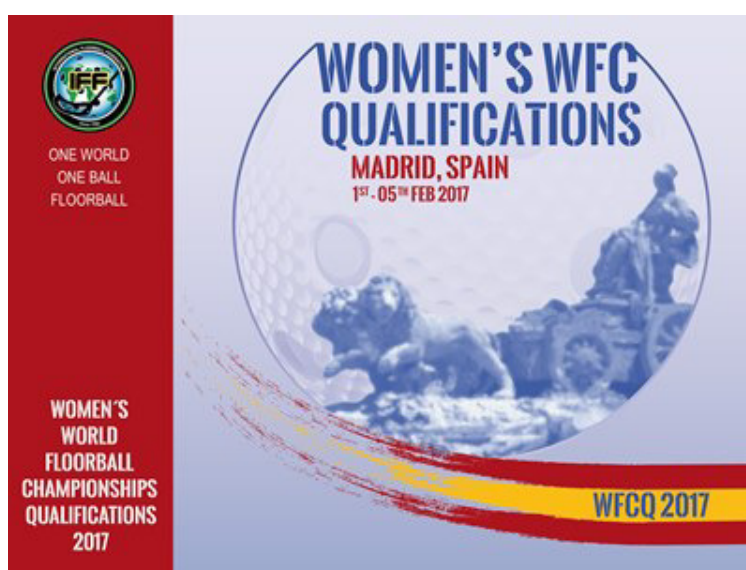




International Floorball Federation

WOMEN'S WORLD FLOORBALL CHAMPIONSHIPS 2017 Qualifications



EUR 1 & 4
1st – 5th February 2017
Madrid, Spain

TEAM INFORMATION PACKAGE



The 11th Women's World Floorball Championships will be played from 1st – 9th December 2017, in Bratislava, Slovakia. All teams, apart from the host (Slovakia), must qualify for the Final Round via four regional qualification events – two in Europe, one in the Americas, and one in Asia-Oceania. From these regional events, 15 teams will qualify to WFC 2017 – 10 teams from Europe, 1 from Americas and 4 from Asia-Oceania.

The EUR 1 & 4 qualifications will be played in Madrid, Spain, from 1st – 5th February 2017. This Team Information Package includes important information and deadlines concerning the event. Please ensure that this information is distributed to all Team Managers and other persons responsible for the team management and National Association arrangements.

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1. IFF EVENT GUIDELINES

1.1. Qualification of players & officials

- **Only players born before 01.12.2002 are eligible to participate to the event**
- Only officials born before 01.12.1999 are eligible to participate to the event
- The full regulation regarding the qualification of players can be found from the [IFF Competition Regulations - National Teams Article 3](#). A relevant extract from this regulation is following:

Extract from the Competition Regulations - National Teams

3.1 Only players with citizenship of the own nation, having not participated earlier for another Adult national representative team in a Championship, shall be eligible to represent the nation in the Championship.

3.2 Only players having achieved the age of 15 and officials the age of 18 before the start of the tournament are eligible to participate.

3.3 Teams participating are entitled to use a maximum of 20 players and a maximum of 7 officials in the Championship.

3.4 30 full days before the first match of the Championship a list of the team delegation, completed on the official IFF formula and signed by the national Association concerned, shall be sent to IFF and the organizer. This list may consist of up to 30 players and 10 officials from which the final delegation shall be selected. Together with the first list, the teams shall send a passport style photo of each team member (players and officials) and a picture of the team jerseys.

21 full days before the first match of the Championship the final list of a maximum of 20 players and 7 officials shall be sent to IFF and the organizer. Only those persons included in the final list are entitled to participate in the Championship. Persons in the final list may, due to unforeseen circumstances, be substituted after a written application to the IFF RACC. The substitute shall however, if it concerns a player, be included in the first list of 30 players. Passports or any other internationally accepted ID card shall be checked in connection with the accreditation. Every player and official must have signed the IFF Event Participant Acknowledgement & Agreement form before they will be provided with accreditation.

