

INTERNATIONAL FLOORBALL FEDERATION



SECTION 1:

GUIDELINES FOR MANAGERS OF CLUB TEAMS AT IFF EVENTS

Edition 2018

Valid from 1st January 2018

1. Before travelling or arriving at the Tournament

1.1 Make sure that all players and officials have a valid passport/internationally accepted ID card 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 (including for goalkeepers)
- In the Champions Cup only, 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 80 mm high
- A player taking part in an IFF event shall wear the same number throughout the whole competition
- Any personal equipment (such as compression wear) which is worn under the playing uniform must match in colour to either the playing shirt or shorts. Black legwear (even if it does not match playing shirt or shorts) will also be allowed
- Any player wanting to use full-length tights must have prior approval from the IFF

1.3 Make sure that your National Association &/or Club Managements has informed you about any communication from IFF of interest to you regarding the tournament.

1.4. Make sure that all team information is submitted to the IFF and local organisers according to the IFF Team Information Package and local organiser Information Letters.

1.5 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*.

1.6. Organise for all team members and officials, including players, managers, coaching and support staff (including medical staff) to complete and sign the *IFF Event Participant Acknowledgement and Agreement Form* (found in Section 2 of this document).

1.7. In case of athletes who are minors, the team managers shall make sure to have received the necessary parental consent for doping control purposes.

2. Upon arrival at the Tournament

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

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

2.3 Check your transport schedule with your Team Guide (if applicable)

2.4 Check your practice schedule with your Team Guide (if applicable)

3. At the Captain's Meeting / 1st Technical Meeting

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

3.2 Notify the IFF Staff in writing prior to start of the meeting whether there are any amendments to your Final Team List, such as changes to player shirt numbers.

3.3 Take along samples of both your Home and Away playing jerseys

3.4 Take along the passports / internationally accepted ID card of all your players and team officials on your Final team list. Have them sorted according to the Final list in numerical order (1-99).

3.5 Hand in the *IFF Event Participant Acknowledgement and Agreement Form* signed by all players & officials, to the IFF staff (*Section 2 of this document*)

3.6 Advise the Jury Chairman and/or Head of LOC if there are any problems with your accommodation, meals, transport arrangements and training schedules. Try & address these issues firstly with your team guide before the meeting.

3.7 Hand in (to the IFF staff) the signed statement (final page of this section) 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 deliver the completed Official Team List and Team Line-up forms to the Match Secretariat by the agreed time, according to the instructions given at the 1st Technical Meeting

4.3 On the Official Team List all players (maximum 20) taking part in the match should be listed and goalkeepers and captain noted. All team officials (maximum 5) taking part in the match should be listed. Remove from the list any officials or players who will not take part in the match.

4.4 On the Team Line-up Form, every player listed on the Official Team List 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 Technical Meetings.

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 Technical Meetings.

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 referees 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 referee 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, 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.

5.6 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.

5.7 If during the match you notice an incorrect announcement of a goal scorer or goal assist, 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 Go to the Match Secretariat and sign the printed match record.

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

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 Ensure that any player or team official requested for a media interview complies with the request according to the instructions given at the Technical Meetings.

6.5 Ensure that any Injury Forms are handed in to the Match Secretariat at the completion of play. Remember that a player on your final team list being substituted from the team due to injury cannot be replaced (by a First list player) until the IFF has received the Injury Form. *(Only applicable for Champions Cup)*

6.6 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. Arrange for a support person to accompany the selected player.

6.7 If your selected player has not completed the doping control process by the time your team is scheduled to leave the venue, then discuss with the local organiser about alternative transport arrangements for the selected player & support person after the doping control tests are completed.

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 completed, signed and delivered to the IFF Representative
at the 1st Technical Meeting**

Tournament Name: _____

Tournament Venue (City & Country): _____

Tournament Dates: _____

The undersigned _____ (Team Manager's name)

Manager of the Team of _____ (Club Name & Country)

herewith confirms

1. To have received a copy of the:

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

2. To be responsible for the adherence to these above-mentioned regulations by the team party (players, managers, coaching and support staff);

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: _____

INTERNATIONAL FLOORBALL FEDERATION



SECTION 2:

IFF EVENT PARTICIPANT ACKNOWLEDGEMENT & AGREEMENT

Edition 2018

Valid from 1st January 2018

IFF EVENT PARTICIPANT ACKNOWLEDGEMENT AND AGREEMENT

1. Introduction

- Under the International Floorball Federation (hereinafter referred to as 'IFF') Statutes the IFF has full jurisdiction and authority with respect to the organisation and conduct of international Floorball events sanctioned by the IFF
- All participants are subject to the jurisdiction of the IFF
- All participants must comply with all rules and regulations of the IFF relating to IFF events
- The IFF Competition Regulations, IFF Juridical Regulations, IFF Anti-Doping Rules and IFF Guidelines for the Conduct of Athletes' Entourage are duly approved regulations of the IFF which all participants must abide by
- IFF is committed to maintaining the highest standards of behaviour and conduct at all IFF events

2. Who does the IFF Event Participant Acknowledgement and Agreement apply to?

It applies to all participants, which means and includes:

- All team members and officials including players, managers, coaching and support staff, medical and para-medical staff
- All IFF event officials including IFF Staff, IFF Jury, IFF Referee Management, IFF Referees and any other official appointed by the IFF

3. Enforcement of the IFF Event Participant Acknowledgement and Agreement

Complaints in relation to breaches of any IFF Regulations and the IFF Event Participant Acknowledgement and Agreement shall in the first instance be dealt with by the appointed IFF Jury during the event and by the IFF Disciplinary Committee and/or IFF Central Board and/or IFF ExCo after the tournament is completed.

4. Event Accreditation

Each participant will receive their official event accreditation only after the signed IFF Event Participant Acknowledgement and Agreement form has been received by the IFF staff at the event

**PLEASE ENSURE THAT ALL PARTICIPANTS READ THESE
RESPONSIBILITIES & CONDITIONS PRIOR TO SIGNING THE
ACKNOWLEDGEMENT & AGREEMENT FORM**

Participant Responsibilities & Conditions

As a participant at an IFF event, I hereby acknowledge and agree as follows:

1. I shall, at all times, conduct myself fairly and properly on the field of play and any part of the event venue/accommodation. I will not conduct myself in a manner or commit any act or omission which may prejudice the interest of Floorball or which may bring the game of Floorball into disrepute.
2. I consent and agree to comply with and be bound by the IFF Competition Regulations and IFF Juridical Regulations.
3. I consent and agree to comply with and be bound by all of the provisions of the IFF Anti-Doping Rules.
4. I acknowledge and agree that National Associations and the IFF have jurisdiction to impose sanctions as provided in the IFF Anti-Doping Rules.
5. I acknowledge that all relevant participants shall consent to and abide with the IFF Guidelines for the Conduct of the Athletes' Entourage.
6. I consent and agree to be filmed, televised, photographed, identified and otherwise recorded during the Tournament under conditions and for the purposes authorised by the IFF in relation to the promotion of the Tournament and Floorball in general.
7. I consent and agree to permit IFF to use images taken of me at the Tournament solely for non-commercial purposes.
8. I consent and agree to comply with and be bound by all of the provisions of the IFF rules regarding Betting (as set out in the IFF Competition Regulations and IFF Juridical Regulations) and shall not participate in, support, provide information to or promote any form of betting or gaming activities, including online betting or gaming activities or betting with another person, related to matches in which I am participating.
9. I agree to participate in interviews with the media as requested and directed by event Media Staff and/or IFF officials.

