



## Match Guide 2024-2025 for the match secretariat, referees, team officials Version of May 28<sup>th</sup> 2024

### The match secretariat

The match secretariat is responsible for the match record and:

- Consists of at least two members, and a maximum of five members.
- One member must be at least 16 years old and be the one listed in the match record and signing the match record after a game.
- One member must be present around the match secretariat area no later than 20 minutes before the start of a game, and check that the device used for the match encoding and the internet connection are working.

Mandatory items at the match secretariat:

- Licensed players' list and licensed referees' list
- League schedule
- BFF Rules (Edition 2024/25)
- IFF Rules of game (Edition 01/07/2022)
  - *The five above-mentioned documents must be on paper or on a laptop and/or tablet (not on the mobile phone) and can be retrieved via the My Floorball Belgium App*
- Paper BFF match records 2024/25 (in case of connection problems)
- Paper Missing ID Report
- Pens and paper
- Sufficient match balls
- Chronometers
- Display for the game time (if there is none in the hall)
- Rope or tape (to repair goal nets)
- Water (one bottle per referee – min. half a litre)

### The BFF match record and the related tasks

The My Floorball Belgium App is used to encode all matches live, that is, during the match.

In order to be able to shift to the paper match record in case of a connection issue during the match, the match secretariat should keep printed BFF match records 2024/25 (recto/verso).

The match secretariat and referees cooperate closely and under mutual control to ensure that the match goes as smoothly as possible. They jointly complete the match record. This document outlines the tasks related to the match record.

**Tip:** My Floorball Belgium As a match secretary, team official, or referee of the match, make sure that you are aware of your App login before reaching the match venue (see the 'My Floorball Belgium App – Login' guide, in the Shared Files folder on the BFF Website).

## STEP 1: LOGIN (match secretariat)

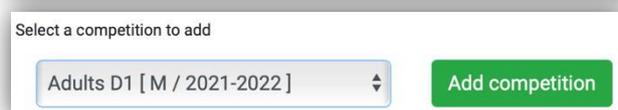
The match secretary logs in to the My Floorball Belgium App: [my.floorballbelgium.be](https://my.floorballbelgium.be)

## STEP 2: SELECT THE CORRECT MATCH (match secretariat)

After the login, the following page appears:



Click the green 'plus' sign.



Select the competition of the match and click 'Add competition'.

Find the correct match from the chronologically sorted list and choose the match you want to encode.

## STEP 3: IDENTIFICATION (match secretariat, team officials)

On the page of the match, click 'Players, staff and officials'.

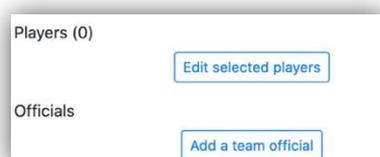


**Step 3.1 The match secretary registers by clicking 'Register as the match secretary'** In case you are not logged in using your own account, click 'Change match secretary'. Then click 'Sign to confirm!':

- Either by inserting the password of the login (digital signature).
- Or by hand: on a touch screen (on a mobile phone or tablet) or with a mouse (on a laptop).  
**This is only possible if your account is not activated (yet).**

**Tip:** If you cannot register as the match secretary, make sure that no one else is already registered as match secretary. If this is the case, the name of the person is encoded as match secretary, and you have to ask the person to unregister as match secretary.

### Step 3.2 The team officials fill in the players' lists



The team officials of the participating teams have to select their players and officials taking part in the match, by clicking 'edit selected players' and 'add a team official'.

#### 'Edit selected players'

- The team officials select the players participating in the match by ticking the right boxes, and in case the player numbers are not yet saved, you have to add the player numbers. You can choose to either list the players alphabetically, or numerically.

- The team officials indicate the captain and the goalkeeper(s) for the team. For U10 matches, only the captain. When you are done with the selection of your players, click **'save selection'**.

**Tip:** If the club or team manager saves the player numbers in the My Floorball Belgium App, they will be saved in the players' list section, and do not have to be inserted in the players' list before each match.

