



# BELGIAN FLOORBALL FEDERATION Rules

Season 2023/24

Updates since GM 04/2023 highlighted in yellow

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# 1 PREFACE

The rules of the Belgian Floorball Federation (henceforth 'BFF' or 'Federation') apply to activities governed by the BFF and its member organisations for the competitive season 2023/24.

The regulations outline the specific administrative and logistical guidelines to the good functioning of the leagues and the structured conduct of the BFF's activities. This document provides a full overview of the rules that concern all parties involved in the organisation of the leagues and the games, namely clubs, teams, players, officials, referees and committee members of the BFF.

All those participating in the BFF's competitions must observe the BFF Rules. The clubs are responsible for the activities of their member teams, officials and players and for ensuring that the members abide by the BFF's regulations and guidelines. The BFF is responsible for ensuring that the members of the BFF Committees and referees abide by the BFF's regulations and guidelines. Besides these regulations, all those participating in the BFF's competitions, must follow the BFF Ethics and Conduct Code.

The Federation's Board reserves the right to make decisions in matters not encompassed in these rules as well as the right to amend the rules during the season or, in exceptional circumstances, to deviate from these rules when justifiably required. Further adaptations may be applied within this context at any point in time by the Board.

Disciplinary issues will be processed and resolved by the Board or by those designated by the Board.

The Federation's Board has appointed permanent committees:

- Rules and Competition Committee
- Referee Committee
- National Teams Committee
- Marketing Committee
- Athletes Committee
- Disciplinary Committee

The matches organised by the BFF are played according to the valid International Floorball Federation (IFF) Rules, the 'IFF Rules of the game' (Edition 01/07/2022). Certain exceptions applicable in Belgium are outlined further on in these regulations. Notably, the IFF rules apply to international competition activities and international player transfers, unless otherwise stipulated. Therefore, the functioning of National Teams is bound to the IFF Rules. However, whenever applicable, the BFF regulations also apply to the National Team activities. The Federation Board and the National Teams Committee select the staff of the National Teams. The Federation Board separately confirms the list of persons participating in an international competition or game as members of the National Team.

The 'My Floorball Belgium' App is essential to the functioning and organisation of the BFF's activities. All members with a valid login, can edit their online profile, access the 'Shared Files', a download section of important documents and guides, follow live scores of league matches, encode league matches and make transfer requests. Club responsible and the club members designated by the club responsible use the app for the booking of league matches, make player registrations, download of licensed players' lists, check the calendar or referee nominations, etc.

In all cases, it is and remains the responsibility of the clubs to check the calendar on the 'My Floorball Belgium' App for any changes in date, hour or venue. In the event that a change affects a match taking place less than one month in the future, the BFF will alert the relevant clubs through email.

Questions about the BFF Rules and their interpretation as well as suggestions for improvement can be sent to BFF by email: [info@floorballbelgium.be](mailto:info@floorballbelgium.be).

## 2 GLOSSARY

<b>Club</b>	One of the Federation's member organisations, which is composed of teams.
<b>Federation</b>	For the purpose of these rules, the term 'Federation' refers to the BFF and its Board.
<b>Forfeit</b>	There are two types of forfeit: one occurs when a team is unable to meet the basic standards for playing a match, either before or during a game. The other is a punitive retroactive forfeit, in which the Board or a Disciplinary Committee has found a team to be in breach of the Federation rules during a game that was played already.
<b>League day and League match</b>	<p>A league day is a day on which more than one league match is played at the same venue.</p> <p>League matches are organised during weekends, but rescheduled matches can be played on any day and any time of the week.</p>
<b>Match</b>	A match comprises the duration of a game plus a period of 30 minutes before a game and 30 minutes after the end of a game. The match location comprises a rink area, but also the premises intended for participating teams, officials, referees, and spectators, as well as the immediate surroundings of these premises. The terms 'match' and 'game' can be used interchangeably.
<b>Match record</b>	The Federation provides the online match record, which must be completed in the My Floorball Belgium App during official league matches, (or exceptionally on paper in case of connection issues). Participating teams and the match secretariat complete and sign the online match record, and the referees finally validate and sign it. The completed match record provides the validation of the match. Once the match record is signed by the referees, it is not possible to make corrections of the match events (e.g., a goal which was assigned to the wrong player) – even with video proof.
<b>Organising club</b>	Host and organiser of a league match.
<b>Participating team</b>	Team players and team officials participating in a league match. Team official 1 is the main responsible for the team. 'Team officials' or 'officials' shall not be used as a synonym for 'referees' in the context of these rules.
<b>Player licence</b>	The player licence gives a player the right to participate in a match. The licensed player is bound to the rules of the Federation and all other rules applicable in the Federation, such as the Conduct and Ethics Code.
<b>Referee licence</b>	The referee licence gives the right to referee a match. The licensed referee is bound to the rules of the Federation and all other rules applicable by the Federation, such as the Referee Code.
<b>Rounds</b>	<p>The season can be composed of:</p> <ul style="list-style-type: none"><li>• One single round, meaning that the teams play each other only once or</li><li>• Two rounds, meaning that the teams play each other twice (match and rematch)</li></ul>

In case of the Adults and Women's League, it is composed of two rounds: Round 1 and Round 2.

In case of the Junior Leagues, the number of rounds (one or two) depends on the number of teams registered per league.

## **Season**

The competitive season extends from September to the end of May.

The 'regular season' refers to the main period of the League competitions (Adults and Women's Leagues) and the complete period of the Junior Leagues. The 'postseason' refers to qualification games and playoffs (if applicable) of the Adults and Women's Leagues, which occur after the regular season is completed.

The 'postseason' constitutes a continuation of the regular season, to determine the champions of the Adults and Women's Leagues, and for promotion/relegation reasons.



### 3 ETHICAL PRINCIPLES

The following ethical principles govern the Federation's activities and competitions:

#### 3.1.1 Anti-discrimination

Our sport embraces diversity of every kind. Consequently, every individual must be offered the same opportunities to practise, play and compete floorball, without discrimination, be it on the basis of race, colour, ethnic, national or social origin, age, gender, sexual orientation, genetic features, disability, language, religion, political opinion or any other opinion, wealth, property, birth or any other status or any other reason.

#### 3.1.2 Fair play

All members participating in the Federation's competition activities promote the joy of effort, the educational value of good example, social responsibility and respect for fundamental ethical and fair play principles: respect and equal treatment of all others, integrity, openness, fairness and support of growth and respect for the environment. The spirit of fair play and respect prevails in the competitions.

#### 3.1.3 Equality

The Federation encourages and supports equality in floorball across all levels and structures, with a particular view of implementing the principle of equality between men and women in the sport.

#### 3.1.4 Anti-doping

The Federation and its member clubs commit themselves to observing the valid WADA Anti-Doping code (<https://www.wada-ama.org/en>) as well as the anti-doping rules of the IFF (<https://floorball.sport/anti-doping-and-medical/>) in the national and international competitions.

#### 3.1.5 Intoxicating substances ban

It is forbidden for players, officials, referees or match secretariat members to use intoxicating substances or to appear at a floorball event while under the influence of intoxicating substances, including alcohol and drugs.

#### 3.1.6 Match fixing ban

The score of a match may not be fixed in advance. The ethical starting point in competition activities is that all participating players, teams and clubs pursue optimal performance.

#### 3.1.7 Bribes or threats ban

It is forbidden to:

- Promise, offer or give a gift or another such benefit that influences or aims at influencing the actions of players, officials, referees or match secretariat members in a match or regarding a match.
- Ask for, receive or accept a gift or any other benefit, or otherwise takes initiative in order to gain such a gift or benefit that influences or aims at influencing or could possibly influence or be perceived to influence the actions of players, officials, referees or match secretariat members in a match or regarding a match.
- Use the threat of violence or any other action to influence or aim at influencing the actions of players, officials, referees or match secretariat members in a match or regarding a match.

## **4 ORGANISATION OF THE LEAGUES**

### **4.1 Competition and leagues**

The Federation organises official competitions for leagues of Juniors, Adults and Women.

The Junior competitions are subdivided into multiple leagues: U19, U16, U13, U13 girls, U10, U8 Leagues.

The Adults and Women's League can be further subdivided into divisions.

In the case of regionalisation, leagues and divisions can be further subdivided into groups.

#### **4.1.1 Regionalisation**

When the number of teams registered for a Junior League or Adults or Women's League exceeds a defined maximum number of teams (see 4.3.2), that league or one of its Adults or Women's divisions is split up into two regional groups.

The teams that are geographically the farthest East and the farthest West in Belgium are put in two separate regional groups. The remaining teams are divided depending on their geographical proximity to the teams that are the farthest East or respectively West:

- If more than one team of the same club competes in the same league or Adults or Women's division, the team will be attributed to the same regional group (East or West).
- With an even number of teams in a league or Adults or Women's division, the groups need to be equal in number. With an uneven number of teams in the division or league, one group will have one team more, based on the geographical proximity.

### **4.2 League playing system**

The leagues play in tournament format, unless otherwise stipulated by the Federation's Board. Tournament format refers to matches of the same league, division or group that are played at the same venue. In some exceptional cases, matches of the tournament format are played individually.

### **4.3 Structure**

#### **4.3.1 Junior competition**

When 6 (or less) teams are registered in a Junior League, the season will be composed of two rounds (match and rematch). When more than 6 teams are registered in a Junior League, the season will be composed of one single round.

#### **Top-bottom games (regionalised Leagues)**

A Junior League will be regionalised if at least 12 teams register.

##### **First phase: East – West**

The teams that are geographically the farthest East and the farthest West in Belgium are put in two separate regional groups. The remaining teams are divided depending on their geographical proximity to the teams that are the farthest East or respectively West:

- If more than one team of the same club competes in the same junior league, the team will be attributed to the same regional group (East or West).
- With an even number of teams in a junior league, the groups need to be equal in number. With an uneven number of teams in the division or league, one group will have one team more, based on the geographical proximity.

