



EENDRACHT MAAKT MACHT
L'UNION FAIT LA FORCE

BELGIAN FLOORBALL FEDERATION

Competition Rules

Season 2020/21

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1 PREFACE

The competition 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 2020/21. Specific exceptions for this season are referred to below and are a consequence of the COVID-19 pandemic.

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 shall observe these regulations. 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.

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

The Federation Board has appointed five permanent committees:

- Rules and Competition Committee
- Referee Committee
- National Teams Committee
- Marketing Committee
- Athletes' 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 01/07/2018). Certain exceptions applicable in Belgium are outlined further on in these regulations. Furthermore, 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 and those involved in the National Teams. The BFF makes decisions concerning National Team activities. The Federation Board and the National Teams Committee select the staff of the National Teams. The Board separately confirms the list of persons participating in an international competition or game as members of the National Team.

The BFF web app my.floorballbelgium.be is available for the members of the Federation and has two main sections: the first is available for the club responsible, used for player registration, downloading the licensed players lists, encoding matches and more. The second section is also available to players and referees, comprising useful documents such as league files, referee reports, insurance forms that can be downloaded.

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

Glossary

Club	The Federation's member organisation, composed of teams.
Cup	The Cup is played in addition to the Adults competition, as a single-elimination tournament.
Federation	For the purpose of these rules, the term 'Federation' refers to the BFF and its Board.
Forfeit	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.
League Day	<p>A League Day is a day on which multiple matches are played by several teams at the same venue.</p> <p>The matches of a League Day are organised during weekends, but rescheduled matches can be played on any day and any time of the week.</p> <p>A League Day never starts earlier than 9 am and the last match of the League Day is never scheduled later than 6 pm (except with the explicit agreement of the concerned teams). Exceptions are League Days played on Saturdays (Women's and Adults League), during which matches are never scheduled to start later than 8 pm.</p>
Match	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.
Match record	The Federation provides the match record, which must be completed during official League matches. Participating teams and the match secretariat complete the match record, and the referees 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.
Organising club	Host and organiser of the League Day.
Participating team	Team players and team officials participating in a match at a League Day. 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.
Player licence	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.

Referee licence

The referee licence gives a player 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.

Season

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

In case of the Junior Leagues, it is composed of one single round.

In case of the Adults and Women's League, it is composed of two rounds: Round 1 and Round 2. When mentioning round, rounds, first and second rounds, without further specification, it will always refer to the rounds of the Adults and Women's League.

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.

2 ETHICAL PRINCIPLES

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

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.

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.

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.

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.

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.

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.

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.

3 ORGANISATION OF THE LEAGUES

3.1 Competition and Leagues

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

The Juniors 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.

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 3.3), 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 even.

3.2 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.

The Cup is played in addition to the Adults competition, as a single-elimination tournament in which the loser of each match is immediately eliminated from the tournament. The rules applicable to the Adults League are therefore also applicable to the Cup (with some exceptions, see 9.1).

3.3 Structure

3.3.1 Junior competition

The Junior Leagues play one single round, meaning that the teams play each other only once.

Top-bottom games (regionalised Leagues)

A Junior League will be regionalised if at least 12 teams register. In both regional groups (East–West), the teams will play each other once. Afterwards, 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'. With an uneven number of teams in the League, the top-ranked group will have one team more than the other.

3.3.2 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):

- 1 Division (D1) if 11 or fewer teams register;
- 2 Divisions (D1 and D2) if at least 12 teams register;
- 3 Divisions (D1, D2 and D3) if at least 25 teams register.

Playoffs and qualification games

In the postseason, 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 each League. Based on the final rankings of the regional groups (East–West), at the end of the regular season, 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.

3.4 League standings

3.4.1 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.

3.4.2 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:
 - a) Points from mutual games;
 - b) Mutual games won;
 - c) Goal difference of mutual games;
 - d) Goals scored in mutual games;
 - e) Goals conceded in mutual games.
4. 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.

3.4.3 Final ranking (postseason)

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

3.5 Trophies

The title of Belgian champion is awarded in all Leagues. 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.

