

## Rule 3: Manipulation of Competitions

Rule 3 is adopted as a means of safeguarding the integrity of ice/inline hockey by (i) prohibiting any conduct that may impact improperly on the outcome of ice/inline hockey events and competitions and (ii) establishing a mechanism of enforcement and sanction for those who, through their prohibited conduct, place the integrity of ice/inline hockey at risk. While the IIHF will respect all national decisions with respect to Competition Manipulation in ice/inline hockey, it reserves the right to investigate in accordance with Rule 5 and implement disciplinary measures in accordance with Rule 4 all incidents which would result in a violation of Rule 3 if such incident occurred in an IIHF Competition as long as long as the national decision has an international dimension.

For purposes of Rule 3, the following definitions shall be applicable:

- **Benefit:** means the direct or indirect receipt or provisions of money or the equivalent such as, but not limited to, bribes, gains, gifts and other advantages including, without limitation, winning and/or potential winnings as a result of a wager the foregoing shall not include official prize money, appearance fees or payments to be made under sponsorship or other contracts.
- **Insider Information:** means information relating to any competition that a person possesses by virtue of his or her position in relation to a sport or competition, excluding any information already published or common knowledge, easily accessible to interest members of the public or disclosed in accordance with the rules and regulations governing the relevant Competition.

- **Player Support Personnel:** means any coach, trainer, manager, agent, team Staff, team official, medical or paramedical personnel working with or treating players participating in or preparing for an IIHF Competition or international ice/inline hockey game (herein incorporated into the definition of an IIHF Member by reference).
- **Betting:** means any wager of a stake of monetary value in the expectation of a prize of monetary value, subject to a future and uncertain occurrence related to an IIHF Competition (herein defined according to IIHF Bylaw 1) or International ice/inline hockey game.

### **Betting**

The following behaviour shall be considered Betting and is prohibited:

- Participation in, support for, or promotion of, any form of Betting related to (a) an international ice/inline hockey game or an IIHF Competition of which the IIHF Member is directly involved; or (b) any ice/inline hockey game for a player or for an IIHF Member; or (c) any event of a multisport Competition in which the player or the IIHF Member participates.
- Inducing, instructing, encouraging or facilitating any other party to engage in conduct described in Rule above.
- Manipulation of International Ice/Inline Hockey Games and IIHF Competitions

The following behaviour shall constitute a Manipulation of an international ice/inline hockey game or IIHF Competition and is prohibited:

- An intentional arrangement, act or omission aimed at an improper alteration of the result, progress, outcome, conduct or any other aspect of an international ice/inline hockey game or IIHF competition in order to remove all or part of the unpredictable nature of the event with a view to obtaining an undue Benefit for oneself or for others.
- Providing, requesting, receiving, seeking or accepting a Benefit related to the manipulation of an international ice/inline hockey game or IIHF competition or any other form of corruption.
- Inducing, instructing, encouraging or facilitating an IIHF Member to engage in conduct described in Rule above.

## Inside Information

- Using inside Information for the purpose of Betting, any form of manipulation of an international ice/inline hockey game or IIHF Competition or any other corrupt purposes whether by the player or an IIHF Member.
- Disclosing Inside Information to any person and/or entity, with or without Benefit, where the player or IIHF Member knew or should have known that such disclosure might lead to the information being used for the purposes of Betting, any form of manipulation of an international ice/inline hockey game or IIHF Competition or any other corrupt purposes.
- Giving and/or receiving a Benefit for the provision of Inside Information regardless of whether any Inside Information is provided.

