



IIHF Game Officials' Handbook

2024 IIHF Championship Season

Guidelines for the IIHF Game Officials

IIHF – July 2023

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.

These are the qualities of a top IIHF Game Official

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

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

- First of all - serve the game
- Help to provide team/family environment
- Help to provide resources/support that promotes success
- Help to promote enthusiasm towards the perfection of officiating skills
- Help to provide opportunity for all to excel – instil a passion to be the best now and in future
- Help to create an environment where the officials want to succeed for the game!
- Make your and your team mates “IIHF” experience a memorable one



Getting to the Top

- Do not look for shortcuts
- Take only 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

A handwritten signature in black ink, appearing to read 'DKurmann'.

Danny Kurmann
Officiating Manager

A handwritten signature in black ink, appearing to read 'JHansson'.

Joel Hansson
Officiating Development Manager



1. Referee and Linesperson Nomination Process

Each year, the Referee and Linesperson 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 Linesperson 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 Linespersons 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 and as well the IIHF Licensing Quota to assign the proper game officials.

At the annual IIHF Officiating Committee Meeting around September/October, most of the assignments for the Game Officials will be discussed and a draft list compiled.

Upon approval of the assignments, the IIHF submits a notification with the respective assignments via the Officiating Management System (OMS) to the National Member Associations (MNA's) and the respective Referee's-in-Chief (RIC).

It is strongly recommended that the head referee contact their match officials to discuss their use. We also recommend that they visit the IIHF website:

<https://www.iihf.com/en/tournaments> to learn more about the competition in question.

The RIC must confirm the participation of the assigned game officials by the latest proposed date (approximately 2 months before the start of the relevant competition). Traveling Game Officials must ensure that all contact details and passport information are updated in OMS so that travel arrangements can be made correctly.

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 2023/2024 IIHF Official Rule Book - the Unified Rule Book

Currently the 2023/2024 IIHF Official Rule Book is in force.

Remember: Each IIHF Game Official assigned to an IIHF Championship or Competition must be aware of the actual and new rules and ready to implement them in the upcoming IIHF Championships or Competitions.

The actual 2023/24 IIHF Official Rule Book can be downloaded from our website:

<https://www.iihf.com/en/statichub/4617/officiating>

A downloaded copy of the IIHF Official Rule Book will be mandatory requirement for each Referee and Linesperson to have in their possession when assigned to IIHF Championships or Competitions.

2.2 IIHF Situation Handbook

The IIHF Situation Handbook is a tool for Game Officials and others to provides additional information and guidance for rule interpretation and implementation to the corresponding IIHF Official Rule Book.

It is a collection of case studies that explain the corresponding rule application and should provide more clarity in the rule application.

Contact your Referee-in-Chief and ask her/him to provide you in advance with the English version of the IIHF Situation Handbook or find it at

https://www.iihf.com/en/static/39496/situation_handbook

2.3 IIHF Guidelines for Rule Enforcement

The IIHF has implemented and will continue to implement a clear officiating standard, 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 Game Official must be familiar with “IIHF Officiating Standard” that is collected in the document called IIHF Guidelines for Rule Enforcement.

Contact your Referee-in-Chief and ask her/him to provide you in advance with the English version of the IIHF Guidelines for Rule Enforcement.



2.4 Officiating Procedures Manual (OPM) for Four and Three -Officials System

The OPM contains the official instructions and information regarding the game official's procedure and positioning during the game in both the 3-official and 4-official system. This document is created together with the game officials, officiating coaches and Referee in chiefs from around the world to create a common standard for the way game officials work and operates.

IIHF Game Officials must be familiar with the OPM for both the 3-Official system and the 4-Official system and with an extra knowledge about the procedures and positioning on the tournament that you are selected to work. The OPM can be found electronically on the IIHF website www.iihf.com / Officiating.

Check the website for updates frequently.

2.5 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 directly.

You should also have the phone 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 after you cleared the custom in the arrival area and arrange transportation to your hotel.