#### **'Add a team official'**

- Start typing the name of the official until the suggestion of the full name appears. Click on the name and click the green **'plus'** sign.
- It is only possible to add team officials that were encoded in the My Floorball Belgium App by the club manager; if not, an error message will appear (in this case, ask the club manager to add the official into the system; this can be done remotely).
- Repeat for the other team officials of the match.

**Tip:** You can already save the players selection and team officials overview before reaching the match venue from your own device. That way, you only have to sign the players' list section at the match venue on the device of the match secretary.

#### **Signature of the 'players' list'**

In the signatures section: the officials of both teams have to select their names from the list of available officials of the team, click **'sign'**, and insert the passwords of the officials' logins.

#### **Reminders:**

- The signature must be completed at the latest 15 minutes before the start of the match by the team officials on the device that the match secretariat uses for the encoding.
- Once the players' list is signed, it is validated, and it will not be possible to add more players to the list. The only changes allowed are the correction of player numbering and the removal of a player who was supposed to join the match after the official start of the match (late player) and did not show up. These changes must be mentioned in the 'Match comments/notes' section (see page 6) and can only be corrected by BFF.

#### **Step 3.3 The match secretary fills in the referee names**

In case of junior matches, the names of the referees are not already encoded. Click the edit button and start typing the name of the referee until the suggestion of the full name appears and then select it.

If no suggestion of the full name appears, click **'Referee could not be found in the list'**:

In all other matches, the names of the referees are already encoded.

**If changes are necessary**, you can follow the steps as for the junior matches.

## **STEP 4: CHECK PLAYERS' LISTS, LICENSED PLAYERS LISTS AND IDs (match secretariat)**

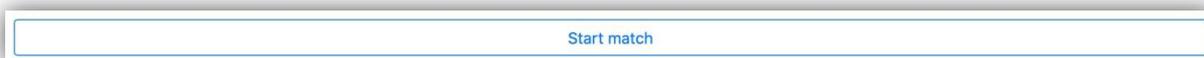
The match secretary checks the players' lists against the official licensed players list and the identification documents of the players before the match.

## STEP 5: CHECK PLAYERS ON THE FIELD, PLAYERS' LISTS AND IDs (referees)

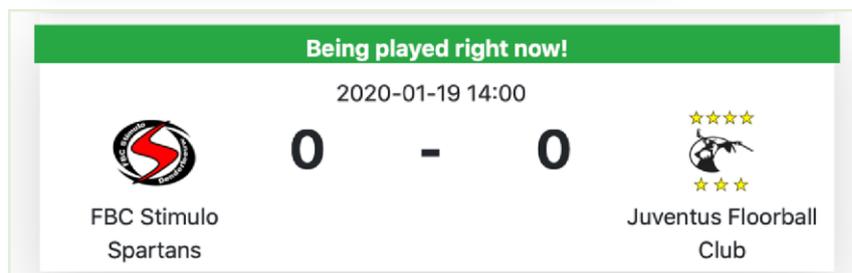
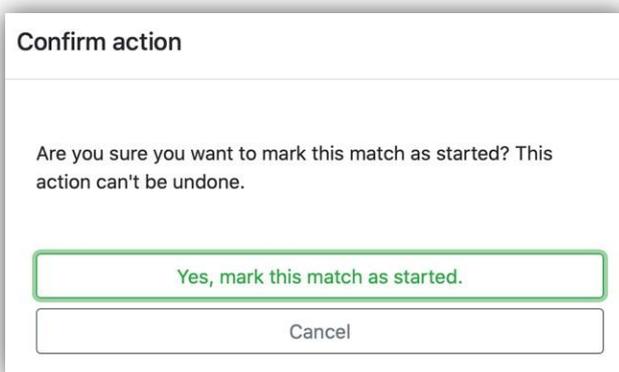
The referees verify that all players present on the field are listed correctly in the players' lists and have presented their identification documents.

## STEP 6: START OF THE MATCH (match secretariat)

**Only when these steps are completed**, the match secretary continue with the encoding of the match events by clicking **'Start match'**:



And then on **'Yes, mark this match as started'**:

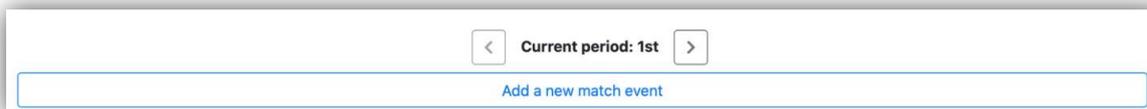


**Tip:** At this stage, all members with a My Floorball Belgium App login, can follow the match events live in the app, by logging into the app, and following STEP 2 mentioned on page 2.