## General Violations

The following behaviour shall constitute a General Violation of the prohibition against Manipulation of Competitions and is applicable to all IIHF Members:

- Knowingly assisting, aiding, abetting, attempting, covering up or otherwise being complicit in any acts or omissions of the type described in Rule 3 committed.
- Failing to disclose to the IIHF or Directorate Chairman, at the first available opportunity, full details of any approaches, invitations to engage in conduct, or incidents that would amount to a breach of Rule 3 and/or competition rules relating to betting and/or matching fixing.
- Failing to cooperate with any reasonable investigation carried out by the IIHF or Directorate Chairman or their designees relating to Rule 3, including without limitation, failing to provide accurately, completely and without undue delay any information and/or documentation and/or access or assistance requested by the IIHF or Directorate Chairman as part of an investigation.
- Obstructing or delaying any investigation that may be carried out by the IIHF or Directorate Chairman in relation to a possible violation of Rule 3, including without limitation concealing, tampering with or destroying any documentation or other information that may be relevant to an investigation.

## Sentencing Considerations

- Any attempt by an IIHF Member, or any agreement by an IIHF Member with any other person, to engage in conduct that would culminate in the commission of any Violation of Rule 3 shall be treated as if a Violation had been committed, whether or not such attempt or agreement in fact resulted in such Violation. However, when the IIHF Member immediately and/or promptly renounces, to the IIHF and/or the Directorate Chairman, his attempt or agreement prior to it being discovered by a third party not involved in the attempt or agreement, such action shall be a mitigating factor in establishing the sanction to be assessed.

- The following are not relevant to the determination of whether a Violation of Rule 3 has occurred:
  - a) whether or not the player or IIHF Member is participating in the international ice/inline hockey game or IIHF Competition concerned;
  - b) the nature or outcome of any Bet in issue;  
the outcome of the international ice/inline hockey game and/or IIHF Competition on which the Competition Manipulation occurred;
  - c) whether or not the IIHF Member's efforts or performance (if any) in any international ice/inline hockey game and/or IIHF Competition in issue were (or could be expected to be) affected by the acts or omissions in question;
  - d) whether or not the results in the international ice/inline hockey game and/or IIHF Competition in issue were (or could be expected to be) affected by the acts or omissions in question;
  - e) whether or not the manipulation included a violation of a technical rule of the IIHF

### **Provisional Suspension Pending Disciplinary Proceedings**

- Outside IIHF Competitions, the IIHF General Secretary, and inside IIHF Competitions, the Directorate Chairman, may impose a provisional suspension, for any violation of Rule 3 when the available facts establish, by a preponderance of the evidence, that the IIHF Member has engaged in an activity which is a Violation of Rule 3.
- A provisional suspension can only be imposed if the IIHF Member is given either
  - a) an opportunity for a provisional hearing before the imposition of the provisional suspension, or
  - b) on a timely basis after the imposition of the provisional suspension, an opportunity for an expedited hearing in accordance with the Disciplinary Code.

## **Rule 4: Violations and Disciplinary Measures**

### **Definition**

A Violation is any breach of this Code of Conduct that has been proven by a preponderance of the evidence or a breach of conduct that is unsuitable to ice/inline hockey. It constitutes an offense of a lawful, proper and remarkable interest of the IIHF.

Disciplinary Measures are sanctions on the conduct to be disciplined.

## Disciplinary measures against IIHF Members

The following disciplinary measures may be imposed on IIHF Members in accordance with the Disciplinary Code:

- a) warning;
- b) reprimand;
- c) fine (not less than CHF 100 and not more than CHF 500,000);
- d) suspension from all participation in a specified number of games or for a specified period of time (including a lifetime ban);
- e) suspension from carrying out a specific function for a specified number of games or for a specified period of time;
- f) annulment of the results of a game;
- g) deduction of points;
- h) declaration of a game forfeit;
- i) playing of a game behind closed doors;
- j) prohibition of registration of new players in IIHF competitions;
- k) disqualification from competitions in progress and/or exclusion from future competitions;
- l) withdrawal of accreditation; or
- m) withdrawal of a title or award.

Any player or team official who physically abuses those officiating an IIHF competition shall be suspended immediately for all international games until the Disciplinary Board reaches a decision.