In case of 14 teams, both regional groups (East – West) are composed of an equally number of teams (7 vs. 7).

In both regional groups (East – West), the teams will play each other once.

## Second phase: Top - Bottom

The top- and bottom-ranked teams of each group are regrouped, and a second phase begins: the top-ranked teams of both regional groups play each other in the 'Top-games', whereas the remaining teams play each other in the 'Bottom-games'.

In case of an uneven number of teams in the division or league, the 'top-league' will have one team more.

In case of 14 teams, the top- and bottom-ranked teams of each group are regrouped as follows: n°1 too n° 3, plus the best fourth ranked team of the East or West group<sup>1</sup>.

The second phase begins: the top-ranked teams of both regional groups play each other in the 'Top-games', whereas the remaining teams play each other in the 'Bottom-games'. Both groups will be composed of 7 teams.

In both groups (Top – Bottom), the teams will play each other once.

### 4.3.2 Adults and Women's competitions

The Adults and the Women's competitions are divided into a first and second round, meaning that all teams play each other twice.

The structure of the Adults and the Women's competition depends on the total number of teams that register (see Annex I: Divisions overview):

- One division (D1) if 11 or fewer teams register;
- Two divisions (D1 and D2) if at least 12 teams register;
- Three divisions (D1, D2 and D3) if at least 25 teams register.

### Playoffs and qualification games

In the postseason 2023/24, the D1 playoffs, promotion/relegation playoffs and qualification games are competed:

- D1 playoffs played if at least six teams register for the Adults or Women's League. The top four teams at the end of the regular season will qualify for the playoffs that will determine the league champions.

### Promotion/relegation playoffs

- If exactly 12 teams register in a league, there is no direct or automatic promotion and relegation. The last and second-last teams of the first division play promotion/relegation playoffs against the first- and second-ranked teams of the second division.
- If at least 13 teams register in a league,
  - The champion of a lower division is automatically promoted to the higher division.
  - The lowest-ranked team of a higher division is automatically relegated to the lower division.
  - The second- and third-last teams of a higher division play promotion/relegation playoffs against the second- and third-ranked teams of the lower division.
- **Qualification games (regionalised leagues):** a league will be regionalised if at least 28 teams register for the league. Based on the final rankings of the regional groups (East – West), at the end of the regular season 2023/24, qualification games will be played to determine the ranking of D3 (see Annex II: Qualification games) and the teams that qualify for the promotion playoffs mentioned above.

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<sup>1</sup> To determine the fourth best ranked team, the following four criteria are used in this order: 1) points; 2) win games; 3) goal balance; 4) goals scored.

## **4.4 League standings**

### **4.4.1 Ranking (regular season)**

'Ranking (regular season)' is used on a continuous basis throughout the season to keep general track of the rankings within the individual leagues during the season (i.e., before the last match of the season).

The ranking is determined based on the following criteria and in the following order of priority:

1. Points gained from games (two points are awarded for a game won, one for a tie, and zero for a loss);
2. Games won;
3. Goal difference;
4. Goals made;
5. Goals conceded.

### **4.4.2 Final ranking (regular season)**

'Final ranking (regular season)' is the ranking of teams after the last league game of the regular season:

- With regard to the Junior Leagues, the 'final ranking (regular season)' determines the standings of these leagues, and therefore who will become the champions of the leagues.  
Exceptions: in the U8 and U10 Leagues there is no ranking.
- With regard to Adults and Women's Leagues, the 'final ranking (regular season)' determines the standings of these Leagues and therefore the teams who will compete in the 'postseason':
  - Teams directly promoting/relegating;
  - Teams that play the promotion/relegation games;
  - Qualifiers for the qualification games (if regionalisation is applicable to the league);
  - Qualifiers for the playoffs semi-finals and finals.

This ranking is determined based on the following criteria and in the following order of priority:

1. Points;
2. Games won;
3. Mutual results between two or more teams who have the same number of points and have won an equal number of games at the end of the regular season. In this case, the final ranking is determined as follows:
  1. Points from mutual games;
  2. Mutual games won;
  3. Goal difference of mutual games;
  4. Goals scored in mutual games;
  5. Goals conceded in mutual games.
6. Replay(s), which are only played at the end of the regular season if one of the following is at stake:
  - Establishing the champions of the Junior Leagues;
  - Promoting/relegating in the Adults League;
  - Determining the qualifiers for the qualification games;
  - Determining the qualifiers for the playoffs semi-finals and finals.

### **4.4.3 Final ranking (postseason)**

The 'final ranking (postseason)' determines the final standings of the Adults and Women's Leagues after the playoffs.

## **4.5 Awards**

### **4.5.1 Most Valuable Players**

After each league match, except U8 and U10, the best player of each team will be awarded with the title of 'Most Valuable Player' (MVP) of the match, to be determined by the match secretariat members and organising club.

### **4.5.2 Top scorers**

During the season, the goals and assists scored per league and division will be listed, except U8 and U10: one point per goal and one per assist. The player with the highest number of points scored ('top scorer') of each league, division and Adults and Women's League group receives a trophy. In case of same number of points, the title of top scorer depends on the following criteria: number of goals, number of assists, team ranking, draw.

### **4.5.3 Best goalkeepers**

During the season, the goalie-specific statistics is compiled in all leagues, except U8, U10 and U13 girls. The best goalkeeper of a league or division will be awarded with a trophy.

### **4.5.4 Belgian champions**

The title of Belgian champion is awarded in all leagues, except U8 and U10. At the end of the 'postseason': the first three-ranked teams of each league receive a trophy and all players of each team winning the league receive a medal.

### **4.5.5 U8, U10**

All players licensed for these leagues will receive a medal.

## 5 PARTICIPATION IN THE LEAGUES

### 5.1 Club registration

Clubs must register for the season 2023/24 by 21 May 2023<sup>2</sup> at midnight. The club registration fee is € 350,0. Clubs with no registered teams or clubs with one or more registered teams during the first competition year ever are exempted from this fee.

### 5.2 Team registration

Clubs must register their teams for the Federation's competitions by 21 May 2023 at midnight. The registration fee for the first team is free. The registration fee of each additional team is € 225,0. The registration of U8, U10 and U13 girls teams is free. Clubs with one or more registered teams during the first competition year ever are exempted from this fee.

With the team registrations for the leagues, clubs commit themselves to compete in all matches of the corresponding leagues.

#### Adults and Women

Teams are categorised in the respective division according to the team's performance in the previous season (see 4.4):

- Clubs with multiple teams need to communicate the ranking order of teams when registering them within the same division. Teams in a higher division are automatically ranked first.
- New teams start in the lowest division.
- When returning, a team that has been expelled or that has withdrawn from a league, must start from the lowest division.

For justified reasons, a club may register one of its teams for membership in a division lower than the one to which the team would be entitled. For the season 2023/24, this request should be submitted within three days after the announcement of the club and team overview 2023/24. This request will only be accepted if the next-ranked teams are willing to take the concerned place in the higher division. The Federation can accept or reject the application at its own discretion.

### 5.3 Player registration

Eligibility to play refers to a player's right to participate in an official match as a player. This right is determined by four criteria:

1. Age (see 5.3.1);
2. Valid player licence and insurance (see 5.3.2);
3. Valid national or international transfer (if applicable; see 5.4);
4. No suspension from playing or competing.

The players who are eligible to compete in an official match are listed in the so-called licensed players' lists, which can be retrieved from the My Floorball Belgium App.

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<sup>2</sup> One week before play-offs finals.

### 5.3.1 Age

The age of a player determines in which league they can compete during the season 2023/24:

Year of birth	Junior Leagues	
2016, 2017	U8	+U10
2014, 2015	U10	+U13
2011, 2012, 2013	U13, U13 girls	+U16
2008, 2009, 2010	U16	+U19
2005, 2006, 2007	U19	
Minimum age	Leagues	
13 years old on the day of the league match	Women	
16 years old on the day of the league match	Adults	

The Adults and Juniors competitions are all mixed. Neither the Women's competition nor the U13 girls League are mixed; the latter is exclusive to female players born in 2011, 2012 or 2013.

Players in a Junior League may participate in matches at most one league higher than their own.

There are two exceptions:

- Girls born in 2010 can (but do not have to) register for the regular U13 League (and the U16 League). If registered for these leagues, they cannot be registered for the U19 League.
- Girls born in 2007 can (but do not have to) register for the regular U16 League (and the U19 League). If registered for these leagues, they can also be registered for the Women's League, but not the Adults League.

### 5.3.2 Player licence and insurance

Players must be insured with the Federation and licensed for each individual team they play for via the My Floorball Belgium App. However, the player registration fee is applicable only once per player, regardless the number of teams of the same club in which a player competes.

### 5.3.3 Player insurance and licence fee

For each registered player, the insurance fee is determined at € 7,0.

The licence fee is determined at € 43,0. There are two exceptions:

- In specific Junior Leagues (U8, U10, U13 girls – playing on a small field), the licence fee is € 23,0.
- The licence fee will not be applied in Junior leagues with four or fewer teams. However, if a player is also registered for a league where a licence is applicable, the regular licence fee must be paid for the registration to the league in which the fee is applicable.

### 5.3.4 Registration deadline

Player registrations can be added and updated throughout the course of the season. However, clubs must register new players at least three days before a league match if a player wants to participate in an official match, for example:

- For matches on Saturday, the deadline is on the preceding Tuesday by 11:59 pm.
- For matches on Sunday, the deadline is on the preceding Wednesday by 11:59 pm.

For the registration deadlines in case of rescheduled matches, and therefore the applicable licensed players' lists, see 6.2.1.

