

FISTF Handbook



FISTF

## **Handbook 2016/2017**

### **\* INDEX \***

Preface – Document Basis & Explanation .....	5
Chapter I – Internal Regulations .....	15
FISTF Departments.....	15
1.1.    FISTF Board of Directors .....	15
1.2.    Definition of Department .....	15
FISTF Commissions .....	16
2.1.    Definition of Commission.....	16
Chapter II – Administrative Regulations .....	17
FISTF Members .....	17
3.1.    Type of FISTF Members.....	17
3.2.    Criteria for the admission as FISTF Member Nation: .....	17
3.3.    Rights of the Member Nations .....	17
3.4.    Duties of the Member Nations .....	17
3.5.    Rules for the Registration of a Member Nation .....	17
3.6.    Administrative Sanctions for Member Nations .....	18
FISTF Licensed Clubs .....	19
4.1.    Definition of FISTF Licensed Club .....	19
4.2.    Definition of the Nationality of Clubs .....	19
4.3.    Rights of FISTF Licensed Clubs.....	19
4.4.    Duties of FISTF Licensed Clubs.....	19
4.5.    Rules for the Registration of a Club.....	19
4.6.    Administrative Sanctions for Clubs .....	20
FISTF Licensed Players .....	21
5.1.    Definition of FISTF Licensed Player.....	21
5.2.    Definition of Licensor .....	21
5.3.    Players Nationality .....	21
5.4.    Players without National Association .....	22
5.5.    Rights of FISTF Licensed Players .....	22
5.6.    Duties of FISTF Licensed Players .....	22
5.7.    Rules for the Registration of Players .....	22
5.8.    Rules for Free Agents ("unattached" players).....	22
5.9.    Rules for the players registered with a club which ceased activity.....	22
5.10.    Rules for the Transfer of a Player between 2 clubs .....	23
5.10.1.    Players may transfer between two clubs subject to the following conditions: .....	23
5.10.1.20.    Foreign Players .....	24
5.10.2.    Formal Contracts.....	24
5.10.3.    Special Transfer Period .....	24
5.11.    Administrative Sanctions for Players.....	24
5.12.    Change of Nationality .....	24
5.13.    Disabled Players.....	25
5.13.1.    Disability sport classification.....	25
5.13.2.    Class Acceptance for Disabled Sports Licence.....	25
FISTF Licensed Referees.....	27
6.1    Definition of FISTF Referee Categories .....	27
6.2    FISTF Head Referee .....	27
6.3    - report a player/coach/referee to the Disciplinary Council if needed FISTF Referee ...	28

**Handbook 2016/2017**

6.4	7. Membership Fees & Levies .....	31
7.1.	Table of the Membership Fees.....	31
7.2.	Tournament Levies .....	31
7.3.	Transfer fees.....	32
7.4.	Clubs fees.....	32
7.5.	Players fees .....	32
7.6.	Payments to FISTF.....	32
7.7.	Payments of the Membership Fees .....	32
7.8.	Payments of the Tournament Levies.....	32
7.9.	Sanctions for Payment delays .....	32
Chapter III – Competition Regulations .....		33
FISTF Competitions – Definitions.....		33
8.1.	Individual Competitions.....	33
8.2.	Team Competitions .....	33
8.3.	FISTF Age Categories .....	35
8.4.	Dress Code .....	35
8.5.	Presentation of Equipment .....	35
8.6.	Late withdrawals or early departures of players from FISTF events.....	35
8.7.	Late withdrawals or early departures of club teams from FISTF events .....	36
8.8.	Special Rules for FISTF CL/EL and other Continental Competitions for Clubs .....	36
8.9.	Special Rules for FISTF World Cup.....	36
FISTF Calendar.....		38
9.1.	Rules of construction of the Calendar .....	38
9.2.	Rules for the request of a FISTF Tournament. ....	38
9.3.	Rules for the Major Grand Prix.....	38
9.4.	Rules for the Grand Prix .....	39
9.5.	Rules for the International Opens, Satellites.....	39
9.6.	Rules for the Challenger and Future Tournaments .....	39
9.7.	Combination of Tournaments in the same weekend.....	39
FISTF World Cup .....		40
10.1.	General Rules.....	40
10.2.	Selection of Players.....	40
European Continental Cups for Clubs .....		41
11.1.	Definitions.....	41
Other Continental Cups for Clubs.....		45
12.1.	Definition .....	45
12.2.	Selection of Teams.....	45
12.3.	Additional rules.....	45
12.4.	Competition Format .....	45
12.5.	Match Schedule.....	46
12.6.	Additional Rules .....	46
FISTF Tournaments .....		47
13.1.	Major Grand Prix .....	47
13.1.1.	Definition: .....	47
13.1.2.	System of selection .....	47
13.2.3.	Specific competition rules.....	48
13.2.4.	Tournament System .....	48
13.2.	International Grand Prix.....	48

**Handbook 2016/2017**

13.3.1.	Definition .....	48
13.3.2.	Specific competition rules.....	48
13.3.3.	Tournament System .....	48
13.3.	International Opens .....	49
13.4.	Satellites .....	49
	Experimental tournaments. ....	50
14.1.	Definition .....	50
14.2.	Parameters.....	50
14.3.	Duties and responsibilities of the organizers .....	50
14.4.	FISTF duties and responsibilities.....	51
	FISTF World Ranking .....	52
15.1.	Rules.....	52
15.2.	Tables .....	52
	Controls on the game equipment and event locations.....	55
16.1	Definition .....	55
16.2	Controls on the players' equipment .....	55
	The statement from the organizers.....	56
	Controls on the organizers' equipment and the event locations .....	56
	Friendly International Matches .....	57
	Definitions.....	57
	Specific competition rules.....	57
	Requirements for requesting friendly matches .....	57
	Consolation tournament .....	58
	Definitions.....	58
	Specific competition rules.....	58
	Chapter IV – Competition Organization Regulations .....	59
19.	Organization of a Competition.....	59
19.1.	General Rules .....	59
19.2.	Management of the Competition.....	59
19.3.	Technical Infrastructure .....	62
19.4.	Duties of the Organizer .....	63
20.	Decisions by the FISTF Board.....	64
20.1.	Definitions.....	64
	Chapter V – Finance Regulations .....	65
1.	Bank account for event fees online .....	65
2.	Financial plan - expenditure.....	65
	Chapter VI – Marketing and Communication Regulations .....	66
1.	Definitions.....	66
2.	Communication action points .....	66
3.	Publications.....	66
1.	Marketing.....	67
2.	Products Homologation.....	67
	Chapter VIII – Promotion Regulations .....	69
1.	FISTF Development Program.....	69
2.	Training Centres.....	69
	Chapter IX – Disciplinary Commission.....	70
	Chapter XI - Forms .....	80

## Handbook 2016/2017

### Preface – Document Basis & Explanation

- The provisions of this handbook apply to FISTF, its Member Nations, registered players, registered Clubs and competition organizers in the conduct of any activity related to table football.
- In case of any conflict between the FISTF Statutes and any other section of this handbook, the provisions of the FISTF Statutes shall prevail.
- If any provision of this handbook or its applicability to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this handbook which can be given effect without the invalid provision or application, and to this end the provisions of this handbook shall be severable.
- In the event of any controversy, dispute or claim arising out of or relating to this handbook, or to the interpretation, breach, or enforcement thereof, the parties shall in good faith use best efforts to settle such controversy, dispute or claim by negotiation. If such negotiation should fail, such controversy, dispute or claim shall be submitted to the FISTF Board of Directors, which shall issue a final, binding and conclusive ruling on all interested parties.
- The rights and obligations herein contained shall inure to the benefit of, and be binding upon, FISTF, Member Nations, registered players and registered clubs and their respective executors, administrators, successors and assigns.
- Any forbearance of FISTF, Member Nations, registered players or registered clubs to exercise any right or remedy to which he is entitled to under this handbook shall not be construed as a waiver of, or preclude the exercise of, any right or remedy.
- As used in this handbook, words in the masculine gender shall mean and include corresponding neuter words or words in the feminine gender and vice-versa, words in the singular shall mean and include the plural and vice versa, and the word “may” gives sole discretion without any obligation to take any action.
- Any case not provided for in this handbook shall be referred to the FISTF Board of Directors, which shall issue a final, binding and conclusive ruling on the case.

## Handbook 2016/2017

### Disclaimer of Liability

FISTF hereby disclaims any warranties, express or implied, including, without limitation, any implied warranty arising from course of performance, course of dealing or usage of trade, and also disclaims all other obligations and liabilities whatsoever whether in contract, warranty, product liability, tort (including without limitation, negligence, active, passive or imputed liability or strict liability), by statute or otherwise, related to the organization and conduct of table football competitions, except as expressly assumed by FISTF in its statutes or in the present handbook.

National associations and competition organizers, by respectively becoming FISTF members and accepting to organize a table football competition, expressly agree that FISTF is released from, and shall not be liable to National Associations or competition organizers upon, any claim howsoever arising out of table football competitions, whether in contract, warranty, product liability or tort (including without limitation, negligence, active, passive or imputed liability or strict liability), by statute or otherwise, and all direct, indirect, special, consequential and incidental damages of any nature whatsoever, except as expressly assumed by FISTF in its statutes or in the present handbook, and National Associations and competition organizers assume all risk and liability whatsoever related to table football competition organized by them, that is not expressly assumed by FISTF.

Should a registered player, registered club, registered referee or any other third party assert a claim against or sue FISTF whether in contract, warranty, product liability or tort (including without limitation, negligence, active, passive or imputed liability or strict liability), either at law or in equity, for events related to a table football competition, the competition organizer of such competition shall be responsible for dealing with and settling, at his own expense, any such claim, action or proceeding. Should FISTF incur any expenses in dealing with such claim, action or proceeding, the competition organizer shall indemnify FISTF for all damages incurred to FISTF.

At the time of renewing their FISTF membership or of first becoming members of FISTF, National Associations have been expressly made aware of the provisions of this section “disclaimer of liabilities” and, by accepting membership, recognize that these provisions are fully understood and accepted.

At the time of applying for the organization of a table football competition, competition organizers have been expressly made aware of the provisions of this section “disclaimer of liabilities” and, by accepting membership or the task of competition organizer, recognize that these provisions are fully understood and accepted.

In case of any conflict between this section “disclaimer of liabilities” and any other section of this handbook (excepting the FISTF statutes), the provisions of this section “disclaimer of liabilities” shall prevail.

## Handbook 2016/2017

### A. Statutes and general rules

#### 1. Statutes

##### Rules of Construction

For the purpose of interpretation of the Statutes and regulations of FISTF, and unless contextually suggested otherwise, the words:

- 1 - "Federation" or "FISTF" shall mean "Federation of International Sports Table Football".
- 2 - "National Association" or "Association" shall mean any legal entity that presents itself as managing the activities of the sport table football within the boundaries of a State, whether or not it is a Member of FISTF.
- 3 - "British Associations" shall mean the four National Associations established in the United Kingdom: England, Wales, Scotland and Northern Ireland.
- 4 - "Member" shall mean any National Association member of FISTF as described in Articles 1 and 3 et seq.
- 5 - "Confederation" shall mean the Members located on the same continent or similar geographical concept, which have chosen to associate themselves as described in Article 6.
- 6 - "Congress" shall mean the supreme legislative body of FISTF as described in Article 8 et seq.
- 7 - "Board of Directors" or "Board" shall mean the executive committee of FISTF as described in Articles 12 et seq.
- 8 - "Delegate" shall mean any natural person duly authorized by a Member to represent it at the Congress.
- 9 - "Statutes" shall mean the present statutes of the Federation of International Sports Table Football.
- 10 - "State" shall mean one of the political entities recognized by the United Nations Organization and International Olympic Committee as one of their members.
- 11 - "Club" shall mean any legal person existing under its own name, made-up of Players, and member of a National Association.
- 12 - "Player" shall mean any natural person who is a member of a National Association.

Also:

- 13 - When the words defined in §§ 1 to 12 above are written with a capital letter, they shall refer solely to the definition listed in such §§ 1 to 12, except when rules of grammar would suggest otherwise.
- 14 - In case of any conflict between these Statutes and any regulation, either issued by FISTF or by one of its Members, the provisions of these Statutes shall prevail.
- 15 - If any provision of these Statutes or its applicability to any person or circumstance is held invalid, the invalidity shall not affect other provisions or application of these Statutes which can be given effect without the invalid provision or application, and to this end the provisions of these Statutes shall be severable.
- 16 - As used in the Statutes and in any other FISTF regulation, words in the masculine gender shall mean and include corresponding neuter words or words in the feminine gender and vice-versa, words in the singular shall mean and include the plural and vice-versa, except when specifically provided otherwise.
- 17 - These Statutes have been drafted in French and English, which are the two official languages of FISTF. Both these two versions have an equal legal value. The text of one version shall be used for the construction of the other version.

### I — Name, Membership and Headquarters

#### Article 1

1-1 The Federation of International Sports Table Football (FISTF) is an association founded for an unlimited duration on the basis of the French Law of July 1, 1901 concerning the association contract, and its enforcement decrees. Any controversy, dispute or claim relating to FISTF, and the interpretation, breach, or enforcement of these Statutes shall be adjudicated in accordance with the laws and regulations of the French Republic. FISTF follows the ethical rules of sport defined by the International Olympic Committee.



## Handbook 2016/2017

- 1-2 The Members of FISTF shall be the National Associations licensed by FISTF to manage the sport table football in their State.
- 1-3 Only one National Association per State shall be licensed by FISTF.
- 1-4 However, FISTF may, in exceptional circumstances, grant membership to other entities. FISTF shall keep a list of the cases that may lead to the approval of a request for membership.
- 1-5 Each of the four British Associations may be licensed as individual Member of FISTF.
- 1-6 Providing it receives the assent of the National Association of the State from which it is a part, an association managing the sport table football in a region that has not achieved independence may also be licensed as a Member of FISTF.
- 1-7 No discrimination shall be tolerated against any National Association or individual on the grounds of citizenship, race, religion, gender or sexual or political orientation.
- 1-8 The present Statutes, as well as the regulations and rules of the game enacted by FISTF, shall be directly applicable and have vertical and horizontal direct effect on Members, as well as on Players and Clubs affiliated with Members, and on their relationships between each other.
- 1-9 The headquarters of FISTF are located in France at 9ter rue Pierre Sémar - F-94370 Sucy en Brie.

### II — Aims

#### Art. 2

The aims of FISTF are:

- 2-1 To promote the sport table football in all possible ways.
- 2-2 To develop friendly relationships between officials and players of National Associations by promoting the organization of matches of the sport table football in every area.
- 2-3 To manage the sport table football by taking all necessary statutory and regulatory measures and decisions for the sports, administrative and financial management of the sport table football at the world level.
- 2-4 To take all necessary measures to prevent breach of the Statutes and regulations of FISTF.
- 2-5 To settle and adjudicate any controversy, dispute or claim arising between National Associations by enacting statutory, regulatory or other appropriate measures.

### III — Members

#### Art. 3

- 3-1 A National Association is admitted as Member of FISTF by the Congress after a probation period as Provisional Member. The Board of Directors is competent to grant provisional membership.
- 3-2 This probation period is necessary to ensure that the National Association complies with all the requirements for membership as listed in the relevant regulations. This period can be of variable duration.
- 3-3 Provisional Members shall not vote at the Congress, nor shall its individual members be eligible.
- 3-4 Members and Provisional Members may participate in official competitions.
- 3-5 The members of National Associations shall be Players and/or Clubs, and their conditions of membership shall be defined by each national Association in accordance with the Statutes and regulations of FISTF as a condition precedent for them to become Members.
- 3-6 Players and Clubs affiliated with Members may participate in official competitions, subject to the rules of such competition.

#### Art. 4

- 4-1 A National Association wishing to become a Member shall offer its request to the FISTF Board of Directors. This request shall include its statutes and regulations. These will be scrutinized by the Board of Directors for conformity with the principles of FISTF.



## Handbook 2016/2017

- 4-2 The request for membership shall include (but not be limited to) the solemn promise to:
- a) Abide by the Statutes, regulations and decisions of FISTF; and
  - b) Apply the rules of the game enforced by FISTF.
- 4-3 The acceptance by FISTF of the request for membership shall render such promise legally binding on the new Member. This provision shall apply equally to Provisional Members.
- 4-4 A Member may at any time withdraw from FISTF by informing, in writing, the Board of Directors.
- 4-5 Even after it has withdrawn or has been excluded from FISTF, a National Association, its successors and assignees, shall remain liable for any obligation, monetary or otherwise, incurred when it was a Member.

### Art. 5

The Congress may grant the title of honorary president or honorary member to persons who have provided exceptional support to FISTF.

Their nomination is proposed by the Board of Directors.

An honorary president or honorary member may attend the Congress in an advisory role, but shall not be allowed to vote.

### Art. 6

FISTF accepts that Member Federations may group themselves according to Continental geographic areas into 'Confederations' in order to control relationships which they think they can usefully establish among themselves.

These 'Zonal Confederations' may include Member Federations. However, the Confederations themselves are not members of FISTF.

No rules or statutes of these Confederations may be contrary to those of FISTF.

In the case of disagreement in the interpretation of Statutes or Rules of FISTF and those of a Zonal Confederation, those of FISTF have priority.

They may ask to be recognized by the first General Assembly that follows their creation after submission of their Statutes.

Zonal Confederations may choose whatever language they like as official language for their internal relations.

The following shall be considered as continents by FISTF:

- a) Africa; b) Americas; c) Asia; d) Europe.

## IV — Legislative, Executive and Administrative Bodies

### Art. 7

- 7-1 The Congress shall be the legislative body of FISTF;
- 7-2 The Board of Directors shall be the executive body of FISTF;
- 7-3 The General Secretariat shall be the administrative body of FISTF;
- 7-4 The Board of Directors may create Committees to support it in its tasks.

### The Congress

### Art. 8

- 8-1 The Congress is the general assembly of FISTF and takes place every four years.
- 8-2 The Board of Directors may at any time call for an Extraordinary Congress.
- 8-3 On the written request of one third or more of the Members, The Board of Directors shall call for an Extraordinary Congress within three months following the request.

## Handbook 2016/2017

### Art. 9

- 9-1 Membership of the Congress shall consist of one Delegate per Member and of the members of the Board of Directors.
- 9-2 The Congress is chaired by the FISTF President.
- 9-3 Each Member shall have one vote at the Congress. The members of the Board of Directors shall not have a vote.
- 9-4 No Delegate shall represent more than one Member.
- 9-5 During the term of their mandate, the members of the Board of Directors shall not be appointed as Delegate by their National Association.
- 9-6 It shall be possible for Members to use absentee vote. Suitable technical solutions can be provided for such voting.

### Art. 10

- 10-1 The Congress shall be solely responsible for the approval of the Statutes of FISTF.
- 10-2 The Congress shall elect the members of the Board of Directors in accordance with the present Statutes.
- 10-3 The Congress shall vote on the approval of the statement of account of FISTF submitted by the Board of Directors.
- 10-4 The Congress shall vote on the approval of the discharge of the Board of Directors, based on its activity report.

### Art. 11

- 11-1 The Congress votes for elections shall be by secret ballot. In any other case, the vote shall be by show of hand.
- 11-2 For the election of the FISTF President, if one of the candidates receives a two-third majority of the cast votes at the first round, he shall be deemed elected. Otherwise, further rounds of votes shall be organized between the two candidates who gathered the highest number of votes at the first round. For these further rounds, the candidate who receives an absolute majority of the cast votes shall be deemed elected.
- 11-3 All other decisions of the Congress shall be taken by simple majority of the cast votes.
- 11-4 A blank or unintelligible vote shall not be considered as a valid vote.

### The Board of Directors

### Art. 12

- 12-1 The FISTF Board of Directors shall include the following members:
- One President; and
  - One General Secretary; and
  - One Vice-President in charge of promotion, marketing and communication; and
  - One Vice-President in charge of sports matters; and
  - One Vice-President in charge of financial matters.
  - One Vice-President responsible for Asian region
  - One Vice-President responsible for Americas region
  - One Vice-President responsibility for Disability Sport
- 12-2 The President shall be elected by the Congress following the procedure in Article 11-2.
- 12-3 The Vice-Presidents and the General Secretary shall be elected by the Congress following the procedure in Article 11-3.

## Handbook 2016/2017

12-4 The President, the Vice-Presidents and the General Secretary shall all be members of different National Associations, and all of them shall have different citizenships.

12-5 However, the Board of Directors may, in exceptional circumstances, authorize a maximum of two of its members to depart from the rule of Article 12-4.

12-6 The President, the Vice-Presidents and the General Secretary shall be elected for a period of four years. They may be re-elected.

12-7 Should the President resign or be impeached from exercising his duties, the Vice-President who has been a member of the Board of Directors for the longest period shall take over his duties up to the next Congress. The next Congress shall elect a new President.

12-8 Should one of the Vice-Presidents or the General Secretary resign or be impeached from exercising his duties, the President shall appoint his successor. The latter shall be appointed up to the end term of the resigning or impeached Vice-President.

### Art. 13

13-1 The Board of Directors shall be responsible for the management of FISTF.

13-2 The Board of Directors shall draft and implement the necessary regulations for the sports, administrative and financial management of FISTF.