Please follow the IIHF policy: Spouses, friends, companions, etc. are generally not allowed to accompany you on your international assignment. You are a part of the Officiating Team and you should be focused on your games. If it is urgent that someone accompanies you, please contact the IIHF Office early and report your request accordingly.

It is important that no changes or adjustments are made to your flight or travel dates. Flights are booked through the IIHF Office and cannot be changed by you. The travel process to an event is a very time and financially sensitive process and Game Officials should always be in contact with IIHF staff if adjustments or changes are required.



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. Package allowance see below.

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.

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

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.

Before the start of the journey, the travel route and the kilometers to be driven must be clarified with the IIHF Office. The IIHF reserves the right to reduce or waive car expenses if they have not been properly declared in advance.

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 to a maximum of 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.

2.6 Passport, Visa and other Documentation

You are responsible for your travel documents.

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 (6) 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.



The IIHF will reimburse you for the cost of your visa, but not for your passport (the cost of a new or renewed passport is the responsibility of the traveler).

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.

2.7 Baggage Allowance

Very important – pack smart!

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

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 baggage will be reimbursed by the IIHF upon presentation of the expense report with original receipts (max. one (1) additional piece of baggage or 15 kg excess weight). The IIHF will not reimburse you more than CHF 100.- per flight - this is the maximum price for excess weight for your ice hockey equipment per route.

2.8 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:

2.8.1 Game Fees

There may be game fees paid at certain IIHF tournaments and competitions.

This information will be provided to each Game Official at the first virtual Information and Welcome Meeting with the assigned Officiating Coach(es).



2.8.2 Daily Allowances and Incidentals

According to the IIHF Financial Guidelines each Game Official assigned to an IIHF Championship will receive:

- daily allowances of CHF 100.- /day - from arrival to departure day, incl. travel days.
- Incidentals of CHF 100.-/day - from arrival to 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 IIHF World Championship Tournaments.

2.8.3 Other Expenses

Travel expenses between domicile and airport.

Please use public transport if possible, to save the high parking fees at the airport.

- Mileage, reimbursement will be paid to a maximum of CHF 0.70/km.
- Parking fees will be paid to a maximum of CHF 10.-/day.
- Visa costs/ visa arrangements will be covered by the IIHF (no passport costs).

2.8.4 Expense Report

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

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

2.9 Clothing Requirements

Pack light but be prepared for all types of climatical and 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 (rain, snow, cold in the arena, etc.). Be prepared with the proper clothing and footwear.

2.10 Jet Lag

Jet lag is a real phenomenon, but its effects can be minimized substantially.

As a 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.

2.11 Personal Insurance

Assigned IIHF Game Officials who travel to officiate games in another countries must have their own international insurance (accidents and health), which is acceptable in the countries in which they will travel to.

It is the responsibility of the respective Game Official to check/arrange such insurance through his respective National Association or on a private base.

Game Officials who are not sure if the personal insurance is sufficient shall contact their respective Referee-in-Chief and ask for assistance. The Referee-in-Chief may contact the IIHF Office for further clarification.

2.12 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.

2.13 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.