### 5.3.5 Mixed licences

Clubs with multiple teams in the Adults and Women's competitions can request a mixed licence for their players. The mixed licence allows the player to play, in addition to the matches of the own team, an unlimited number of matches in at most one higher-ranked team of the same club.

The number of A-B mixed licences is limited as shown below:

Team A	Team B	Mixed licence
D1	D1	2 goalies
D1	D2	3 of which at minimum 1 goalie
D1	D3	5 of which at minimum 1 goalie
D2	D2	3 of which at minimum 1 goalie
D2	D3	5 of which at minimum 1 goalie
D3	D3	5 of which at minimum 1 goalie

In case a club has three teams in the competition, where A is the highest-ranked team, and C the lowest-ranked team, a player of the C-team can play with the B-team and a player of the B-team can play with the A-team. A player of the C-team cannot, however, play with the A-team.

The number of B-C mixed licences is limited as shown below:

Team B	Team C	Mixed licence
D1	D3	5 of which at minimum 1 goalie
D1	D2	3 of which at minimum 1 goalie
D2	D3	5 of which at minimum 1 goalie
D3	D3	5 of which at minimum 1 goalie

### 5.3.6 Parallel affiliation

Affiliation to two different clubs is only possible in specific cases:

- If a female player plays in the U16, U19 or Adults team of a club, but that club has no Women's team, she may play for the Women's team of another club as well. Similarly, if a female player plays in the Women's team of a club, but that club has no U16 team, U19 or Adults team, she may play for the respective team of another club as well.
- If a player plays in the U19 team of a club, but that club has no Adults team, the player can play for an Adults team of another club as well. Similarly, if a player plays in the Adults team of a club, but that club has no U19 team, the player can play for the U19 team of another club as well.

In case of parallel affiliation, the player must have a second licence with the Federation even though the club does not have to pay the insurance fee again.



### **5.3.7 Postseason matches**

At the end of the regular season, it is not possible to register new players for the teams that play the qualification games, playoffs, or the replays. Only club members with a valid BFF licence (e.g., because they play for a U19 or a Women's League team) may be registered to compete in the qualification games, playoffs, or the replays for a team of their club.

## **5.4 Transfers**

### **5.4.1 Junior Leagues**

Junior League players may transfer freely from one club to another at the end of the season. Transfers during the season are not allowed since the Juniors play one single round.

### **5.4.2 Adults and Women's League**

Adults and Women's League players need to request a transfer via the My Floorball Belgium App, if they want to change clubs between seasons or rounds. Once the transfer is validated by the Federation, the new club can register the player for the new season or round according to the normal player registration procedure.

#### **National transfers at the end of the season 2023/24**

Players who registered for the competitions 2022/23 need to request a transfer if they want to change club for the season 2023/24.

- Until 30 June 2023  
Players may transfer without the authorisation of the giving club until 30 June 2023.
- Between 1 July 2023 and 8 September 2023.  
Players may only transfer with the authorisation of the giving club between 1 July 2023 and one week before the first league day of the season.

#### **National transfers between rounds**

Players in the Adults and the Women's League may only transfer with the authorisation of the giving club. Transferred players must have a second licence with the Federation although the club does not have to pay the insurance fee again.

The goals scored by the transferred players in the first and second rounds are all valid for the top scorer ranking.

In case of multiple teams in the Adults or Women's League:

- Transfers of players from the first-ranked team to a lower-ranked team or vice versa are only possible during this period.
- Any changes to the mixed licensing of players may be requested between the rounds:

Round 1	Round 2	Change	€
Normal licence B	Mixed A-B	B -> Mixed A-B	30,0
Normal licence A	Mixed A-B	A -> B -> Mixed A-B	55,0
Mixed A-B	Normal license B	Mixed A-B -> B	-
Mixed A-B	Normal license A	Mixed A-B -> B -> A	25,0
Mixed A-B	Mixed B-C	Mixed A-B -> B -> C -> Mixed B-C	55,0
Mixed B-C	Normal license B	Mixed B-C -> C -> B	25,0
Mixed B-C	Normal license A	Mixed B-C -> C -> B -> A	50,0
Mixed B-C	Mixed A-B	Mixed B-C -> C -> B -> Mixed A-B	55,0
Normal license B	Normal license A	B -> A	25,0
Normal license A	Normal license B	A -> B	25,0

- With regard to the top scorer ranking, the goals and assists of players playing with a mixed licence in the Adults League, will be split over the two teams.

#### 5.4.3 Free agents

Players who did not register for the competitions 2022/23 do not need to place a transfer request when registering with a new club in 2023/24.

#### 5.4.4 International transfers

International transfers must be done according to the valid IFF regulations. Only when the transfer is validated by the IFF, the new club can register the player(s) at the Federation.

## 6 LEAGUE SCHEDULE, RESCHEDULING AND FORFEITS

### 6.1 Calendar and booking procedure

#### 6.1.1 Booking of regular season matches

The booking procedure of league matches starts on 31 May 2023, via the My Floorball Belgium App.

Each club can book matches on a 'first come, first served' basis for each team they registered for the competitions 2023/24 (see 5.1 and 5.2). Some booking restrictions apply until 15 July 2023, but starting from 16 July, booking without restrictions applies.

Each club with registered teams in the Adults League (D1 and D2) 2023/24 must organise one Junior league day in the season 2023/24<sup>3</sup>. Not complying with this rule will result in a penalty charge of € 250,0 at the end of season 2023-2024.

#### 6.1.2 Booking of postseason matches

The principle of 'first come, first served' will not be applied for the qualification and playoffs matches (semi-finals and finals). The clubs can, however, express their interest in the organisation of these matches. The Federation's Board will appoint the organising clubs of these matches during the season, based on the infrastructure proposed by the club (e.g., space available for spectators).

#### 6.1.3 League schedule

League matches are organised on Saturdays or Sundays.

- A team cannot play more than one match per weekend.
- All Adults, Women's and regionalised Junior League matches of round 1 2023/24 are played before 31 December 2023. All matches of Round 2 2023/24 are played after 1 January 2024.

#### 6.1.4 Time schedule

A league match is scheduled the earliest at 9 am and the last match of a league day is never scheduled later than 6 pm (except with the explicit agreement of the concerned teams). Exceptions are league matches played on Saturdays (Women's and Adults League), during which matches are never scheduled to start later than 8 pm. When booking league matches, organising clubs have to communicate the correct time schedule and have to foresee the possibility of a 30-minute warming up before the start of the first match of a league day. The league schedules, including the starting time of the matches, will be published on 31 August 2023, including the times and venues of the official league matches that are confirmed by then.

Matches still without organisers after 15 October 2023:

- Can be played on any day and any time of the week.
- The teams involved and the Federation look for referees of these matches.  
Expenses: both teams involved share the travel costs of the referees.

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<sup>3</sup> Even if the club did not register an youth team.

### 6.1.5 Schedule confirmation

The matches must be played according to the confirmed schedule. In order to ensure the smooth and long-term planning of all matches, the following constraints apply to the organisation of the matches:

- If an organiser of a league day decides to change the timing schedule after 31 August 2023, a € 25,0 administration fee will be applied.
- If a club decides to cancel the booking of a league day after 31 August 2023, a € 100,0 penalty fine will be applied.
- If a club hosts a league day in a sports hall that does not allow to play matches according to the rules (see 8.1.1), a € 100,0 penalty fine will be applied.

## 6.2 Rescheduling of league matches

League matches can be rescheduled to any day and any time of the week, but a few constraints are applicable (see below).

A rescheduled match does not exempt referees from refereeing other matches on the original date they or their club were nominated to referee.

### 6.2.1 Foreseen circumstances

If a team wants to reschedule a match, it needs to send a rescheduling request to the Federation by email (info@floorballbelgium.be), including the new date, time and venue of the rescheduled match, the agreement of the opposing team, and the names of the substitute referees.

The team must notify the Federation by email:

- At least 14 days in advance of the original match date (if rescheduled to an earlier date).
- At least 14 days in advance of the new match date (if rescheduled to a later date).

#### Specifications

- Rescheduled matches can be played on any day and any time of the week.
- All rescheduled matches need to be played after the first league match of the season and before or simultaneously as the last league match of the season. Rescheduled Round 1 2023/24 matches must take place before 31 December 2023. Rescheduled Round 2 matches must take place after 1 January 2024, but not later than the last regularly scheduled match of the league.
- A team cannot play more than one match per league day.
- Rescheduled matches between two teams of the same club in the same league, division or group, have to be played before the next match of the league.
- Postseason matches cannot be rescheduled due to foreseen circumstances.

#### Expenses

The club applying for rescheduling must pay all expenses incurred by the rescheduling:

- A € 25,0 administration fee; and,
- A compensation to the organising club if the booking of the hall cannot be cancelled by the organising club: two times the league participation fee.
- Other expenses (e.g., travel costs of the referees).

#### Licensed players list

- Matches rescheduled to an earlier date: the players that are registered at the Federation at least three days before the match, are allowed to play.
- Matches rescheduled to a later date: the licensed players' list for the initial date of the match is valid.

### **6.2.2 Unforeseen circumstances**

The rules described above do not apply if a team needs to postpone a match for unforeseen circumstances. In these cases, a Disciplinary Committee will be formed, which will always have the last call on what can be considered as an unforeseen circumstance:

- Non-availability of cars with winter tyres will not be considered as unforeseen circumstances if the overall traffic situation does not justify otherwise.
- Traffic accidents need to be excused with a police report.

### **6.2.3 Switching two matches on a league day**

Two matches can be switched if the other three teams involved agree on the change in schedule. The deadline to request the switching of the matches (with the agreement of the other three teams) must be sent to the Federation at least 14 calendar days before the league match. The Federation must validate the change, the administration fee of which is € 25,0. The switch will only be possible if it does not cause any problems with the refereeing of the matches. If the match is rescheduled to a different time on the same day, but not to one of the times indicated in the original league file, then it will be considered as rescheduling due to foreseen circumstances.