13-3 The Board of Directors shall make all necessary decisions for the management of FISTF, and shall pronounce the sanctions foreseen in the Statutes and in the regulations.

13-4 Regulations, decisions and sanctions from the Board of Directors are binding on the Members, as well as on their Players and Clubs.

13-5 The Board of Directors shall present an activity report and a statement of accounts of FISTF for the approval of the Congress.

13-6 The Board of Directors shall be organized in Departments and in a General Secretariat in accordance with the present Statutes.

13-7 The members of the Board of Directors shall have the right to be members of the Committees.

### Art. 14

14-1 The President shall be the legal agent of FISTF, with full authority to bind the Federation.

14-2 The President shall chair each session of the Congress, of the Board of Directors, and of any Committee of which he has been appointed as chairperson.

14-3 In case a vote is required, the President shall have the casting vote. This provision shall not apply to the votes of the Congress.

14-4 Should the President not be able to attend, or be impeached from exercising his duties, the Vice-President who has been a member of the Board of Directors for the longest period shall automatically take over his duties.

### The Departments

### Art. 15

15-1 The Departments responsible to the Board of Directors are:

- a) The Promotion, Marketing and Communications Department; and
- b) The Sports Department; and
- c) The Finance Department.
- d) Disability Sports Department

15-2 Each Department is headed by one of the Vice-Presidents of the Board of Directors.

15-3 The Vice-President in charge of each Department shall create Committees to assist him and nominate the members of such Committee.

## Handbook 2016/2017

### Art. 16

#### The Promotion, Marketing and Communications Department

Its responsibilities are:

- a) The management of all internal and external promotional activities, and the marketing of FISTF;
- and
- b) To find sponsors, to manage international sponsorship and to support the Members in their national sponsorship activities.
- c) The management of all internal and external publications; and
- d) The management of all communications with the international media, and the support of the Members in their relations with national media; and
- e) The management and update of the FISTF website.

### Art. 17

#### The Sports Department

Its responsibilities are:

- a) The management of all sports activities; and
- b) The management and administration of the sports regulations.

### Art. 18

#### The Finance Department

Its responsibilities are:

- a) Keeping the accounts of FISTF; and
- b) Concluding partnership contracts; and
- c) The management of procurement; and
- d) The production of financial reports and of the yearly statement of accounts; and
- e) The follow-up of the payments from the Members and others.

#### The General Secretariat

### Art. 19

- The General Secretary is the head of the secretariat of FISTF and is responsible for:
- a) The production of the Board of Directors meeting minutes; and
  - b) The management of the mailing of FISTF; and
  - c) The management of relations between FISTF and National Associations, Confederations, Departments, and Commissions; and
  - d) The management of the General Secretariat.

### Art. 20

#### Disability Sports Department

- a) To progress and take the sport of table football world wide with disabled players across all federations.

## Handbook 2016/2017

### V — Sanctions

#### Art. 21

21-2 The following sanctions may be imposed on National Associations, as well as on individuals and clubs' members of such National Association, by the Congress or the Board of Directors:

- a) The admonition; or
- b) The official warning; or
- c) The fine; or
- d) The suspension; or
- e) The exclusion.

21-2 Only the Congress, on a proposal from the Board of Directors, is allowed to pronounce the exclusion of a Member Nation.

21-3 A suspended Member Nation, as well as the Players and Clubs affiliated with it, shall lose all benefits of membership for the duration of the suspension, while still retaining all the obligations of a Member.

21-4 Further details are explained in the section of the regulations relating to Disciplinary Commission.

### VI — Finances

#### Art. 22

22-1 Each Member Nation shall pay a yearly fee, of which the amount, payment plan and conditions of payment shall be defined by the Congress and included in the FISTF regulations.

22-2 Should a Member Nation fail to pay the yearly fee within a reasonable time after it has been formally reminded by the Board of Directors of its duty to pay, the Board of Directors shall penalise it by a suspension until this situation is remedied.

22-3 In case of late payment of the yearly fee by a Member Nation, that Member Nation shall be liable to FISTF for the payment of any damages incurred by FISTF because of the delay in payment, plus interests on the amount of the yearly fee and of the damages from the time the amount was due. The interest rate shall be calculated from the European Central Bank's interest rate at the time of the offence.

### VII — International Competitions

#### Art. 23

FISTF may organize World Cups in cooperation with national organising committees.

#### Art. 24

24-1 The organization of international competitions between teams or individuals representing National Associations shall be subject to the approval of the Board of Directors.

24-2 The organization of such competition may be delegated by FISTF to its Member Nations, and shall be the subject of specific regulations.

### VIII — Player's Categories

#### Art. 25

Players shall be distributed between various age and gender categories as defined in the relevant regulations.

## Handbook 2016/2017

### IX — Rules of the Game

#### Art. 26

26-1 Each Member shall apply to the sport table football the rules of the game promulgated by the Board of Directors.

26-2 Each Member shall be responsible to ensure that the players and clubs who are its members apply such rules of the game.

26-3 The Board of Directors shall be solely responsible for the publication and modification of the rules of the game.

### X — Final Provisions

#### Art. 27

Any case not provided for in these Statutes and any case of *vis major* shall be subject to a decision of the Board of Director without leave of appeal.

#### Art. 28

All the activities of the Departments and Committees shall be performed strictly in accordance with the Statutes and regulations of FISTF.

#### Art. 29

29-1 Should FISTF be dissolved, its patrimony and capital shall in no case be distributed among the Members. It will be held in trust by the French Supreme Court that will manage it as fiduciary trustee until the Federation is re-established.

29-2 All Members shall be jointly and severally liable for any and all obligations of FISTF.

## Handbook 2016/2017

### Chapter I – Internal Regulations

#### FISTF Departments

##### 1.1. FISTF Board of Directors

- 1.1.1 As a FISTF representative, the Board of Directors has the authority and the responsibility for the following matters:
- 1.1.2 Organization and administration of the FISTF members (Member Nations) and registered players, referees, clubs and supporters;
- 1.1.3 Organization and administration of international table football competitions. FISTF will support competitors taking part in competitions by offering distinguished organizations and high quality table football;
- 1.1.4 Implementing rules of the game and rules of competitions;
- 1.1.5 Production and distribution of international official and promotional table football newsletters;
- 1.1.6 Promotion and development of table football so that the number of members and registered players, referees, clubs and supporters can increase and to develop recognition of table football as a sport by the public;
- 1.1.7 Development and support of players' abilities through meetings and specialist high level training camps for players and referees;
- 1.1.8 Ensure that sports material is available and distributed and promote a positive image of table football.

##### 1.2. Definition of Department

- 1.2.1. Except for the President, each Board Members has his own Department under his supervision, as follows:
  - 1.2.1.1. General Secretary – Administrative Department
  - 1.2.1.2. Sports Vice-president – Sports Department
  - 1.2.1.3. Finance Vice-president – Finance Department
  - 1.2.1.4. Marketing and Promotion Vice-president – Marketing and Promotion Department
- 1.2.2. Each Department can create Commissions for the purpose of the management of a predetermined task under that Department.



## Handbook 2016/2017

### FISTF Commissions

#### 2.1. Definition of Commission

- 2.1.1. FISTF Commissions (Committees) are special groups of people (*Commissioners*) invited or nominated by the FISTF Board of Directors to help on determined tasks under the supervision of one of the FISTF Board members who shall have the right to be members of those Commissions.
- 2.1.2. It is not mandatory that these members be members of a FISTF Member Nation.

## Handbook 2016/2017

### Chapter II – Administrative Regulations

#### FISTF Members

##### 3.1. Type of FISTF Members

- 3.1.1. FISTF Member Nation is the only type of FISTF Member.

##### 3.2. Criteria for the admission as FISTF Member Nation:

- 3.2.1. A Board with at least 3 persons: a President, a Secretary, a Treasurer.
- 3.2.2. A Program of sports activities: Organization of competitions within its national boundaries, and licensing of all players and referees.
- 3.2.3. Mandatory FISTF forms, a membership application to become a Member Nation enclosing its statutes approved by the national authorities of its country.
- 3.2.4. The request for affiliation as a member nation must contain a commitment:
- To comply with statutes, rules and decisions of FISTF;
  - To observe the laws of the game in force in FISTF.
- 3.2.5. An observation period of one-year minimum is required to validate the application for affiliation as a member nation.
- 3.2.6. Each affiliate will be validated annually at the Annual General Meeting of FISTF.
- 3.2.7. A Member Nation shall have a minimum of 12 registered players.
- 3.2.8. A Member Nation shall aim to have at least a National Championship and National Cup for Individuals and Teams.

##### 3.3. Rights of the Member Nations

- 3.3.1. All National Associations that are members of FISTF may:
- 3.3.1.1. Organise their own FISTF tournaments and take part in tournaments listed in the FISTF calendar.
- 3.3.2. Grant licenses to their clubs and players to attend FISTF tournaments.
- 3.3.3. FISTF will issue an official diploma proving the membership of the Member Nation, valid for one season (See also 8.3 - FISTF Sports Season).

##### 3.4. Duties of the Member Nations

- 3.4.1. At the start of the season each National Association wishing to become or remain a Member Nation of FISTF must send an information sheet and a list of its licensed players and clubs to the FISTF General Secretary.
- 3.4.2. The information required in the **article 3.5.** must be submitted by the 1<sup>st</sup> September. This deadline can be extended to the 15<sup>th</sup> September if there are no players of the referred nation registered in any FISTF tournament before that date.

##### 3.5. Rules for the Registration of a Member Nation

###### 3.5.1 Guidelines about the Form F01 - National Association Membership Form

- 3.5.1.1. The completion of this form is mandatory to all Member Nations in the terms referred in 3.4.
- 3.5.1.2. The form must be completed with as much detailed information as possible. Some of this information will be publish on the FISTF website under the Nations pages.
- 3.5.1.3. With the Form F01, the National Association must send all the following:
- Picture files, on JPG format:
    - Portrait photo of each Board Member
    - Photos of national competition winners on the previous season
  - Documents:
    - Statutes of the National Association.

## Handbook 2016/2017

- B. National Association Regulation including the following mandatory information:
- i) Registration fee per player and/or per club.
  - ii) Annual fee per player and/or per club.
  - iii) The format of the championship, the national cup and the team championship.
  - iv) Who can be selected and how the selection is made to play in the World Cup and the Champions League / Europa League.
  - v) How the Board of Directors operates.
- C. Copy of any documents that shows the National Association's activity during the previous year, such as newspaper cuttings, etc.
- D. Copy of an insurance policy covering on the tournaments organized by the National Association, as applicable.

### 3.5.2 Guidelines about the Form F20 – Member Nation – Licensed Clubs & Players Form

3.5.2.1. The completion of this form is mandatory for all Member Nations in the terms referred to in 3.4.2.

#### 3.5.2.2. Licensed Clubs.

- 3.5.2.2.1. The form must include all clubs licensed by the National Association. The clubs not included in the list won't have a FISTF license to play international FISTF tournaments.
- 3.5.2.2.2. Every club shall have a unique FISTF license code and maintain the same code from the previous season. This code never changes and cannot be used by other club in the future.
- 3.5.2.2.3. The 3 letters of the National Association code, followed by the letter "C" and 3 sequential digits from 000 to 999, compose the structure of the Club license code. For example, valid club license codes for Austria are AUTC001, AUTC002, ..., AUTC999.
- 3.5.2.2.4. For each club, it is mandatory to indicate: Full Club Name, Contact Person, Contact Email, Address, City and its logo.

#### 3.5.2.3. Licensed Players.

- 3.5.2.3.1. The form must include all players licensed by the Member Nation. The players not included in the list won't have a FISTF license to play international FISTF tournaments.
- 3.5.2.3.2. Every player shall have a unique FISTF license code and maintain the same code from the previous season. This code never changes and cannot be used by another player in the future.
- 3.5.2.3.3. The structure of the Player license code is composed by the 3 letters of the National Association code, followed by 4 sequential digits from 0000 to 9999. For example, valid player license codes for Austria are AUT0001, AUT0002, ..., AUT9999.
- 3.5.2.3.4. The inclusion of a date of the birth is mandatory for every player in order for them to be issued a FISTF license.
- 3.5.2.3.5. Including the email of each player, although not mandatory, is advisable.

#### 3.5.2.3.6. Foreign players registered with a National Club.

- 3.5.2.3.6.1. All foreign players registered with a national Club shall be included in this list, provided they have a valid license from their National Association. A foreign player is considered a player whose citizenship is different from the country in which they are playing.
- 3.5.2.3.6.2. The National Association has no competence to grant a FISTF license to a foreign player.

### 3.6. Administrative Sanctions for Member Nations

- 3.6.1 If a Member Nation has not submitted its registration form until the indicated deadline, its clubs and individual players will be prohibited from taking part in FISTF tournaments until this is in order.

## Handbook 2016/2017

### FISTF Licensed Clubs

#### 4.1. Definition of FISTF Licensed Club

- 4.1.1. A FISTF Licensed Club is a club officially recognized by its Member Nation, after which it can be included on the list of the Member Nation's licensed clubs (FISTF Form F20), or, in the case of there being no Member Nation in its country, the License will be awarded directly by FISTF.
- 4.1.2. A FISTF License is valid for one sports season only.

#### 4.2. Definition of the Nationality of Clubs

- 4.2.1. Regardless of its legal form, a club shall be deemed to have, for the purpose of table football, the nationality of the National Association that licenses it to play table football.
- 4.2.2. Clubs shall be individually responsible to apply for the license to play table football. The club shall be issued a license card, the form of which is left to each National Association to decide.
- 4.2.3. The National Association of the country where a club is headquartered, providing this National Association is a member of FISTF, shall solely grant the license and the club shall be deemed a member of this National Association after the granting of the license. The club shall remain a member of this National Association until the end of the sports season. It is impossible to move its headquarters to another country.
- 4.2.4. A National Association shall not unreasonably deny a license to a club headquartered within the country it is representing.
- 4.2.5. A club headquartered in a country where no table football National Association exists, or where the National Association is not a member of FISTF, shall be granted a license directly by FISTF.
- 4.2.6. The Member Nations are free to ask a yearly fee from each of their clubs.

#### 4.3. Rights of FISTF Licensed Clubs

- 4.3.1. All clubs that are members of a Member Nation of FISTF may take part in all tournaments listed in the FISTF calendar and are included in the world-ranking table.

#### 4.4. Duties of FISTF Licensed Clubs

- 4.4.1. Only FISTF licensed clubs can attend FISTF tournaments.
- 4.4.2. For the purpose of attending a FISTF tournament, the Club must request a FISTF License from its Member Nation.
- 4.4.3. If there is no National Association in its country, the license must be request directly to FISTF.

#### 4.5. Rules for the Registration of a Club

- 4.5.1. In order to have a FISTF license, a new club shall request their affiliation with the National Association existing in its country.
- 4.5.2. Only if there is no National Association in its country, the club shall request their FISTF license directly from FISTF.
- 4.5.3. **The administrative procedures** are as follows:
  - 4.5.3.1. A new Club must complete the **Form F10** and send it to its National Association with its logo when available. After its approval, the National Association shall send the form to FISTF.
  - 4.5.3.2. For each new season, the National Associations shall request to their clubs to send an update of the **Form F10**. This form shall be sent to FISTF after approval by the National Association.

## Handbook 2016/2017

### 4.5.4. Extinction of a club activity

- 4.5.4.1. In the case of the change of the name or other details of a club (president, secretary, address, contacts, or the club shall cease the activity), the **Form F11** shall be sent by the club to its National Association and then to FISTF.
- 4.5.4.2. Check rule 5.9 about the situation of the players registered with a club which ceases its activity.

### 4.6. Administrative Sanctions for Clubs

- 4.6.1. A club that takes part in a FISTF tournament without having a valid FISTF license will be fined 30 Euros.
- 4.6.2. If the offence re-occurs the fine will be increased to 50 Euros.

## Handbook 2016/2017

### FISTF Licensed Players

#### 5.1. Definition of FISTF Licensed Player

- 5.1.1. Players shall be individually responsible to apply for a license to play table football.
- 5.1.2. If the player chooses to become a member of a club operating in the country where the player has his domicile, such obligation may be delegated to the direction of such club but only his National Associations may grant the license to the player.
- 5.1.3. The player shall be issued a license card, the form of which is left to each National Association to decide.
- 5.1.4. A FISTF license is valid for one sports season only and it must be revalidated each sports season.

#### 5.2. Definition of Licensor

- 5.2.1. The National Association of the player, providing this National Association is a member of FISTF, shall solely grant the license and the player shall be deemed a member of this National Association after the granting of the license.
- 5.2.2. Example: Player A has his nationality in France. Only the Fédération Française de Football de Table (FFFT) is authorized to grant him a license.
- 5.2.3. The National Association granting a player a license to play table football, or FISTF when it plays such role, shall be further referred to as “the Licensor”.
- 5.2.4. The Member Nations are free to ask a yearly fee to each of their players even if they are not domiciled in that country.

#### 5.3. Players Nationality

- 5.3.1. The National Association of the country from which the player is a legal citizen shall be informed by the Licensor within 30 days of the grant of the license that a license has been issued if:
  - i. The player has another legal citizenship than that of the country where he has his domicile; or
  - ii. The player has the same legal citizenship as that of the country where he has his domicile, but also has another legal citizenship.
- 5.3.2. Any dispute or appeal related to the licensing of players or to the unreasonable denial of license to players shall be referred in writing within thirty (30) days to the FISTF General Secretary.
- 5.3.3. Notwithstanding the identity of the Licensor, the player shall have the right to be a member of any club of his choice, whether or not that club is operating within the country where the player has his domicile, subject to the rules and regulations established by FISTF for membership and transfers to and from clubs.
- 5.3.4. Example: Player C has a Belgian citizenship and is licensed by the Belgian National Association (FBFTS). Player C may also be a member of the Washington, D.C., Table Football Club.
- 5.3.5. Notwithstanding the club of which the player is a member, the player shall have all the rights and obligations of the other players being granted a license by the same Licensor.
- 5.3.6. Example: Player C has a Belgian citizenship, is licensed by the Belgian National Association (FBFTS), but is a member of the Washington D.C. Table Football Club. Player C must be authorized by FBFTS to play the Belgian national individual championship.
- 5.3.7. By being granted a license by a National Association, the player becomes eligible to represent this National Association in individual and team international competitions, including but not limited to the World Cup, subject to the agreement of the direction of such National Association and to the rules of the competition.
- 5.3.8. Example: Player C has a Belgian citizenship, is licensed by the Belgian National Association (FBFTS), but is a member of the Washington D.C. Table Football Club. Player C may be selected by FBFTS to represent Belgium in the World Cup (both for the individual and team competition)..

## Handbook 2016/2017

### 5.4. Players without National Association

- 5.4.1. A player having its nationality in a country where no table football National Association exists, or where the National Association is not a member of FISTF, shall be granted a license directly by FISTF.
- 5.4.2. Example: Player B has a Russian citizenship, where no National Association exists. FISTF will grant him a license on request.

### 5.5. Rights of FISTF Licensed Players

- 5.5.1. All players who are licensed to play table football by a National Association member of FISTF may take part in all tournaments listed in the FISTF calendar and be included in the world-ranking table.

### 5.6. Duties of FISTF Licensed Players

- 5.6.1. When taking part in a FISTF tournament, a player must complete a registration form that is submitted to the organiser. If the player has already completed a registration form during an earlier tournament, he should check on the list of registered players provided by the tournament organiser that his details are correct.
- 5.6.2. A player is also required at every tournament to sign an enrolment form that is sent to the organiser by FISTF.

### 5.7. Rules for the Registration of Players

- 5.7.1. The players who take part in FISTF events must provide their nationality, club and birth date to FISTF. **All data is mandatory.**
- 5.7.2. If a player has not provided his birth date, he cannot attend any FISTF tournament.
- 5.7.3. It's the responsibility of the National Associations to make sure all players have provided the requested data and validate them.
- 5.7.4. The list of players (including the full name, address, date of birth, nationality and club) should be sent to the FISTF General Secretary.
- 5.7.5. Only the FISTF registration **Form F20** sent exclusively by the National Association is valid for this purpose.

### 5.8. Rules for Free Agents ("unattached" players)

- 5.8.1. A Free Agent is a player that is not registered with any licensed Club.
- 5.8.2. If a player wants to become a free agent (player in the individual ranking, but not registered with any club), for the following season, he shall inform FISTF through his national association, during the Transfer Period (5.10.1.7). No permission/signature from his/her existing club shall be needed.
- 5.8.3. A player can also become a free agent during the Extended Transfer Period (5.10.1.8), provided that he/she didn't play in any FISTF Teams competition for the club he/she was registered with, since the previous Sports Season (5.10.1.1). No permission/signature from his/her existing club shall be needed.
- 5.8.4. A "free agent" may join any club (existing or new) during the Transfer Period (5.10.1.7) or the Extended Transfer Period (5.10.1.8).
- 5.8.5. A new player is automatically registered as a free agent, unless he/she joins a club during his/her registration. This player can also join a club as per 5.8.4.
- 5.8.6. A non-ranked (a new player who has never played in any individual or team competition) free agent player can join a club during the whole Sports Season (5.10.1.1). In the case that he/she participates in any FISTF competition, the rule 5.8.4 applies.
- 5.8.7. A player can change his/her status to free agent only once during a Sports Season (5.10.1.1).