1.2. Playing uniforms

a) **Two playing shirts**

- All teams must have two full sets of playing shirts – one light and one dark. The main colour must be dominating. (*Article 5.1 - IFF Competition Regulations – National Teams*)
- All teams will be required to provide photos of their playing shirts with their Team Information Sheet

b) **Shirt numbers**

- The players must use the same numbering during the complete tournament.
- All players, including goalkeepers, must have their number on the front and back of their shirts

Printing of numbers

A team's jerseys shall be numbered with different whole numbers in clearly visible Arabic numerals on the back and on the chest. The back figures shall 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 1 is not allowed for field players. If an incorrectly numbered player participates in the match, the match record shall be corrected and the offence shall be reported to the administrating authority. (Rules of the Game 401.3)

c) **Players' names on shirts**

- The family name of the player can be printed on the back of the player's shirts, but it is NOT an official requirement for the WFC Qualification events. Only for the WFC Final round is it compulsory. If you choose to have the names, please follow these guidelines:

Printing of names

The name must be written with clearly visible Latin letters, which are at least 80 mm high. (Article 5.1.2 – IFF Competition Regulations – National Teams)



d) Personal equipment

- According to the regulations any personal equipment (such as compression wear) which is worn underneath the playing shirt or shorts must match in colour to either the shirt or shorts.
- Also, any player wanting to use full-length tights must have prior approval from the IFF.

Compression wear

Any personal equipment worn under the shirt and/or shorts must be of the same colour as the shirts or shorts. (Article 5.1.1 – IFF Competition Regulations – National Teams)

Full-length tights

All forms of long tights are prohibited for field players. Exceptions to this must be made in writing to the IFF prior to the event. (Rules of the Game: 405.1)

1.3. Goalkeeper Masks

- The IFF has been concerned with the use of goalkeeper face masks which do not meet the regulations. Many have openings in the grill which are larger than allowed, which can mean that a blade or ball can pass through the grill causing severe injury to a goalkeeper.
- The Material Regulations state that the openings on a goalkeeper's face mask should not measure more than 70mm.
- In accordance with the IFF Game Rules 2014 and the IFF Material Regulations 2014 all goalkeepers face mask grills produced after the 1st of July 2014, shall have an embossed IFF marking on a plate included on the grill. Any face mask with this marking is permitted to be used.
- As many goalkeepers use grills that were produced before this date, we encourage you to check the face masks of all of your goalkeeper's helmets in good time before the event and ensure that only those that meet the regulations are used.
- ***Any grill without an IFF marking may not have larger openings than 70 mm in any direction, as these are not allowed to be used in any official game. The use of an unapproved face mask will be penalised according to the IFF Rules of the Game 613.1 (Match Penalty 1).***



2. OFFICIAL MEETINGS

2.1. Captain's Meeting ***NEW***

- The IFF introduced the Captain's Meeting for the first time at WFC 2016. The meeting will be used to present some of the information that is usually given during the First Technical Meeting, in particular the information which is most relevant directly to the players, such as ceremony information, pre & post-match countdowns, media requirements, anti-doping information and referee information.
- The Captain's Meeting will be held directly prior to the 1st Technical Meeting and should be attended by both the Team Manager & Team Captain.
- The meeting will be held on **Tuesday 31st January 2017, starting at 19:00 in Hotel Amura**, Av. de Valdeparra, 2, 28100 Alcobendas, Madrid.
- We expect that the Captain's meeting will take approx. 1hr
- A photo of the team captains will be taken after the meeting. Captains should have their full HOME playing uniform (including shoes) with them for the photos.

2.2. Technical Meeting

- The Technical meeting FOR ALL TEAMS will continue in the same venue (Hotel Amura) directly after the Captain's Meeting ends. Further competition and event information will be presented to the Team Managers and the ID checks for accreditation will be conducted.

The passport/ID of EVERY team member will be checked in the First Technical meeting, so the Team Manager must have ALL passports/IDs with him/her at the meeting.

