



GUIDELINES FOR TEAM MANAGERS OF NATIONAL SENIOR AND U19 TEAMS AT IFF EVENTS

February 2014
INTERNATIONAL FLOORBALL FEDERATION

1. Before travelling or arriving at the Tournament

1.1 Make sure that all players and officials have a valid passport and visas (as required) and ask your Team Doctor to check whether he/she has to fulfil local requirements in order to be allowed to practice in the host country.

1.2 Make sure that the player's outfit shall be according to the IFF Rules of the Game, and according to the following:

- The participating teams shall have one dark and one light coloured jersey
- The main colour of the outfit must be dominating
- There should be numbers on the back of the shirt – at least 200mm high
- There should be numbers on the front (chest) of the shirt – at least 70mm high
- In the final round of the Adult World Championships, players must have the surname written in the back of the player's shirt. The name must be written with clearly visible Latin letters, which are at least 50 mm high
- There should be numbers on the front of the shorts that match the number on the shirt
- A player taking part of the Championship shall wear the same number throughout the whole competition

1.3 Make sure that your National Association has informed you about any communication from **IFF** of interest to you regarding the tournament.

2. Upon arrival at the Tournament

2.1 At your arrival at your accommodation, allocate the rooms and check with your Team Guide that the facilities are acceptable.

2.2 Check with the Organiser's Competition Office that the financial arrangements are as pre-arranged.

2.3 Check your transport schedule with your Team Guide.

2.4 Check your practice schedule with your Team Guide.

2.5 Check whether you have received a copy of the current *IFF Competition Regulations*, *IFF Anti-Doping Regulations*, *IFF Juridical Regulations* and *IFF Guidelines for the Conduct of the Athletes' Entourage*.

2.6 Check whether you have received the *IFF Event Participant Acknowledgement and Agreement Form*. Organise for all team members and officials, including players, managers, coaching and support staff (including medical staff) to complete and sign the form. These completed forms are to be given to the Jury Chairman / IFF Staff prior to, or at, the 1st Technical Meeting.

3. At the 1st Technical Meeting

3.1 Attend the meeting with one other team official – preferably the team's Head Coach.

3.2 Notify the Jury Chairman and/or IFF Staff in writing prior to start of the meeting whether there are any amendments to your Final Team List (including any changes to player shirt numbers).

3.3 Take along samples of the playing jerseys (one dark and one light colour).

3.4 Take along the passports of all your players.

3.5 If not already submitted, take along the **signed** *IFF Event Participant Acknowledgement and Agreement Forms*

3.6 Advise the Jury Chairman and/or Head of LOC if you are not satisfied with your accommodation, meals, transport arrangements and training schedules.

3.7 If not already done so, deliver also to the Jury Chairman, before the close of the meeting, the duly signed statement that you have received all necessary tournament papers and that you will be responsible for the settlement of the accounts of your team party before you leave the host city.

4. Before a Match

4.1 Make sure that your transport schedule allows your team to be at the field of play in due time.

4.2 Upon arrival at the competition venue collect the Match Protocol and Team Line-up Forms, complete them and deliver them to the Match Secretariat at the agreed time, according to the instructions given at the 1st Technical Meeting.

4.3 On the Match Protocol all players (maximum 20) taking part in the match should be listed with their first and last names and date of birth. All team officials (maximum 5) taking part in the match should be listed with their first and last names.

4.4 On the Team Line-up Form, every player listed on the Match Protocol should be marked to a line, with their surname and shirt number.

4.5 Make sure that your team is dressed in the correct colours, as decided at the 1st Technical Meeting.

4.6 Check that your captain wears a distinctive arm band.

4.7 Make sure that your players warm-up only in the designated areas and do not enter the field of play prior to the permission of the LOC officials.

4.8 Make sure that your team promptly leaves the field of play at the end of the warm-up period and that they are ready to enter the field for the start of the match according to the pre-match countdown advised at the 1st Technical Meeting.

4.9 Make sure your team is familiar with the pre- and post-match ceremony directions.

4.10 When the match is about to start, make sure that there are no more than the number of personnel permitted on the bench – maximum 20 players and maximum 5 officials.

5. During a Match

5.1 The designated Team Manager for a particular match is responsible for the behaviour of the persons seated on the bench. It must be ensured that there is no vocal communication directed at the Technical Officials at the table, the umpires or the players of the opposing team.

5.2 The captain is responsible for the behaviour of your players on the field of play, even if seated on the bench.

5.3 In the case of an injury to a player, a team official may enter the field of play, only once authorised to do so by one of the referees, and can assist in treating and removing the player concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.

5.4 A player having sustained an injury which caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned.

5.5 The designated Team Manager is responsible for ensuring that the players substitute only within the official substitution zone.

5.6 The designated Team Manager is responsible for ensuring that, during play, all players and team officials (especially coaches) remain in the designated team bench area and do not approach the opposition penalty bench, match secretariat table, or opposition bench.

5.7 During the period breaks, the Team Manager should ensure that all equipment is moved to the opposite team bench immediately at the end of play and that the team bench area is left clean.

5.8 If during the match you notice an incorrect announcement of a goal scorer or goal assist, please advise to the Match Secretariat the correct information as soon as possible, and no later than the final end of play.

6. At the end of a Match

6.1 Sign the Match Protocol and take your team's copy.

6.2. In case of a protest, proceed in accordance with the directions given at the 1st Technical Meeting.

6.3 After the match ensure that your team leaves the team bench area according to the post-match schedule, and leaves the court via the pre-determined Mixed Zone.

6.4 Any player or team official requested for a media interview complies with the request according to the instructions given at the 1st Technical Meeting.

6.5 Any player selected for a doping control test after a match must remain under the supervision of the chaperone and must report as soon as possible to the Doping Control Room.

6.6 Ensure that any Injury Forms are handed in to the Match Secretariat at the completion of play. Remember that a player cannot be substituted due to injury unless the IFF has received the Injury Form.

7. During the Tournament

7.1 Enquire where the team notice boards / information boxes are located and carefully check these on a daily basis.

7.2 If possible, always take both sets of playing shirts with you for matches.

7.3 Check for official events, such as opening ceremony, and make sure that your team is correctly dressed for the occasion. Check with your Team Guide, if you have any doubts.

8. Before leaving the Tournament

8.1 Remember that it is your responsibility that all financial matters of your team are settled. Make sure that all accounts are settled prior to the day of departure.

To be delivered to the IFF Jury Chairman not later than at the 1st Technical Meeting

Tournament Name: _____

Tournament Venue (City & Country): _____

Tournament Dates: _____

The undersigned _____ (Team Manager's name)

Manager of the Team of _____ (Country)

herewith confirms

1. To have received a copy of the:

- IFF Competition Regulations
- IFF Juridical Regulations
- IFF Anti-Doping Regulations
- IFF Guidelines for the Conduct of the Athletes' Entourage

and to be responsible for the adherence to these by the team party (players, managers, coaching and support staff);

2. To have received a copy of the IFF Guidelines for Team Managers;

3. That the Organising Committee of the event will be indemnified for all damages and claims caused by members of the team party;

4. That the account of the team party will be settled prior to the day of departure;

Date: _____ Signature: _____