### 5.9. Rules for the players registered with a club which ceased activity

- 5.9.1. All players registered with a club which ceased its activity, change their status to "Free Agents" (5.8). These players can keep on playing all FISTF Individuals competitions during the season.
- 5.9.2. The registration with a new club shall still respect all rules under 5.10.



## Handbook 2016/2017

### 5.10. Rules for the Transfer of a Player between 2 clubs

#### 5.10.1. Players may transfer between two clubs subject to the following conditions:

- 5.10.1.1. A "Sports Season" is the period between the 1<sup>st</sup> of September and the 31<sup>st</sup> of August of the following year.
- 5.10.1.2. All National Transfer (5.10.1.3) requests shall be made using **FORM06E**. This shall include the list of all transfers of players regarding the National Association in the referred season. When completed, the form shall be sent to the FISTF for registration. If the National Association has its own internal transfer form, it can still use it for National Transfers (5.10.1.3). However, the use of form **F06** for International Transfers (5.10.1.4) is **mandatory**.
- 5.10.1.3. "National Transfer" is defined as the transfer of a player between 2 clubs of the same nationality as the player.
- 5.10.1.4. An "International Transfer" is every transfer of a player when the former club or new club has a different nationality of the player.
- 5.10.1.5. In the case of an International Transfer (5.10.1.4), the following procedure has to be followed:
  - a) New club (or player) submits form F06 to the player's National Association.
  - b) This form must be signed by the player and by an official of the new club. The signature of the official of the former club is not mandatory, but he still must be informed by being included in the recipient list of the request email. Also, the form must be disclosed to the National Associations of the new and the previous clubs, for their information.
  - c) Once approved by the National Association of the player, the form is sent to FISTF for registration.
- 5.10.1.6. There is no restriction on the number of players that can be transferred within the same National Association.
- 5.10.1.7. "Transfer Period" is defined as the time period between the 1st of July and 31st of August each sports season (5.10.1.1).
- 5.10.1.8. "Extended Transfer Period" is defined as the time period between the 1st of September and 31st of December each sports season (5.10.1.1). The penalty for partially or completely disregarding this rule is automatic disqualification from the event and forfeits the world ranking points from the event in question. FISTF reserves the right to apply a different decision if necessary.
- 5.10.1.9. If a player, who belongs to a club, wants to transfer to a new club for the following season, he/she shall submit FISTF form F06 to the FISTF during the Transfer Period (5.10.1.7). No permission/signature from his/her existing club shall be needed.
- 5.10.1.10. A player may only play for one club in FISTF Teams competitions during a sports season (5.10.1.1).
- 5.10.1.11. A player can only make one transfer during a Sports Season (5.10.1.1).
- 5.10.1.12. A player can only make use of one of the two transfer periods (see 5.10.1.7 or 5.10.1.8) during a Sports Season and not both under any circumstance.
- 5.10.1.13. Players shall be enrolled anew each season.
- 5.10.1.14. During the Extended Transfer Period (see 5.10.1.8) players who didn't play in any FISTF Teams competition for the club they were registered with since the previous Sports Season, can be transferred by sending the FISTF form F06 to the FISTF. No permission/signature from his/her existing club shall be needed. This does not apply to players who have already made use of the Transfer period during the current Sports Season as defined in 5.10.1.8.
- 5.10.1.15. A player cannot play in any FISTF Teams competition within the next 14 calendar days following the registration with the new club
- 5.10.1.16. National Associations shall submit a complete list of their clubs' players to the FISTF by the 15th of September, at the same time as the list of transfers is submitted (FISTF Form F20).
- 5.10.1.17. The penalty for partially or completely disregarding this rule is automatic disqualification from the event and forfeits the world ranking points from the event in question. FISTF reserves the right to apply a different decision if necessary.

## Handbook 2016/2017

- 5.10.1.18. Players who are not in any Individual ranking and who didn't play for any club can join a club during the whole season, as also defined in 5.8.6.
- 5.10.1.19. On extraordinary occasions, the FISTF Board of Directors reserves the right to take decisions regarding transfers during the season on a case-by-case basis, following a petition of the relevant players. In such cases, if the petition is accepted by FISTF BoD, the transferred player will not be allowed to transfer to a new club for the following season.

### 5.10.1.20. Foreign Players

- 5.10.1.21. Foreign players are players who, at the time of the filing of the transfer request, have a different nationality to that of the club to which they are registered or they request to be transferred.
- 5.10.1.22. A club may enrol as many foreign players as they want in a sports season or during a specific Teams competition, but only two foreign players may be selected to play with the club team in the same match.

### 5.10.2. Formal Contracts

- 5.10.2.1. Formal contracts between a club and a player must be registered with FISTF in order to be accepted as valid.
- 5.10.2.2. From the moment the contract is registered, FISTF becomes the referee for every dispute about the referred contract.
- 5.10.2.3. Registration of the contract is free of charge and its details will be kept private between the parties.

### 5.10.3. Special Transfer Period

- 5.10.3.1. A special transfer period is accepted for players licensed by Member Nations outside Europe, which have a different season period between the 1st January and 31st December.
- 5.10.3.2. These Member nations shall inform FISTF if they have a different season period before the FISTF Season starts.
- 5.10.3.3. This special transfer period is between 1st January and 31st January. No transfers will be allowed outside this period.
- 5.10.3.4. All remaining transfer regulations will apply to the players of these Member Nations.

### 5.11. Administrative Sanctions for Players

- 5.11.1. A player that takes part in a FISTF tournament without having a valid FISTF license will be fined 10 Euro.
- 5.11.2. If the offence re-occurs, the fine will be increased to 30 Euros.
- 5.11.3. Failure of a player to strictly comply with the transfer regulations shall lead to automatic disqualification from the event and forfeit the world ranking points from the event in question.
- 5.11.4. FISTF reserves the right to apply a different decision if strict application of the rule would lead to unfairness.

### 5.12. Change of Nationality

- 5.12.1. A player may request the change of his FISTF nationality under the following terms:
  - i. He can prove by providing official papers that he has the legal citizenship of the country represented by the National Association that he is applying to become a member of, or
  - ii. He can prove by providing official papers that he is a long-time resident (at least 3 years) of the country represented by the National Association that he is applying to become a member of.
  - iii. He has not changed his FISTF nationality during the last 10 years.

## Handbook 2016/2017

### 5.13. Disabled Players

#### 5.13.1. Disability sport classification

- 5.13.1.1. Players interested in registering for a disabled license must follow the channels with the Disabled Sport Department to obtain the relevant license, giving proof of disability direct from there National Federation who may need to obtain also a confirmation from the Disabled Organisation in their country. This is to be sent to Federation of International Sports Table Football – Disabled Sports Department, who will communicate with them in order to obtain the necessary license issued by FISTF Sports Department and included in the FISTF World Ranking.
- 5.13.1.2. Any National Federation who wish to stage a disabled event must get full clearance via Disabled Sport and FISTF Sport Departments.
- 5.13.1.3. Sports Rules for the game includes specific rules for disabled players. Rules for this Handbook remain, however, the same, unless otherwise specified and until further notice from the Disabled and FISTF Sports Departments. Duration of match will also be the same as normal matches.

#### 5.13.2. Class Acceptance for Disabled Sports Licence

##### 5.13.2.1. Classes 42 to 46

- 5.13.2.1.1. Classes 42 to 46 are for athletes with limb deficiencies, such as amputations. In classes 42-44, the legs are affected by impairment. In classes 45-46, the arms are affected. All athletes in the 40s classes compete standing and do not use a wheelchair.
  - **Class 42** Competitors in class T42 and F42 have single above knee amputation, combined arm/leg amputation, or comparable leg impairments. The IPC defined this as: "Single above knee amputees and athletes with other impairments that are comparable to a single above knee amputation. This includes athletes with loss of muscle power in the lower limbs consistent with Class F57 or F58 class."
  - **Class 43** Competitors in class T43 and F43 have double below knee amputation (or combined arm/leg amputation) or comparable leg impairments.
  - **Class 44** Competitors in class T44 and F44 have single below knee amputation or those that can walk with moderately reduced function in one or both legs.
  - **Class 45** Competitors in class T45 and F45 have double above elbow or double below elbow amputations or similar disabilities.
  - **Class 46** Competitors in class T46 and F46 have single above or below the amputations or have normal leg function but impairment in the arms/trunk

##### 5.13.2.2. Classes T51-54 and F51-58

- 5.13.2.2.1. The 50s sport classes only include athletes competing in a wheelchair. A lower number indicates a higher activity limitation.
  - **T51-52** These athletes have activity limitations in both lower and upper limb.
  - **T53** These athletes have normal arm and hand function, no or limited trunk function, and no leg function.
  - **T54** Athletes competing in T54 have partial trunk and leg function.
  - **F53** Athletes in this class have mild limitation of hand function – no leg or trunk function.
  - **F54** Athletes in this class have normal function in their arms and hands with no leg or trunk function.
  - **F55** These athletes have normal arm function, the ability to rotate the spine, and no leg function.
  - **F56** These athletes have normal arm function, the ability to rotate the spine, can move backwards and forwards, and no leg function.
  - **F57** These athletes have normal arm, hand, and near normal trunk function. They have increased leg function as compared to F56.

## Handbook 2016/2017

- **F58** These athletes have normal arm, hand, and trunk function with more leg function than F57.

## Handbook 2016/2017

### FISTF Licensed Referees

#### 6.1 Definition of FISTF Referee Categories

6.1.1 FISTF defines two different referee categories as follows:

- Head Referee.
- Referee.

#### 6.2 FISTF Head Referee

##### 6.2.1. Definition of FISTF Head Referee

6.2.1.1. During every FISTF event, there must be at least a competition's Head Referee to supervise all aspects of refereeing. His job, during the event, is to:

- Take decisions about rules.
- Take decisions about behavior of players, coaches and referees.
- Take decisions about equipment used by players.
- Support the Tournament Manager in appointing referees.
- Inform players and coaches about referee rights and duties.
- Submit reports to FISTF about players, coaches and referees.
- Monitor players', coaches' and spectators' behavior.

##### 6.2.2. Appointing of Head Referee

6.2.2.1. Head Referee(s) will be appointed as described in this handbook for each type of tournament category (see 9.3.3, 9.4.6, 9.5.5).

6.2.2.3. Appointed Head Referee(s) name(s) and Club(s) shall be noted in the tournament venue during the competition.

##### 6.2.3. Rights of Head Referee

6.2.3.1. Head Referees shall be the only person entitled to make reports about referees during matches and submit them to the Disciplinary Council.

6.2.3.2. A Head Referee will give a first warning to a referee in the following cases:

- - is not focused on their assigned game
- - leaves the table area during a match
- - gives evaluative comments on a player/match
- - is not respectful to players/coaches/spectators
- - fails to compile and/or deliver the match report
- - is unaware of current FISTF Sports Rules.

6.2.3.3. In case of a second warning for the cases at 6.2.3.2. during the same FISTF event, the Head Referee may substitute the referee and may report him to the Disciplinary Council.

6.2.3.4. Players with less than a year experience and/or of Under categories will be considered as "Beginner Referees" and therefore not able to be sanctioned by the Head Referee. They will be however given a warning in cases 6.2.3.2.

##### 6.2.4. Duties of Head Referee

## Handbook 2016/2017

- 6.2.3.1. A players appointed as FISTF Head Referee shall be responsible of their knowledge of the current version of FISTF Sports Rules of Table Football. Current FISTF Sports Rules of Table Football are available on the FISTF website. FISTF approved translated versions may be available from National Associations.
- 6.2.3.2. For the duration of a FISTF event, the presence of at least one Head Referee in the event hall is mandatory. In case of Head Referee playing in a match, another appointed Head Referee must be possibly available.
- 6.2.3.3. The Head Referee is required to:
- - be fully focused on what happens in the tournament venue
  - - be ready to interrupt a match if player/coach/referee behavior requires this
  - - referee any required clarification about current rules
  - - avoid any evaluative comment on players/matches
  - - be respectful to players/coaches/spectators
  - - check player equipment if required to do so by an officiating referee

### 6.3 - report a player/coach/referee to the Disciplinary Council if needed FISTF Referee

#### 6.3.1. Definition of FISTF Referee

- 6.3.1.1. For every match during a FISTF event, there must be a referee to supervise all aspects of game refereeing according to the FISTF Sports Rules of Table Football. Their job is to:
- - evaluate the legality of players' equipment and defer to the Head Referee if there is uncertainty
  - - make all rule decisions during play
  - - make a decision in the event of problems regarding the behavior of players
- submit reports to the Disciplinary Council about players and coaches, if required

#### 6.2.2. Appointing of FISTF Referee

- 6.2.2.1. Referees will be managed by the Tournament Organizer with support from the Head Referee, as described in this handbook (see 19.2.7).
- 6.2.2.2. Referee name/club shall be affixed near each match during the competition.

#### 6.3.2. Rights of FISTF Referee

- 6.3.2.1. During ANY match, the referee's decision is FINAL and cannot be changed, except in cases where the referee may interrupt the match and ask the Head Referee for advice about rules
- 6.3.2.2. In ANY case, players are prohibited from asking the Head Referee for intervention. Only the match referee can ask for Head Referee intervention.
- 6.3.2.3. The following behaviors by players are strictly forbidden:
- a) a) Making game calls or refereeing actions themselves (e.g. "back", "foul", figure repositioning etc.)
  - b) b) Changing referee decisions
  - c) c) Criticize or influence the referee's decisions
  - d) d) The use of insulting or harmful comments towards the match referee
  - e) e) Threatening or attempting to use force against the referee
  - f) f) Stealing or damaging the match referee's equipment.
- 6.3.2.4. In a), b) or c) cases listed at 6.3.2.3, the referee shall use the following procedure:



## Handbook 2016/2017

- a) a) At the first offence, the match referee shall warn the player that, should the player commit another offence, a yellow card will be issued.
- b) b) If another offence is committed, the match referee shall issue the player a yellow card and warn that, should the player commit another offence, an orange card will be issued.
- c) c) If a further offence is committed, the match referee shall issue the player an orange card (with spare goalkeeper removed) and warn that, should the player commit another offence, a red card will be issued
- d) If a further offence is committed, the match referee shall issue the player a red card. In such a case, the game is terminated and the match referee must immediately leave the table and inform a Head Referee or the Tournament Organizer about the situation. The offender is then disqualified and reported to the Disciplinary Council. 6.3.2.5. In particularly severe a), b) or c) cases of 6.3.2.3, the match referee may directly apply the following procedure:
  - a) a) At the first offence, the match referee shall issue the player a yellow card and warn that, should the player commit another offence, an orange card will be issued.
  - b) b) If a further offence is committed, the match referee shall issue the player an orange card (with spare goalkeeper removed) and warn that, should the player commit another offence, a red card will be issued
- c) If a further offence is committed, the match referee shall issue the player a red card. In such a case, the game is terminated and the match referee must immediately leave the table and inform a Head Referee or the Tournament Organizer about the situation. The offender is then disqualified and reported to the Disciplinary Council. 6.3.2.6. In d), e) or f) cases listed at 6.3.2.3, at the first offence, the match referee shall give the player a red card. In such a case, the game is terminated and the match referee must immediately leave the table and inform a Head Referee or the Tournament Organizer about the situation. The offender is then disqualified and reported to the Disciplinary Council.
- 6.3.2.7. If any of d), e) or f) cases listed at 6.3.2.3 happens immediately before or after a match, the referee must inform a Head Referee or the Tournament Organizer about the situation. The offender is then disqualified and reported to the Disciplinary Council.
- 6.3.2.8. The following behavior by coaches is strictly forbidden:
  - a) a) Disturbing players or referees
  - b) b) Giving verbal instructions in an unreasonable manner
  - c) c) Criticizing or influencing the match referee's decisions
  - d) d) The use of insulting or harmful comments towards match referees
  - e) e) Threatening or attempting to use force against the referee
  - f) f) Stealing or damaging the match referee's equipment
- 6.3.2.9. In a), b) or c) cases listed at 6.3.2.8, any of the four referees shall use the following procedure:
  - a) a) At the first offence, the match referee shall warn the coach that, should the coach commit another offence, the coach will be asked to leave the playing area. If another offence is committed, the match referee will ask the coach to leave the playing area. If the coach refuses to leave, the match referee must inform the Head Referee or the Tournament Organizer about the situation. The coach is then reported to the Disciplinary Council.
- 6.3.2.10. In d), e) or f) cases listed in 6.3.2.8, at the first offence, any of the four referees shall inform a Head Referee or the Tournament Organizer about the situation. The coach is then reported to the Disciplinary Council.
- 6.3.2.11. If any of d), e) or f) cases listed in 6.3.2.8 happens immediately before or after a match, any of the match referees must immediately inform a Head Referee or the Tournament Organizer about the situation. The coach is then reported to the Disciplinary Council.



## **Handbook 2016/2017**

- 6.3.2.12. If the Head Referee finds that a match referee (individual or team) doesn't follow the procedures described in 6.3.2.5, 6.3.2.6, 6.3.2.7, 6.3.2.9, 6.3.2.10 and 6.3.2.11 deliberately, their behavior can be considered a deliberate breach of the present regulations, with the intent to change the normal course of a match. In this case, the referee (individual or team) may be reported to the Disciplinary Council.

### **6.3.3 Duties of FISTF Referee**

- 6.3.3.1. For any player it is mandatory to have a good knowledge of the current version of FISTF Sports Rules of Table Football. Current FISTF Sports Rules of Table Football are available on the FISTF website. FISTF approved translated versions may be available from National Associations.
- 6.3.3.2. The referee shall follow the Referee's Guide part of the FISTF Sports Rules.
- 6.3.3.4. The referee is required to:
- Enforce FISTF Sports Rules during the match, including disabled player rules if applicable.
  - Issue yellow, orange and red cards as appropriate.
  - Ask the Head Referee for advice about Rules if needed.
  - Be fully focused on the game.
  - Be at the game table on time and during the full duration of the match.
  - Avoid any evaluative comment on match/player.
  - Be respectful to players/coaches/spectators.
  - Compile and deliver the match report.
  - Check each player's equipment.
  - Keep match time with his own watch.
- 6.3.3.5. A referee that repeatedly violates the behavior listed at 6.3.3.4 may be reported to the Disciplinary Council by the Head Referee or the Tournament Organizer.

### **6.3.4. Refusal to Referee**

- 6.3.3.7. A player refusing to referee in an assigned round will be fined 25 Euros. For a team, the sanction shall be a fine of 100 Euros. The Head Referee shall also report the player or the team to the Disciplinary Council.
- 6.3.3.8. A player leaving the tournament without refereeing in the round following his elimination will be fined 25 Euros. For a team, the sanction shall be a fine of 100 Euros. The Head Referee shall also report the player or the team to the Disciplinary Council.

### **6.3.4. Replacement of Referee**

- 6.3.4.1. A referee (individual or team) may be substituted by the Head Referee or by the Competition Manager before starting a match if it appears that his nationality or club can benefit one of the players or teams.
- 6.3.4.2. A referee (individual or team) may be substituted after receiving the second warning (see 6.2.3.3), but ONLY if so requested by the Head Referee. The new referee (individual or team) will be appointed by the Head Referee.
- 6.3.4.3. A referee (individual or team) may be substituted before or during a match in case of health problems or other serious reasons. The Head Referee shall approve referee substitution and appoint the new referee (individual or team).
- 6.3.4.4. Except for cases 6.3.4.1, 6.3.4.2 and 6.3.4.3, a referee (individual or team) cannot be substituted before or during a match, even if substitution is asked by the referee (individual or team).

## Handbook 2016/2017

6.3.4.5. Referee (individual or team) substitution is applicable ONLY if a suitable replacing referee (individual or team) is available and accepts to referee.

### 6.4 7. Membership Fees & Levies

#### 7.1. Table of the Membership Fees

##### 7.1.1 Fees:

Yearly Membership Fee	<b>100 EUR</b>
Yearly Membership Fee (1 <sup>st</sup> year)	<b>50 EUR</b>

7.1.2 The FISTF Board of Directors can exempt a Member Nation of the payment of the Membership Fees on a case-by-case basis, when the referred nation adheres to the FISTF Development Program.

#### 7.2. Tournament Levies

Tournament Type	Values per player		Values per club
	Individual Competitions Open & Veterans	Individual Competitions U19, U15, U12 and Ladies	Club Team Competitions
Major Grand Prix	1,50 EUR	No levy	4,00 EUR
International Grand Prix	1,00 EUR		3,00 EUR
International Open			
Satellite Tournament	0,50 EUR		2,00 EUR
	No levy		
Promotional Event			
National Team Tournament			
Champions & Europa Leagues			
World Cup			
Continental Championships			

See also 19.2.13.2. Entry fees - Maximum values

7.2.1 To help the development of the game outside of Europe, the FISTF Board has decided that there will be no tournament levies for Satellites held outside Europe.