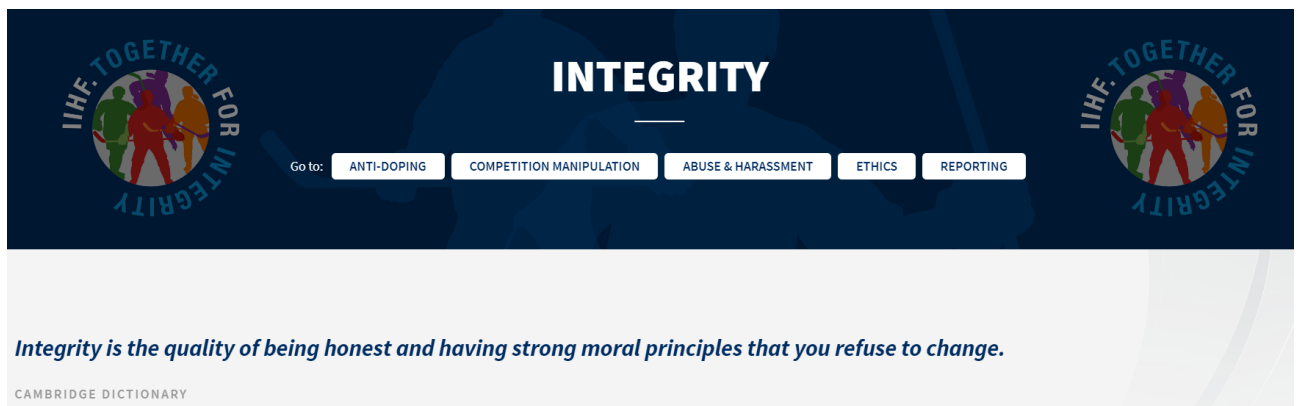


3.2 Attitude, Behaviour and Integrity

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.

The IIHF is fully committed to protecting ice hockey, its players, coaches, officials and fans against any form of cheating or abuse. In addition, it is the IIHF's top priority to strengthen the ethics in the sport and to tackle any ethical misconduct.

The IIHF is constantly and diligently implementing structures and creating rules to enhance and promote integrity in the sport of ice hockey. All IIHF integrity rules and programs are contained within the IIHF Integrity Hub.



Please find with this link to the IIHF Integrity Hub :

<https://www.iihf.com/en/statichub/20040/integrity>

3.3 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.

3.4 Apparel and Equipment Guidelines

3.4.1 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 Linesperson 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.

3.4.2 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 Linespersons shall wear Linesperson-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 with no other commercial etc.

3.4.3 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.

3.5 Media – Relation and Interaction with Media People

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.



3.5.1 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 Official Rule Book)
 - ✓ 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 - 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.

3.5.2 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, when assigned to a championship the 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 Instagram, tic-toc, facebook, etc.
- Game Officials are prohibited from posting on social media platforms from the event starting on travel day and until the return from the event.
- 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.

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.



3.6 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.

3.7 Transportation

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

3.8 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.

3.9 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 have the opportunity to arrange the IIHF skating tests for all Game Officials.

3.10 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 latest version of the IIHF Rule



Book, IIHF Sport Regulations, IIHF Situation Handbook, IIHF Rule Enforcement Guidelines and IIHF Officiating Procedure Manual (OPM) for 3-official and 4-official system. 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.

3.11 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.

3.12 Rule Information Presentation

Prior to the event you will receive access to a link with a rule information presentation. The IIHF Officiating Coach will hold a meeting with you on site on the topics in this vide. Make sure you have access to the movie and have watched this prior to arrival to the event.

3.13 Standby Duties

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

Duties of a standby Referee / Linesperson:

- 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/her responsibilities
- Depart to the game with the Game Officials as you are part of the "team"
- Standby Referee and standby Linesperson 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 Linesperson, 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 Linesperson.
- When there is any apparent injury to a Game Official, immediately proceed to the Referee dressing room and contact the Officiating Coach.

3.14 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.

3.15 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.

3.16 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.

3.17 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.

What are the goals of the IIHF and the Officiating Coaching?

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 Linespersons,
- 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.

3.18 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.



3.19 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.

3.20 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 the IIHF Official 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

06 / 2022



IIHF EXPENSE REPORT

IIHF Meeting / Project	2022 IIHF Ice Hockey World Championship Division 1, Group B		
Name	Peter Muster		
Function	Game Official	Venue	Tallin, EST
Departure	27.04.2022	Return	05.05.2022
Travel Route	Zurich-Tallin-Zurich		

Expenses				
	Foreign Currency			Account No.
	USD	EUR	CAD	
Airplane				
Railway				
Private Car	0.70	100 km		70.00
Parking at airport		100.00		
COVID-19 Test		120.00		
Excess Luggage		75.00		
Game Fees Added by IIHF Office				
Total of expenses	0.00	295.00	0.00	70.00
<i>Rate to be filled out by the Finance Department</i>	0.925			0.00
		1.04		306.80
			0.75	0.00
			Total expenses in CHF	376.80

