



Fédération Internationale de Tchoukball

International Tchoukball Federation

GUIDELINE FOR FITB SCORE SHEET

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1 FOREWORD

The FITB has decided to update the official FITB score sheet, to simplify the procedure of transferring the match data to the FITB database.

This new score sheet will allow us to

- obtain relevant information about the FITB official match
- protect data from involuntary mistakes
- allow us to encode all FITB matches and
- create a standardized score sheet for all FITB matches

This document is a practical guide for understanding and filling up the score-sheet in a simple and efficient way.

It will be useful mainly to the technical representative responsible of any FITB event to manage this important document in a practical and secure way.

The main referee of the match shall be responsible for the accuracy of the score sheet and more importantly, to ensure the signatures of all the referees, AND the two captains on the score sheet.

Incomplete score sheet will not be processed.

2.1 SECTION 1: HEADER

This section records the basic information of the match.

- **Match code:** You are required only to fill the last 3 boxes with a progressive number (001, 002....) of this FITB event. If it is a FITB Official friendly match, then the code be 001. The rest of the boxes will be filled automatically through the formula in the excel sheet when the boxes for: "**Type of FITB event**", "**Category**", "**Gender**" are filled.
- **Name of Event:** Enter the full name of the event for which this match is part of, eg "World Tchoukball Championship 2011", "FITB Friendly Match" or "FITB Rimini Beach-Tchoukball Festival 2009" etc.
- **Type of FITB event:** 4 options: Fill in "**A**", "**B**", "**C**" or "**D**" to indicate the type of FITB competition. (For more details, please download FITB document EE-06-CTR_V1_0FITBCompetitionsTypeRegulations)
Type A = Premier Competitions, Type B = Continental Competitions, Type C = Invitational Competitions, Type D = FITB Friendly Matches.
- **Venue:** Fill in the name of the city and country in which this match is taking place.
- **Date:** Fill in the date (day/month/year) in this format - **dd/mm/yyyy**
- **Time:** Fill in the exact start and end time of the match in order for FITB to assess if matches are on time as scheduled. This is especially important for matches that are played in SET MODE instead of TIME MODE as the exact duration of the matches could be of interesting data to the FITB for future planning. The format is **hh:mm**.
- **Category:** 4 options: "**M12**", "**M15**"; "**M18**"; "**Open**
- **Gender:** 2 options: "**Male**" and "**Female**
- **Team A / Team B:** The names of both teams must follow strictly the same order as listed on the fixture. The team on the left is Team A and the team on the right is Team B. The 2 grey boxes in the middle are used to display the final result. They are automatically filled when the scores are keyed in section 3.
In a FITB official friendly match, the home team is listed as Team A.

2.2 SECTION 2: TEAM INFO

This section lists the authorized personnel of both teams for the match, up to a maximum of 12 players and 3 officials (eg coach, physio, manager etc) allowed on the bench.

For the players, starting with the Captain of the team on the **first line**,

- write the number of the jersey (column #), his/her full name (using the same format suggested on the top: FAMILY NAME, in upper case),
- indicate with a X if he/she is starting the match (Column §),
- indicate with a Y or R when he/she receives a yellow or red card during the match (column √),
- indicate with a X if he/she get injured during the match (column i) and to describe the injury in the match report box at the bottom right of the score sheet.

The name of the captain entered in the first line shall correspond to his/her signature in section 4.

For the last 3 lines, list the officials' appointment (**C:** Coach, **TM:** Team Manager, **D:** Doctor/Physiotherapist, **O:** Others) and their full name.

This section shall be filled up by the Coach or Captain **15 to 30 minutes** before the start of the match.

2.3 SECTION 3: SCORE UPDATE

This is the main section to record the scores for the match.

The boxes with number from 1 to 130 on the left of the sheet, is used by the scorekeeper to score all the points in real time.

If the team A scores a point, the scorekeeper has to write "X" in the column of team "A" and vice versa. If the team A gives a point to team B, the scorekeeper has to write "G" in the column of team "B" and vice versa.