#### 7.2.2 Campaigns

7.2.2.1. In the case that a Member Nation organizes a group of tournaments, FISTF will offer a discount on the total amount of the tournament fees in every tournament, as follows:

Tournament Packages	Discount
<b>1 Grand Prix + 2 International Opens</b>	<b>20%</b>
<b>1 Grand Prix + 2 International Opens + 3 Satellites</b>	<b>40%</b>

7.2.2.2. The packages will be valid only if the requests are made before the date of the first tournament included.

## Handbook 2016/2017

7.2.2.3. In the case of cancellation of one or more tournaments included in the package, the discount will be invalidated and it will be refunded to FISTF.

7.2.2.4. Major Grand Prix are not included in the discount Campaign.

### 7.3. Transfer fees

7.3.1 There is no fee for the transfer of players.

### 7.4. Clubs fees

7.4.1 Clubs do not have to pay a fee to be members of FISTF.

### 7.5. Players fees

7.5.1 Players do not have to pay a transfer fee.

### 7.6. Payments to FISTF

7.6.1 All payments regarding tournament fees and fines to clubs and players of a determined National Association must be done directly to FISTF by the National Association itself.

7.6.2 It is solely the responsibility of the National Association to receive the money from those organizers, clubs or players.

7.6.3 FISTF Finances Department will maintain a Checking Account for each Member Nation.

### 7.7. Payments of the Membership Fees

7.7.1 The payment of the Membership Fee regarding the **following season** must be paid in advance by the 30<sup>th</sup> of April.

### 7.8. Payments of the Tournament Levies

7.8.1 The payment of the levies regarding a specific tournament must be paid within 30 days after the date of that tournament.

### 7.9. Sanctions for Payment delays

7.9.1 For every payment not done within the determined deadline, a sanction fine will be applied on the following terms:

7.9.1.1. For payments done on the **following 30 days** after the deadline, **15%** of the value in debt.

7.9.1.2. For payments done **between 31 and 60 days** after the deadline, **30%** of the value in debt.

7.9.1.3. **More than 60 days after the deadline** without payment, all tournaments of that Member Nation will be immediately cancelled and removed from the FISTF Calendar and no tournaments will be granted to the Member Nation before all payments, including the sanctioned fines, have been paid.

## Handbook 2016/2017

### Chapter III – Competition Regulations

#### FISTF Competitions – Definitions

##### 8.1. Individual Competitions

- 8.1.1. The format for each tournament that is part of the FISTF calendar provides the best organisation for matches. This is normally the same format, although the World Cup and the Masters are organised differently.
- 8.1.2. The results of group matches are awarded as follows:
  - Win = 3 points
  - Draw = 1 point
  - Loss = 0 points
- 8.1.3. Final group positions are determined as follows:
  1. Number of points won.
  2. Result(s) of the direct match(es) between the players that have the same points.
  3. Goal difference in the match(es) between the players that have the same points.
  4. Most goals scored in the match(es) between the players that have the same points.
  5. Total goal difference.
  6. Most goals scored.
  7. Shoot-out
- 8.1.4. In individual competitions in the U12, U15, U19 and Ladies categories, the maximum score in the group stage can only be 5-0. For instance:
  - If a game ends on 9-2, it will be reported as 5-0 in the results file.
  - If a game ends on 7-2, it will be reported as 5-0 in the results file.

##### 8.2. Team Competitions

###### 8.2.1. General Principles for team competitions are:

- 8.2.1.1. A team comprises 4 players and 2 reserves for each match.
- 8.2.1.2. A club may enter as many teams as it wishes in a tournament.
- 8.2.1.3. A club may not transfer any players between its teams during the same tournament.
- 8.2.1.4. A club may play a maximum of two foreign players. Foreign players are those from a National Association that is different to that to which the Club belongs (see transfer rules – 5.10).
- 8.2.1.5. A player may only be a member of one team at any one time.
- 8.2.1.6. The coach of each team is responsible for all aspects of his team.
- 8.2.1.7. The coach may follow the progress of the match from the playing area but may not disturb a player or the referee.
- 8.2.1.8. During the game the coach may only give verbal instructions related to tactics to his team in a reasonable manner.
- 8.2.1.9. A coach may be asked to leave the playing area for inappropriate behaviour by any of the four referees.
- 8.2.1.10. Each of the four players shall play a player from the opposing team.
- 8.2.1.11. Each team will gain one point for a victory in each individual match.
- 8.2.1.12. No points are awarded for a draw or a loss.
- 8.2.1.13. If a player is disqualified he will lose the match by a minimum of 3-0, unless the score in the match was higher than this when he was disqualified.
- 8.2.1.14. A team that has had a player disqualified cannot win a match on goal difference.
- 8.2.1.15. If a team is disqualified it loses that match 0-4 with a goal difference of 0-12.
- 8.2.1.16. If a team or one of its players is not ready at kick off time the referee shall decide whether to disqualify the player/team or to accept a late kick off.

## **Handbook 2016/2017**

### **8.2.2. General Competition structure**

8.2.2.1. The results of group matches are awarded as follows:

Win = 3 points

Draw = 1 point

Loss = 0 points

8.2.2.2. Final group positions are determined as follows:

1. Number of points won.
2. Result(s) of the direct match(es) between the teams that have the same points.
3. Individual wins difference in the match(es) between the teams that have the same points.
4. Most individual wins achieved in the match(es) between the teams that have the same points.
5. Total individual wins difference.
6. Most individual wins achieved.
7. Goal difference in the match(es) between the teams that have the same points.
8. Most goals scored in the match(es) between the teams that have the same points.
9. Total goal difference.
10. Most goals scored.
11. Shoot-out

### **8.2.3. Match Procedure**

8.2.3.1. For each team match, the team's coach shall present a maximum of 6 players in the playing area for the seeding procedure as follows:

1. Referee tosses a coin to determine which coach will start the seeding procedure - coach A / coach B.
2. The losing coach (coach A) starts the procedure by selecting one of his players to play in match 1.
3. Coach B selects one of his players to play in match 1
4. Coach B selects one of his players to play in match 2
5. Coach A selects one of his players to play in match 2
6. Coach A selects one of his players to play in match 3
7. Coach B selects one of his players to play in match 3
8. Coach B selects one of his players to play in match 4
9. Coach A selects one of his players to play in match 4

8.2.3.2. A team must consist of a minimum of three players.

8.2.3.3. The coach of a team with only three players must start the seeding procedure, and must forfeit the fourth match. A team consisting of three players cannot win a match on goal difference.

8.2.3.4. A FORM F24 - Team Competition Match Form shall be used to register every team match.

### **8.2.4. Substitutions at half time**

8.2.4.1. Substitution rules for team competition (1 substitution)

8.2.4.1.1. At half time, both coaches have the opportunity to substitute one of the four players that has played the first half of the match. The referee shall be notified of any changes made. The reserve player takes over any sanction cards of the substituted player from the first half of the match. The team that won the toss must first declare its intention to make the substitution. The referee will ask to the captain of the team that won the toss, to declare the intention to make the substitution. Once the captain of the team that won the toss, has made his substitution or declared he didn't want to make substitution, the captain of the other team has the possibility to make his substitution.

### **8.2.5. In case of draw**

8.2.5.1. In case of a draw in a team competition, there will be a sudden death of 10 minutes and, if needed, a single shoot-out between two players. For the shootout, each team has to decide which player will play.

## Handbook 2016/2017

### 8.3. FISTF Age Categories

- 8.3.1. Tournaments are divided into different age categories. Players may normally play in only one category at each tournament, apart from the U12 (see below). Only if the organizer allows it, players can compete in two categories.
- 8.3.2. For the season 2016/2017 the categories are as follows:
- Open
  - Veterans: players born before September 1st, 1973;
  - Under-19: players born from September 1st, 1997, until August 31st, 2001;
  - Under-15: players born from September 1st, 2001, until August 31st, 2004;
  - Under-12: players born from September 1st, 2004 onwards;
  - Ladies: female players only, of any age.
- 8.3.3. For the seasons 2016/2017, 2017/2018, 2018/2019, 2019/2020 and 2020/2021, the age limit for the veterans' category will raise to over age 44, over age 45, over age 46, over age 47 and over age 48, respectively.

### 8.4. Dress Code

- 8.4.1. Definition:
- 8.4.1.1. All individual players shall wear sports clothing such as their club or national team shirt, tracksuit, etc. Teams players should wear their club colours, and sports shoes must also be worn. These guidelines are essential in promoting the image of the sport.
- 8.4.2. Infringement:
- 8.4.2.1. The organizer must report this to the FISTF Sports Director. Any player who fails to observe this rule will be fined a token amount of 1 Euro or 3 Euros in case of a repeat offence.
- 8.4.2.2. The players of a team must wear the colours of their club. In case of infringement, there will be a fine of 20 Euros or 50 Euros in case of a repeat offence.

### 8.5. Presentation of Equipment

- 8.5.1. Definition: Some players use teams in which some figures and bases are different from the rest of the team. Understandably, there will be breakages in a set of figures, but players must ensure that all their figures and bases are of the same design and colour. A player has the right to ask their opponent to change teams if this regulation is breached. There is no penalty for abusing this rule but the referee must enforce it.
- 8.5.2. Infringement: The referee must ask the offending player to change his team.

### 8.6. Late withdrawals or early departures of players from FISTF events

- 8.6.1. Players who:
- a. are not present at the scheduled beginning of any competition which they have committed themselves to attend, and who fail to give an early notice or to present a reasonable justification to the organizer of that competition within a reasonable time, or
  - b. leave the competition while they have already qualified for a next round of games, without playing their scheduled games (except for cases of huge delays of competition schedule)
- shall be penalized as follows:
- 8.6.1.1. First time: 15 Euros fine and deduction of 50 world ranking points;
- 8.6.1.2. Second time (same season): 25 Euros fine and deduction of 100 world ranking points;
- 8.6.1.3. Third time: 50 Euros fine, deduction of 200 world ranking points and 6 months' suspension from any FISTF event.
- 8.6.1.4. Additionally, players who leave the competition without playing their scheduled games will be awarded no world ranking points from the specific competition.



## **Handbook 2016/2017**

### **8.7. Late withdrawals or early departures of club teams from FISTF events**

#### **8.7.1. Club teams which:**

- a. are not present at the scheduled beginning of any competition which they have committed themselves to attend, and which fail to give an early notice or to present a reasonable justification to the organizer of that competition within a reasonable time, or
- b. leave the competition while they have already qualified for a next round of games, without playing their scheduled games (except for cases of huge delays of competition schedule)

shall be penalized as follows:

- 8.7.1.1. First time: 50 Euros fine and deduction of 50 world ranking points;
- 8.7.1.2. Second time (same season): 100 Euros fine and deduction of 100 world ranking points;
- 8.7.1.3. Third time: 150 Euros fine, deduction of 200 world ranking points and 6 months' suspension from any FISTF event.
- 8.7.1.4. Additionally, club teams which leave the competition without playing their scheduled games will be awarded no world ranking points from the specific competition.
- 8.7.2. Those tournament organizers who send us a report with players who didn't show up without a valid justification are paid the starting fees for the player from FISTF.

### **8.8. Special Rules for FISTF CL/EL and other Continental Competitions for Clubs**

#### **8.8.1. Club teams which:**

- a. withdraw from a Continental Competition for Clubs after already having registered, and which fail to give an early notice of at least five weeks or to present a reasonable justification to the organizer of that competition within a reasonable time, or
- b. leave the competition while they have already qualified for a next round of games (including placing qualification games), without playing their scheduled games (except for cases of huge delays of competition schedule)

shall be penalized as follows:

- 8.8.1.1. Withdrawal without giving an early notice of at least five weeks: 50 Euros
- 8.8.1.2. Withdrawal in the last 7 days before the competition: 100 Euros
- 8.8.1.3. Withdrawal in the last 48 hours before the scheduled start of the competition: 150 Euros, deduction of 100 world ranking points and suspension from the next Continental Competition for Clubs.
- 8.8.1.4. Additionally, club teams which leave the competition without playing their scheduled games will be awarded no world ranking points from the specific competition.

### **8.9. Special Rules for FISTF World Cup**

#### **8.9.1. National teams which:**

- a. withdraw from a World Cup Teams event after already having registered, and which fail to give an early notice of at least two weeks or to present a reasonable justification to the organizer of that competition within a reasonable time, or
- b. leave the competition while they have already qualified for a next round of games, without playing their scheduled games (except for cases of huge delays of competition schedule)

shall be penalized as follows:

- 8.9.1.1. Withdrawal without giving an early notice of at least two weeks: 30 Euros per team
- 8.9.1.2. Withdrawal in the last 5 days before the competition: 50 Euros per team
- 8.9.1.3. Withdrawal in the last 48 hours before the scheduled start of the competition: 100 Euros per team and suspension of the withdrawn team from the next World Cup.
- 8.9.1.4. Additionally, National teams which leave the competition without playing their scheduled games will be awarded no world ranking points from the World Cup.

#### **8.9.2. Players who:**



## Handbook 2016/2017

- a. withdraw from a World Cup Individuals event after already having registered, and who fail to give an early notice of at least two weeks or to present a reasonable justification to the organizer of that competition within a reasonable time, or
  - b. leave the competition while they have already qualified for a next round of games, without playing their scheduled games (except for cases of huge delays of competition schedule)
- shall be penalized as follows:

- 8.9.2.1. Withdrawal without giving an early notice of at least two weeks: 15 Euros
- 8.9.2.2. Withdrawal in the last 5 days before the competition: 25 Euros.
- 8.9.2.3. Withdrawal in the last 48 hours before the scheduled start of the competition: 50 Euros, deduction of 100 world ranking points and suspension from the next World Cup.
- 8.9.2.4. Additionally, players who leave the competition without playing their scheduled games will be awarded no world ranking points from the World Cup.

## Handbook 2016/2017

### FISTF Calendar

Considering the high number of tournaments played every year, some rules have been established.

#### 9.1. Rules of construction of the Calendar

- 9.1.1. Only for Europe, the third weekend every month (with the exception of June, July and August) has to be free of Major, Grand Prix and International Open tournaments. All Member Nations which have not sent their requests before the 15<sup>th</sup> of May, will have to send their request to FISTF before the tournament takes place.
- 9.1.2. Enumeration of weekends for each month will consider each weekend straddling two months as belonging to the starting month.
- 9.1.3. The deadlines for requesting an event are:
  - Grand Prix - **4 months** before the date of the tournament
  - International Opens - **2 months** before the date of the tournament
  - Satellite Tournaments - **1 month** before the date of the tournament.
- 9.1.4. Only Satellite Tournaments can be organized on a date that is a public holiday for a single country or a limited number of countries. Each Member Nation is entitled to organize only one Satellite on a public holiday for its country per season, that is added to the maximum number of Satellite events allowed.

#### 9.2. Rules for the request of a FISTF Tournament.

- 9.2.1. National associations must send the dates for their FISTF tournaments for the following season to the FISTF Sports Director before May 15<sup>th</sup>.
- 9.2.2. All Member Nations who send their dates before May 15 have the chance to have first choice for the weekend they requested for their Grand Prix. After that, the International Open of each National Association will be matched with all Grand Prix dates for the continent. If there is a conflict, the organizer of the International Open has to choose another date.
- 9.2.3. The tournaments are only officially confirmed if they are confirmed by the FISTF Sports Director, and mentioned in the official FISTF calendar that is published in the FISTF newsletter or on the FISTF website and/or social media pages. FISTF is not liable for delayed or missing confirmations and each National Association has full responsibility for verification of requested tournaments acceptance. The first version of the calendar has to be published the latest on the 20<sup>th</sup> of May.
- 9.2.4. After the 15<sup>th</sup> of May, candidatures will not be accepted if they don't respect the delay referred to in 9.1.1. for the tournaments they request.
- 9.2.5. The FISTF Sports Director may move late applications according to the available dates.

#### 9.3. Rules for the Major Grand Prix

- 9.3.1. A Major Grand Prix is requested before April 30<sup>th</sup>, through a separate process run by FISTF Sports Department, as described in **13.2**.
- 9.3.2. A Major Grand Prix tournament must be the only tournament on the weekend in the relevant continent.
- 9.3.3. The Head Referee has to be appointed by the Sports Director of FISTF after the registration deadline and before the tournament. The Sports Director can nominate between one and three Head Referees. The tournament Organizer can however decide to change the appointed Head Referee(s) for specific reasons. In this case the tournament Organizer shall inform the Sports Director about the changed Head Referee(s) before or immediately after the tournament date, explaining the reasons of the change.
- 9.3.4. All Major Grand Prix MUST comply with certain rules:
  - a. Prestigious Hall
  - b. Same surfaces and same goals on each table
  - c. Update Website and social media activity

## Handbook 2016/2017

### 9.4. Rules for the Grand Prix

- 9.4.1. A Grand Prix must be requested by a Member Nation **before May 15th**.
- 9.4.2. Only one Grand Prix per continent is allowed on the same weekend. If several Member Nations request the same weekend, the FISTF Sports Director will give priority to the National Association that already had the same weekend the season(s) before.
- 9.4.3. A Grand Prix may only be confirmed when the Member Nation has paid their membership fee to FISTF for the coming season. A copy of the confirmation of payment may be required to be added to the request.
- 9.4.4. If a National Association does not request its Grand Prix **before the 15<sup>th</sup> of May**, the National Association loses the priority of the date the Grand Prix had the previous season.
- 9.4.5. The Grand Prix of a National Association **cannot** be divided in two separate events (individual Grand Prix and Open for teams and later a Grand Prix for teams and an individual Open)
- 9.4.6. The Head Referee(s) of a Grand Prix must be appointed by the FISTF Sports Directors **at least three days** before the tournament. The Sports Director can nominate between one and three Head Referees.
- 9.4.7. An updated website of the Grand Prix is mandatory.

### 9.5. Rules for the International Opens, Satellites

- 9.5.1. These tournaments can be requested by the National Association beginning on the **20<sup>th</sup> of May**.
- 9.5.2. In that case the National Association, which had the same date the season(s) before, will have the priority.
- 9.5.3. Satellites can be also organized on the **3<sup>rd</sup> weekend of the month**.
- 9.5.4. The organizer must send a provisional list of the registered players and clubs in the competition **at least three days before the tournament**.
- 9.5.5. The tournament organizer is the Head Referee of the tournament.
- 9.5.6. An updated website for each tournament is advised.

### 9.6. Rules for the Challenger and Future Tournaments

- 9.6.1. Challenger and Future tournament categories are deleted.

### 9.7. Combination of Tournaments in the same weekend

- 9.7.1. Two (2) or more tournaments are not allowed to be organised in the same country on the same weekend or public holiday.
- 9.7.2. Two (2) or more tournaments are allowed to be organised on the same weekend in different countries of the same continent, with the exception of a Major Grand Prix or an International Grand Prix. Therefore, only the following combinations will be accepted:
  - International Open + International Open
  - International Open + Satellite
  - Satellite + Satellite
- 9.7.3. The FISTF World Cup weekend will be free of tournaments all over the world.
- 9.7.4. The FISTF CL/EL weekend will be free of tournaments in Europe.
- 9.7.5. Tournaments played in a single day of the weekend (only Saturday or Sunday) are considered as occupying the whole weekend.

## Handbook 2016/2017

### FISTF World Cup

#### 10.1. General Rules

10.1.1. The maximum number of players in each category is as follows:

Open:	64
Veterans:	64
Under-19:	32
Under-15:	32
Under-12:	32
Ladies:	32

#### 10.2. Selection of Players

10.2.1. Member Nations may nominate a maximum of 2 players in each category, the national champion on the referred category usually being one of them.

10.2.2. Each National Association may also register a maximum of 2 substitute players in each category.

10.2.3. In addition, the FISTF World Ranking at the end of April will be used to select players as follows:

- 8 **Open** category players (maximum 2 players per country);
- 8 **Veteran** category players (maximum 2 players per country);
- 8 **U19** category players (maximum 2 players per country);
- 8 **U15** category players (maximum 2 players per country);
- 8 **U12** category players (maximum 2 players per country);
- 8 **Ladies** players (maximum 2 players per country).

10.2.4. Consequently, a National Association can nominate up to 4 players in each category, including the substitute players plus 2 more players from this country who qualify through FISTF World Ranking (maximum 6 players in this case).

10.2.5. If the required number of players is not reached in a particular category as defined at 10.1.1, the priority for the selection of players is made according to the following criteria:

- a. First substitute from a country that has no players selected by the World Ranking
- b. First substitute from a country that has 1 player selected by the World Ranking
- c. Second substitute from a country that has no players selected by the World Ranking
- d. First substitute from a country that has 2 players selected by the World Ranking
- e. Second substitute from a country that has 1 player selected by the World Ranking

10.2.6. The World Ranking at the end of April will be used to determine the priorities for 10.2.5.

10.2.7. Special wild cards can be awarded by the FISTF Board of Directors, on a case-by-case basis,

- a) to players coming from Nations that are not FISTF Member Nations or;
- b) to players registered by their Nation only for the team competition, even if the Nation's limits set in 10.2.4 are exceeded, in order to complete the maximum number of players in a category.

10.2.8. This system can guarantee that nations have a leveled number of players in the individual event and can also help in having more national teams.