3.6 Top scorers

During the season, the goals and assists scored per League, division and the Cup will be listed: 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 and the Cup 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 PARTICIPATION IN THE LEAGUES

4.1 Club registration

Clubs must register by 1 May 2020. The club registration fee is €300. New clubs are exempted from this fee during their first season.

4.2 Team registration

Clubs must register their teams for the Federation's competitions by 1 May 2020.

The registration fee for the first team is free. The registration fee of each additional team is €200. The registration of U8, U10 and U13 girls teams is free.

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

Adults and Women

In the competitive season 2020/21, the teams are exceptionally categorised in principle according to the team's performance in the season 2018/19 and, where applicable, according to the Board's decision. Under normal circumstances, however, teams are categorised in the respective division according to the team's performance in the previous season (see 3.4):

- 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 competitive season 2020/21, this request should be submitted by 16 April 2020. Under normal circumstances, such a request should be made at the latest two weeks after the playoffs finals. 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.

4.3 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 4.3.1);
2. Valid player licence and insurance (see 4.3.2);
3. Valid national or international transfer (if applicable; see 4.4);
4. No suspension from playing or competing.

Licensed players lists

The players who are eligible to compete in an official match are listed in the so-called licensed players lists.

4.3.1 Age

The age of a player determines in which League they can compete during the 2020/21 season:

Year of birth	Junior Leagues	
2013, 2014	U8	+U10
2011, 2012	U10	+U13
2008, 2009, 2010	U13, U13 girls	+U16
2005, 2006, 2007	U16	+U19
2002, 2003, 2004	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, Cup	

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 2008, 2009 or 2010.

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

There are two exceptions:

- Girls born in 2007 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 2004 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.

4.3.2 Player licence and insurance

The modalities with regard to player registration are provided before the start of the season 2020/21. Players must be insured with the Federation and licensed for each individual team they play for. However, the player registration is applicable only once per player, regardless the number of teams of the same club in which a player competes.

Player registration fee

The player registration fee is determined at €47 per player (€40 for the licence + €7 for the insurance).

There are two exceptions:

- The licence fee will not be applied to players in registered teams in which six or fewer matches are played per season. However, if a player is registered for a League where a licence is not applicable (six or fewer matches), but the player also plays for a League where the licence fee is applicable, the regular licence fee must be paid for the registration to the League in which the fee is applicable.
- In specific Junior Leagues (U8, U10, U13 girls—playing on a small field), the registration fee is €27 per player (€20 for the licence + €7 for the insurance) if more than seven teams register for the League.

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 Day if a player wants to participate in an official match, for example:

- For matches on Saturday, the deadline is on the preceding Tuesday by 23:59;
- For matches on Sunday, the deadline is on the preceding Wednesday by 23:59.

For the registration deadlines in case of rescheduled matches, and therefore the applicable licensed players lists, see 5.2.1.

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.

For instance, in a club with 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 price for the mixed licence is €25, to be paid in addition to the regular licence fee. The same deadline as mentioned above applies for mixed licences.

The lower-ranked teams can each request at most five mixed licences in the course of the season. Any changes to the mixed licensing of players may be requested between the rounds, i.e., during the period of the National transfers between rounds (see 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.

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 although the club does not have to pay the insurance fee again.

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.

4.4 Transfers

4.4.1 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.

4.4.2 Adults and Women's League

Adults and Women's League players need to request a transfer if they want to change clubs between seasons or rounds. Once the transfer is validated by the Federation upon the receipt of the BFF transfer form, 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 2019/20

- **Until 30 June 2020**

Players may transfer without the authorisation of the giving club until 30 June 2020.

- **1 July 2020 to one week before the start of the season 2020/21**

Players may only transfer with the authorisation of the giving club between 1 July 2020 and one week before the first League Day of the season 2020/21.

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.
- Every change to the mixed licences in this period again costs €25; the number of mixed licences in any lower-ranked team may not exceed five players.

4.4.3 Free agents

Players who were not licensed with a team during the previous season do not need to place a transfer request when registering with a new club.