*For the usage of the car the following can be claimed:
Private car CHF 0.70 per km
IIHF car CHF 0.35 per km

Allowances				
	No. Of Days	Allowance per Day	Total	Account No.
Incidentals OC	10.00	100.00	1'000.00	
Incidentals IIHF			0.00	
<u>Daily Allowance</u>	10.00	100.00	1'000.00	
Total Allowances			2'000.00	
Total to be paid			2'376.80	

Date: 07.05.22	Issued by:		Approved:	
	Peter Muster		Controlled:	

Only completely filled Expense Reports will be accepted



Financial Database Update

Personal Data

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

Bank Data

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

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

Appendix 2 - IIHF Expense Report Manual

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

Allowances

For each event the game official can claim 100 CHF in daily allowance starting from the day of travel to the event and ending at the day of departure. For a game official assigned on an event starting on the 24th of April and ending on the 28th of April with arrival day on the 23^d and departure day on the 29th the game official can claim daily allowance from the 23^d until the 29th (total 7 days x 100CHF).

Incidental (IIHF/OC)

Every assigned game official is entitled to receive incidentals in addition to the daily allowance. These incidents are 100CHF/day and is paid from the day before the event starts until the departure day after the event and can be calculated as in the above example. For events where there is a pre seminar arranged by the IIHF and game officials arrives earlier these are added on by the IIHF office afterwards.

Meal Money

At all IIHF events the organizer must assure that the game officials receive Breakfast, Lunch and Dinner. Normally is this organized at the rink, the hotel or at nearby restaurants and the game officials come and eat at the given times. In some cases, there might not be a possibility to have food as described above, then the IIHF will pay out meal money prior to the event to be used to purchase lunch and dinner at the event. This is communicated prior to the start of the event.

The IIHF is not covering any food or beverages during the travel days when at the airport etc. This is to be covered by the game officials through the daily allowance and the incidentals.

Bank details

There is a second sheet in the excel file for your address and banking information. This site 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 fill out.

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

Receipts are necessary, remember, no receipt – no payment!

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 to submit your Expense Reports with all receipts

Your Expense Report must be sent to the IIHF office as soon as possible but no later than 10 days after the completion of the tournament.

Expense Reports handed in after the closing of the financial year (June 30st) will not be accepted.

Submitting Expense Report

Please send your Expense Report with the provided Excel file (not a pdf copy) with all the mentioned attachments via email to officiating@iihfoffice.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 our controlling.

It may take up to 60 days for the payment to be made to your designated account.

We ask for your patience, especially towards the end of the season.

Appendix 3 - IIHF Code of Conduct and Integrity



For more information and for reporting please visit the following section of our website:

<https://www.iihf.com/en/statichub/20040/integrity>

Concerns relating to Integrity may at all times be reported to the IIHF by making use of the following reporting mechanisms:

- ▶ By using the [reporting form](#)
- ▶ By e-mail: integrity@iihfoffice.com
- ▶ By hotline: ioc.integrityline.org
(for anti-doping) WADA Speak-up! Webpage
- ▶ By telephone: +41 44 562 22 93
- ▶ By mail to: IIHF Integrity, Brandschenkestrasse 50, Postfach 1817, 8027 Zurich, Switzerland

Appendix 4 - IMSSA Travel Insurance

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.

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), hospitalization, 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 (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 - 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 - see IMSSA Contact Details here after
- For Theft: police report (Police Report needed for items worth more than CHF 500.00)
- For damage: Airline damage report
- List of stolen items

- Images of damaged objects
- Invoices or guaranties of the stolen or damaged items

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 - 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 - 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
- Information about Countries at risk and 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

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. 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 or www.imssa-sos.com (Online Claim Form)
E-Mail: 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.