## **Handbook 2016/2017**

### **European Continental Cups for Clubs**

#### **11.1. Definitions**

- 11.1.1. In Europe there are 2 distinct continental club competitions:
  - FISTF Champions League
  - FISTF Europa League
- 11.2. For 2016-2017 season, these competitions maintain the format used from 2013/2014 season, where all participating Clubs are forwarded to CL or EL after a combined group stage.
- 11.3. These competitions will have a revised format from 2017/2018 as follows.

#### **11.4. Introduction**

- 11.4.1. The revised format of FISTF Champions League and Europa League separates the two events, while keeping the organisation of both allocated on a single weekend. Only European Clubs can participate. This structure simplifies event organization and ensure critical success factors such as the following:
  - I) A strong competition for CL which will always host the best European Table Football Clubs, while the EL will provide the chance for a balanced event for lower ranked participants.
  - II) Highly focused interest of Clubs to participate to an event already suited to their potential strength. This will increase competitive spirit from the first stage, leading to the sport success of both events.
  - III) Possibility for organisers to attract sponsors' attention in a single weekend, achieving better deals with service providers, which will ensure there will be no money loss and even help bringing profit from the organisation of the CL and EL.
  - IV) A smooth and dense running of two independent events, without unbalanced or calculated matches, exhausting schedules, tiring delays or long idle periods.
  - V) A new FISTF Super Cup prestigious event is also introduced, played between the previous season's winners of CL and EL.
- 11.4.2. The revised format defines two separate events where participating European Clubs are directly selected for the CL or the EL. Participating Clubs are selected via a list of predefined criteria, including FISTF WR ranking and a list of Applicants and Substitutes named by each European National Association. Previous seasons winners are automatically qualified, as is the organizing club's team.
- 11.4.3. The way participating Clubs are selected and the structure of the tournaments, including the Super Cup, are described in detail in the following paragraphs. Qualification Clubs for CL are assigned first, then EL assignment follows.

#### **11.5. Qualification of Champions League Clubs**

- 11.5.1. A total number of 24 teams at maximum will be allowed to participate in FISTF CL competition every year. Only teams from Europe can qualify. A preliminary qualification procedure will decide which will be the Clubs that will have the right of attendance to the CL group stage. Specifically, four categories are considered, in order:
  - I) The first eight (8) European teams of FISTF WR (May edition)
  - II) Winners of last season's CL and EL (2 teams)
  - III) The organiser (1 team)
  - IV) 2 teams at maximum from each FISTF nation. The respective National Association nominates the nation's qualifying Clubs, by naming them nation's Applicant A and Applicant B. Additionally, a

**Handbook 2016/2017**

National Association can also send a list of the nation's Substitute Clubs to FISTF. The nation's Substitutes list may contain any number of Clubs. The deadline for the sending of nominations is the end of June.

- 11.5.2. To be noted that a National Association can extend the list of the nation's Substitute Clubs after the deadline of June. The deadline for the update of the nation's Substitutes list is the end of August. However, any Clubs inserted into the list of Substitutes after the deadline of June take a priority below the Clubs already in the list. Substitute Clubs from nations that have not occupied the 2 places they are entitled because they sent their nominations after the expiration of the deadline, are anyway placed on top of the list of Substitutes.
- 11.5.3. In case more than 24 teams apply for the CL competition, priority for participation is given, in order, to teams from categories I, II, III and then to teams from category IV. In particular, Applicant A from each nation qualifies for the CL in order of FISTF WR (May edition). Then, Applicants B higher in FISTF WR (May edition) become eligible, until the number of 24 Clubs is completed. All Applicant B Clubs, which do not become eligible, take a place in the Substitutes list for CL and EL.
- 11.5.4. In case the number of 24 teams is not completed from the beginning or in case one or more Clubs cancel their participation, FISTF has the right to enlist Substitute Clubs in the empty CL places. Priority for selection is given to Substitute Clubs that were eliminated during the fourth stage of the CL selection process, that is to Applicants B that were not accepted due to a large number of applications. Substitute Applicants B higher in FISTF WR (May edition) become eligible, until the number of 24 Clubs is completed.
- 11.5.5. Consequently, in case the number of 24 teams is still not completed, FISTF will start enlisting the Substitute Clubs, until the number of 24 Clubs is completed. This will be done by repeating the following process: a group of Clubs coming from different nations is formed, which consists of one Club per nation. In the group enters the nation's Club, which is higher in FISTF WR (May edition). Substitutes in the group higher in FISTF WR (May edition) become eligible, until the number of 24 Clubs is completed or all the members of the group are enlisted. The circle is repeated until the number of 24 Clubs is completed or there are no more Substitute Clubs left. If the number of 24 Clubs is completed and there are substitute teams not selected, the priority between them is decided using the same method. In case the number of 24 teams is not completed even after the inclusion of all Substitutes, the CL competition will commence with a smaller number of participants and the EL event will be cancelled.
- 11.5.6. It is highlighted that no more than 8 Clubs from the same nation can be enlisted for CL in any case.

**11.6. Qualification of Europa League Clubs**

- 11.6.1. A total number of 24 teams at maximum will be allowed to participate in FISTF EL competition every year. Only teams from Europe can qualify. A preliminary qualification procedure will decide which will be the Clubs that will have the right of attendance to the EL group stage. Specifically, these teams are obtained from the list of remaining Applicant B and Substitutes not already qualified for the CL.
- 11.6.2. In case more than 24 teams apply for the EL competition, priority for participation is given, in order, to the remaining Applicants B higher in FISTF WR (May edition), then to Substitutes higher in FISTF WR (May edition) until the number of 24 Clubs is completed.
- 11.6.3. In case the number of 24 teams is not completed from the beginning or in case one or more Clubs cancel their participation, FISTF has the right to enlist Substitute Clubs in the empty EL places. Priority for selection is given to Substitute Clubs that were eliminated during the fourth stage of the



## Handbook 2016/2017

selection process, that is to Applicants B that were not accepted due to a large number of applications. Substitute Applicants B higher in FISTF WR (May edition) become eligible, until the number of 24 Clubs is completed.

11.6.4. Consequently, in case the number of 24 teams is still not completed, FISTF will start enlisting the rest of the Substitute Clubs, until the number of 24 Clubs is completed. This will be done by repeating the following process: a group of Clubs coming from different nations is formed, which consists of one Club per nation. In the group enters the nation's Club, which is higher in FISTF WR (May edition). Substitutes in the group higher in FISTF WR (May edition) become eligible, until the number of 24 Clubs is completed or all the members of the group are enlisted. The circle is repeated until the number of 24 Clubs is completed or there are no more Substitute Clubs left. If the number of 24 Clubs is completed and there are substitute teams not selected, the priority between them is decided using the same method. In case the number of 24 teams is not completed even after the inclusion of all Substitutes, the competition will commence with a smaller number of participants.

11.6.5. It is highlighted that no more than 8 Clubs from the same nation can be enlisted for EL in any case.

### 11.7. Structure of the Champions and Europa League competitions

11.7.1. 24 teams in total start the group stage both for the CL and EL. 6 groups (numbered 1 to 6) of 4 teams are formed for each competition, following the standard FISTF competition system for a 24 teams event. The latest available edition of FISTF World Ranking is used for the seeding of the leaders of the 6 groups. A draw, which happens on the day before the start of both events, decides the rest of the population of the groups. If possible, no more than 1 team from the same nation is allowed to be in the same group at the group stage.

11.7.2. After the first round group matches, teams are ranked thus:

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
1A	2A	3A	4A	5A	6A
1B	2B	3B	4B	5B	6B
1C	2C	3C	4C	5C	6C
1D	2D	3D	4D	5D	6D

11.7.3. The winners and runner-ups of each group advance to subsequent knock-out phases. The knockout games until the CL and EL Finals are matched in the following way:

#### Barrages:

m1. 5A - 6B  
m2. 6A - 5B  
m3. 1B - 4B  
m4. 2B - 3B

#### Quarter-finals:

i. 1A - m4  
ii. m1 - 4A  
iii. 3A - m2  
iv. m3 - 2A

#### Semi-finals:

a. Wi - Wii  
b. Wiii - Wiv



## Handbook 2016/2017

**Final:**  
**Wa - Wb**

### 11.8. FISTF Super Cup

- 11.8.1. A FISTF Super Cup final will be played as a single match between the two teams that won the previous season's CL and EL tournaments. The event will be played on Friday.
- 11.8.2. The FISTF Super Cup for the current season will be assigned to the winner of the match. In case of a draw at the end of full-time, sudden death and shoot-out rules for team game shall be applied.

### 11.9. Draft Competition Schedule

Number of tables needed: 24

#### **Friday**

Draw of CL/EL Groups.

FISTF Super Cup Final – 4 tables.

#### **Saturday**

- Row 1 – Champions League Group Stage – Match 1 (Groups 1-3) – 12 tables
- Row 1 – Europa League Group Stage – Match 1 (Groups 1-3) – 12 tables
- Row 2 – Champions League Group Stage – Match 1 (Groups 4-6) – 12 tables
- Row 2 – Europa League Group Stage – Match 1 (Groups 4-6) – 12 tables
- Row 3 – Champions League Group Stage – Match 2 (Groups 1-3) – 12 tables
- Row 3 – Europa League Group Stage – Match 2 (Groups 1-3) – 12 tables
- Row 4 – Champions League Group Stage – Match 2 (Groups 4-6) – 12 tables
- Row 4 – Europa League Group Stage – Match 2 (Groups 4-6) – 12 tables
- Row 5 – Champions League Group Stage – Match 3 (Groups 1-3) – 12 tables
- Row 5 – Europa League Group Stage – Match 3 (Groups 1-3) – 12 tables
- Row 6 – Champions League Group Stage – Match 3 (Groups 4-6) – 12 tables
- Row 6 – Europa League Group Stage – Match 3 (Groups 4-6) – 12 tables

#### **Sunday**

- Row 1 – Champions League – Barrages – 16 tables
- Row 2 – Europa League – Barrages – 16 tables
- Row 3 – Champions League – Quarter-finals – 16 tables
- Row 4 – Europa League – Quarter-finals – 16 tables
- Row 5 – Champions League – Semi-finals – 8 tables
- Row 5 – Europa League – Semi-finals – 8 tables
- Row 6 – Champions League – Final – 4 tables
- Row 6 – Europa League – Final – 4 tables

## Handbook 2016/2017

### Other Continental Cups for Clubs

#### 12.1. Definition

12.1.1. For other Continents except Europe the rules are as follows:

- 12.1.1.1. The number of teams has to be decided by the Sports Director of FISTF, after the deadline of registrations is over.
- 12.1.1.2. Each continental organizer is free to choose the system of tournament but the system must be presented to the FISTF Sports Director two (2) months before the event.

#### 12.2. Selection of Teams

- a) FISTF World Ranking (at the end of August) will be used to select 8 teams (maximum 2 teams per nation).
- b) In addition to a) each national federation may also nominate 2 teams.
- c) Each National Federation may also register one or two substitute teams. If the required number of teams were not achieved, the first substitutes would have selection priority according to:
  - i. Team from a nation which have no teams selected in a)
  - ii. Team from a nation which have one team selected in a)
  - iii. Team from a nation which have two teams selected in a)
- d) The World Ranking at the end of August is used to determine priority in i, ii & iii, if required.

#### 12.3. Additional rules

- 12.3.1. Only 'A' teams are eligible to play.
- 12.3.2. In certain circumstances, the Sports Director reserves the right to change the number of teams after 12.2. a) & b) selections.
- 12.3.3. The holders are automatically qualified.
- 12.3.4. If the host nation has no qualifiers according to a), they could nominate three teams according to b).

#### 12.4. Competition Format

- 12.4.1. A maximum of 32 tables are needed to play this format.
- 12.4.2. **1<sup>st</sup> Round:** 8 groups of 4 teams, numbered 1-8.
- 12.4.3. FISTF World Rankings are used to find the seeded teams, No.1 seed in group 1, No.2 seed in group 2, etc.
- 12.4.4. The draw is made with the first team drawn being placed in group 1, second team out in group 2, etc.
- 12.4.5. When making the draw, it must be taken into consideration that two teams from the same nation are not allowed in the same group. In this case, the second drawn team will replace in the next group down.
- 12.4.6. **2<sup>nd</sup> Round:** All teams will play for a final ranking place. In order to achieve this (after the first round group matches) teams are ranked thus:

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1A	2A	3A	4A	5 <sup>A</sup>	6A	7 <sup>A</sup>	8A
1B	2B	3B	4B	5B	6B	7B	8B
1C	2C	3C	4C	5C	6C	7C	8C
1D	2D	3D	4D	5D	6D	7D	8D

## Handbook 2016/2017

### Ranking 1-16

(S) 1A - 7B	(1) winner S - winner T	(5) winner 1 - winner 2	Final winner 5 vs winner 6
(T) 2B - 8A			
(U) 5A - 3B	(2) winner U - winner V		
(V) 6B - 4A			
(W) 3A - 5B			
(X) 4B - 6A	(3) winner W - winner X	(6) winner 3 - winner 4	
(Y) 7A - 1B	(4) winner Y - winner Z		
(Z) 8B - 2A			

### Ranking 17-32

(S) 1C - 7D	(1) winner S - winner T	(5) winner 1 - winner 2	Final winner 5 vs winner 6
(T) 2D - 8C			
(U) 5C - 3D	(2) winner U - winner V		
(V) 6D - 4C			
(W) 3C - 5D			
(X) 4D - 6C	(3) winner W - winner X	(6) winner 3 - winner 4	
(Y) 7C - 1D	(4) winner Y - winner Z		
(Z) 8D - 2C			

### 12.5. Match Schedule

#### Saturday

10.00	1st Phase - Groups 1-2-3-4
11.00	1st Phase - Groups 5-6-7-8
12.00	1st Phase - Groups 1-2-3-4
13.00	1st Phase - Groups 5-6-7-8
14.00	1st Phase - Groups 1-2-3-4
15.00	1st Phase - Groups 5-6-7-8
16.00	1/8th finals 17-32
17.00	1/8th finals 1-16

#### Sunday

10.00	Quarterfinals 17-32
11.00	Quarterfinals 1-16
12.00	Semi-finals 17-32
13.00	Semi-finals 1-16
14.00	Play-offs 17-32
15.00	Play-offs 3-16
16.00	Final

### 12.6. Additional Rules

(Chapter under construction)

## Handbook 2016/2017

### FISTF Tournaments

#### 13.1. Major Grand Prix

##### 13.1.1. Definition:

- 13.2.1.1. FISTF is striving to raise the level of play and the prestige of its affiliated events. Having this in mind, FISTF BoD decided to change the way FISTF Majors are to be appointed. Consequently, there will no longer be a fixed list of FISTF Majors. That is, all five Major Grand Prix will be reconsidered every year.

##### 13.1.2. System of selection

- 13.2.1.2. The right to organise a Major will be given to those tournaments considered to be the best choices for the next season only, according to certain weighted criteria that FISTF has defined, starting from the current season. The selection criteria will not change until season 2017-18.
- 13.2.1.3. The idea is to form a list of “candidate” tournaments every year and let FISTF criteria decide the best five to be named Majors for the next season. Every year, the list of “candidates” shall be populated by a maximum of two tournaments per nation, including any event from the same country already among the five current Majors, which will be named exclusively by the respective National Association ~~if wished~~, provided that candidate events from the same country must be at least 50 Km away from each other.
- 13.2.1.4. Nominations will be fixed on April the 30th every year, so that a two-week period will be allowed to FISTF Sports Department in order to calculate the weighted points and announce the five Majors long enough before May 15th, which is the deadline for the National Associations to submit Grand Prix applications to FISTF. The organizers of the five tournaments selected to be next season’s Majors will, until May 15th, have to set the date of the event, so that FISTF Calendar is updated in time.
- 13.2.1.5. The criteria for the selection of Majors will be the following:
- i) Total number of individual participants in all categories the last time the event was organised (\*)
  - ii) Total number of categories played (Open, Veterans, U19 etc.) the last time the event was organised (\*)
  - iii) Total number of foreign players in all categories the last time the event was organised (\*)
  - iv) Total number of top-10 ranked players in all categories the last time the event was organised (\*)
  - v) Total number of events (International Open, Grand Prix and Major Grand Prix) organised in the country of the candidate event during current season
  - vi) An international airport in a short distance from the venue of the event
  - vii) An overall evaluation judging the quality of venue, condition & number of tables, media coverage, organisers’ spirit of co-operation with FISTF, decided by FISTF BoD.
- (\*) If the event has not been held before the third weekend of April of the current season, the statistics of last year’s version of the event will be used instead.
- 13.2.1.6. Each criterion will be given 1 - 5 points, depending on the level of satisfaction of the specific criterion. Pre-defined ranges of values will delineate the level of satisfaction for each criterion. So, a total of  $5 * 7 = 35$  points will be the best possible mark for a candidate. The exact ranges of values for each selection criterion mentioned above were defined and published by FISTF Sports Department on April 22nd, 2013.

## Handbook 2016/2017

- 13.2.1.7. The large number of selection criteria ensures that no manipulation will be possible. In case two or more events gather exactly the same number of points and as a result it is not possible to decide the winner, the Major status will be awarded to the event with more points in criterion 1, then criterion 2, then criterion 3 and so on.
- 13.2.1.8. The five tournaments in the list of candidates collecting the most points will be named Majors for next season. No more than 2 tournaments from the same country will be allowed to have a Major status during the same season.
- 13.2.1.9. Deadline for the National Associations to send candidacies.
- 13.2.1.9.1. As mentioned above, any National Association that names tournaments as their candidate for a Major for the following season will have to send their application before April 30, midnight, stating the name of the event and its distance from an international airport and giving any additional information related to the seventh criterion (see above).
- 13.2.1.9.2. All five current Majors have to be included by their respective National Associations in next season's candidates list. A current Major not included in the list proposed by its National Association will not be considered among the candidates. Only two nominations are allowed for each National Association.

### 13.2.3. Specific competition rules

- 13.2.3.1. The Major's organizer must guarantee the following prize-money:
  - Open winner 240 Euros
  - Open finalist 140 Euros
  - Open semi-finalist 60 Euros
  - ~~Open Team winner 240 Euros~~

### 13.2.4. Tournament System

- 13.2.4.1. It is mandatory to have both events, Individual and Teams, in a Major Grand Prix
- 13.2.4.2. The first round of the tournament has to be a group stage with a minimum of 4 players per group, in which all players must participate. Groups with a bigger number of players are accepted.
- 13.2.4.3. The organizer must inform FISTF about the structure of the tournament's groups one month before its date.
- 13.2.4.4. Compliance to the sports regulations defined in the **FISTF HANDBOOK Organizers Guide** is mandatory.

## 13.2. International Grand Prix

### 13.3.1. Definition

- 13.3.1.1. An International Grand Prix should be the best International tournament organized in a country in terms of quality and total number of players, not considering a Major Grand Prix, organized by the same Member Nation.
- 13.3.1.2. Only high quality international tournaments will be accepted as an International Grand Prix.

### 13.3.2. Specific competition rules

- 13.3.2.1. Each Member Nation of FISTF is entitled to organise one (1) Grand Prix per season.

### 13.3.3. Tournament System

- 13.3.3.1. It is mandatory to have both events, Individual and Teams, in an International Grand Prix
- 13.3.3.2. The first round of the tournament has to be a group stage with a minimum of 3 players per group, in which all players must participate. Groups with a bigger number of players are accepted.

## Handbook 2016/2017

- 13.3.3.3. The organizer must inform FISTF about the structure of the tournament's groups one month before its date.
- 13.3.3.4. Compliance to the sports regulations defined in the **FISTF HANDBOOK Organizers Guide** is mandatory.

### 13.3. International Opens

#### 13.3.1. Definition

- 13.3.1.1. An International Open is the most commonly organised International tournament.

#### 13.3.2. Specific competition rules

- 13.4.2.1. Each Member Nation of FISTF is entitled to organise two (2) **International Opens** per season.
- 13.4.2.2. Each national association must submit its preferred date(s) to the FISTF Sports Director.
- 13.4.2.3. At least **8** players must take part for world ranking points to be awarded. FISTF Sports Director may take the decision to allow the downgrading of an International Open to a Satellite ~~(or Challengers or Futures)~~ if the number of attending players is not equal to or above 8 and there are no more than 3 players from the Top 100 (or Top 200 or Top 300 respectively) in the latest available World Ranking.

#### 13.3.3. Tournament System

- 13.4.3.1. The first round of the tournament has to be a group stage with a minimum of 3 players per group, on which all players must participate. Groups with a bigger number of players are accepted.
- 13.4.3.2. The organizer must inform FISTF which will be the structure of the tournament's groups one month before its date.
- 13.4.3.3. Compliance to the sports regulations defined in the **FISTF HANDBOOK Organizers Guide** is mandatory.

### 13.4. Satellites

#### 13.5.1. Definition

- 13.5.1.1. A Satellite is an International tournament reserved for players who are not highly ranked in the FISTF lists. However, all FISTF standards must be respected.

#### 13.5.2. Specific competition rules

- 13.5.2.1. Each Member Nation of FISTF is entitled to organise three (3) Satellites per season.
- 13.5.2.2. At least **6** players must take part for world ranking points to be awarded.
- 13.5.2.1. Only players ranked outside the top 100 in the World Ranking may take part in this competition.
- 13.5.2.2. In a Satellite, all players should compete in the Open category, although other categories are allowed.
- 13.5.2.3. Categories may be organised for players ranked outside the top 20 in the World Ranking.