Players who were licensed with a team during the previous season and did not register with the same club at the start of the new season, have to be on the transfer list 2020/21 to play for a new club at any time in the first round of 2020/21. If players in this situation want to register with a new club for the second round, the transfer request is not needed.

4.4.4 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.

5 LEAGUE SCHEDULE, RESCHEDULING AND FORFEITS

5.1 League schedule

The modalities with regard to the calendar 2020/21 are provided end-May 2020.

5.1.1 Booking of regular season matches

The booking procedure of matches starts at the beginning of May 2020.

On a 'first come, first served' basis, clubs can communicate on which day they would like to organise matches among the dates available in the draft of the calendar. Each club can book matches to organise, per team that they registered for a League. Some booking restrictions to the bookings will apply between 4 May and 15 July 2020, but starting from 16 July, booking without restrictions will apply, in order to ensure that all matches of the regular season 2020/21 will be covered.

The applications for the organisation of all Cup matches must be announced before the first Cup matches of the season take place, otherwise the Cup will be cancelled.

5.1.2 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, the possibility to play on a normal-size field, see 6.1.1).

5.1.3 Time schedule

When booking a League Day, organising clubs have to communicate the correct time schedule. They have to foresee the possibility of a 30-minute warming up before the start of the first match of the League Day.

The League schedule will be published on 31 August, including the times and venues of the official League matches that were confirmed so far.

5.1.4 Constraints to the booking

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 2020, a €50 penalty fee will be applied. In case an organiser changes the timing schedule less than one month before the League Day, a Disciplinary Committee will decide the consequences.
- If a club decides to cancel the booking of a League Day after 31 August 2020, a €150 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 6.1.1), a €150 penalty fine will be applied.

5.2 Rescheduling

The matches must be played according to the confirmed schedule. Matches can be rescheduled, but a few constraints are applicable:

- All rescheduled matches need to be played after the first League Day of the season and before or on the last League Day of the season. Furthermore, there is an additional time constraint applicable to the Adults and Women's League, where Leagues function in rounds:
 - Rescheduled matches of Round 1 2019/20 must be played before 31 December 2020.
 - Rescheduled matches of Round 2 2019/20 must be played after 31 December 2020.
- A team cannot play more than one match per League Day.
- Matches between two teams of the same club can be rescheduled, but have to be played before the next League Day.
- Postseason matches, Cup semi-finals and finals cannot be rescheduled due to foreseen circumstances.
- A rescheduled match does not exempt referees from refereeing other matches on the original date they or their club were nominated to referee.

5.2.1 Foreseen circumstances

If a team wants to reschedule a match, it needs to send a rescheduling request to the Federation by email, 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 one month in advance of the original match date.

Expenses

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

- A €25 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.

5.2.2 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.

5.2.3 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 one month before the League Day. The Federation must validate the change, the fee of which is €10. 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.

5.3 Forfeits by clubs

Announced forfeits must be submitted by clubs to the Federation by email 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.
- **Announced less than 48 hours before the start of the League match:** two times the League participation fee plus a penalty fee of €200.
- **Unannounced forfeit:** two times the League participation fee plus a penalty fee of €500.

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

5.3.1 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.

5.3.2 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.

5.3.3 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.

6 OFFICIAL LEAGUE MATCHES

6.1 Features

6.1.1 Field dimensions

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

	Field size	Goal cage
U8, U10	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, Cup	Normal field: 40 m x 20 m Minimum: 36 m x 18 m	Large (1,15 m x 1,6 m)

6.1.2 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
Cup semi-finals and finals Postseason matches	3 periods x 20'	10'	Full game time

6.1.3 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, Cup	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 the opposing teams, and if it does not affect the other matches of the League Day. The offending club will be fined €25.
- 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 shall be declared by the referees.

6.2 Match equipment

6.2.1 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. Every team member must wear either shorts, skirts or dresses.

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 shall visibly wear an armband on the arm. Tape is not allowed as an armband.
- 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. The back figures must be at least 200 mm high and the chest figures at least 70 mm high. The jerseys may carry any number between 1 and 99 inclusive, but number 1 is reserved for goalkeepers.