## **6.3 Forfeits by clubs**

Announced forfeits must be submitted by clubs to the Federation by email ([info@floorballbelgium.be](mailto:info@floorballbelgium.be)) and to the organising club. If a team registered in the leagues forfeits a game, the Federation is entitled to charge the league participation fees in full (as compensation for the organising club) plus a cancellation fee:

- Announced at least 48 hours before the start of the league match: two times the league participation fee plus a penalty fee of € 100,0.
- Announced less than 48 hours before the start of the league match: two times the league participation fee plus a penalty fee of € 200,0.
- Unannounced forfeit: two times the league participation fee plus a penalty fee of € 500,0.

A forfeit does not exempt referees from refereeing other matches on the same date if they or their club were nominated to referee.

### **Three forfeits**

During the regular season, any team that forfeits three games in one league shall be expelled from the league in question. The Federation's Board will determine the sanctions.

### **Forfeit of a postseason game**

During the postseason, any team that forfeits one match shall be expelled from the league, unless otherwise decided by the Federation.

### **Withdrawal from a league**

If a club withdraws a team from a league before or during the season, the Federation's Board will determine the sanctions.

## 7 OFFICIAL LEAGUE MATCHES

### 7.1 Features

#### 7.1.1 Field dimensions

Matches must be played on the largest possible field according to these specifications:

	Field size	Goal cage
U8, U10 <sup>4</sup>	Small field: 27 m x 15 m Minimum: 25 m x 14 m	Small (0.6 m x 0.90 m)
U13 girls	Small field	Large (1.15 m x 1.6 m)
U13, U16, U19, Women, Adults	Normal field: 40 m x 20 m Minimum: 36 m x 18 m	Large (1.15 m x 1.6 m)

#### 7.1.2 Game time

	Regular game time	Breaks	Effective time
U8, U10, U13, U13 girls	3 periods x 15'	5'	Last 3 minutes of the game
U16, U19, Women, Adults	3 periods x 20'	10'	Last 3 minutes of the game
Postseason matches	3 periods x 20'	10'	Full game time

#### 7.1.3 Number of players per team

	Maximum players simultaneously on rink	Minimum players at start of match	Minimum players during the play
U8, U10	Four field players (but no goalkeeper)	Four field players	Three players
U13 girls	Four field players or three field players and a goalkeeper	Three field players and a goalkeeper	Three players
U13, U16, U19, Women, Adults	Six field players or five field players and a goalkeeper	Five field players and a goalkeeper	Four players

- If a team does not have the minimum number of players on the field equipped according to the rules (for the provisions, see 6.2) at the start of the game (second column of the table) the referees declare a forfeit. The Federation determines the forfeit fee for the offending club.
- Exemption for an unplanned late start, due to unforeseen circumstances (at most 15 minutes) can be granted if agreed upon by the referees, after consultation of the organising club and

<sup>4</sup> See Annex 4 – Drawing of a small field

the opposing teams, and if it does not affect the other matches of the league day. The offending club will be fined € 25,0.

- If a team does not have the minimum number of players on the field, during the game (third column of the table), the game will be stopped, and a forfeit must be declared by the referees.

## 7.2 Match equipment

### 7.2.1 General provisions concerning equipment

- Field players must wear uniforms consisting of shirts, shorts, and knee socks. All field players in a team must wear the exact same uniform (including the knee socks).
- Women's League players may wear skirts or dresses (short and skirt in one), instead of shorts, but this must be consistent throughout the team.

The away team must wear jerseys or equipment of a different colour when playing against a team with similar-coloured uniforms. If the teams' outfits are too similar, the referee is entitled to require the away team to change outfit or wear 'jerseys'. The colour must correspond to the announcement of the 'home-away' colours to the Federation.

- Goalkeepers must wear jerseys and long trousers as well as a face mask approved by the IFF and marked accordingly.
- Team captains must visibly wear an armlet on the arm. Tape is not allowed as an armlet.
- All players must correctly wear numbered match jerseys. The jerseys must be numbered with different whole numbers in clearly visible Arabic figures on the back and the chest:

	Back figure	Chest figure
U8, U10, U13, U13 girls	At least 15 cm	At least 6 cm
U16, U19, Women, Adults	At least 20 cm	At least 7 cm

- The jerseys may carry any number between 1 and 99 inclusive, but number 1 is reserved for goalkeepers.

### 7.2.2 Mandatory protective eyewear

All field players born in 2006 or later<sup>5</sup> and under the age of 18 years, must wear protective goggles when entering the field and on the field. Referees are entitled to prevent players from participating in the match if they do not wear protective goggles. If a player loses its goggles during play, the player may continue playing until the next interruption. Any tampering with goggles is prohibited. Players who wear prescriptive glasses may also wear their glasses on the field.

### 7.2.3 Incorrect equipment

The referees of the match must add a note of 'incorrect equipment', listing the players (or team) and type of incorrect equipment to the match record (see Annex VIII: 'Remarkable conditions').

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<sup>5</sup> The wearing of protective eyewear is independent of the league in which is played, but is determined solely by age (year of birth).

### 7.3 Organising a match

The organising club's responsibilities:

- Setting up the rink for the match:
  - Place the board and the goal cages; clearly mark the goal creases, goal lines, goalkeeper areas, face-off dots, centre spot, central line and substitution zones; this has to be ready 30 minutes before the start of the game.
  - Equip the substitution zones with benches (enough space for the maximum number of players that can be listed in the match record), the penalty boxes with chairs, and providing the match secretariat with a desk and chairs.
  - Place the secretariat and the penalty benches at an appropriate distance from the board. The penalty benches of each team should be placed on either side of the secretariat.
  - At least two persons need to fit on each of the penalty benches.
  - The penalty bench zones, with a length of 2 m and placed at least 1 m from the centre line, are marked and visible on both sides of the board. Placing the secretariat and the penalty benches in divergence from this rule must be approved by BFF, in which case there will be at least 2 m space between the penalty bench and the substitution benches.
- Reserve changing rooms and shower premises for the teams and the referees. Indicate separate changing rooms for female players in the mixed leagues. The changing rooms are considered as neutral zones, and the organising club must assure that they are safe. Supporters are not allowed in these neutral areas.
- If required by the referees, the organising club has to help removing supporters from the sports hall that do not show respectful behaviour. Clubs have the responsibility for the behaviour of their supporters before, during, and after matches.
- Take care of the match secretariat (see below) and provide the match secretariat with all the items necessary for their responsibilities (see Annex V: Items at the match secretariat).

### 7.4 Match secretariat

The match secretariat must always be neutral, and:

- Comprise a minimum of two members, and a maximum of four members.
- One member must be at least 16 years old and be registered on the match record as match secretary.
- One member must be present around the match secretariat area no later than 20 minutes before the start of a game.
- Is responsible for the online match record (live encoding via the My Floorball Belgium App). Only in case of connection issues, switch to the paper version (see Annex VI: Paper BFF match record).

The full overview of responsibilities is mentioned in Annex VII: Match secretariat and referees' responsibilities. Further guides concerning the tasks of the match secretariat can be retrieved from the My Floorball Belgium App).

### 7.5 Participating in a match

#### 7.5.1 Players' list

The team officials must encode via the My Floorball Belgium App a complete players list, including the goalie(s) and team captain and sign no later than 15 minutes before the official start of a game. No further changes are permitted with regard to the 'players list' after the signature of list, with the exception of the correction of player numbering. This change is only possible under the supervision of the referees.



With regard to the players and officials noted on the match record:

- A maximum of 20 players per team can be registered.  
Exception: U8 and U10 League (14 players), U13 girls (15 players).
- A maximum of five officials per team can be noted.
- At least one team official must be 18 years old.

### 7.5.2 Check of the players list

Only players fulfilling the eligibility to play criteria, therefore on the official licensed players' lists, are allowed to participate in the match. A player or official not listed in the match record cannot play nor participate in the match.

If these conditions are not met for a player, and the player still takes part in the match:

- Before the game: the match secretariat and referees must inform the teams that the player is not allowed to play.
- During the game: Technical Match penalty
- After the game: the team of the player in question will lose the game by forfeit, see Forfeit due to an ineligible player, under 8.4.3.

Only the players listed in the match record are allowed in the substitution zone. It is advised that all persons listed in the match record stay at the substitution zone during the play (e.g., no refilling of water bottles in the changing rooms during play).

### 7.5.3 Players arriving after the start of the match

In case of delays of players for a match, the players must be listed in the match record before team official 1 signs the 'players list', otherwise the player is not allowed to play.

When showing up, the player is obliged to present the identification document at the match secretariat before being able to participate in the match. During the next natural interruption of play, but not on specific request, the match secretariat members must signalise to the referees that the player arrived, only then the player can reach the substitution zone of the team and be able to participate in the match. The referees will check the identification document during the next break between the periods.

If the player does not show up, the referees, in cooperation with the match secretariat, will add a note to the match record (see Annex VIII: 'Remarkable conditions').

### 7.5.4 Player identification

All players aged 12 and above must show valid identification documents before the match (i.e. ID card, passport, driver's licence, student card or another official document mentioning the player's name, date of birth, with a photo and signature). A picture of the identification document (e.g. on a smartphone) is not accepted.

If no valid identification document can be presented ,

- the match secretary must:
  - take note in the 'match comments/notes' field in the match record;
  - fill in the *missing ID report*;
  - send the signed *missing ID report* to [info@floorballbelgium.be](mailto:info@floorballbelgium.be), no later than 48 hours after the start of the concerning game.