#### 13.5.3. Tournament System

- 13.5.3.1. The first round of the tournament has to be a group stage with a minimum of 3 players per group, in which all players must participate. Groups with a larger number of players are accepted.
- 13.5.3.2. The organizer must inform FISTF of the structure of the tournament's groups one month before its date.
- 13.5.3.3. Compliance to the sports regulations defined in the **FISTF HANDBOOK Organizers Guide** is mandatory.

### 13.5.4. Teams Competition

## **Handbook 2016/2017**

- 13.5.4.1. Satellite for teams can be organized.
- 13.5.4.2. Only clubs, which are not in the Top 20 of the Teams Ranking, can take part.
- 13.5.4.3. Minimum of 4 teams have to take part for world ranking points to be awarded.
- 13.5.4.4. A club from the Top 20 can register its B-team providing:
  - 13.5.4.4.1. The B-team is not in the world's Top 20, and;
  - 13.5.4.4.2. The players taking part are not in the Top 100 in the Open world ranking or in the Top 20 of Veterans category.

### **13.5.5. Wild-cards**

- 13.5.5.1. The organizers may invite a maximum of 3 players who don't qualify under the terms of point 13.5.2.
- 13.5.5.2. Players who receive a Wild card cannot be in the top 50 of the latest Open world ranking.

## **Experimental tournaments.**

### **14.1. Definition**

- 14.1.1. Experimental tournaments (**ETs**) are not a class in itself, but rather tournaments aimed to test new rules, formats or equipment, in derogation to the existing regulations.

### **14.2. Parameters**

- 14.2.1. Only Satellites can be ETs.
- 14.2.2. **ETs** fall in four categories depending on the nature of the experimentation:
  - I. The game rules;
  - II. Organizational aspects (for example the suppression of the sudden death extra time);
  - III. The format (e.g. the Swiss formula);
  - IV. The game equipment. This category is more suited for achieving sponsorships with equipment producers.
- 14.2.3. Organizers of a certain event may ask FISTF to stage an **ET** at least 60 days in advance. They must declare the specific innovation(s) to be experimented. Typically, only one kind of innovation per tournament is permitted, unless the experiment involves a number of connected innovations of minor import. The Sport Director has the authority to decide whether to grant or refuse the request.

### **14.3. Duties and responsibilities of the organizers**

- 14.3.1. The tournament's experimental nature must be clearly stated on the tournament website, on posters and on each and every form of announcement/advertisement. In addition, the organizers must clearly and carefully detail category, nature and scope of the innovation.
- 14.3.2. Before the start of the competition (or before the start of the consolation tournament), an adequate amount of time must be committed to briefing players on the nature of the experiment and the proposed changes. In the case of category I **ETs**, it is strongly recommended that the organizers distribute leaflets detailing the rules changes and organize displays on the pitches, to ensure everyone understands the changes.
- 14.3.3. Category I **ETs** shall use referees. These are players familiar with the innovation(s). The organizers must appoint enough referees so that one of them is always on hand (i.e. not engaged in play or the organisation) to clarify doubtful situations.
- 14.3.4. Organizers are required to write a report on the outcome of the experiment.



**14.4. FISTF duties and responsibilities**

14.4.1. **ETs** are exempt from all FISTF fees.

14.4.2. The experimental nature of the event shall be noted on the official FISTF calendar.

## Handbook 2016/2017

### FISTF World Ranking

#### 15.1. Rules

- 15.1.1. For every FISTF tournament, world rankings points are awarded.
- 15.1.2. When compiling the result and the ranking of one month, points from the previous 12 months are divided by 2 and points from the previous 24 months are simply removed (already divided by 2 of course after 1 year).
- 15.1.3. If a tournament is played over 2 days of different months (e.g.: September 30 & October 1), the tournament will count for the first month possible (e.g.: September)

#### 15.2. Tables

- 15.2.1. Hereunder, the table of the points awarded.

Tournament Type	Winner	Runner Up	Semi Finals	Quarter Finalist	Last 16	Last 32	Formal Rounds
WORLD CUP	600	400	240	120	60	30	15
CONTINENTAL CUP	500	350	200	100	50	25	13
MAJOR	400	270	160	80	40	20	10-5-3
GRAND PRIX	300	200	120	60	30	15	8-4-2
INTERNATIONAL OPEN	150	105	60	30	15	8	5-3-1
SATELLITE	50	35	20	10	5	3	2-1

- 15.2.2. Adjustment according to the number of players

- 15.2.2.1. These are only valid for the Continental Cups (for individuals), Majors, Grand Prix, International Opens and Satellites.

OPEN	VETERANS	U19 & U15	TEAMS & U12 & LADIES
Over 64 = 120%	Over 48 = 120%	Over 32 = 120%	Over 16 = 120%
48 – 64 = 100%	36 – 48 = 100%	16 – 32 = 100%	12 – 16 = 100%
32 – 47 = 90%	24 – 35 = 90%	8 – 15 = 90%	8 – 11 = 90%
16 – 31 = 75%	12 – 23 = 75%	5 – 7 = 75%	4 – 7 = 75%
8 – 15 = 60%	6 – 11 = 60%	4 = 60%	3 = 60%
6 - 7 = 40% (Satellite)	Under 6 = 0	Under 4 = 0	Under 3 = 0
Under 6 = 0			

#### 15.2.3. Individual rankings

- 15.2.3.1. Individual rankings are updated according to the criteria mentioned above. In September, some players are removed from the U19, U15 and U12 categories if they are too old.
- 15.2.3.2. The world rankings allow some players to be selected for the World Cup.

## Handbook 2016/2017

### 15.2.4. Champions League Ranking

15.2.4.1. Hereunder, the table of the points awarded:

Rank	Points	Rank	Points	Rank	Points	Rank	Points
1	800,00	5	400,00	9	330,00	13	290,00
2	650,00	6	380,00	10	320,00	14	280,00
3	500,00	7	360,00	11	310,00	15	270,00
4	450,00	8	340,00	12	300,00	16	260,00

### 15.2.5. Europa League Ranking

15.2.5.1. Hereunder, the table of the points awarded:

Rank	Points	Rank	Points	Rank	Points	Rank	Points
1	260,00	5	100,00	9	60,00	13	40,00
2	200,00	6	90,00	10	55,00	14	35,00
3	150,00	7	80,00	11	50,00	15	30,00
4	120,00	8	70,00	12	45,00	16	25,00

15.2.6. Points adjustments according to the number of participant teams for Europa League:

Number of Teams	Percentage
12 to 16 teams	100%
8 to 11 teams	90%
6 to 7 teams	80%
4 to 5 teams	70%

### 15.2.7. Other Continental Championships

15.2.7.1. Hereunder, the table of the points awarded:

Rank	Points	Rank	Points	Rank	Points	Rank	Points
1	800,00	9	250,00	17	150,00	25	65,00
2	600,00	10	240,00	18	140,00	26	60,00
3	450,00	11	230,00	19	130,00	27	55,00
4	425,00	12	220,00	20	120,00	28	50,00
5	375,00	13	210,00	21	110,00	29	45,00
6	350,00	14	200,00	22	100,00	30	40,00
7	325,00	15	190,00	23	90,00	31	35,00
8	300,00	16	180,00	24	80,00	32	30,00

15.2.8. Points adjustments according to the number of participant teams on other Continental Championships:

24 teams or more	100%
20 to 23 teams	90%
16 to 19 teams	80%
12 to 15 teams	70%
8 to 11 teams	60%
4 to 7 teams	50%

### 15.2.9. Clubs rankings

15.2.9.1. Tables 15.2.1 and 15.2.2. are used for Clubs competitions

## Handbook 2016/2017

### **15.2.10.National Teams rankings**

15.2.10.1. Tables 15.2.1 and 15.2.2. are used for National Teams competitions

### **15.2.11.Friendly International Matches**

15.2.11.1. Award Points for the FISTF Nations Ranking:

- Victory: 20 points
- Draw: 8 points
- Loss: 0 points

15.2.11.2. Bonus points for the FISTF Nations Ranking:

- 10 points for beating the World's number 1 team
- 6 points for beating the World's number 2 team
- 3 points for beating the World's number 3 team

## Handbook 2016/2017

### Controls on the game equipment and event locations

#### 16.1 Definition

- 16.1.1. Regular controls over the equipment and the locations are an essential feature of any sporting activity. They are managed according to the FISTF Homologation Handbook, that includes the list of all FISTF approved equipment. The controls on the players' equipment (16.2) are implemented in every FISTF tournament; controls on the organizers' equipment and the event locations (9.4) are intermittently carried out by FISTF officials. Finally, in certain high-level tournaments the organizers must provide information about the pitches and the goals they are using (16.3).

#### 16.2 Controls on the players' equipment

- 16.2.1. The controls are handled by delegates appointed by the event organizers. They are implemented mainly through the FISTF Measuring Tool, following the instructions of the "FISTF Measuring Tool – Directions of use" document. The equipment checked includes bases, balls and goalkeepers. Figures only come into consideration inasmuch as the height of base + figure is concerned.
- 16.2.2. The organizers must:
- Hold available at least two pieces of the FISTF Measuring Tool.
  - Hold available a copy of the FISTF Homologation Handbook.
  - Hold available a copy of the FISTF Measuring Tool – Directions of use.
  - Appoint one or more delegate(s) to carry out the controls.
  - Send a report to FISTF with the registered occurrences.
- 16.2.3. For each event day (this usually means once for the team event and once for the individual competition), the delegate(s) check a number of game tables equal to 15% (rounded up) the number of the players participating to the tournament. The tables to be checked are chosen at random. The checks are performed before the start of the matches, after the players have deployed their teams and goalkeepers. Moreover, checks must be run in at least two separate batches performed at different times. If the tournament is subdivided in categories, at least one table in each category must be checked.
- 16.2.4. For each table the delegate(s) checks the ball, the goalkeeper and one of the bases (selected at random) used by each player, taking advantage of the FISTF Measuring Tool.
- 16.2.4.1. In the case of the base he checks:
- the minimum height of base + figure;
  - the maximum base diameter;
- 16.2.4.2. In the case of the goalkeeper he checks:
- that the figure passes through the opening smoothly, while holding the rod in a perfectly horizontal position;
  - the thickness of the goalkeeper figure;
  - the straightness of the rod. Only a slight angle at the junction point between the rod and the handle is allowed;
  - The rod's width;
  - the lengths of the rod and the handle.
- 16.2.4.3. In the case of the ball, he checks its diameter and that it rolls straight.

## Handbook 2016/2017

- 16.2.5. A player suspecting his opponent to be using illicit equipment may alarm the referee either before the match starts or during the interval. The referee determines if the charge is plausible. If so, he alerts the Head Referee(s) and/or the organizers. Checks requested by players must be noted in the pertinent form, but they do not count toward the minimum number of controls that must be performed each day.
- 16.2.6. If a referee believes a player is using illicit equipment, he proceeds in the same way and the same points in time (before the match starts or during the interval).
- 16.2.7. Disagreements on the regularity of a player's equipment are adjudicated by the head referee(s).

### 16.2.8. Sanctions.

- 16.2.8.1. Upon being confirmed to be using irregular equipment, a player must immediately surrender it to the organizers, who shall hold it in custody as long as he remains in play. No attempt to rectify the item(s) on the spot is allowed. Repeat of the infringement or refusal to surrender it will lead to the player's immediate disqualification from the tournament (both days).

#### **The statement from the organizers**

(FISTF may restrict this requirement and the resulting obligations to certain categories of tournaments).

- 16.3.1. In addition, the organizers must point out any significant imperfection of the pitches and the goals they intend to use.
- 16.3.2. Pitches must be homologated.

#### **Controls on the organizers' equipment and the event locations**

- 16.4.1. The controls are performed by FISTF inspectors. These are volunteers appointed by FISTF.
- 16.4.2. Inspectors for a certain event cannot be selected among the members of the organizers' team. Inspectors will preferably be chosen among foreign players (in respect to the country hosting the competition).
- 16.4.3. FISTF will present inspectors with any information provided by the organizers about the equipment used in the event.
- 16.4.4. The inspector checks:
- a. The pitches and goals to see if their brands correspond to the organizers indications;
  - b. the tables and pitches, paying attention to
    1. the balance of the table (the surface must be neither bended nor inclined) and
    2. the uniformity of the cloth (there must be no bubbles or waves especially in the playing area);
  - c. the functional and aesthetic value of the equipment (newness, cleanness, lack of wear);
  - d. the merits of the facilities arranged by the organizers, including:
    1. the game hall
    2. the positioning of tables and fences;
    3. the bar / restaurant;
    4. The toilets.
  - e. Optionally, he may assess additional features, like the respect of the time schedule, of FISTF tournament regulations, players wearing sports uniforms, and the suitability of the official hotel accommodation, if applicable.

## Handbook 2016/2017

### 16.4.5. Sanctions for false statements rendered by the organizers:

- 16.4.5.1. False statements rendered by the organizers shall be sanctioned with a fine between 20 EUR and 100 EUR, depending on the severity of the situation.

### Friendly International Matches

#### Definitions

- 17.1.1. The controls are performed by FISTF inspectors. These are volunteers appointed by FISTF.

#### Specific competition rules

- 17.2.1. There are 2 official matches between 2 nations possible per season. See also 22. Organization of national teams' competitions.
- 17.2.2. If the game takes place at an international tournament, the organizer of this tournament has to be informed too.
- 17.2.3. If both Member Nations confirm the scheduling of an official game, but one nation fails to attend, the game will be awarded as a 4-0 ff.
- 17.2.4. Official friendly national games have to be played with referees.
- 17.2.5. After the game a **Form F19: International Friendly Form** with the results and the referees must be sent to FISTF to overtake it into the FISTF Nations ranking.

#### Requirements for requesting friendly matches

- 17.3.1. International friendly matches must be requested by both participating national federations 4 weeks before the planned date for the matches, with the FISTF Sports Department and confirmed by the FISTF General Secretary department.

For any international friendly match to be recognised by FISTF, part 1 must be compiled with fully by all involved National Federations.



## Handbook 2016/2017

### Consolation tournament

#### Definitions

- 18.1.1 Organizers of all tournaments are advised to organize consolation tournaments for the players in each category out in the first round. This rule is NOT mandatory.

#### Specific competition rules

- 18.1.2 All matches must have referees.

## Handbook 2016/2017

### Chapter IV – Competition Organization Regulations

#### 19. Organization of a Competition

##### 19.1. General Rules

- 19.1.1 The most important points for the organisation of a tournament must be the quality of the equipment and the venue.
- 19.1.2 The goal of every tournament must be to become a Major Grand Prix.
- 19.1.3 Quality equipment and the fact that the organizers keep the same hall and the same date every year can help candidates to become a Major.

##### 19.2. Management of the Competition

###### 19.2.1 Official Invitation and Promotion

- 19.2.1.1. An official invitation must be available at least two months before the tournament.
- 19.2.1.2. Even if an invitation is not sent to every National Association or every club, the information must be available from the FISTF website.

###### 19.2.1.3. Banners and Posters

- 19.2.1.3.1. A poster or banner announcing the tournament is mandatory for a Major Grand Prix, Grand Prix or International Open. For other tournaments, although it is not mandatory, it is advisable.
- 19.2.1.3.2. It is mandatory to include the FISTF logo and the logo of the local National Association as well.

###### 19.2.2 Tournament Registrations

- 19.2.2.1. Set a deadline to receive the registrations (for instance 2 or 3 days before the tournament).
- 19.2.2.2. For larger tournaments (over 100 players), it may be necessary to have a longer deadline (one week).
- 19.2.2.3. In order to register the players in the tournament, the organizer shall use the Form F22 (Event Registration for Individuals Form).
- 19.2.2.4. In order to register the clubs in the tournament, the organizer shall use the Form F23 (Event Registration for Teams Form)
- 19.2.2.5. Both Forms must be sent to FISTF before the tournament.

###### 19.2.3 Official Confirmation

- 19.2.3.1. The organizer should ask the representatives of the various clubs to confirm the participation of their players the day before the tournament.

###### 19.2.4 Promotion, public relations and Sponsorship

- 19.2.4.1. For any FISTF event, it is important to invite the national and regional media. This can provide significant positive images for the game and clubs in the organising country.
- 19.2.4.2. A member of the Organising Committee must be available to meet the reporters. Basic information should be available in a hand-out to the media.

###### 19.2.5 Meeting the spectators

- 19.2.5.1. For each tournament, it is important to attract spectators. This is the best way to attract new players.
- 19.2.5.2. The use of posters can be a good tool for attracting people but it is also very important to explain to them what is going on. From this point of view, it is very important to prepare a programme with the names of the competitors, the schedule of the tournament, the sponsors, etc.

###### 19.2.6 The Draw

## Handbook 2016/2017

- 19.2.6.1. The draw for the individual and team events can be made up to two days before the tournament in order to allow some last minute changes. For large tournaments, it can be useful to do the draw even earlier.
- 19.2.6.2. The current World Rankings shall be used to make the draw and to select the seeded players/clubs.
- 19.2.6.3. A player is typically allowed to play in his/her main category and one category of his choice. If there are organisational reasons (time constraints, pitch availability) that doesn't allow playing two categories, it is up to the player which category he/she would like to take part.
- 19.2.6.4. The draw must be made in such a way that, wherever possible, players/teams from the same country will not be drawn into the same group.
- 19.2.6.5. Wherever possible, match referees should not be assigned to players/teams from their own country.
- 19.2.6.6. The draw and the list of matches must be affixed to the wall. Each round of matches must be announced in the hall by microphone.

### 19.2.7 Management of referees

- 19.2.7.1. The choice of referees is very important. The Tournament Manager with the help of the head referee can do this.
- 19.2.7.2. In every competition, as there is one chance in three that there will be no group of four players, the organizer should be careful about the referees. If there is only one group of four players, the organizer must find three additional referees if he wants the first round to be completed after three series of matches. Usually, all players must play twice and referee once during the first round. However, groups of four can be played over four series of matches with the groups of three having a rest series.
- 19.2.7.3. From the knockout stages, the players who have been eliminated from the tournament in the previous round should be asked to referee in the following round, but avoiding having them referee the player that has just eliminated them.
- 19.2.7.4. In principle, it is the responsibility of the organizing club to provide missing referees.
- 19.2.7.5. U12 players can never be referees in FISTF tournaments.

### 19.2.8 Registration of Players and Clubs

- 19.2.8.1. Clubs must fill FORM F23 - Event Registration for Teams Form to register in a team competition of a FISTF tournament and send it to the organizer.
- 19.2.8.2. Clubs (or individual players) must fill FORM F22 - Event Registration for Individuals Form for registering on an individual competition of a FISTF tournament and send it to the organizer.
- 19.2.8.3. The tournament organizer must refuse clubs or players without a FISTF license.
- 19.2.8.4. An organizer that accepts the registration of a club without a FISTF license will be fined 20 Euro for each non-licensed club.
- 19.2.8.5. An organizer that accepts the registration of a player without a FISTF license will be fined 10 Euro for each non-licensed player.

### 19.2.9 Trophies

(Chapter under construction)

### 19.2.10 Competition reports

(Chapter under construction)

### 19.2.11 Insurance

- 19.2.11.1. The competition organizer shall be solely responsible for the carriage of insurance suitable to the competition organized, and to the infrastructure in which it is played.

### 19.2.12 List of Players

## Handbook 2016/2017

19.2.12.1. The list of registered players shall be sent to the nations at least 2 days before the date of the tournament.

19.2.12.2. This list can always be updated after the deadline defined in 19.2.14.1

### 19.2.13 Entry fees

19.2.13.1. The entry fees must be paid at the deadline of the registrations. If international players are entered, some flexibility is possible.

#### 19.2.13.2. Maximum values

19.2.13.2.1. Organizers have to publish their entry fees at least 2 months before the tournament if they want to make them higher in any category compared to the standard maximum limits. If no information is provided, then the organizer will have to respect the limits set by the FISTF BoD.

19.2.13.2.2. The current maximum limits for the entry fees are as follows:

Tournament Type	Open & Veterans		Other Categories		Team	
	EUR (*)	GBP (*)	EUR (*)	GBP (*)	EUR (*)	GBP (*)
Major Grand Prix	12 €	10 £	8 €	7 £	29 €	25 £
International Grand Prix	12 €	10 £	7 €	6 £	23 €	20 £
International Open	12 €	10 £	7 €	6 £	23 €	20 £
Satellites	6 €	5 £	4 €	3 £	14 €	12 £

(\*) – Prices in Sterling Pounds (£) count only for England, Wales, Scotland, Ireland and Northern Ireland. For all other countries, prices in EUR, unless they follow **19.2.13.2.3**.

19.2.13.2.3. The current limits for nations with a different currency will depend on the exchange value between the local currency and the maximum values defined for EURO currency on table 19.2.13.2.2.

See also 7.2. Tournament Levies

#### 19.2.13.3. Special fees for Champions and Europa Leagues

19.2.13.3.1. All teams who qualify and all teams who enter the CL and EL event via their National Associations will be charged 20 Euro per team. This shall be collected by their National Associations and then paid to FISTF.