6.2.2 Mandatory protective eyewear

All field players in the U8, U10, U13, U13 girls Leagues and field players in the U16 League (born in 2006 and 2007), 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.

6.2.3 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 'Remarkable conditions' section of the match record (see Annex VI: 'Remarkable conditions').

6.3 Organising a match

The organising club's responsibilities:

- Setting up and dismantling the rink.
- 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 on 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 the administrating authority, 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 and provide the match secretariat with all the items necessary for their responsibilities (see Annex III: Items at the match secretariat).
- Send the results of the matches to the Federation (see 6.6).

6.4 Match secretariat

With regard to the match secretariat:

- It must comprise a minimum of 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.

The match secretariat shall always be neutral and responsible for the licensed players list and match record:

- **Licensed players list:**

Only players fulfilling the eligibility to play criteria shall be allowed to participate in the match. If these conditions are not met for a player, and the player is nonetheless on the match record:

 - Before the game: the referees shall inform the teams that the player is not allowed to play.
 - During or 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.
- **Match record:**

The most recent version provided by the Federation and printed recto verso.

The organising club shall be fined €5 per incomplete, wrongly filled in, or damaged match record.

If an incorrect, damaged or wrongly printed match record was filled in by the participating teams (with regard to the 'players list' section), the match secretariat is entitled to refuse this version, and may allow the participating teams to complete a correct version of the match record.

The other responsibilities of the match secretariat with regard to the match are mentioned in Annex V: Match secretariat and referees' responsibilities.

6.5 Participating in a match

6.5.1 Players list

Both participating teams must provide the match secretariat with the completed 'players list' section of the match record and the corresponding signature no later than 15 minutes before the official start of a game.

The 'players list' section of the match record must contain the following information:

- Full name of the team.
- Each player's full name, date of birth, listed one per row in numerical order.
- Indication of which of the players is the captain and who is/are the goalkeeper(s).
- The official(s) full name, including the signature of the first official.

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

- A maximum of 20 players per team can be noted. Exception: U8 and U10 League (14 players), U13 girls (15 players).
- A maximum of five officials per team can be noted.
- In the Junior Leagues team official 1 might not be listed as a player (except for the U19 League). At least one team official must be 18 years old.

Official 1 of each team must check that the players and officials are listed correctly and sign the match record to confirm the correctness of the players. No further changes are permitted with regard to the players list after the signature of the players list on the match record, with the exception of 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, and did not show up, see below. These changes are only possible under the supervision of the referees.

A player or official listed in the match record is considered to have participated in the match. Only those 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).

A player not listed in the match record must not play, and officials not listed in the match record must not participate in the match.

Electronic completion of the players list

Electronically entering players on the match record is admissible only in so far as the completed match record is sent to the opposing team four days prior to the match. The opposing team must complete the match record with the list of its players and send it back to the proposing team two days after having received it. The proposing team then prints the match record and brings it to the League Day. If the opposing team does not reply to the offer, the proposing team can print the match record with only its own part completed. If both teams bring a match record with only their part completed, the away team has to complete the home team's match record manually.

Players arriving after the start of the match

In case of delays of players for a match, the players must be listed on the match record before team official 1 signs the players list, otherwise the player shall not be 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 of the match secretariat, 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 cross the name from the match record.

6.5.2 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).

If a player forgets his/her identification document, the player will be allowed to play after signing on the back of the match record (see Annex VI: 'Remarkable conditions'). The player's club will be fined €10 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 to the Federation; otherwise, they will lose the game retroactively by forfeit.

6.5.3 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	€35
U13	€40
U16	€45
U19, Women, Adults, Cup	€50
Cup semi-finals and finals, postseason matches	€75

6.6 Results

The organising club is in charge of:

- Sending the final results of the games—including the scores per period—by email or by SMS to the Federation at the latest two hours after the last game.
- Sending a scan of the match records of games taking place during the weekend: by email to the Federation at the latest two days after the match, by midnight.
- Encoding of the game results on the BFF app. This should be completed one day after the match or League Day, by midnight; for example:
 - For matches on Saturday, the deadline is Sunday by 23:59;
 - For matches on Sunday, the deadline is Monday by 23:59.
- Handing 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 the Federation by regular mail.