If the match secretary does not fulfil the above mentioned steps, a fee of € 25,0 will be charged to the organising club.

- the player will be allowed to play after signing the *missing ID report* (see Annex VIII: 'Remarkable conditions'). The player's club will be fined € 10,0 and will have 14 days after the

match to send a scan of the player's ID card or passport with a visible signature by email (info@floorballbelgium.be) to the Federation; otherwise, they will lose the game retroactively by forfeit.

### 7.5.5 League participation fee

Teams must pay the league participation fee before the start of the match, mentioned below to the organising club.

	League participation fee
U8, U10, U13 girls	€ 40,0
U13	€ 45,0
U16, U19, Women, Adults	€ 50,0
postseason matches	€ 75,0

## 8 REFEREE ACTIVITIES

The Federation trains, approves and classifies referees who are entitled to referee matches organised by the Federation. Referees must abide by the Federation's Rules and are responsible to the Federation's Board. Their actions must be based on floorball rules as well as the generally accepted ethical principles of fairness, integrity, impartiality, independence, responsibility, openness and support of growth.

### 8.1 Types of referees

Referees can fulfil refereeing tasks as club members and/or as independent referees:

- At club level, fulfilling the refereeing tasks is a shared responsibility and the duty of all clubs registered for the leagues (so-called 'club referees'). In case of infractions of the rules, the club of the referee will be liable.
- As independent referees, those who want to referee in addition to or instead of the refereeing duty for clubs, can referee for the Referee Development Group (RDG), the so-called 'RDG referees'.

Such referees are defined as RDG referees if they referee on at least four league days per round, without playing nor coaching at that venue. RDG referees will be individually liable in case of infractions. Upon request, RDG provides support to new club referees (on a voluntary basis) for their first matches to referee. Observers support RDG referees during league days.

### 8.2 Eligibility to referee

A match is refereed by two equally authorised referees, except for U8 and U10 League matches, which only have one referee. Eligibility to referee refers to the right to participate in an official match as a referee and is determined by the following conditions:

#### Valid insurance

A referee must be covered by the Federation's insurance scheme. A referee who is covered by the Federation's insurance scheme as a player does not need a supplementary insurance for their role as a referee. Insurances are valid for one season.

#### Valid referee licence

A referee licence is valid from October of the calendar year in which it is obtained, until the end of September of the subsequent calendar year, or from the moment that the new referee licence is obtained.

#### Age

Referees must be at least 16 years of age when refereeing. However, one of the two referees of a U13 or a U16 match can be 15 years of age.

#### No suspension from playing, competing or refereeing

In case a referee participates in a competition and is not eligible to referee, the fine amounts to € 25,0 per referee.

### 8.3 Licence types

Licence types define the leagues in which licence holders can referee:

Licence type	Leagues
A Licence	D1 and below, postseason matches, playoffs finals
B Licence	D2 and below D1 if accompanied by an A Licence
C Licence	Women, D3 and below D2 if accompanied by an A or B Licence
New Licence	All Junior Leagues, except U10, if accompanied by an A, B or C Licence. Exceptions can be requested to the Referee Committee.

### 8.4 Licensing

Licences are awarded based on two criteria: the demonstrated practical skills and experience and demonstrated knowledge of the Federation's and the IFF rules.

The Federation takes both of these criteria into account in defining the licence type.

#### 8.4.1 Referee courses and exam (knowledge of the rules)

The Federation organises referee courses at the beginning of each season. Theoretical referee exams, which should be prepared via self-study, take place at the end of each course. Attending one of these referee courses, and succeeding the theory exam, is a requirement to obtain or maintain a referee licence.

Consequently, referees must succeed in the theory exams annually. Candidate referees must turn 15 years of age during the season in order to be eligible to sit the theory exam.

There are two types of theory exams:

- The A and B theory exam (advanced course): for those who are eligible for an A or a B Licence.
- The C and New theory exam (beginners' course): for newcomers, those who want to keep their C Licence, those who are not eligible for the A or B Licence, or those who are eligible for the A or B Licence but prefer a C Licence.

The theory exam consists of 30 questions; each question is worth one point (wrong answers do not incur negative points). The exam consists of 10 questions about the Federation's Rules and the BFF match record and 20 questions about the IFF Rules of game. The exams differ depending on the level; the A- or B-level theory exam includes more difficult questions.

A total of 21 points (or 24 points in case of the A and B theory exam) are required to pass the theory exam. It is possible to resit the exam in the scheduled sessions. However, resits must be at the same level.

### 8.4.2 Classification (experience)

Referees who have successfully taken the theory exam, will be classified into one licence type depending on their practical experience in the preceding season(s):

Licence type	Required past practical experience	Exam requirement
A Licence	At least 4 matches in D1/D2 in the previous season or 8 matches in D1/D2 in the last three seasons.	Successful (24/30) in the theory exam.
B Licence	At least 4 matches in D1/D2/D3/W in the previous season OR 8 matches in D1/D2/D3/W in last three seasons.	
C Licence	At least 3 matches in the last three seasons. of which at least three in U13 and higher.	Successful (21/30) in the theory exam.
New Licence	Not enough experience for a C licence.	

If a referee passes the theory exam 2023/24, but does not fulfil the practical experience requirements, the referee will obtain one licence lower compared to the licence in season 2022/23.

If a referee fulfils the practical experience but not passes or participates the theory exam 2023/24, the referee will obtain one licence lower compared to the licence in season 2022/23.

You can not downgrade more than one licence at a time.

However, it is not possible to downgrade from a C to a New licence. If you downgrade from a C licence, you will lose your licence.

### 8.4.3 Promotion (practical skills and experience)

Promotion, the upgrade to a higher licence, is awarded based on the number of matches during the season 2023/24:

From New to C Licence	After refereeing three matches in the current season. Promotion is automatic.
From C to B Licence	After refereeing 4 matches in D2/D3/W in one round. Promotion upon request.
From B to A Licence	After refereeing 4 matches in D1/D2 in one round. Promotion is upon request and with the approval of an observer.

If applicable, a promotion will be enforced at the start of each new round.

Promotion upon request: by email ([referees@floorballbelgium.be](mailto:referees@floorballbelgium.be)) by the referee or club representative.

## 8.5 Number of referees

A club needs at least four referees with valid licences per team that is registered in the Adults League:

- Adults D1: two A Licence referees and two B Licence referees or higher licence;
- Adults D2: two B Licence referees and two C Licence referees or higher licence;
- Adults D3: four C Licence referees or higher licence.

A club needs at least four referees with valid licences for all other Junior League teams they register. These four referees may be the same as the ones of the Adults team(s).

A club with only Junior League teams needs at least four referees with at least a valid New Licence or higher, regardless the number of teams (e.g., a club with a U13 and U16 team needs at least four New Licence referees or higher).

A club with a Women's League team needs at least four referees with valid C Licence or higher. These four referees may be the same as the ones of the Adults team.

If a club provides RDG referees (fulfilling the definition of RDG referees, see 8.1): one active RDG referee counts as two club referees.

#### Missing referees

A club with fewer referees than required, will be fined:

- € 250,0 for only three referees;
- € 500,0 for only two referees;
- € 1,000,0 for only one or no referees.

The penalty fee shall be applied once per registered Adults League team and once for all other registered teams. Additionally, D1 teams with fewer than two A-referees shall be fined € 250,0 per missing A-referee. The count of referees will be done at the end of Round 1 2023/24.

New<sup>6</sup> clubs registered after 15/05/2021 does not have to fulfil the minimum number of referees, which implies that no penalty fees will be applied when the club has fewer referees than required. Despite this exemption, the BFF encourages every club to participate in referee training and exams as soon as possible.

#### Refusal to referee

If a club announces that they refuse to referee in a league, even though they have a sufficient number of referees, a penalty fee of € 500,0 per league and per round applies.

## 8.6 Referee nominations

The Referee Committee nominates the referees for all leagues by means of:

- Club referee nominations (personal and non-personal referee nominations).
- RDG referee nominations (always personal referee nominations).

The nominations are sent by the Federation to the clubs by means of league files and to the nominated referees four weeks prior to the match (exceptions: the first matches of the season, postseason matches and any high-stake games, etc.). They are displayed on the BFF website.

### 8.6.1 Club referee nominations (non-personal) – changes

If the referees of a club cannot fulfil their club referee nomination, they can ask another club to substitute them for the match or matches in question (as long as it is not the club of the team playing the match in question). The club arranging the replacement has to send an email with the information of the arrangement with the replacing referees of the other club to the Federation ([referees@floorballbelgium.be](mailto:referees@floorballbelgium.be)) before the match, otherwise the arrangement shall be considered as 'absent referees' (see 8.7).

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<sup>6</sup> 'New' means clubs which register for the first time. Reactivated clubs does not fulfil the definition of new. Exemption can be requested to the BFF.

## **8.6.2 Club referee nominations (personal) – changes**

### **Due to foreseen circumstances**

If the originally nominated referee cannot participate in the match, the club of the referee will find a substitute. The substitute should represent at least the same level in the referee classification as the originally nominated one. The substitute referees must be approved by the Federation. The deadline to announce changes to the Federation is two weeks before the match.

- € 10,0 penalty fine per referee if the Federation is not informed according to the above modalities.
- € 10,0 penalty fine if no available referee is proposed or if the available referee is not judged adequate for the match by the Referee Committee.

All penalty fees are applied cumulatively and per referee, in addition to the fine for 'absent referees' (see 8.7).

### **Due to unforeseen circumstances**

If a referee cannot be present due to unforeseen circumstances (illness, accident or similar situations) and it is less than two weeks before the league day, the referee must immediately inform the team responsible, who must contact the Federation and the organiser of the league day (if less than two days before the match), suggesting a replacing referee of the own club or another club willing to substitute the referee. The substitute referees must be approved by the Federation.