19.2.13.3.2. This cost will cover the scoreboards/scorecards required for the venue and will be passed to the CL/EL Organizer upon receipt at FISTF. The organizer will supply to FISTF full receipts of the payment.

19.2.13.3.3. The entrance fees must be paid before the start of the event and cleared with FISTF.

19.2.13.3.4. All clubs shall be entitled to keep their scorecards after the event.

### 19.2.14 Event's Sports Organization

19.2.14.1. All the regulations and instructions on how the sports organization of the event shall be made, can be consulted in the **FISTF HANDBOOK Organizers Guide** (a separate document).

## Handbook 2016/2017

### 19.3. Technical Infrastructure

#### 19.3.1 Schedule of the Competition

19.3.1.1. The Board recommends that organizers provide a schedule of their tournaments to the players at the start of the weekend or in the invitation. For every round of matches, a reasonable period should be allowed. For instance:

- 50 minutes for a team group match;
- 60 minutes for a team knockout match;
- 45 minutes for an individual group match;
- 60 minutes for an individual knockout match.

#### 19.3.2 The Hall

19.3.2.1. Make sure the hall is suitable for the kind of tournaments that you are organizing. The hall must not only be large enough for tables but also have an area reserved for officials, a rest area, and walkways for spectators, ...

#### 19.3.3 Area for spectators

19.3.3.1. Ideally, the spectators must be able to walk freely around the hall so that they can watch games without disturbing the players. It is important to make paths with partitions or barriers where the spectators could walk.

#### 19.3.4 Rest area

19.3.4.1. It is important to provide areas where the players can sit and rest around the tables.

#### 19.3.5 Climatic conditions

19.3.5.1. The temperature in the hall must be between 18 and 25 degrees Celsius with sufficient ventilation.

#### 19.3.6 Luminosity

19.3.6.1. Every playing area must be sufficiently lit. The correct level of lighting is between 80 and 100 lux.

#### 19.3.7 Chronometer

19.3.7.1. Ideally, the organizer should have a timer showing the time and announcing the end of the game with a bell.

#### 19.3.8 Bar

- 19.3.8.1. During competitions, the organizers are invited to provide drinks and food to players and spectators. The bar can be a good source of income for the organisational team.
- 19.3.8.2. However, the price of drinks and food must remain reasonable. It is also important to place the bar in a good position so that it does not disturb players.
- 19.3.8.3. It is strictly prohibited for players or spectators to enter the hall with any alcoholic beverage. The head referees and the organizers have a duty to monitor compliance with this prohibition. Players who fail to comply with this prohibition should be reported to the Disciplinary Council.

#### 19.3.9 Playing Area

- 19.3.9.1. The playing area should be large enough to provide at least 2 meters between tables. All tables must be of the same type. The ground must be level and firm.
- 19.3.9.2. To organize a tournament under good conditions, make sure that there is easy access to the hall for players and spectators. Signs to indicate the direction of the hall are mandatory.

#### 19.3.10 Transport

19.3.10.1. If some players come by train or by plane, directions to the venue must be clear and provided in all pre-tournament literature. Ideally, shuttles should be organized to bring the players to the hall.

## Handbook 2016/2017

### 19.3.11 Accommodation

- 19.3.11.1. Some players sometimes come for a few days and they need a hotel for one or more nights. Organizers should always try to provide details of suitable hotels and B&Bs that are close to the hall.

### 19.3.12 Health and safety

- 19.3.12.1. The competition organizer is solely responsible to comply with any and all health and safety law and regulations applicable to the kind of competition that is organized, and to the infrastructure in which it is played.

### 19.3.13 Review of the papers

- 19.3.13.1. To attract sponsors for future editions, Nationals must keep copies of all press articles about previous tournaments. This will provide an informative file that can be used in media releases and promotions.

## 19.4. Duties of the Organizer

### 19.4.1 Sending of Results

- 19.4.1.1. The full results must be sent to the FISTF Sports Director **within 5 days** of the tournament.
- 19.4.1.2. Full results include:
- All individual results of the individual tournament must be listed
  - All individual results of the teams' tournament must be listed
  - All absent players must be reported (which means the results must not just record a 0-3 score, but also note that the player was absent).
- 19.4.1.3. Only the **standard FISTF score sheet** file will be accepted for this purpose.

### 19.4.2 Sending of Tournament Report

- 19.4.2.1. The tournament report, including the full list of players and teams registered and/or absent without reason, should be sent electronically to the FISTF Sports Director **within 5 days** after the tournament.
- 19.4.2.2. Only the **standard FISTF organizers file** will be accepted for this purpose.

### 19.4.3 Administrative Sanctions

- 19.4.3.1. **Tournament Score sheet:**
- 5 EUR fine if the results are not sent 3 days after the tournament.
  - 10 EUR fine if the results are not sent 14 days after the tournament.
  - There will be an additional fine of 5 EUR per week for late delivery of the tournament results.
  - Additional to the fines above, there will be a 10 EUR fine if the results are not sent in FISTF standard format.
  - The maximum fine for the point "**Tournament Score sheet**" will never exceed 100 EUR.
- 19.4.3.2. **Tournament Organizers file:**
- 10 EUR fine if players' data are missing or not complete.
  - 5 EUR fine if the tournament sheets are sent later than 5 days after the tournament (but less than 15 days).
  - 15 EUR fine if the sheets are sent later than 15 days after the tournament.
  - From the 3rd week, there will be an additional fine of 5 EUR per week.
  - The maximum fine for the point "**Tournament organizers file**" will never exceed 75 EUR.

## Handbook 2016/2017

### 20. Decisions by the FISTF Board

#### 20.1. Definitions

- 20.1.1 It is solely at the discretion of the FISTF Board of Directors to take a decision about any situation not described or not well clarified by the present regulations.
- 20.1.2 In the case of any doubt, the interpretation of the FISTF Board will be accepted as valid.
- 20.1.3 Any decision taken by the FISTF Board of Directors within this context will prevail for future similar situations.
- 20.1.4 Only the FISTF Congress has the authority to override the decisions of the FISTF Board of Directors.



## Handbook 2016/2017

### Chapter V – Finance Regulations

#### 1. Bank account for event fees online

FISTF – Fred Vulpes  
Targobank Düsseldorf  
IBAN : DE35 3002 0900 5390 2350 28  
BIC : CMCIDEDD  
PayPal: finances@fistf.com

#### 2. Financial plan - expenditure

Several issues are anticipated with regard to expenditure:

##### 2.1. FISTF organisation and administration

- 2.1.1. The members of the Board of Directors and any committees may claim repayment of their reasonable expenses from the Finance Director who will settle these with the President's approval.
- 2.1.2. When a member of the Board of Director or of a committee files a claim for the reimbursement of travel and subsistence costs incurred for the benefit of FISTF, reimbursement shall be limited to travel costs and costs of lodging. No other subsistence costs (meals, drinks, etc.) shall be reimbursed.
  - a. For air travel, only economy class or cheaper ticket shall be reimbursed. The applicant shall make all reasonable efforts to book the cheapest flight available, including but not limited to charter flights and low cost airlines.
  - b. For train travel, only second-class ticket shall be reimbursed, possibly including additional sleeping banks costs if necessary. The applicant shall ensure that the shortest way is followed.
  - c. For travel by personal vehicle, the reimbursement shall be limited to 0,20 € per kilometre. The distance shall be calculated as the shortest distance between the applicant's residence and the meeting place.  
Lodging costs shall be limited to an amount of 20 € per day. The applicant shall make all reasonable efforts to secure the cheapest lodging available while still in keeping with reasonable standard of health, safety and comfort.
- 2.1.3. Reimbursement of phone, fax, photocopies and mail shall be limited to 200 € per year. The applicant shall make all reasonable efforts to use electronic mail as a primary means of communication. Costs of subscription to an electronic mail provider shall not be reimbursed. Costs of office furniture or office material, including but not limited to computer equipment, shall not be reimbursed.
- 2.1.4. Representation costs and expenses related to clothing and sports material shall not be reimbursed.
- 2.1.5. **FORM F05 - FISTF Expenses Claim Form shall be used for this purpose.**

##### 2.2. Production of the official FISTF publication

- 2.2.1. The publication of a magazine will involve certain expenditure. However, the most economical option will be sought.

##### 2.3. Development assistance

- 2.3.1. FISTF will devote part of its budget to the development of table football. This assistance will be in practice:
  - 2.3.1.1. Reductions in the fees paid by the National Associations;
  - 2.3.1.2. The purchase and provision of equipment for the smaller associations.

##### 2.4. Allowances

- 2.4.1. Miscellaneous awards - FISTF may intervene annually to award National Associations whose clubs and players have contributed towards the development of table football.

## Handbook 2016/2017

### Chapter VI – Marketing and Communication Regulations

#### 1. Definitions

1.1. The Marketing and Communication Department is responsible for the aesthetic, technical and practical part: website, FISTF blog, news, Facebook, Forum, etc. In addition, the Commission shall be responsible for relations with the international press, specialized websites and with the press departments of national federations.

#### 2. Communication action points

2.1. There are various issues to develop:

2.1.1. Membership administration:

2.1.2. It is the general secretary's responsibility to maintain a list of registered players and clubs of FISTF in conjunction with the National Associations and tournament organisers.

2.1.3. Rules of the game:

2.1.4. The rules of the game are available in French and English, the two official languages used by FISTF. The Member Nations must arrange translations of the rules into their own national languages. FISTF shall monitor this effort.

2.1.5. FISTF Sports News is the FISTF e-newsletter;

2.1.6. Promotion, public relations and sponsorship:

- o The Director of Marketing and Communications will be responsible for the FISTF website, Facebook page and other social media . <http://fistf.com>.

#### 3. Publications

##### 3.1. Table football literature

3.1.1. Various publicity leaflets about table football will be produced for the attention of the media, the public (for distribution at events) and partners.

## Handbook 2016/2017

### 3.23. Archives of the game

Several files have been and will be produced with compiled results and statistics since FISTF was created.

All winners recap

History of the World Championships

History of the European Cup for clubs

History of the World Masters

History of the Major tournaments

History of the Satellite tournaments

History of the Challenger tournaments

History of International friendly games

History of FISTF tournaments - Season 1993-94

History of FISTF tournaments - Season 1994-95

History of FISTF tournaments - Season 1995-96

History of FISTF tournaments - Season 1996-97

History of FISTF tournaments - Season 1997-98

History of FISTF tournaments - Season 1998-99

History of FISTF tournaments - Season 1999-2000

History of FISTF tournaments - Season 2000-01

History of FISTF tournaments - Season 2001-02

History of FISTF tournaments - Season 2002-03

History of FISTF tournaments - Season 2003-04

History of FISTF tournaments - Season 2004-05

History of FISTF tournaments - Season 2005-06

History of FISTF tournaments - Season 2006-07

History of FISTF tournaments - Season 2007-08

History of FISTF tournaments - Season 2008-09

History of FISTF tournaments - Season 2009-10

History of FISTF tournaments - Season 2010-11

History of FISTF tournaments - Season 2011-12

History of FISTF tournaments - Season 2012-13

History of FISTF tournaments - Season 2013-14

History of FISTF tournaments - Season 2014-15

History of FISTF tournaments - Season 2016-17

International Subbuteo hall of fame - From 1950 till now...

FISTF Board of Directors – History

### 1. Marketing

1.1 This department shall be responsible for:

1.1.1 The General aesthetic (clothing, places, events, etc.).

1.1.2 Rules and requirements for FISTF tournaments.

1.1.3 Homologation Licensing.

1.1.4 The Design and Style Guide of FISTF and all the international events, sponsors, relation with producers and distributors of equipment.

1.1.5 It will offer to the producers and distributors a collaboration package.

### 2. Products Homologation

## Handbook 2016/2017

- 2.1 This chapter is available in two separate specific documents “**FISTF Homologation Guide**”, and “**FISTF Homologation Handbook**”, released by the Sports Department.

## Handbook 2016/2017

### Chapter VIII – Promotion Regulations

#### 1. FISTF Development Program

- 1.1. FISTF will issue programs for the development of table football on a national and/or regional level worldwide.
- 1.2. These programs shall be established between FISTF and a National Associations or a club.
- 1.3. FISTF partners can be added to the program on a case-by-case basis.
- 1.4. A protocol shall be signed between all involved parts in order to define duties and rights of each part.
- 1.5. There are no restrictions on which National Associations and clubs can take part in the FISTF Development Program.

#### 2. Training Centres

##### 2.1. Goals of the centres

- To give local, national and foreign players a place to meet, play and communicate with other players.
- To have a place to train your local and/or national team for international competitions.
- To build the sporting image of Sports Table Football.
- To support national federations in developing Sports Table Football in their country.

##### 2.2. Centre characteristics

- There must be good quality FISTF Pitches.
- The centre should be open at least 1 day a week for a minimum of 3 hours each time.
- The centre must be set up in a clean and non-smoking environment.

##### 2.3. What the Centre gets in return from FISTF

- Official title as “FISTF Training Centre”.
- A place on the FISTF website listing all the Centres with their locations and information, which is also a way to display the projects and organizational skills of national federations.
- Flags, banners, posters, rules can be downloaded freely from the FISTF website.
- Countries with little financial resources can request help through the FISTF Development Fund (FISTF Member Nations only).
- There are no registration fees for setting up an FISTF Training Centre.

##### 2.4. How to apply

- The Form F21 (Training Centres Request Form) shall be used for the application.
- You must fill a form for each centre you wish to register.
- The application will be submitted to the General Secretary of FISTF for clearance and consideration from the FISTF board.
- A minimum of 4 photos of the venue shall be included with the application, one photo from outside and three photos from inside.

##### 2.5. Overall Benefits

- All players with a valid FISTF license can use the FISTF Certified Centres for free.

##### 2.6. FISTF Certification

- The application will be submitted to the General Secretary of FISTF for clearance and consideration from the FISTF board.
- A certification diploma shall be issued to all approved Training Centres.

## Handbook 2016/2017

### Chapter IX – Disciplinary Commission

#### F.I.S.T.F. DISCIPLINARY REGULATIONS

##### Part I – Rules of Construction

1. The provisions of these regulations apply to FISTF, Member National Associations, Clubs, Players and competition organizers in the conduct of any activity related to table football.
2. In case of any conflict between the FISTF Statutes and any other section of these regulations, the provisions of the FISTF Statutes shall prevail. The definitions used in the FISTF Statutes shall be used in the interpretation of these regulations.
3. If any provision of these regulations or its applicability to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this handbook which can be given effect without the invalid provision or application, and to this end the provisions of these regulations shall be severable.
4. In the event of any controversy, dispute or claim arising out of or relating to these regulations, or to the interpretation, breach, or enforcement thereof, the parties shall in good faith use best efforts to settle such controversy, dispute or claim by negotiation. If such negotiation should fail, such controversy, dispute or claim shall be submitted to the FISTF Disciplinary Council (hereinafter 'Council'), which shall issue a final, binding and conclusive ruling on all interested parties.
4. The rights and obligations herein contained shall inure to the benefit of, and be binding upon, FISTF, Member National Associations, Clubs and Players and their respective executors, administrators, successors and assigns.
5. Any forbearance of FISTF, Member National Associations, Clubs or Players to exercise any right or remedy to which they are entitled to under these regulations shall not be construed as a waiver of, or preclude the exercise of, any right or remedy.
6. As used in this handbook, words in the masculine gender shall mean and include corresponding neuter words or words in the feminine gender and vice-versa, words in the singular shall mean and include the plural and vice-versa, and the word 'may' gives sole discretion without any obligation to take any action.
7. Any case not provided for in, but related to, these regulations shall be referred to the Council, which shall issue a final, binding and conclusive ruling on the case.

##### Part II – Organisation and Responsibilities

#### Article 1 – FISTF Disciplinary Council

1-1. The management of disciplinary matters within FISTF is entrusted to the Council, as defined in the FISTF Statutes, Articles 20 and 21, with the sole exception of the authority to pronounce the exclusion of a Member National Association, which is reserved by the FISTF Congress in accordance with Article 23-3 of the FISTF Statutes.

1-2. The Council is composed of three disciplinary judges appointed and revoked in accordance with Article 20 of the FISTF Statutes (hereinafter 'Judges'), by the FISTF Board of Directors who will be agents of FISTF when exercising their official duties. Once appointed, these Judges will appoint a Council Chairman among themselves (hereinafter 'Chairman'). Should the Judges fail to appoint a Chairman within three months of full manning of the Council, the matter shall be referred to the FISTF Board of Directors (hereinafter 'Board'), who may take any measure it deems appropriate, including but not limited to the revocation of the mandate of one or more Judges and the appointment of a Chairman.

## Handbook 2016/2017

1-3. The Chairman is responsible for the coordination of the activities of the Council and for the handling of all claims and correspondence addressed to the Council. He/She may delegate this latter responsibility to another member of the Council.

1-4. The Council is responsible for the revising, drafting and promulgation of the FISTF disciplinary regulations in accordance with Article 21 of the FISTF Statutes. For that purpose, it will consult within FISTF on the efficiency of the rules and produce changes as it deems necessary.

1-5. The Council is responsible for the enforcement of the FISTF disciplinary regulation and to impose disciplinary sanctions in accordance with Articles 21 and 23 of the FISTF Statutes. For that purpose, the Council will render disciplinary judgements (hereinafter 'Judgement').

1-6. When the Council has to make a decision related to §§ 4 or 5 above, it will first of all attempt to reach a consensus of all its members. Should the Chairman consider, after a reasonable period of discussions, that a consensus cannot be achieved, he will call for a vote of the Judges, and the decision will be taken by a simple majority of the votes cast. In case of equality of the votes cast, the Chairman will have the casting vote. The deliberations and votes of the Council will be secret.

1-7. During the discussions leading to a decision related to §§ 4 or 5 above, the Council may conduct hearings of the parties and witnesses, and consult with competition organisers, National Association and Club representatives, independent experts and Board members.

1-8. Decisions of the Council do not have to be made within the frame of formal meetings, and may be achieved through any reasonable method, including but not limited to informal meetings and e-mail or telephone exchanges. The Chairman will use his best endeavours to involve equally all Council members in the discussions leading to such decisions.

### Article 2 – Specific Obligations of Council Members

2-1. The members of the Council, as well as the members of the Board, who are sanctioned for disciplinary reasons according to these Disciplinary Regulations, will be punished exemplarily with the greatest sanction that applies to the specific infraction.

2-2. Members of the Council may not accept from any person instructions, orders, gifts or bribes of any kind that could be related to the exercise of their official duties as Judges. If a member of the Council becomes aware that another Council member has accepted such instructions, orders, gifts or bribes, he will inform the Chairman and/or the FISTF President as soon as possible.

2-3. Members of the Council have to inform the other Council members if they are themselves parties in a proceeding before the Council (either plaintiff or defendant), are related in the first degree (husband, wife, recognised partner, father, mother, son, daughter, brother or sister) to a party in such a proceeding, or are affiliated in another way with a party in such a proceeding (such as holding a management function in a Club that is a party to such a proceeding).

2-4. Members of the Council have to perform their official duties as Judges with utmost impartiality, fairness, and without any discrimination on the grounds of citizenship, gender, age, marital status, employment, education, race, religion, or sexual or political orientation.

### Article 3 – Competition Organisers and/or Head Referees

3-1. The Council may delegate to the organisers of FISTF competitions and/or the head referee to such competition the power to decide if an action by a Member National Association, Player or Club is a breach of these disciplinary regulations, and sentence him to a disciplinary sanction.

3-2. This will be limited to cases where the Council cannot be called on to render a judgement and sentence.



## Handbook 2016/2017

### Part III – Disciplinary Sanctions

#### Article 4 – Disciplinary Sanctions against Players and Clubs

4-1. In accordance with Article 23 of the FISTF Statutes, FISTF Clubs and Players who are judged by the Council to have breached the present disciplinary regulations, will be sentenced by the Council or its delegate, according to the extent of their actions, to one or more of the sanctions below (sanctions may be combined or added one to another as decided by the Council):

- Official warning;
- Fine;
- Deduction of a number of world ranking points;
- Deduction of part or all of the world ranking points gained in a specific tournament;
- Disqualification from a specific match;
- Disqualification from a specific competition;
- Disqualification from a specific competition for a specified period up to one (1) calendar year;
- Suspension from participation in defined FISTF competitions (e.g. in a specified country or countries) for a specified period up to one (1) calendar year;
- Suspension from participation in all FISTF competitions for a specified period up to one (1) calendar year;
- Exclusion from FISTF.

#### Article 5 – Disciplinary Sanctions against Member National Associations

5-1. In accordance with Article 23 of the FISTF Statutes, FISTF Member National Associations who are judged by the Council to have breached the present disciplinary regulations, will be sentenced by the Council or its delegate, according to the extent of their actions, with one or more of the sanctions below (sanctions may be combined or added one to another as decided by the Council):

- Official warning;
- Fine;
- Disqualification from a specific match;
- Disqualification from a specific competition;
- Disqualification from a specific competition for a specified period up to one (1) calendar year;
- Suspension from participation in defined FISTF competitions (e.g. in a specified country or countries) for a specified period up to one (1) calendar year;
- Suspension from participation in all FISTF competitions for a specified period up to one (1) calendar year;
- Exclusion from FISTF.