Each infraction shall be fined €50.

7 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.

7.1 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.

7.2 Eligibility to referee

A match shall be 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:

1. 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.

2. 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.

3. 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.

4. No suspension from playing, competing or refereeing

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

7.3 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, Cup finals
B Licence	D2 and below, D1 exceptionally ¹ , Cup
C Licence	Women, D3 and below, D2 exceptionally ¹ , Cup
New Licence	All Juniors competitions

7.4 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.

7.4.1 Referee courses and exam (knowledge of the rules)

The Federation organises several referee courses in September. 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.

Candidates must choose which level of the theory exam they wish to sit when registering for the referee course, irrespective of the licence type they held in the preceding season:

- For an A- or B-level Licence type (advanced course): those who are eligible for an A or a B Licence.
- For a C-level or New Licence type (beginners course): 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 want 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 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.

¹ Exceptionally defined as:

- Lack of referees with the appropriate licence;
- C Licence referee who wants to promote to a B Licence in Round 2;
- Licence promotion game (presence of observer, see 7.4.3);
- Or any exceptions defined by the Federation's Referee Committee.

All exceptions must be approved by the Referee Committee.

7.4.2 Classification (experience)

Depending on their practical experience in the preceding season, referees who have successfully taken a theory exam will be classified into one Licence type:

Licence type	Required practical experience (past)	Requirement
A Licence	At least eight matches, of which at least four in the Adults League in the past season.	Successful in the A- or B-level theory exam.
B Licence	At least four matches, of which at least two in D3 in the past round.	
C Licence	At least four matches, of which at least three in U13 and higher, in any round in any season.	Successful in the C- or D-level theory exam.
New Licence	No past experience.	

Optional support for new referees

On a voluntary basis, new referees can ask support from RDG for the first matches to referee.

7.4.3 Promotion (practical skills and experience)

Promotion, the upgrade to a higher licence, is awarded based on the number of matches refereed per round of the current season:

From New to C Licence	After refereeing four matches, of which at least three in U13 and higher. Promotion is automatic.
From C to B Licence	After one round with a C Licence and after refereeing four matches, of which at least two in D3. Promotion upon request.
From B to A Licence	After one round with a B Licence and after refereeing six matches, of which at least two in D2. Promotion upon request at the beginning of a round and with the approval of an observer during a Licence promotion match.

Promotion upon request: by email to referees@floorballbelgium.be by the referee. If applicable, the promotion will be enforced at the start of the new round.

Change-over from 2019/20 to 2020/21

New and C Licence	The system above will be directly applicable.
From B to A Licence	The system above will be directly applicable, but during Round 1 2020/21, the necessary six matches for promotion can also be done in D1.
A Licence	With a successful A- or B-level theory exam 2020/21, keep A Licence. During Round 1 2020/21, also B Licence referees can referee D1, during Round 2 2020/21, only A Licence referees.

The change-over period to the new system lasts until the end of Round 1 2020/21.

7.5 Number of referees

A club needs at least four referees with valid licences per team that is registered in the Adults League²:

- 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.

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, but one of them must be female.

If a club provides RDG referees (fulfilling the definition of RDG referees, see 7.1): one active RDG referee counts as two club referees.

Missing referees

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

- €250 for only three referees;
- €500 for only two referees;
- €1,000 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 per missing A-referee. The count of referees will be done at the beginning of Round 2 2020/21.

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 per League and per round applies.

7.6 Referee nominations

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

- Club referee nominations (personal³ and non-personal⁴ 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 the Cup or any high-stake games, etc.). They are updated on the website.

² A club with multiple Adults League teams must inform the Federation at the beginning of the season with which Adults League team their referees are linked.

³ Personal referee nominations: a specific person is nominated to referee.