The right area of Section 3 allows the scorekeeper to:

1. Mark ("X") in the box called "Ball" to indicate which team starts the entry pass at the beginning of the match. This information is important to determine which team starts the entry pass for subsequent periods/sets accordingly with the rules;
2. Record the name of the Winner at the end of the match. In the event of a draw, the scorekeeper will write "DRAW".
3. Record the score at the end of each period/set and the final score of the match.

Regarding the boxes 1st, 2nd, 3rd, 4th, 5th, there are 2 ways to fill them - TIME MODE and SET MODE.

TIME MODE

All official FITB Tchoukball matches are played in TIME MODE. Mark the TIME box in the "Note" with a cross.

In TIME MODE, the scorekeeper has to focus only on the numbers between column A and column B that start with 1 and go to 130 (Use another score sheet if the score exceed 130 points).

At the end of each period, the scorekeeper writes the score at the end of that period in the corresponding box. (By looking at column A and B with the last points scored by each team, it will give you the digits you must key into the 1st, 2nd box etc. These two digits must correspond to the score on the scoreboard)

In TIME MODE, the 4th and the 5th box are filled only if there are one or two overtimes.

SET MODE

All official FITB Beach Tchoukball matches are played in SET MODE. Mark the SET box in the "Note" with a cross.

In SET MODE, the scorekeeper has to focus only on the numbers at the side of these columns that start with 1 and end with 26 (the maximum number of points you can have in a SET).

In SET MODE each column corresponds to a different SET (maximum 5 sets).

At the end of each set, the scorekeeper write in the 1st, 2nd, 3rd box etc, the points scored in that SET by each team. The final result will be the number of sets won by each team. See dedicated rules for more information.

2.4 SECTION 4: SIGNATURES AND NOTES

This is the section that validates the entire score sheet with both signatures of the captains, names, ID and signatures of the referees, name and ID, signatures of the timekeeper and the scorekeeper.

The score sheet will not be processed by the FITB, if one of the signatures is missing.

There is also the box named “Note” where the scorekeeper, under the supervision of the main referee, can add some detail of the match, such as: Injury, warning, appeal, etc

If the standard FITB rules are been applied, then it is not necessary to fill in these boxes, eg if this match is for Beach Tchoukball, we will not need to fill in boxes to indicate that it was played in sets, there are 5 players on the field or that the size of the field is 12m x 22m, as there is no difference from the beach Tchoukball rules.

3 PART 2: PREPARING AND SENDING THE SCORE SHEET

The objective of this part is to provide the procedure on how to prepare the score sheet for any FITB competitions in an easy and correct way and then to send it to the FITB.

3.1 PREPARING THE SCORE SHEETS BEFORE THE FITB COMPETITION

The correct procedure is:

1. download the latest version of "*FITB score sheet.xls*" from the web site www.tchoukball.org and save it on your Personal Computer;
2. open the file, complete the header with the general information of your event (*Name of the Event, Type of Event, Category, Gender etc*);
3. if your event is just a FITB official friendly match, then fill in all the other details of the match (*Ground, Category, Gender, Date, Start time, Team A, Team B* and, if known in advance, *names of the player and name and ID of the referees*);
4. if your event is a FITB competition, then create "N" copy of the first sheet where "N" is the number of the matches scheduled for this competition. Fill the last 3 boxes of the match code, in each score sheet created, with a progressive number (001, 002, 003 ...) and rename the sheet with the same number (01, 02, 03 ...);
5. repeat what was described above for each match of the FITB competition in your file;
6. save the file with the abbreviated name of the competition. If there is also a male category in the same competition, the file with all the score sheets for the Female category of the European Tchoukball Championship 2010, has to be named *FITB score sheet_ETC2010_female.xls*;
7. create a file for each category of the event as explained above;
8. print all the score sheets;

3.2 SENDING THE INFORMATION TO THE FITB AFTER THE FITB COMPETITION

After the FITB competition, you have to collect all the score sheets, check that all the necessary details are filled and send them to the head of FITB Technical Commission. We recommend that you keep a copy of all the score sheets.

The current Head of FITB Technical Commission is Jeff Ang (as of Oct 2011) and you may reach him at jeff.ang@tchoukball.org.