#### Article 6 – The Official Warning

6-1. An official warning is a letter written by the Chairman to a defendant who has been Judged by the Council guilty of a breach of these disciplinary regulations. The Council may decide that this letter will also be sent to other parties such as the defendant's Club or National Association, or the Board.

6-2. The Council will keep a register of all official warnings. This register must be kept electronically on a suitable web-accessible database, with access by the FISTF President and Secretary General.

#### Article 7 – The Fine

## Handbook 2016/2017

7-1. A disciplinary fine is a pecuniary obligation of a defendant who has been Judged by the Council guilty of a breach of these disciplinary regulations and sentenced to pay a fixed amount of money. Fines will be defined by the Council in multiples of 10€.

7-2. A Member National Association, Player or Club sentenced to a fine will be automatically suspended from participating in any FISTF competition until this fine is fully paid, unless the Council decides otherwise.

### Article 8 – The Disqualification

8-1. The disqualification of a defendant who has been Judged guilty of a breach of these disciplinary regulations results in the defendant automatically losing the match and/or competition(s) from which he is disqualified.

8-2. If the disqualification is for one match, the defendant will lose the match with a minimum of 0-3 for an individual match, and of 0-4 for a team match. If the match was ongoing at the time of disqualification and had a more detrimental result against the defendant, such higher score will be kept.

8-3. If the disqualification is for one or more competitions, the defendant will lose all matches of that competition with a minimum of 0-3 for an individual match, and of 0-4 for a team match. If a match of the defendant was ongoing at the time of disqualification and had a more detrimental result against the defendant, such higher score will be kept.

8-4. The disqualification of a defendant may be decided by the Council or, by delegation, by a competition organiser and/or head referee. The disqualification is the only disciplinary sanction that the Council may allow a delegate to decide on. In that case, the delegate may only sentence the defendant to a disqualification for the match(es) and/or competition for which he is organiser and/or head referee.

8-5. When a defendant is sentenced to disqualification by a delegate of the Council, that delegate or a third party may in addition file a claim to the Council for the same facts. Should this be the case, the Council may decide to sentence the defendant to an additional sentence.

8-6. The decision of a delegate of the Council to disqualify a defendant for a match and/or a competition is final, and may not be appealed or modified. The Council or FISTF will not hold any liability, monetary or otherwise, towards the defendant for that disqualification.

### Article 9 – The Suspension

9-1. A suspension is an interdiction of a defendant who has been Judged by the Council guilty of a breach of these disciplinary regulations to play some or all future FISTF competitions for a defined period of time of up to one (1) year.

9-2. A suspended defendant will lose all the benefits of FISTF affiliation for the duration of the suspension as defined in the sanction, while still retaining all his FISTF obligations.

9-3. The suspension of a Member National Association will automatically imply the suspension of all Clubs and Players affiliated with that National Association.

9-4. The suspension of a Club will automatically imply the suspension of all Players affiliated with that Club.

### Article 10 – The Exclusion

10-1. The exclusion of a defendant who has been Judged by the Council guilty of a breach of these disciplinary regulations is a revocation of the membership and/or affiliation with FISTF for that defendant. The exclusion implies the indefinite suspension from all FISTF competition.

10-2. When the Council decides to exclude a Player or Club from FISTF, this exclusion will only become effective when ratified by the Board.

10-3. When the Council decides to propose the exclusion of a Member National Associations from FISTF, this exclusion may only be pronounced by a decision of the Congress.

## Handbook 2016/2017

10-4. Even after it has been excluded from FISTF, a National Association, Club, Player, its successors and assignees, shall remain liable for any obligation, monetary or otherwise, incurred when it was an FISTF Member or associated with FISTF.

10-5. FISTF will have no liability whatsoever, monetary or otherwise, towards an excluded defendant, unless these liabilities were incurred prior to the exclusion.

### Article 11 – Sentencing Guidelines

11-1. The Council will publish sentencing guidelines, where it will present, for a number of types of breach of these disciplinary regulations, the associated sentences. These sentencing guidelines will be used by the Council and its delegates in further sentencing, without the Council being thereby bound to these guidelines.

11-2. The Council will update these sentencing guidelines on a regular basis.

11-3. The sentencing guidelines are additional to, and do not replace, the provisions of these regulations.

## Part IV – Substantive Disciplinary Regulations

### Article 12 – General Duties and Obligations

12-1. *Obligation of ethical behaviour:* The National Associations, Players and Clubs to which the present regulations apply have to maintain a behaviour consistent with the athletic standards of fairness and morals, in all their actions, during the sport, as well as during their financial or social actions having to do with FISTF. All players, in whatever role, registered with FISTF, have an obligation to maintain the best interests of the sport, and refrain from any action or words which would bring the game or FISTF into disrepute.

12-2. *Obligation to produce documents:* All FISTF Member National Associations, Players and Clubs are obliged to provide the Council with any information in their possession that the Council requests them to provide during the course of disciplinary proceedings. In case of failure to comply, the Council may decide that he will be punished with a fine.

12-3. *Obligation to testify:* If a FISTF Member National Association, Player or Club is called as a witness in disciplinary proceedings by the Council and denies to testify, the Council may decide that he will be punished with a fine.

12-4. *Obligation to maintain the secrecy of proceedings:* The FISTF Member National Associations, Players and Clubs who are taking part in disciplinary proceedings are forbidden to make any public declarations related to these proceedings or to make public comments related to other parties to, or persons involved in, such proceedings. They are also forbidden to supply to anyone information regarding disciplinary proceedings that are not yet finalized. In case of failure to comply, the Council may decide that the transgressor will be punished with a fine.

12-5. *Obligation to refrain from inciting violence:* FISTF Member National Associations, Players and Clubs may not publicly make declarations, indirectly or directly, which could, in the opinion of the Council, incite others to use any type of violence. In case of failure to comply, the Council may decide that the transgressor will be punished with a suspension from participating in any FISTF Tournament. The Council may also decide to propose to the Board (for Players or Clubs) and/or the Congress (for a Member National Association) the exclusion from FISTF.

12-6. *Obligation of truthful and complete answers:* FISTF Member National Associations, Players and Clubs are obliged to send to the Council, full, correct and honest answers to every question addressed to them. In case of failure to comply, the Council may decide that the transgressor will be punished with a fine. In addition, the Council may decide that the transgressor will be punished with a suspension from defined FISTF events.

### Article 13 – General Obligations of Players and Clubs

13-1. *Obligation to refrain from unduly influencing a match result:* The Club, team or Player whose actions lead to the abnormal conduction of a match will be sanctioned by the competition head referee or, in his absence, by the competition organiser with immediate disqualification of the specific match. The sanction of

## Handbook 2016/2017

immediate disqualification can be given to both Players of a match when they both have the same responsibility for the above.

13-2. When there are facts that cannot be technically proved during a match, the Council may examine and judge if the result or the conduction of a match in general was normal. In that case, the Council may disqualify one or both the opponents, or order repeat of the match or the conduction of it (if it was not conducted).

13-3. *Liability of Club representatives:* The Players who are appointed to legally represent their Club are presumed to be equally liable, until the opposite is proved, for any breach of disciplinary regulations of their Club.

13-4. *Liability of team captains:* The Player who is the Captain of a Team in a specific game is liable according to the present handbook for any breach of disciplinary regulation by his team. This responsibility for the specific delinquency can be reduced if another specific member of his team is held liable.

### Article 14 – Special Obligations of Clubs

14-1. Clubs may reply directly to FISTF or the Council through their official representative, according to the FISTF rules.

14-2. *Vicarious liability of Clubs:* Clubs may be held vicariously liable for the acts of their representatives, and may face equally any consequence in the case of one of their representatives is found in breach of these disciplinary regulations.

14-3. *Liability for negligent oversight:* The Council may decide of its own initiative to enter Judgement and sanction on Clubs that negligently fail to make sure that their Players do not breach these disciplinary regulations.

14-4. *Obligation of internal control:* A breach of a disciplinary regulation by a Player member of a Club will not automatically lead to the liability of his Club. However, if a Player is sentenced by the Council, his club has the obligation to sanction him internally.

14-5. *Obligation not to employ suspended or disqualified Players:* The sanction of disqualification will be given to a Club by the competition head referee or, in his absence, by the competition organiser which uses suspended or disqualified Players during a competition, or Players who in general have no right to play.

### Article 15 – Special Obligations of Players

15-1. *Obligation of restraint:* Players will show restraint during competitions, whether or not they are presently engaged in a match. In particular, the following will be considered as a breach of these disciplinary regulations:

1. Negative criticism or harmful comments about another Player, Club, a referee, the head referee, a third party, the competition organiser or a Member National Association. Behaviour or declarations which are capable of leading to acts of violence.
2. Deliberate breach of the present regulations or of the FISTF rules of the game, with the intent to change the normal course of a match.
3. Exaggerated celebration of a win or a goal, that could be considered as an insult of the opponent.
4. Swearing during the match against anyone.
5. Insults against another Player, Club, a referee, the head referee, a third party, the competition organiser or a Member National Association.
6. Denial of a request to referee or absence during a mandatory refereeing.
7. Threat or attempt to use force against another Player, a referee, the head referee, a third party, or the competition organiser.
8. Unlawful use of force against another Player, the referee, the head referee, a third party, or the competition organiser.
9. Damage of the opponents' or a third party's equipment.

## **Handbook 2016/2017**

10. Damage of the equipment used for the competition.

11. Repeated violation of referee duties.

15-2. Players breaching the above obligation will be punished according to the extent of their actions, with one or more of the following sanctions (sanctions can be combined or added one to another):

- For the cases 1 to 6: The delegate of the Council may sentence the offender to Disqualification from a match or to Disqualification from the competition. In addition, the Council may give the defendant an Official Warning and/or a fine.
- For the cases 7 to 10: The delegate of the Council may sentence the offender to Disqualification from a match or to Disqualification from the competition. In addition, the Council may sentence the defendant to any disciplinary sanction.
- For the case 11: The delegate of the Council may give the defendant an Official Warning and/or a fine.

15-3. For the sentencing of all breaches of the obligation of restraint, provocation or breach of these disciplinary regulations by the victim may be considered as extenuating circumstances.

### **Article 16 – Red Cards Records System**

16-1. The Council will hold a record of the Red Cards that have been inflicted to the Players in accordance with the FISTF rules of the game.

16-2. In addition to the sanctions referred to Article 15, the following sanctions will be given by the Council:

- Player who has been inflicted two (2) Red Cards during the same sports season (September to August): Loss of 200 World ranking Points and any fine;
- Player who has been inflicted three or four (3 or 4) Red Cards during the same sports season: Loss of 200 World Ranking points, any fine, and a 3 months' disqualification from any FISTF competition;
- Player who has been inflicted five (5) Red Cards or more during the same sports season: Loss of a minimum of 300 World Ranking points, any fine, and disqualification from any FISTF competition for a minimum of one (1) year.

### **Article 17 – Orange Cards Records System**

17-1. The Council will hold a record of the Orange Cards that have been inflicted to the Players in accordance with the FISTF rules of the game.

17-2. In addition to the sanctions referred to Article 15, the following sanctions will be given by the Council:

- Player who has been inflicted three or four (3 or 4) Orange Cards during the same sports season: Loss of 50 World Ranking points, and a 40 Euro fine;
- Player who has been inflicted five or six (5 or 6) Orange Cards during the same sports season: Loss of 150 World Ranking points, any fine, and a 2 months' disqualification from any FISTF competition;
- Player who has been inflicted seven (7) Orange Cards or more during the same sports season: Loss of 200 World Ranking points, any fine, and a 3 months' disqualification from any FISTF competition. The Council may decide, depending on the number of cards and/or the specific cases, if the player should get any additional sanction.

### **Article 18 – Yellow Cards Records System**



## Handbook 2016/2017

18-1. The Council will hold a record of the Yellow Cards that have been inflicted to the Players in accordance with the FISTF rules of the game.

18-2. In addition to the sanctions referred to Article 15, the following sanctions will be given by the Council:

- Player who has been inflicted four (4) Yellow Cards during the same sports season: Loss of 50 World Ranking points, and a 20 Euro fine;
- Player who has been inflicted five to seven (5 to 7) Yellow Cards during the same sports season: Loss of 100 World Ranking points, any fine, and a 1-month disqualification from any FISTF competition;
- Player who has been inflicted eight (8) Yellow Cards or more during the same sports season: Loss of 150 World Ranking points, any fine, and a 3 months' disqualification from any FISTF competition. The Council may decide, depending on the number of cards and/or the specific cases, if the player should get any additional sanction.

### Article 19 – Cards Records System - Combinations

19-1. In addition to the sanctions referred to Articles 16 to 18, the Council may give a sanction to a player who has a combination of Red/Orange/Yellow cards. Any player having two (2) or more cards in each category (e.g. 2 Orange & 2 Yellow) and even if according to Articles 16 to 18 he would get no sanction, may be sentenced by the Council according to its judgment.

### Article 20 – Recurring Breaches of Disciplinary Regulations

20-1. The Club or Player who, after he has been sentenced by the Council according to the present disciplinary regulations, fails to comply with the sentence and/or breaks the same or any other rule repeatedly, will receive a stronger sanction.

20-2. To be considered as recurring breaches, the breaches must have occurred during the last two (2) sports seasons.

## Part V – Rules of Procedures of the FISTF Disciplinary Council

### Article 21 – Filing of Claims

21-1. When FISTF, a National Association, Player or Club becomes aware of a possible breach of these disciplinary regulations, he may file a claim reporting such breach to the Council within thirty (30) calendar days of the presumed breach. Such claim will be addressed to the Chairman or the person to whom he has given the authority to process claims.

21-2. Claims have to be filed in writing by one named plaintiff against one or more named defendants. FISTF, Member National Associations, Clubs and Players may be plaintiffs or defendants. Such claims will set out in sufficient details the charges against the defendant, and will list as a minimum:

- The names and contact details of the plaintiff;
- The name of the defendants in sufficient details to allow the Council to identify them;
- A description of the facts presumed to be a breach of these disciplinary regulations, including but not limited to time and place information;
- If possible, the mention of the part of the disciplinary regulations that the plaintiff considers have been breached;
- A description of the prejudice caused to the plaintiff by the presumed breach, if any.

Should the initial claim, in the opinion of the Council, not contain sufficient information, the Chairman will contact the plaintiff in order to collect that information. The plaintiff will be responsible to provide the missing information to the Council.

## Handbook 2016/2017

21-3. Should the Council decide that the plaintiff has not provided sufficient information to allow the Council to render a Judgement, the claim will be dismissed as inadmissible. The Chairman will inform in writing the plaintiff as soon as possible of such decision.

21-4. Should the Council decide that the claim is admissible, the Chairman will inform in writing as soon as possible the defendant of the details of the claim and charges against him, and that the defendant may file a written explanatory memorandum in his defence to the Council within thirty (30) calendar days of the date of the Chairman's message.

### Article 22 – Proceedings before the Council

22-1. For the investigation of the claim, the Council may request the production of other supporting documentation, such as Match Report, Referee's Reports, Head Referee's Report, Report of the Competition Manager and the defendant's apology letter. Upon receipt of the Council request for the production of such supporting documentation, the document holder has the obligation to provide a copy of the requested document to the Council.

22-2. Proceedings before the Council will be accusatory. Both plaintiff and defendant will be invited to present their case before the Council. This presentation does not have to be made within the frame of formal hearings, and may be achieved through any reasonable method as determined by the Council, including but not limited to informal meetings and e-mail or telephone exchanges.

22-3. Should the Council decide that a preponderance of the available evidence suggests that a breach of the disciplinary regulations did take place, the Chairman will request the defendant to submit an apology letter to the plaintiff and/or any part that has suffered damages from the breach, with a copy to the Chairman. The defendant will have to submit such apology letter in writing within ten (10) days of the Council decision.

### Article 23 – Judgement

23-1. On the basis of the available evidence and on the apology letter of the plaintiff, if any, the Council will render a Judgement, where it will decide that a preponderance of the available evidence suggests that the defendant is:

- Guilty of one or more breaches of the disciplinary regulations, and will then sentence the defendant to one or more disciplinary sanctions; or
- Not guilty of a breach of the disciplinary regulations.

such Judgement will be supported by a reasoned opinion approved by the Council that sets-out the reasons for the Judgement and sentence.

23-2. A defendant may be found guilty of breaches of the disciplinary regulations that were not listed among the charges in the original claim.

23-3. In rendering Judgement, the Council will use as guidelines previous Judgements of the Council and the applicable sentencing guidelines, but will not be bound by such Judgements or guidelines.

23-4. In sentencing the defendant to a disciplinary sanction, the apology letter of the defendant, if any, will be considered as a mitigating circumstance.

23-5. When more than one claim is filed against the same defendant for the same facts, only one Judgement may be rendered against the defendant (no double jeopardy). However:

- When additional claims are filed after Judgement has been rendered, that add new facts that the Council decides to be relevant to the original charges, the Council may decide to reopen the disciplinary proceeding;
- A claim that has been dismissed as inadmissible will not preclude the filing of another claim against the same defendant for the same facts.



## Handbook 2016/2017

23-6. The Chairman will inform in writing as soon as possible the plaintiff and the defendant of the Judgement rendered by the Council and of the related sentence. In addition, the Judgement and sentence will be published as soon as possible on the FISTF official website [www.fistf.com](http://www.fistf.com).

### Article 24 – Execution of Disciplinary Sanctions

24-1. Any disciplinary sanction will become effective and its execution will start on the day following the publication of the sentence on the FISTF official website, unless the Council decides otherwise in the Judgement.

24-2. The execution of a sentence will be suspended during the duration of the proceedings that follow the admission by the Council of an appeal from the related Judgement. The period between the start of the execution of the sentence and the suspension of the disciplinary sanction will be deducted from the duration of any new disciplinary sanction imposed by the Judgement in appeal.

24-3. If a sentence cannot be fully executed during a sports season, it will continue during the next sports season(s).

24-4. If a Player is transferred to another Club and/or National Association, he will normally continue his sentence, even if for example a whole team to which he is not member anymore had been sanctioned.

### Article 25 – Appeal

25-1. The plaintiff, the defendant or both may, within thirty (30) calendar days of the publication of the Judgement on the FISTF official website, appeal from a Judgement and/or sentence by writing to the Chairman.

25-2. Should the Council decide that the plaintiff, the defendant or both have not provided any additional evidence that could lead the Council to review its Judgement and/or sentence, the relevant appeal will be dismissed as inadmissible.

25-3. Should the Council decide that an appeal, either by the plaintiff, the defendant or both, is admissible, the Council will suspend the Judgement and the execution of the sentence. The Chairman will inform as soon as possible the plaintiff and the defendant.

25-4. Following the suspension of the initial Judgement, the Council will re-start the proceedings and render a new Judgement as described in Articles 2 and 3.

### Article 26 – Miscellaneous Provisions

26-1. When a member of the Council is himself a party in a proceeding before the Council (either plaintiff or defendant), is related in the first degree (husband, wife, recognised partner, father, mother, son, daughter, brother or sister) to a party in such a proceeding, or is affiliated in another way with a party in such a proceeding (such as holding a management function in a Club that is a party to such a proceeding), he will not take part in the decisions of the Council related to that proceeding.

26-2. For the purpose of these rules of procedure, written documents will include, but not be limited to manuscripts, typed letters, faxes, e-mails (and their attachments) and cell phone text messages. In case of doubt, the Council will decide if a specific communication is a written document.

### Chapter X - Rules of the game

The rules of the game are available in a separate specific document.

This file consists of three parts:

- Rules of the game;
- Regulations about the equipment
- Referee's guide

## Handbook 2016/2017

### Chapter XI - Forms

National Federations must fill out the following forms where applicable:

**Form F01:** To be completed by the National Federation Board at the start of the season to confirm joining FISTF and also to confirm payment of fees.

**Form F04:** Event request form.

**Form F05:** Expenses claim form - a FISTF Official can claim costs incurred while carrying out FISTF tasks.  
This should be sent to the FISTF Finance Director after the approval of the FISTF President

**Form F06:** Transfer form.

**Form F06E:** National Player transfer list

**Form F09:** New table football equipment homologation form.

**Form F10:** New Club Registration Form

**Form F11:** Change of Club Details Form

**Form F12:** FISTF Champions League and Europa League Submission Form

**Form F13:** Recognition for a new producing company form

**Form F16:** Nomination for Person to work with Board

**Form F19:** International Friendly Form

**Form F20:** List of Licensed Clubs and Players by a National Association

**Form F21:** Training Centres Request Form

**Form F22:** Event Registration for Individuals Form

**Form F23:** Event Registration for Teams Form

**Form F24:** Team Competition Match Form

**Form F25:** Individual Competition Match Form

**Form F26:** Products Homologation Form

**FORM F28:** Partner License Request Form

**FORM F29:** Supporter License Request Form

**FORM F30:** New Products Homologation Form

**FORM F31:** Equipment Checks Form

**FORM F32:** Event Scrutiny Form

**FORM F33:** SUBBUTEOScar Voting Form Model

**Last update/revision (mainly on the Transfer System/Free Agents etc.) by Vasileios Koutsompinas on 30/08/2016.**