⁴ Club nominations: a club is nominated to attribute their referee(s).

7.6.1 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 before the match, otherwise the arrangement shall be considered as 'absent referees' (see 7.7).

7.6.2 Club referee nominations (personal)

Changes in the nominations 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 penalty fine per referee if the Federation is not informed according to the above modalities.
- €10 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 7.7).

Changes in the nominations 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.

7.6.3 RDG Referee nominations

Changes in the nominations

In case an RDG referee cannot attend a match at an announced date, the referee must immediately inform the Federation about this 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) and must send an explanation for the absence to the Federation. If this happens twice per round, the referee may be suspended from the RDG activities.

7.7 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 Juniors 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, 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 'Remarkable conditions' section of the match record.

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 2020/21, the following penalty fees will be applied per referee:

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

RDG referees

In case of unannounced absence even though there was a reminder from the Federation: €25 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.

7.8 Practical considerations

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

7.8.1 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. The Federation's shirt is available in red, yellow, and grey. Referees may choose in which of these three 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 are provided by Unihoc-Renew and can

be ordered via the Federation. An involuntary infraction will lead to an administrative fine of €25. 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 the stick to the game. Any infraction will lead to a fine of €10.

7.8.2 Referee identification and timing

A team of organising club has the right to request to see the identification document (i.e., ID card, passport, driver's licence, student card or another official document that mentions the referee's name and has a photo) of a referee before a game. Any infraction will lead to a fine of €50.

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. 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.

7.8.3 Referee compensation

The organising club pays the referees after the game:

League	Compensation per match	
	Non RDG	RDG
U8, U10, U13 girls, U13	€10	€10 + travel compensation
U16	€15	€15 + travel compensation
U19, Women, D1, D2, D3, Cup	€20	€20 + travel compensation
Qualifications games, Cup semi-finals, finals	€25 + travel compensation	
Playoffs finals	€30 + travel compensation	

The travel compensation is reimbursed by the Federation (not in the case of rescheduled matches):

- 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.

7.8.4 Seminars

Besides the referee course that each referee has to attend at the beginning of the season (see 7.4.1), at least two more referee seminars will be organised per season. RDG referees and observers should attend at least one of the two additional seminars per season. Club referees can attend these additional seminars as well.

7.9 Observers

Observers support RDG referees during League Days.

Criteria to be an observer:

- At least three years' proven floorball-related activity.
- A referee licence in the season 2020/21.
- Attendance at a seminar at the beginning of the season 2020/21.
- Minimum availability: two League Days per round.

Tasks:

- Observe at least two matches per League Day.
- Fill in the 'BFF Observer Reports' and send them to the referee and the Federation within one week after the observation.
- Fill in the 'League Day Organisation Checklist' about the organising club.

Observers are paid maximum €34 per day and a travel compensation €0,30 per kilometre if they fulfil the tasks above.

8 DISCIPLINARY ISSUES, COMMITTEES AND APPEALS

8.1 Discipline and infractions

The Board of the Federation 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 the Federation's rules;
- Misleads or attempts to mislead the IFF, the Federation or a member of the Federation;
- Has been expelled or withdrew from a League.

8.2 Disciplinary Committee

8.2.1 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.

The parties involved in a match can request to initiate a Disciplinary Committee, by means of a:

- Protest form (for clubs of an affected player or team);
- Referee report (for referees, always completed in cases of match penalties 3 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 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 might reclassify match penalties in case of a clear error).

In case that a team wants to file the complaint, the team official 1 or the team captain must inform the referees, who should add a note of protest to the reverse of the match record. The club responsible of the protesting team will submit the form to the Federation by email, no later than two days following the match, including the payment proof of the form processing fee of €50. 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 2.

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 410.1), such as sticks, goalie masks, protective goggles, etc.,
- When a team is late after intermission (IFF 605.21),
- Missing chest numbers on player jerseys of a team (IFF 605.25),
- A match penalty 3 (IFF 611.1),
- Offences committed before or after the match, which normally lead to a match penalty (IFF 611.1), including public critique of the referees during the post-game ceremony speech of the teams' captains. These offences will be 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 'Remarkable conditions' section of the match record, 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 no later than two days following the match.