## STEP 7: ENCODING DURING THE MATCH (match secretariat, referees)

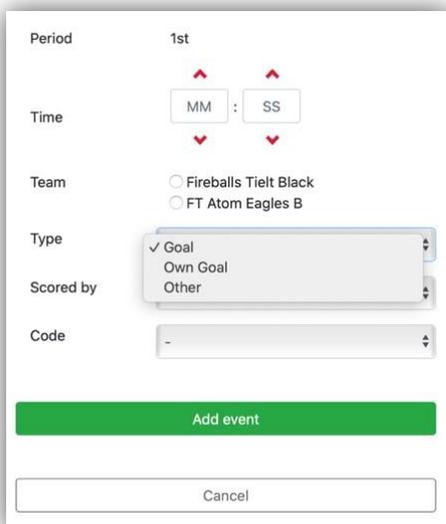
Corresponding to the period (first, second or third), the match secretariat keeps track of the following during the match: match events, timeouts, and goalkeeper saves.

## MATCH EVENTS 'add a new match event'



Current period: 1st

Add a new match event



Period: 1st

Time: MM : SS

Team:  Fireballs Tielt Black  FT Atom Eagles B

Type:  Goal  Own Goal  Other

Scored by: -

Code: -

Add event

Cancel

The match secretary is responsible for encoding the match events in the correct way, **in cooperation with the referees. The referees must clearly express what should be encoded as match event:**

First, the time of the match event (in format minutes: seconds).

Then the team it concerns.

Then indicate the match event type: either a 'Goal', 'Own Goal' or 'Other' (penalties such as B2, B5, P10, MP1, MP2, MP3).

Then the corresponding player and the code (if applicable).

Then click **'Add event'**.

In case a mistake happened with the match event, you have to delete the match event and reencode it correctly. The software will automatically place the match events in chronological order.

### Reminders:

- In case of a goal, if it is a regular goal, no code must be mentioned.  In case of a penalty shot, both scored and missed penalty shots must be recorded. Set the time, select the player executing the penalty shot as scorer and no assist: mark the code 'PS' if it is goal, or 'MPS' if not.
  - In case of an own goal, set the time and select the player that scored it (the scorer will not be displayed in the app) and select 'OG' as code.
- In case of a penalty, a player or official can be penalised. Set the time, select the player or official, the penalty type and the corresponding number code.

## GOALKEEPER SAVES

Add the starting goalkeepers for both teams in the beginning of the match (at time 00:00). This step is especially important when a team has more than one goalkeeper mentioned in the players' list.

To count the saves, you have to click **'Add a save'** whenever there is a save. If you click once too often, you can click **'Remove a save'**.

+ Add a save

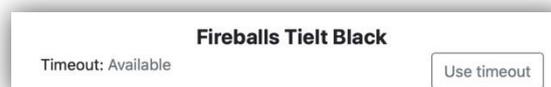
- Remove a save

In case of a goalkeeper change, you have to indicate this including the time of the goalie change.

**Reminder:** Taking note of the goalkeeper saves is compulsory in Adults D1 and Women's League matches.

## TIMEOUTS

When the referee grants a timeout to a team, click **'Use timeout'** of the requesting team (only once per team per match).



Fireballs Tielt Black

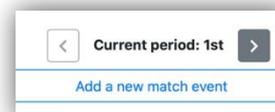
Timeout: Available

Use timeout

Subsequently indicate the time of the timeout and click **'Yes, mark timeout used'**.