In case of illness or injury, a medical certificate must be presented within 14 days of the match.

The Referee Committee has the last call on what can be considered as an unforeseen circumstance.

## **8.6.3 RDG Referee nominations – changes**

In case an RDG referee cannot attend a match at an announced date, the referee must immediately inform the Referee Committee and provide an explanation for the absence:

- If the nomination was not announced yet, an internal solution will be found.
- If the nomination was already announced, the referee should find a substitute referee (same or higher type of referee licence). If this happens twice per round, the referee may be suspended from the RDG activities.

## **8.7 Absent referees**

If only one or none of the nominated or replacing referees arrives to the match venue, the organising club must find substitute referee(s) during the league day.

### **Substitute referee procedure**

The following options must be taken in the following order:

- Find impartial referees present at the venue, eligible to referee in the league in question.
- If the substituting referees belong to one of the teams playing the match or have a lower referee licence as required, the captains of the teams playing the match must agree on the substitute referees before the start of the game.
- If the captains or the officials (in case of Junior teams) do not agree on the new referees, alternate substitute referees must be found.
- Otherwise, the match must be cancelled, and a Disciplinary Committee must be formed to discuss the consequences and decide if the match will be replayed or not. If the Disciplinary Committee does not consider the arguments sufficient for declining the referees, a forfeit will be given to the team who rejected the referees.

The Federation shall pay an additional compensation of € 25,0, next to the regular compensation, to the substitute referee. The match secretariat must add a note of 'absent referees' and the names or clubs of the absent referees to the match record (see Annex VIII: 'Remarkable conditions').

### **Club referees (personal and non-personal nominations)**

If a club's referee does not appear at all for a match ('absent referees') in the same league, within the season 2023/24, the following penalty fees will be applied per referee:

- First occurrence: € 50,0.
- Second occurrence: € 100,0.
- Third occurrence: € 150,0.

### **RDG referees**

In case of unannounced absence even though there was a reminder from the Federation: € 25,0 fine. In such cases, the 'Substitute referee procedure' as mentioned above will be applicable. More than one unannounced absence per round: suspension from RDG refereeing.

## **8.8 Practical considerations**

The responsibilities of the referees with regard to a match are listed in Annex VII: Match secretariat and referees' responsibilities.

### **8.8.1 Referee equipment**

The official BFF referee uniform is mandatory to conduct a game:

- Referee outfit: BFF referee shirt, BFF black shorts and black knee socks. Referees may choose in which of the available colours they want to referee, as long as it is the same colour of the uniform of the second referee, and different from the shirts of the teams playing the game. The referee uniforms have to be ordered via the Federation. An involuntary infraction will lead to an administrative fine of € 25,0.  
A repeated infraction of this rule leads to the suspension of the referee for one month (in all leagues).
- Referees must bring a whistle, red card, and a meter for the measurement of a stick to the game. Any infraction will lead to a fine of € 10,0.

### **8.8.2 Referee identification and timing**

The organising club has the right to request to see the identification document (i.e., ID card, passport, driver's licence or student card) of a referee before a game. Any infraction will lead to a fine of € 50,0. If a referee fails to arrive on time for a game (15 minutes before the start of the game), the referee will be fined € 30,0. If a referee refuses to referee a game or arrives when the game has already started (e.g., the substitute referee has whistled the two minutes before the start of the game), the referee will be fined € 50,0.



### 8.8.3 Referee compensation

The organising club pays the referee(s) after the game:

League	Compensation per match
U8, U10, U13 girls, U13	€ 15,0
U16, U19, Women, D1, D2, D3	€ 20,0
Qualifications games	€ 25,0
Playoffs	€ 30,0

Only in case of a RDG nomination, additional travel compensation will be reimbursed by the Federation<sup>7</sup>

- The cost of the public transport ticket and/or
- A compensation of 30 cents per kilometre, for the driver.

In case of unannounced forfeits, forfeit because of lack of players or the players are not equipped according to the rules, the referees who were ready to referee are entitled to the referee compensation.

### 8.8.4 Observers

The tasks of an observer:

- Support and observe RDG referees.
- Fill in the 'BFF Observer Reports' within one week after the observation.
- Fill in the 'League Day Organisation Checklist' about the organising club.

Observers are appointed by the Federation. Criteria to be an observer:

- At least three years' proven floorball-related activity.
- A referee licence in the season 2023/24.
- Attendance at a RDG seminar at the beginning of the season 2023/24.
- Minimum availability: at least two league days per round (at least two matches per day).

Observers are paid € 20,0 per game with a maximum of € 40,0 per day and a travel compensation € 0,30 per kilometre if they fulfil the tasks above.

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<sup>7</sup> No travel compensation will be paid in case of a club nomination, even for a RDG-referee

## 9 DISCIPLINARY ISSUES, COMMITTEES AND APPEALS

### 9.1 Discipline and infractions

The Federation's Board may impose sanctions on a party who, with intent or negligence:

- Seriously violates the IFF or the Federation's rules or decisions;
- Demonstrates violent or generally unsportsmanlike behaviour during the competitions (targeting a referee with actions will be considered an aggravating factor);
- Breaches an agreement with the Federation;
- Infractions the principles outlined in Chapter 2 of these rules;
- Misleads or attempts to mislead the IFF, the Federation or a member of the Federation;
- Has been expelled or withdrew from a league.

### 9.2 Disciplinary Committee

#### 9.2.1 Composition of Disciplinary Committee

To establish an independent disciplinary committee, each club may appoint one club member to the so-called "DC pool" at the beginning of each season (and no later than September 1).

#### 9.2.2 Initiation of a disciplinary procedure

The Board may appoint a Disciplinary Committee to assess a situation and possible sanctions, which may be imposed as a result of:

- Failure to find an agreement between two teams to reschedule a match (unforeseen circumstances);
- Forfeit due to lack of players to start a game;
- Forfeit due to not providing a 'missing ID';
- Annulment of a match due to absent referees (unforeseen circumstances);
- Another justified reason that comes to the Federation's knowledge.

Members of the Federation can request to initiate a Disciplinary Committee, by means of a:

- Protest form (for clubs);
- Referee report (for referees, always completed in case of a match penalty and 'misconduct before or after the match').

#### Protest form

A club that wants to file a complaint on behalf of one or more of its members can submit a protest form to the Federation. This is applicable in cases:

- Of decisions of the Federation taken according to 9.1. The club responsible of the protesting club submits the form to the Federation by email (info@floorballbelgium.be), no later than three days following the decision including the payment proof of the form processing fee of € 50,0.
- In which rights have allegedly been violated or a decision adversely affecting a participant has allegedly been wrongly issued during a game.

Decisions made by a referee in a game are always final. As a rule, protest forms against such decisions cannot lead to a rematch or the revision of a referee decision. However, the Federation may consider these forms if the referee has undoubtedly made a decision that contradicts the rules (e.g., the Disciplinary Committee might reclassify match penalties in case of a clear error). In case that a team wants to file the complaint, the team official or the team captain must inform the referees, who should add a note of protest to the match record (see Annex VIII: 'Remarkable conditions'). In addition, the club responsible of the protesting team submits the form to the Federation by email (info@floorballbelgium.be), no later than three days following the match, including the payment proof of the form processing fee of € 50,0.

Only forms that are correctly completed and submitted according to the rules will be taken into consideration.

### **Referee report**

A referee report should be prepared when a referee deems certain happenings during league days appropriate for disciplinary investigations. This includes shortcomings, violations or any infractions of the rules or the principles mentioned in Chapter 3.

The completion of a referee report is obligatory in the situations specified in the 'IFF Rules of the game':

- Defects that cannot be repaired during the inspection of the rink before a match (IFF 106.1),
- Incorrect equipment (IFF 409.1), such as sticks, goalkeeper masks, protective goggles, etc.,
- When a team is late after intermission (IFF 605.20),
- Missing chest numbers on player jerseys of a team (IFF 605.25),
- A technical match penalty (IFF 611.1),
- Offences committed before or after the match, which normally lead to a technical match penalty (IFF 611.1), including public critique of the referees during the post-game ceremony speech of the teams' captains. These offences are named 'misconduct before or after the match'.

Whenever a referee deems such a report to be necessary, the referee should also add a note to the match record (see Annex VIII: 'Remarkable conditions'), and inform the party or parties involved in the match that the issue will be reported to the Federation.

The report must specify and describe matters the referee has observed and understood them, at the moment of occurrence. In addition to the description of events, the report must specify the reason why the report was written (e.g., violation of rules), but it must not address any possible disciplinary consequences.

The report should be impartial, clear, brief but accurate, and not attempt to influence the Disciplinary Committee.

The referee report will be submitted to the Federation by email ([info@floorballbelgium.be](mailto:info@floorballbelgium.be)) no later than two days following the match.

### **9.2.3 Procedure**

Upon receipt of a protest form or referee report or another issue that might initiate a Disciplinary Committee, the Federation requests a statement from the parties involved and, when required, statements from others. The deadline for responses is two days after the notification.

The Federation appoints three neutral Disciplinary Committee members selected from the DC pool, whereby 'neutral' means not being affiliated with the club of the parties involved in the issue.

The Disciplinary Committee has broad discretion in assessing the individual elements of a given case to reach a conclusion on the merits of complaints brought to their attention. They will give a reasoned justification for decisions reached.

### **9.2.4 Decision**

The parties involved will be informed of the decision within 30 days after the complaint was filed that caused the start of the Disciplinary Committee.

If the Disciplinary Committee deems a protest form to be justified and decides to take any action and/or to impose a sanction on the guilty party, the processing fee is refunded.