8.2.2 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, whereby 'neutral' means not being affiliated with the club of the parties involved in the issue.

The 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.

8.2.3 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.

8.2.4 Appeal

The sanctioned party can appeal the decision of the Disciplinary Committee. The appeal is submitted to the Federation by email no later than one week after having received the decision, including the payment fee of the appeal processing fee of €100. 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, 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.

8.3 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 Board of the Federation.

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 8.4.3),
- 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.

8.4 Specific issues

8.4.1 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 five-minute penalty, and the team captain chooses a field player who is not already penalised to serve the bench penalty.

- Match penalty 1 (MP1) leads to suspension for the rest of the match and not lead to any further punishment for the player.
- Match penalty 2 (MP2) also leads to a suspension from the following match in the same League or group. A player with a mixed licence incurring an MP2 will be automatically suspended for the next League Day (both possible matches) in the same League or group.
- Match penalty 3 (MP3) 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 MP3 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 1, 2 or 3 will always be fined €25. 'Misconduct before or after the match', leading to a Disciplinary Committee, will be fined €50.

8.4.2 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;
- Consumption of alcohol as referee while performing referee duties: €25;
- Public shaming and verbal aggression towards a referee or BFF representative: €50;
- Intruding the match secretariat zone as a spectator: €30;
- Intruding the changing room of a team without being a member of the team: €30.

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.

8.4.3 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, and the organising club €25.

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.

9 SPECIFIC RULES

9.1 Cup

In terms of the draw, the best Adults League teams of the previous season, see 4.2, will not play during the first stage of the Cup. The exact number of teams not playing in the first stage depends on the total number of registered teams for the Cup. However, if exactly 8, 16 or 32 teams are registered for the Cup, all teams will play in the first stage.

Team registration and player registration

The team registration has to be submitted together with the regular registration of the team for the regular competition. Only teams that have signed up for the Adults League can sign up for the Cup. There is no extra registration fee for the Cup.

At the moment of registration, clubs with multiple teams in the Adults League communicate which of their Adults team(s) want(s) to participate in the Cup.

The club can also choose to merge two or more teams for the Cup. In case a club has three teams, the following applies:

- The A, B and C teams can be merged.
- The A and B teams can be merged.
- The B and C teams can be merged.
- The A and C teams cannot be merged.

The player licence for the Adults League is also valid for the Cup. There is no extra registration fee per player. For merged teams, the licensed players lists of the concerned teams are also merged.

Transferred players

- Players who transfer between two rounds are not allowed to participate in the Cup with their old nor new teams during Round 2.
- Mixed licensed can used for the Cup if the number of mixed licences does not exceed the number of five. More than five mixed licences, in case of transfers of players within the Adults League teams of the same club, will not be allowed for the Cup.

9.2 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.

9.3 Postseason matches, Cup and replays game time

Game time will be effective for all postseason matches, Cup semi-finals and finals, and the replays (see 3.4.2).

Extra time and penalties

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

- In case of regular Cup matches (all matches before the semi-finals and finals): the match shall not be extended with extra time. The match shall be directly decided by penalty shots⁵.
- In case of postseason matches, Cup semi-finals and finals, 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 shots⁵.

9.4 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 backside of the match record by the match secretariat.

⁵ Five field players from each team make one penalty shot each. If after this the score is still equal, the same players make one penalty shot each until a decisive result is achieved.

9.5 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: Goalkeepers 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 shall be marked along one of the long rink sides, 5 m from the centre-line, and include players' benches. The substitution zones shall be marked on both sides of the board. The width of the substitution zones must not exceed 3 m, measured from the board. The players' benches are placed at an appropriate distance from the board.	
Rules of the game	All players, except those taking the face-off, shall immediately, without a summons from the referees, take a position at least 2 m from the ball, sticks included. Before a face-off, it is the referees' responsibility to ensure that the teams are ready and that all players have taken position.	
	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. The opponents immediately, without a summons from the referees, take a position at least 2 m from the ball, sticks included.	
	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.	
	Not more than one bench penalty per team may be issued simultaneously.	