## Disciplinary Bodies

The IIHF Disciplinary Board shall handle all cases relating to Violations of this Code of Conduct, except for provisional suspensions as indicated in Clause 3.5.2

The Disciplinary Board shall handle all cases involving Violations of this Code of Conduct in accordance with the Disciplinary Code.



## Rule 5: Investigating a Code of Conduct Violation

- Any allegation or suspicion of a Violation of this Code of Conduct must be reported to: (a) the IIHF General Secretary if such occurs before or after an IIHF Event, (b) the IIHF Competition Directorate Chairman if such occurs at an IIHF Competition, or (c) the IIHF Official if such occurs at any other Official IIHF Event, for investigation in accordance with Rule 5.
- To determine whether a Violation has occurred, the IIHF may investigate the activities of an IIHF Member suspected of violating this Code of Conduct. The IIHF may conduct the investigation independently, or the IIHF may appoint one or more Legal Committee Members to conduct the investigation who shall act with full authority of the IIHF. Such investigation may be conducted in conjunction with relevant competent national or international authorities (including, criminal, administrative, professional and/or judicial authorities). All IIHF Members must cooperate fully with such investigations. The IIHF shall have discretion, where it deems it appropriate, to stay its own investigation pending the outcome of investigations conducted by other competent authorities.
- If the IIHF reasonably suspects that an IIHF Member has committed a Violation of this Code of Conduct, it may make a written demand to such IIHF Member for information that is related to the alleged Violation, including records relating to the alleged violation (such as betting account numbers and information, itemized telephone bills, bank statements, internet service records, computers, hard drives and other electronic information storage devices) and/or for a statement setting out the relevant facts and circumstances around the alleged violation. Further, the IIHF may require the attendance of the IIHF Member for an interview. The IIHF shall determine the time and place of any interview. The IIHF shall give sufficient notice, minimum of five hours during an IIHF Competition, to the IIHF Member before an interview. The IIHF Member shall be entitled to have legal counsel and/or an interpreter present.
- If Member does not attend or fails or refuses to cooperate during an interview, or refuses to provide information demanded by the IIHF, then the investigation may go forward without the IIHF Member's cooperation and a provisional suspension may be issued.
- If, after an investigation, the IIHF Council determines, by preponderance of the evidence, a Violation of this Code of Conduct has occurred, it shall refer the matter to the to the IIHF Disciplinary Board for further sanctions. The IIHF shall provide all information, documents, evidence, etc. uncovered during the investigation to the IIHF Disciplinary Board.

## Appendix 4 IMSSA Travel Insurance

To:

**IIHF Personnel and other Personnel assigned to IIHF Events & Meetings**

Zurich, October 2018

Dear Friends,

In co-operation with our insurance broker, **IMSSA International Medical & Security Sports Assistance**, we have the pleasure to inform you about your insurance coverage with the IIHF. This Travel Insurance is **subsidiary** to all other insurances for the benefit of the insured person (accident or health insurance). The coverage begins when you leave your home and ends when you return to your home again after the journey.

### **Insured Persons**

- IIHF President
- IIHF General Secretary
- IIHF Council/Staff
- IIHF Auditors
- IIHF Tournament Chairman
- IIHF Life and Honorary Members
- IIHF Game Officials
- IIHF Committee Members
- IIHF Supervisors
- All other personnel assigned to IIHF Events, Camps & Meetings (Result Manager, Disciplinary Judges, Photographers & Editors, Writers, IIHF Development Instructors & Mentors, Speakers & Presenters, accompanying Persons and Guests)

You are insured against the following risks when travelling for the IIHF:

### **Scope of Service**

- **Medical Assistance (illness or accident)**

Outpatient treatment (treatment costs, medication, laboratory tests), hospitalisation, transportation to a suitable hospital or back to the country of residence, reimbursement of medical costs.