If needed, transport to/from the Captain's Meeting & Technical Meeting will be provided by the local organisers. Please refer to your team transport schedule or ask your team guide for more information.



3. INFORMATION REQUIRED BY THE IFF

3.1. First Team List

Due Date: Monday 2nd January 2017

- The First Team List shall contain the names and detailed information for a maximum of 30 players and 10 officials.

3.2. Final Team List

Due Date: Wednesday 11th January 2017

- The Final Team List shall contain the names and detailed information for a maximum of 20 players and 7 officials, all of whom were on the First team list.
- Final team list may also include the names of three 'Extra' coaching staff. Please refer to **Section 5: Tickets & Accreditations** for more information.

3.3. Photos

Due Date: Monday 2nd January 2017

- Individual photos of every player and team official on the FIRST Team List must be provided to the IFF.
- Photos must be provided according to the required technical specifications.
- **Please refer to the document “IFF Instructions of Accreditation Photos” for more information**

3.4. Team Information Form

Due Date: Monday 2nd January 2017

- Each team must provide the IFF with a Team Information Form, which includes information about shirt colours (including photos), background of the association and team contacts. On this same form, each team should tell about their goals for the WFC as well as three (3) players to watch for. This information will be used in preparing the team presentations and match programmes.

3.5. TUE Forms

Due Date: Monday 2nd January 2017

- All TUE applications be written in English, and there must always be medical evidence (also in English) attached to the applications.
- **Please refer to Section 6 – Say No! To Doping, for more information.**

3.6. Participant Acknowledgement Form

Due Date: Tuesday 31st January 2017

- Every official participant in WFCQ 2017, including players, team officials and IFF officials will be required to sign the IFF Event Participant Acknowledgement and Agreement.
- One form per team, which is signed by EVERY person on the FINAL team list must be handed in at the Technical Meeting
- The form will be sent to the Team Manager after the final team list has been submitted
- NO SIGNATURE = NO ACCREDITATION



3.7. Team Manager's Form

Due Date: Tuesday 31st January 2017

- Team Manager Guidelines will outline the responsibilities of the Team Manager before, and during, the event.
- One designated person from each team will be required to sign the Team Manager's Form
- The form will be sent to the Team Manager after the final team list has been submitted and will need to be handed in at the Technical Meeting

4. INFORMATION REQUIRED BY THE LOC

4.1. Team Photo

The LOC will require a group team photo for use in the match programme and on the event website. This must be sent to the LOC: info@unihockey.es no later than **Wednesday 11th January**.

Technical specifications:

- Size: 2700 x 2000 pixels
- Resolution: minimum - 300 dpi
- Format: JPG (.jpg)

5. TICKETS & ACCREDITATIONS

5.1. National Association Tickets

Each National Association with a team participating in the event is entitled to receive two (2) VIP Accreditations valid for the whole tournament, as well as three (3) ordinary tickets per day. More information about this will be sent separately to the association Secretary General.

5.2. Team Accreditations

Team Accreditations are valid for the whole event. Seating will be limited to the Team Stand and will be subject to availability.

5.3. General Tickets

Tickets will only be sold for the Spanish matches. Tickets will be available for sale at the venue only.

5.4. Media Accreditation

Requests for media accreditation can be made via the event website: www.floorball.es



6. ANTI-DOPING INFORMATION

There will be doping control carried out during this event, as well as other IFF & WADA anti-doping activities.

6.1. Therapeutic Use Exemption Forms

Floorball players, like other athletes, may have illnesses or conditions that require them to take particular medications. If the medication that an athlete is required to take to treat an illness or condition happens to fall under the Prohibited List, a Therapeutic Use Exemption will give the athlete the authorisation to take the needed medicine. Read more information about [IFF Anti-Doping Guidelines](#) or contact: antidoping@floorball.org

a) **Submitting the TUE form**

The completed TUE forms must be submitted to the IFF Head Office at least 30 days before the event. Players must fill in the [Therapeutic Use Exemption form](#) with their physician. All documents (TUE form and medical evidence attachments) must be written in English.