10 ANNEXES

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)	Promotion/ Relegation play-offs	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

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).

Annex III: Items at the match secretariat

Mandatory items at match secretariat	
<ul style="list-style-type: none"> ✓ Licensed players list ✓ Licensed referees' list ✓ League schedule ✓ BFF League Rules (Edition 2020/21) ✓ IFF Rules of game (Edition 01/07/2018) <p>The five above-mentioned documents must be on paper or on a laptop and/or tablet (not on the mobile phone)</p> <ul style="list-style-type: none"> ✓ Sufficient match records ✓ 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) <p>The organising club shall be fined €10 for each infraction.</p>	
Recommended items	
<ul style="list-style-type: none"> ✓ Whistles ✓ Red cards ✓ Meter for the measurement of the stick ✓ Jerseys that can be used when teams with similar-coloured jerseys play each other. 	

Annex IV: Overview of match timing

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 provide the match secretariat with the completed 'players list' section of the match record and the corresponding signature.
15 minutes	The referee(s) must be present at the venue.

Infractions must be reported to the Federation.

Annex V: 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	<p>Complete the following information in the match record:</p> <ul style="list-style-type: none"> ○ League, division, group, venue, date, match number; ○ Names of the match secretariat members, referees. 	<p>Check that the information is listed correctly, including the first signature of the participating teams.</p>
	<p>Check the players' lists on the match record against the official licensed players list and the identification documents of the players before the game.</p>	<p>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 official 1. Scrap the empty parts of the players' lists on the match record.</p>
	<p>Correct the defects.</p>	<p>Inspect the rink and the goal (nets) and ensure that defects are corrected.</p>
During game	<p>The match secretariat lists the following information in the match record in cooperation with the referees. The referees must express clearly the match events:</p> <ul style="list-style-type: none"> ○ Goals with their respective codes, players who scored the goals and players who assisted each goal's scorers; ○ Penalties with their respective codes; ○ Penalty shots and missed penalty shots; ○ Time-outs; ○ Time (minutes and seconds) of the match events mentioned above. 	<p>Manage the game.</p>
	<p>Take care of the time administration (including the correct supervision of penalties) and maintain the rink in a proper condition for playing.</p>	
	<p>Compile goalie-specific statistics (obligatory in the highest division of the Adults and Women's Leagues, optional for the other Leagues and divisions). The organising club shall be fined €5 per infraction.</p>	
Postgame	<p>List the following in the match record:</p> <ul style="list-style-type: none"> ○ Attendance; ○ Score for each period, final score. <p>Sign the match record.</p>	<p>Check that everything is correctly completed and that no information is missing, including the signature of the match secretariat and the second signature of the participating teams. Scrap the empty parts of the match events on the match record.</p> <p>If a match penalty has been imposed, the box is marked and notes written to the reverse of the match record.</p> <p>If there are remarkable conditions, the box is marked and notes written to the reverse of the match record.</p> <p>Sign the match record.</p>

Annex VI: 'Remarkable conditions'

Both match secretariat and/or referees should write any notes to the 'Remarkable conditions' section of the match record during the match (if applicable):

Notification on the match record 'Remarkable conditions'	Match secretariat	Referee	Form or report
Missing ID of a player	Yes	No	/
Absent referee(s) of a club	Yes	No	/
Late start of a game	No	Yes	/
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 410.1)	No	Yes	Referee
When a team is late after intermission (IFF 605.21)	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 1, 2, 3 (IFF 611.1)	No	Yes	Referee
Misconduct after the match	No	Yes	Referee
Protest submitted by a match participant	No	Yes	Protest

Only the referees and match secretariat members may write on the reverse of match records, as well as players who have to sign in case of 'missing ID'.

Annex VII: Payments

The due date of payments is mentioned on the payment sheet sent to the club. All payments (player registrations, penalty fees, etc.) should be paid on time.

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 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.