### 9.2.5 Appeal

The sanctioned party can appeal the decision of the Disciplinary Committee. The appeal is submitted to the Federation by email (info@floorballbelgium.be) no later than one week after having received the decision, including the payment fee of the appeal processing fee of € 100,0. An exemption to the deadline might be granted by the Federation if the appellant provides a justified reason.

The Federation may appoint three neutral members for an Appeals Committee, selected from the *DC pool*, who were not already involved in the initial Disciplinary Committee.

The parties involved will be informed of the decision within 30 days after the appeal was filed.

The decision of the Appeals Committee is final. If the Disciplinary Committee deems the appeal to be justified, the processing fee is refunded.

### 9.3 Disciplinary consequences and sanctions

A sanction is enforced without delay after the involved parties have been informed of it by the Federation (by email). The imposed sanction as well as other decisions issued by the Federation, is enforceable regardless any possible appeals. However, the Appeals Committee may interrupt the enforcement of a sanction even before the issue has been resolved. The enforcement of other decisions is decided by the Federation's Board.

Disciplinary consequences and sanctions may include:

- Warning,
- Fine, which can be imposed on clubs only. Only in the context of RDG, fines can be imposed on individuals,
- Suspension from playing, official's duties, refereeing (see General provisions concerning suspension),
- Punitive forfeit, in which case the score is 5-0 to the non-offending team, or another score determined by the Federation that will not benefit the offending team. The forfeit fee is always determined by the Federation or a Disciplinary Committee, except for the forfeit due to an ineligible player (see 9.4.3),
- Annulment of a match and/or rematch,
- Deducting points from a team or expelling a team from the competition.

#### General provisions concerning suspension

Suspension might be temporary (fixed term, e.g., one month) or apply to a certain number of matches:

- Temporary: concerns all leagues and all groups at the same time.
- Suspension from a fixed number of matches: concerns the league or group in which the offence took place, and is valid in all leagues specified in the decision of the Federation or a Disciplinary Committee.

The club of the sanctioned party is responsible for overseeing compliance with the suspension. A breach of the suspension rules leads to further sanctions. Suspended persons may only be in the areas intended for spectators and the public: not on the field and zones reserved for the players, referees, match secretariat members. If a player is suspended for a match or multiple matches by the Disciplinary Committee, the suspension will take place for the match or matches subsequent to the decision, regardless of the scheduling.

## **9.4 Specific issues**

### **9.4.1 Match penalties and 'misconduct before or after the match'**

Match penalties can only be issued by referees during the match. A player or member of the team staff incurring the match penalty will immediately go to the changing rooms and must not take any further part in the match. A match penalty is always followed by a major bench penalty (IFF 611.1 & IFF 613.1), and the team captain chooses a field player who is not already penalised to serve the bench penalty.

- Technical Match penalty (IFF 611.2) leads to suspension for the rest of the match and not lead to any further punishment for the player.
- Match penalty (IFF 613.2) also leads to a suspension from the following match in the same league or group and for all matches in any other league until a Disciplinary Committee has taken a decision. A player with a mixed licence incurring an match penalty will be automatically suspended for the next league day (both possible matches) in the same league or group and for all matches in any other league until a Disciplinary Committee has taken a decision.

Offences committed before or after the match, which normally lead to a match penalty, are reported by means of the referee report, as 'misconduct before or after the match', but no bench penalty is imposed.

A match penalty will always be fined € 25,0. 'Misconduct before or after the match', leading to a Disciplinary Committee, will be fined € 50,0.

### **9.4.2 Other infractions**

Infractions that are not covered above might be punished if reported to the Federation, without having to directly convoke a Disciplinary Committee:

- Consumption of alcohol at the match secretariat: € 25,0;
- Consumption of alcohol as referee while performing referee duties: € 25,0;
- Public shaming and verbal aggression towards a referee or BFF representative: € 50,0;
- Intruding the match secretariat zone as a spectator: € 30,0;
- Intruding the changing room of a team without being a member of the team: € 30,0.

The fines mentioned in this list are minimum amounts. Aggravating factors, such as insults, threats or the use of violence, might lead to further disciplinary consequences and sanctions as determined by the Board or a Disciplinary Committee.

### **9.4.3 Forfeit due to an ineligible player**

A team that participates in a match with an ineligible player will be deemed to have lost the match (forfeit) in which the ineligible player played. If both teams use one or several ineligible players during a match, the match shall be double-forfeited. The player's club will be fined € 25,0, and the organising club € 25,0.

The final score of a match can only be altered if the violation is detected:

- Within 30 days of the match (during the regular season) and the latest seven days before the start of the postseason.
- Within seven days following the postseason matches.

## 10 SPECIFIC RULES

### 10.1 Postseason matches

The first-ranked team in the first division of the Adults and the Women's League choose to play either the third or the fourth-ranked team of its league in the D1 playoffs semi-final.

### 10.2 Postseason matches and replays game time

Game time will be effective for all postseason matches and the replays.

#### Extra time and penalties

If matches that have to be decided end in a tie:

- In case of postseason matches and replays: the game is extended with a limited ten-minute extra time. There is an intermission of two minutes between the actual game time and the extra time, but no changing of ends takes place. The extra time is effective time. The first goal acceptably scored in the extra time ends the game (sudden-death principle). If no goal is scored during the extra time, the match shall be decided by penalty shots.

### 10.3 U13 girls, U13 and U16

As an exception, the following IFF Rule will not be applied in the U13 girls, U13 and U16 Leagues: *'a player marked as goalkeeper must not participate as a field player, with a stick, during the same match'*.

The 'goalie-player' change must:

- Happen without losing time.
- Be noted correctly on the match record by the match secretariat.

### 10.4 Small field

U8, U10 and U13 girls matches are played on a small field.

The IFF Rules are applicable, besides the exceptions described below:

	U8 and U10	U13 girls
Goalkeeper	No goalkeeper: Goalkeeper rules are not applicable.	Goalkeeper: Goalkeeper rules are applicable.
Rink	The goal area measures 0.9 m x 1.9 m and is marked 1.8 m from the short rink sides. The goal cage measures 0.6 m (height), 0.9 m (width) and 0.5 m (depth).	The goal area measures 3 m x 4.5 m and is marked 2.35 m from the short rink sides. The goal cage measures 1.15 m (height) and 1.6 m (width).
	The goal creases are rectangular and centred in relation to the long rink sides.	
	The rectangular rink is 27 m (length) x 15 m (width) enclosed by a board with rounded corners. The smallest rink permissible is 25 m x 14 m.	
	Substitution zones with a length of 6 m must be marked along one of the long rink sides, 5 m from the centre-line, and include players' benches. The substitution zones must be marked on both sides of the board.	

	<p>The width of the substitution zones must not exceed 3 m, measured from the board.</p> <p>The players' benches are placed at an appropriate distance from the board.</p>
Rules of the game	<p>All players, except those taking the face-off, must immediately, without a summons from the referees, take a position at least 2 m from the ball, sticks included.</p> <p>Before a face-off, it is the referees' responsibility to ensure that the teams are ready and that all players have taken position.</p>
	<p>A hit-in is taken from where the ball leaves the rink, 1 m from the board, but never behind the imaginary extensions of the goal lines.</p> <p>The opponents immediately, without a summons from the referees, take a position at least 2 m from the ball, sticks included.</p>
	<p>The free-hit is taken where the offence was committed, but never behind the imaginary extensions of the goal lines, or closer to the goalkeeper areas than 2.5 m.</p>
	<p>Not more than one bench penalty per team may be issued simultaneously.</p>

# 11 ANNEXES

## 11.1 Annex I: Divisions overview

Adults and Women's Leagues								
Total # teams	Teams in D1	Teams in D2	Teams in D3 (Group A)	Teams in D3 (Group B)	Teams in D4 (Group A)	Teams in D4 (Group B)	Promotion/ Relegation playoffs	Regionalisation
11	All	/	/	/	/	/	No	/
12	6	6	/	/	/	/	Yes	/
13	7	6	/	/	/	/	Yes	/
14	7	7	/	/	/	/	Yes	/
15	8	7	/	/	/	/	Yes	/
16	8	8	/	/	/	/	Yes	/
17	9	8	/	/	/	/	Yes	/
18	9	9	/	/	/	/	Yes	/
19	7	6	6	/	/	/	Yes	/
20	7	7	6	/	/	/	Yes	/
21	7	7	7	/	/	/	Yes	/
22	8	7	7	/	/	/	Yes	/
23	8	8	7	/	/	/	Yes	/
24	8	8	8	/	/	/	Yes	/
25	9	8	8	/	/	/	Yes	/
26	9	9	8	/	/	/	Yes	/
27	9	9	9	/	/	/	Yes	/
28	8	8	6	6	/	/	Yes	Yes
29	9	8	6	6	/	/	Yes	Yes
30	9	9	6	6	/	/	Yes	Yes
31	9	9	7	6	/	/	Yes	Yes
32	9	9	7	7	/	/	Yes	Yes
33	9	9	8	7	/	/	Yes	Yes
34	9	9	8	8	/	/	Yes	Yes
35	9	8	9	/	6	6	Yes	Yes
36	9	9	6	/	6	6	Yes	Yes
37	9	9	7	/	6	6	Yes	Yes
38	9	9	7	/	7	6	Yes	Yes
39	9	9	7	/	7	7	Yes	Yes
40	9	9	8	/	7	7	Yes	Yes



## 11.2 Annex II: Qualification games

To determine the D3 ranking in case of regionalisation, qualification games are played among teams of D3 West and D3 East (rank 1 and 2, rank 3 and 4, rank 5 and 6 etc.).