- The last day to send in TUE application to IFF is **Monday 2nd January 2017**
- The completed applications shall be sent to IFF by e-mail (as PDF attachments)

Email: antidoping@floorball.org

b) **Late Applications & Sanctions**

A sanction fee for late incoming Therapeutic Use Exemption (TUE) applications is 100 CHF per application, which shall be paid by the Member Association of the applying athlete.



7. EVENT WEBSITE, SOCIAL MEDIA & LIVE STREAMING

7.1. IFF Mobile App

The IFF Mobile App will be updated and used during this event. The App is available for Android and iOS devices. The approximate launch date for the WFCQ 2017 update will be mid-January.

	Android Download the free app from Google Play	iOS Download the free app from iTunes App Store
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7.2. Event Website

Official Event website: www.floorball.es

IFF Event website: <http://www.floorball.org/pages/EN/Womens-WFCQ-2017-EUR1-and-4-Spain>

On these sites you can find the match schedule, results and match statistics, as well as links to match videos & photos.


NOTE: Please provide links to one &/or both of these pages on your own association websites

7.3. Social Media (#floorball #wfcq2017)

	IFF Facebook: www.facebook.com/IFF.Floorball
	IFF Flickr: www.flickr.com/photos/IFF_Floorball
	IFF Twitter: www.twitter.com/IFF_Floorball
	IFF Instagram: www.instagram.com/iff_floorball

7.4. YouTube Live Streaming

All matches will be streamed live on the IFF YouTube Channels.

	IFF Floorball - Channel 1 www.youtube.com/iffchannel	IFF Floorball - Channel 2 www.youtube.com/ifflive
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7.5. Media Guidelines for teams

All teams and players are encouraged to promote the IFF Events on social media and post/share event news, photos & video clips, however the following guidelines should be followed:

- The filming of matches (or part thereof) via camera, video, phone or tablet devices is NOT allowed by anybody other than the appropriately accredited media and host broadcaster.
- Photos may NOT be taken from the team bench areas.
- In order to avoid match-fixing, the IFF Competition Regulations state that participants' laptops, computers and similar devices, and telecommunication tools including cell phones and



internet in the pre-defined restricted areas (including locker rooms and team benches) shall be turned off during the participants' own matches.

- Use #floorball and the specific tournament hashtag when posting/tweeting about the event
- If you use English in your tweets and posts you can reach a wider audience (and will more likely be shared by the IFF)
- Be a good ambassador! While it is everyone's personal decision whether or not to use social media networks and tools, you should always be aware that your behaviour and opinions reflect on the team/sport you represent
- Use common sense!

8. IMPORTANT CONTACTS

8.1. Local Organiser Contacts

You have received information about the accommodation, meals, transport arrangements and training schedules from the local organiser. If you have questions about any of these matters, please contact:

General info: info@floorball.es

President: Juan A. Roldan – roldanunihockey@gmail.com - +34 630 21 82 54

Secretary: Carlos Lopez – carlos.floorball@gmail.com - +34 639 93 43 53

8.2. IFF Contacts

For questions about rules & regulations and any competition-related matters, please contact:

Sarah Mitchell – IFF Competition Coordinator: mitchell@floorball.org

Stefan Kratz – IFF Competition Manager: kratz@floorball.org



9. JURIDICAL REGULATIONS - SANCTIONS

According to the IFF Juridical Regulations, sanctions can be imposed on National Associations/Teams when the required information which is sent to the IFF is either incorrect or received after the set due dates. There are also fines which can be imposed during the event by the Jury. The full IFF Juridical Regulations can be downloaded from the IFF website (www.floorball.org) under the Rules & Regulations tab.