## STEP 8: END OF PERIOD (match secretariat)

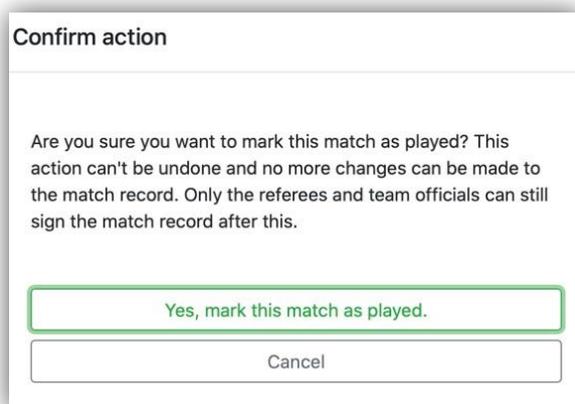
After the end of period 1, you move to period 2 by clicking the right arrow, and so on.



If the team officials notice during the match that there is a mistake in the online match events, they can notify the match secretary and referees at the end of a period.

**Changes to the match events must happen with the consent of the referees and under their supervision.**

## STEP 9: END OF THE MATCH (referees)



**When the match is done, the referees must check that the match record was filled in correctly.**

Only then click 'Finish match' and then 'Yes, mark this match as played'.

**After this step there is no possibility to come back into the match record to change/add information and match events**

(only exception: adding match comments/notes, see below).

If, after finishing the match record you find that there are errors in the encoding, send an email to BFF (web@floorballbelgium.be), and inform about the incorrect data.

## STEP 10: MVPs (match secretariat)

The match secretariat selects the MVPs of the match and confirms the selection.

## STEP 11: SIGNATURES (team officials)

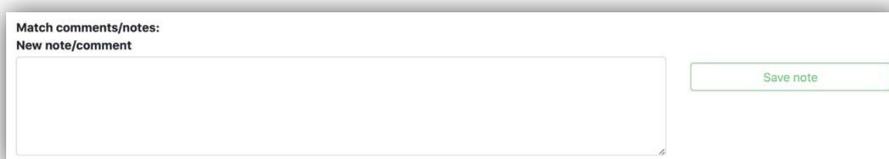
In the signatures section, the team officials have to select their names, click 'sign' and insert the passwords of their logins.

## STEP 12: SIGNATURES (referees)

In the signatures section, the referees have to select their names, click 'sign' and insert the passwords of their logins.

## STEP 13: MATCH COMMENTS/NOTES (referees, match secretariat)

Here the referees or the match secretary can type notes such as: missing ID of a player, absent referees, reason for a match penalty or misconduct before or after a match, a player that must be removed from the players' list. Then click 'Save note':



Adding comments (for example in 'case of misconduct after the match') is possible until maximum one hour after the signature of the referees. **The comments are only visible to BFF representatives.**

## STEP 14: MATCH RECORD AFTER THE MATCH

If the match was encoded live during the match (online BFF match record), and signed by the team officials and referees, the tasks of the match secretary concerning the match record are successfully completed and **completely done**.

### Alternative recording of match events

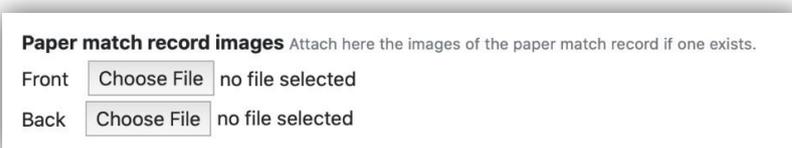
**Only in case of connection problems or if there are issues with the app**, you may click 'Document the match' (after the match):



Are you documenting the match after it has been played based on a paper match record? You can do that by clicking on this button.

Document the match

Before you can start the encoding, you have to register as match secretary, and then have to upload the images of the paper BFF match record, at the bottom of the page:



**Paper match record images** Attach here the images of the paper match record if one exists.

Front  no file selected

Back  no file selected

Then you can encode the match following the applicable steps above and the instructions in the app.

**This must be completed at the latest one day after the league match. Furthermore:**

- Send the final results of the matches – including the scores per period – by email to BFF (web@floorballbelgium.be) at the latest two hours after the last match.
- Send a scan of the match records of matches by email to BFF (web@floorballbelgium.be) at the latest two days after the match, by midnight.
- Hand over the original match record(s) to one of the Rules and Competition Committee or Board members. The match records should never be sent to BFF by regular mail.

**If you have any questions, contact us at [web@floorballbelgium.be](mailto:web@floorballbelgium.be)!**