- Qualification games, day 1:
  - Q1 game: First-ranked D3 West vs. second-ranked D3 East;
  - Q2 game: First-ranked D3 East vs. second-ranked D3 West;
  - Q3 game: Third-ranked D3 West vs. fourth-ranked D3 East;
  - Q4 game: Third-ranked D3 East vs. fourth-ranked D3 West;
  - Etc.
- Qualification games, day 2:
  - Winner Q1 vs. winner Q2. The winner will be ranked first in the D3 ranking (and promotes to D2). The loser will be ranked second in the D3 ranking (and plays the D2/D3 playoffs).
  - Loser Q1 vs. loser Q2. The winner will be ranked third in the D3 ranking (and plays the D2/D3 playoffs). The loser will be ranked fourth in the D3 ranking (and does not qualify for the playoffs).
  - Winner Q3 vs. winner Q4. The winner will be ranked fifth in the D3 ranking. The loser will be ranked sixth in the D3 ranking.
  - Loser Q3 vs. loser Q4. The winner will be ranked seventh in the D3 ranking. The lower will be ranked eighth in the D3 ranking).
  - Etc.

If regional groups of 6 vs. 7: no match for the last ranked of the regional group with the uneven number of teams.

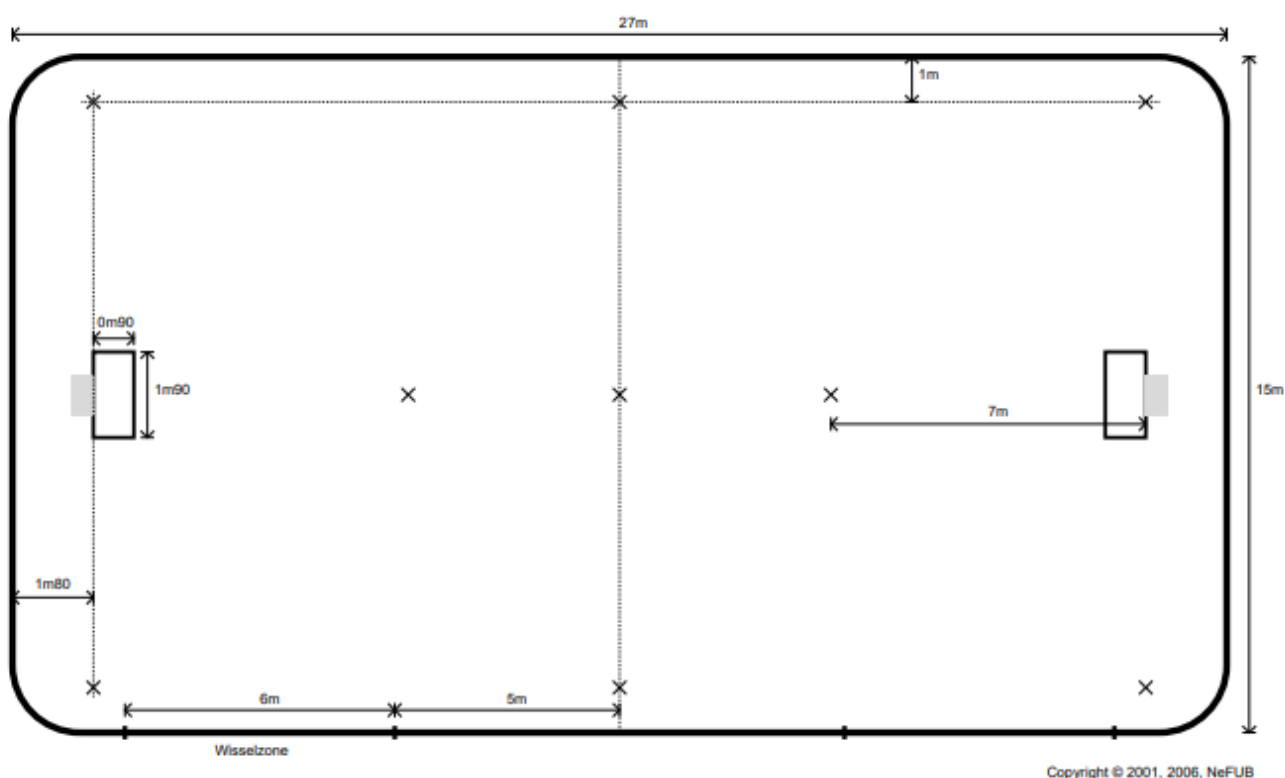
If regional groups of 7 vs. 7: seventh-ranked D3 West vs. seventh-ranked D3 East (only one match).

## 11.3 Annex III: Match timing overview

Before the start of the game	What should be done
30 minutes	Organising club must be done placing and marking the board, goal cages, goal creases, goal lines, goalkeeper areas, face-off dots, centre spot, central line and substitution zones.
20 minutes	One match secretariat member must be present around the match secretariat area.
15 minutes	Both participating teams must complete the 'players list' on the online match record and sign.
15 minutes	The referee(s) must be present at the venue.

Infractions must be reported to the Federation

#### 11.4 Annex IV: Dimensions small field - without keeper (U8 & U10)



#### 11.5 Annex V: Items at the match secretariat

##### Mandatory items at match secretariat

- PDF download of the licensed players' list and licensed referees' list
- League schedule
- BFF Rules (Edition 2023/24)
- IFF Rules of game (Edition 01/07/2022)

The four above-mentioned documents can be retrieved via the My Floorball Belgium App. No paper version required.

- Sufficient paper BFF match records (one per match) in case of a connection problem and be retrieved via the My Floorball Belgium App
- Sufficient paper ID reports
- 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 organising club shall be fined € 10,0 for each infraction.

### **11.6 Annex VI: Paper BFF match record**

Only in case of connection issues, the organising club must switch to the paper match record (version 2023-2024, printed recto verso).

The organising club is in charge of:

- Ensuring that the match record is completely filled in;
- Ensuring that the responsible of each team, (both) referee(s) and the match secretary have signed the match record;
- Encoding of the scores in the My Floorball Belgium App. This should be completed by the end of the day of the league match(es), by midnight; for example:
  - For matches on Saturday, the deadline is the same Saturday by 11:59 pm;
  - For matches on Sunday, the deadline is the same Sunday by 11:59 pm.
- Uploading the scan(s) of the match record(s) in the My Floorball Belgium App.

The organising club shall be fined € 50,0 if the conditions above are not met.

## 11.7 Annex VII: Match secretariat and referees' responsibilities

During matches, the match secretariat and referees cooperate closely and under mutual control to ensure that the match goes as smoothly as possible and to prevent problems of any type.

	Match secretariat	Referees
Pregame	Complete the following information in the match record, such as the names of the match secretary and referees.	Check that the information is listed correctly, including the first signature of the participating teams.
	Check the players' lists on the match record against the official licensed players' list and the identification documents of the players before the game. If a player cannot present any identification document, the match secretariat must fill in the EI report.	Check all players with the match record against their identification documents and verify that all players present on the field are listed correctly on the match record and confirmed with the signature of the team official.
	Correct the defects.	Inspect the rink and the goal (nets) and ensure that defects are corrected.
During game	The match secretariat lists the following information in the match record in cooperation with the referees. The referees must express clearly the match events: <ul style="list-style-type: none"> <li>• Goals with their respective codes, players who scored the goals and players who assisted each goal's scorers;</li> <li>• Penalties with their respective codes;</li> <li>• Penalty shots and missed penalty shots;</li> <li>• Time-outs;</li> <li>• Time (minutes and seconds) of the match events mentioned above.</li> </ul>	
	Take care of the time administration (including the correct supervision of penalties) and maintain the rink in a proper condition for playing.	Manage the game.
	Compile goalie-specific statistics (in all leagues except U8, U10, U13 girls). The guide can be retrieved via the My Floorball Belgium App.	
Postgame	List the MVP of the match in the match record.	<p>Check that everything is correctly completed, including the MVPs, and that no information is missing, including the second signature of the team officials.</p> <p>If a match penalty has been imposed, notes must be added to the match record.</p> <p>If there are remarkable conditions notes must be added to the match record.</p> <p>Sign the match record.</p>

The organising club needs to ensure that the online match record is completely filled in.

Each infraction shall be fined € 5,0 with a maximum of € 25,0. In case of issue, but not communicated to the Federation (via email or the My Floorball Belgium App), the fines are applicable anyways.

### 11.8 Annex VIII: 'Remarkable conditions'

When applicable, only the match secretariat members and/or referees should add a note of 'Remarkable conditions' to the match record. The remark must be mentioned in the notes section of the online match record.

Notification on the match record	Match secretariat	Referee	Form or report
Missing ID of a player	Yes	No	Match secretariat
Absent referee(s) of a club	Yes	No	/
Late start of a game	No	Yes	/
Captain and goalie change (player number and time)	Yes	No	/
Defects that cannot be repaired during the inspection of the rink before a match (IFF 106.1)	No	Yes	Referee
Incorrect equipment (IFF 409.1)	No	Yes	Referee
When a team is late after intermission (IFF 605.20)	No	Yes	Referee
Missing chest numbers on player jerseys of a team (IFF 605.25)	No	Yes	Referee
If an allowed goal is incorrect (IFF 701.2)	No	Yes	Referee
Match penalty (IFF 611.1 & IFF 613.1)	No	Yes	Referee
Misconduct after the match	No	Yes	Referee
Protest submitted by a match participant	No	Yes	Protest

### 11.9 Annex IX: Payments

In case of unsettled payments:

- Two weeks after the due date of the payment, the club will receive a payment reminder and is not allowed to make additional player registrations;.
- Four weeks after the due date of the payment, the club will receive a penalty fine of € 25,0 for unsettled payments.

If the unsettled payments include a player registration fee, the player concerned will be suspended until the settlement of the fee. If several players were registered at the same time, all players registered at that date will be suspended. The suspension(s) will be communicated by email. In case of unsettled payments, clubs will not be able to make club and team registrations for the upcoming season.

If a national team player has unsettled payments, the player concerned will be suspended from national competitions until the open payment is settled.