#### Documents needed:

- IMSSA online claim form which you can find on [www.imssa.org](http://www.imssa.org) (see IMSSA Contact Details here after)
- Doctor certificate
- Medical report
- Original invoices

## Baggage Delay, Theft or Damage

This covers the personal baggage of the insured. Insured baggage refers to objects taken on the trip for personal needs and given to the airline company.

- **Late arrival of luggage:**

Purchase of the necessary clothes and toiletries within 5 days

Documents needed:

- IMSSA online claim form which you can find on [www.imssa.org](http://www.imssa.org) (see IMSSA Contact Details here after)
- Airline report of delayed luggage
- List and receipts of the personal items bought within five days of the delay in order of the insured to complete the trip.

- **Luggage Theft or damage:**

Documents needed:

- IMSSA online claim form which you can find on [www.imssa.org](http://www.imssa.org) (see IMSSA Contact Details here after)
- For Theft: police report
- For damage: Airline damage report
- List of stolen items
- Images of damaged objects
- Invoices or guaranties of the stolen or damaged items

Theft: Record and Police Report needed for items worth more than CHF 500.00

## Flight cancellation & Flight delay more than 4 hours late

Flight costs and in case of delay of more than 4 hours the costs incurred (hotel and meals) caused by the delay/cancellation and not covered by the airline.

- **Cancelled flight:**

Documents needed:

- IMSSA online claim form which you can find on [www.imssa.org](http://www.imssa.org) (see IMSSA Contact Details here after)
- Airline report of flight cancellation (with reason of the cancellation)
- If due medical reason – medical certificate
- Airline tickets with invoices of the cancelled flight

- **Delayed flight:**

Documents needed:

- IMSSA online claim form which you can find on [www.imssa.org](http://www.imssa.org) (see IMSSA Contact Details here after)
- Airline report of flight delay
- Receipts of meals and hotel fees not covered by the airline

## Personal Assistance

Assistance and repatriation (actual costs coverage).

## Travel Assistance

Visa application form (Insurance confirmation) available at [www.imssa.org/member](http://www.imssa.org/member)  
Information about Countries at risk.  
Trip planning information.

## Daily allowance in case of accident

Daily allowance in case of incapacity to work, subject to receiving doctor certificate and a medical report.

## Benefits for death and disability caused by an accident

## Legal Assistance

## Procedure

In case of a baggage delay, flight delay etc., please inform the airline about such issue, keep all documents & receipts of the additional costs which have been caused by the delay/damage and announce the incident to IMSSA as soon as possible through their webpage including the following documents:

- Receipts
- Confirmation of the airline about the incident which caused the troubles
- Copy of the ticket

In case of a medical issue (no emergency) contact IMSSA immediately by filling out the online form on their webpage. For reimbursement of medical expenses (treatment, medication, transportation, etc.), please send the invoices or receipts directly to IMSSA and not the IIHF.

If you require assistance, please visit their website or contact IMSSA by e-mail [info@imssa.org](mailto:info@imssa.org). Except in the case of **emergency**, you should call **+41 (0) 26 921 8001** (this phone number is only for medical emergencies).

## IMSSA Contact Details

**In a medical or security emergency, please call:  
+41 (0) 26 921 8001**

Homepage: [www.imssa.org](http://www.imssa.org) or [www.imssa-sos.com](http://www.imssa-sos.com) (Online Claim Form)  
E-Mail: [info@imssa.org](mailto:info@imssa.org) (General Information)

Member Login: will be provided with assignment  
Password: will be provided with assignment

We ask you to take this insurance overview with you while travelling to IIHF events to which you have been assigned. In case of an issue, as soon as possible please fill out the online form with the login details provided above as soon as possible. Through the entire procedure we kindly ask you to communicate with IMSSA directly. They will pay your expenses directly to you and they will guide you through the process.

Please do not hesitate to contact us should you have any further questions about the coverage.

Best regards and safe travels,

INTERNATIONAL ICE HOCKEY FEDERATION

A handwritten signature in grey ink, appearing to read "L. Meier".

Leana Meier  
Sport Coordinator