The IFF asks that you take particular note of the following sanctions that will be applied, prior to the event:
IFF Juridical Regulations: Article 33 – Sanctions applied by the Jury & Article 34 Scale of sanctions for Competitions Incidents

Incident	Sanction
1. Team not showing up on technical meeting(s)	- 1 st meeting 200 CHF
2. Team without number on the front of their shirts	- Warning for first reported match - 150 CHF per following match if whole team concerned OR 50 CHF if one player concerned
3. Team without number on the back of their shirts	- Warning for first reported match - 500 CHF per following match if whole team concerned OR 50 CHF if one player concerned
4. Team without family names on the back of their shirts	Not applicable for WFC Qualification
5. Team without two outfits (one light and one dark colored jersey)	- No warning - 1000 CHF for the team
6. Team or players having different numbering on the two outfits	- No warning - 100 CHF if whole team concerned OR 50 CHF per match if one player concerned
7. Team or players having different numbering on shorts and jerseys	- Warning for first reported match - 100 CHF per following match if whole team concerned OR 50 CHF if one player concerned
8. Team not ready on scheduled time before match and/or after intermissions	- Warning for first reported match - 100 CHF for the second time - 100 CHF for the third time &/or until the semi-final - 200 CHF semi-final - 250 CHF final
9. Trying to incorporate new team staff not present on the original list	- 1000 CHF per match and per team staff
10. Not following the instructions and guidelines from IFF and/or organiser	- Warning for first reported incident - 500 CHF for second incident - Up to 5000 CHF for further incidents
11. Late sending in of the list of team delegation (first and/or final)	500 CHF for each list
12. Late sending Team Information sheet or sending incomplete sheet	200 CHF
13. Late sending in photos of all First list players and officials	200 CHF
14. Failure to send photos in the correct technical specifications	200 CHF
15. Late sending information requested by the LOC	200 CHF



10. IMPORTANT DEADLINES & INSTRUCTIONS

DUE DATE	INFORMATION DUE	REQUIREMENTS	SEND TO
Monday 2.01.2017	First Team List	<p>FIRST COPY: Excel file sent via email (no signature required)</p> <p>SECOND COPY: A copy of the Excel file must be signed by the National Association and sent via email as a PDF file or other image file.</p> <p>Email: competition@floorball.org</p>	IFF
	Photos of ALL players & officials	<p>A photo of EVERY player and official on the FIRST team list must be sent to the IFF.</p> <p>Technical Specifications</p> <ul style="list-style-type: none"> Passport style face photos only JPG (.jpg) format Size: 200 x 300 (width x length) High Resolution: minimum 300dpi <p>Email: competition@floorball.org</p>	IFF
	Team Information Form	<p>Excel file sent via email. Photos of both team playing shirts must be sent with this form.</p> <p>Email: competition@floorball.org</p>	IFF
	TUE Forms	<p>Completed form + medical evidence (all in English) sent either via email, fax or post.</p> <p>Email: antidoping@floorball.org</p>	IFF
Wednesday 11.01.2017	Final Team List	<p>Excel file sent via email (no signature required)</p> <p>Email: competition@floorball.org</p>	IFF
	Team Photo	<p>Technical specifications:</p> <ul style="list-style-type: none"> Size: 2700 pixels x 2000 pixels Resolution: minimum - 300 dpi Format: JPG (.jpg) <p>Email: info@floorball.es</p>	LOC
Tuesday 31.01.2017	Participant Acknowledgement Form	<p>One team form signed by EVERY person on the FINAL team list must be handed in no later than the 1st Technical Meeting</p>	IFF
	Team Manager's Form	<p>One form signed by the person responsible for the team during the event. The form must be handed in no later than the 1st Technical Meeting</p>	IFF



CHECKLIST

ACTION	DUE DATE
<input type="checkbox"/> First team list	2 nd January 2017
<input type="checkbox"/> Player photos	2 nd January
<input type="checkbox"/> Team Information Form	2 nd January
<input type="checkbox"/> TUE Forms	2 nd January
<input type="checkbox"/> Final team list	11 th January
<input type="checkbox"/> Team Photo	11 th January
<input type="checkbox"/> IFF Participant Acknowledgement form	31 st January
<input type="checkbox"/> Team Manager's Form	31 st January