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Match Report

**User Manual for
Division Managers**

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Table of contents:

User Manual for Division Managers	1
Table of contents:.....	3
List of tables:	8
List of figures:.....	8
1. Introduction	10
1.1 Objective of the application	10
1.2 Objective of this description.....	10
2. Workflow	11
2.1 Overview of the workflow before and after a match	11
2.1.1 Before a home game (1).....	11
2.1.2 At the stadium before kick-off (2).....	11
2.1.2.1 Club confirmation.....	11
2.1.2.2 Line-up changes before the match after club confirmation	12
2.1.2.3 Legal notice	12
2.1.3 During the match (3)	12
2.1.4 After the match (4a + b).....	12
2.1.5 After match day for match official/division manager (5)	13
2.1.6 Special incidents/notifications to legal bodies	13
2.2 Summary: Creation of an official match report in the system.....	14
3. Description of functions for the division manager.....	15
3.1 Overview of dialog flow for match report review and correction.....	15
3.1.1 Login	16
3.2 Menu item: Fixture list selection	16
3.2.1 Extended and reduced fixture list filter	16
3.3 Selecting and displaying the match report	18
3.3.1 Fixture list	18
3.3.1.1 Structure of the match identifier – Fixture – Version:.....	19
3.3.1.2 Scrolling in the fixture list.....	19
3.3.1.3 Checking player eligibility when creating and correcting the line-up.....	19
3.3.1.4 Checking player eligibility using the Pass Online System.....	19
3.3.1.5 Player eligibility not checked when completed match reports are displayed	19
3.3.1.6 Show detailed information on the players.....	20
3.4 Correct match report Part 1 (line-up).....	21
3.4.1 Changing the officials and other information	21
3.4.2 Information on advertising (optional)	22
3.4.3 Players who are not on the player eligibility list (optional).....	22
3.4.4 Non-neutral assistant referee (optional)	22
3.4.5 Edit team line-up.....	22
3.4.6 Goalkeeper and substitute goalkeeper (optional).....	24
3.4.7 Captain.....	24



3.4.8	Jersey numbers (optional)	24
3.4.9	Do not publish player names (n.p.)	24
3.4.10	Checking the number of players	24
3.4.11	Sorting the players	24
3.4.12	Checking player suspensions	25
3.4.13	Suspension rules (e.g. in the DFB leagues)	25
3.5	Changes to the match report Part 2 (Course of match)	26
3.5.1	Overview of course of match	26
3.5.2	Match times, results and other incidents	27
3.5.2.1	Referee and assistants	27
3.5.2.2	Match times	27
3.5.2.3	Results	27
3.5.2.4	Automatic result confirmation	28
3.5.2.5	Checks carried out	28
3.5.2.6	Other incidents and fair play	28
3.5.2.7	Saving the match times, results and other incidents	28
3.5.3	Substitute players used	28
3.5.3.1	Default case, limited substitution contingent and no re-substitution	28
3.5.3.2	Unlimited re-substitution in junior segment (optional)	28
3.5.4	Bookings and dismissals	29
3.5.4.1	Bookings	29
3.5.4.2	Second yellow card	29
3.5.4.3	Red card	29
3.5.4.4	Time penalties (optional in junior section)	29
3.5.5	Entering the match minutes during injury and extra time	29
3.6	Confirmation of correction and change protocol	30
3.6.1	Match report confirmation	30
3.6.2	Version overview	30
3.6.3	Change protocol	30
3.7	Change to the goal scorers	31
3.8	Special reports in the Documents tab	32
3.9	Press reports	33
3.9.1	Downloading the match report (Parts 1 and 2) as a csv file for the press	33
3.9.2	Press report after the match (pdf)	33
3.9.3	Subsequent recording of the match report by clubs	34
3.9.4	Subsequent recording of the goal scorers by clubs	34
4.	Additional Functions	35
4.1	Menu item: Statistics	35
4.1.1	Selection criteria, output format, output file names and requirements	35
4.1.2	Card statistics	36
4.1.3	Goal scorers	36
4.1.4	Match report data download	36
4.1.5	Spectators	37
4.1.6	Player appearances	37
4.1.7	List of team officials	39



- 4.1.8 Use of foreigners 39
- 4.2 Managing player suspensions 39
 - 4.2.1 Set suspension for player automatically following yellow, second yellow and red cards 39
 - 4.2.1.1 Automatically recognizing and saving served suspensions of a player 40
 - 4.2.1.2 Check serving..... 41
 - 4.2.2 Cooperation with the Sports Disciplinary System module 41
 - 4.2.2.1 Using the Match Report module without the Sports Disciplinary System 41
 - 4.2.2.2 Using Match Report module together with Sports Disciplinary System 42
 - 4.2.3 Suspended for all matches of the team/club 42
 - 4.2.4 Competition-related suspensions 42
 - 4.2.4.1 Defining additional competitions for the suspension validity 42
 - 4.2.4.2 Defining additional competitions for serving the suspension 43
 - 4.2.5 Relative time information for timed suspensions 44
 - 4.2.6 Maximum in other teams 44
 - 4.2.7 Valid in higher and lower leagues..... 44
 - 4.2.8 Menu item: Show open player suspensions 45
 - 4.2.9 Menu item: Edit suspensions..... 45
 - 4.2.9.1 Selecting the suspension..... 46
 - 4.2.9.2 Edit suspension entry (modify preliminary suspension in judgment) 48
 - 4.2.10 Transfer suspensions from other teams 49
 - 4.2.11 Automatically save and edit served suspension..... 50
 - 4.2.11.1 Function..... 50
 - 4.2.11.2 Recording a served suspension again..... 51
 - 4.2.11.3 Change served suspension 51
 - 4.2.11.4 Deleting saved suspensions 51
 - 4.2.11.5 Change protocol 52
 - 4.2.11.6 Change function for suspensions and served suspensions from the old season..... 52
- 4.3 Menu item: Player eligibility list..... 52
 - 4.3.1 Edit player eligibility list..... 52
 - 4.3.1.1 Player eligibility check 55
 - 4.3.1.2 Taking the various player eligibilities into account 55
 - 4.3.1.3 Confirming the player eligibility list..... 55
 - 4.3.1.4 Editing the player master data 55
 - 4.3.1.5 Prior charge – relief from yellow cards 56
 - 4.3.2 Player appearance information..... 57
 - 4.3.3 Display of player suspensions 57
 - 4.3.4 Setting a warning message for Inactive..... 58
 - 4.3.5 Player allocation with access to pass data 58
 - 4.3.5.1 Selection when compiling for a men's/women's team..... 58
 - 4.3.5.2 Selection when compiling for a junior team (male/female) 58
 - 4.3.5.3 Selection when compiling a mixed team..... 59
 - 4.3.5.4 Club collaboration 59
 - 4.3.5.5 Youth promotion club and home club 59
 - 4.3.6 Compiling player eligibility lists for cups 59
- 4.4 Club collaborations 59



- 4.4.1 Creating a club collaboration 59
- 4.4.2 Allocating the players in a club collaboration 60
- 4.5 Subsequent recording of the match report by clubs..... 60
 - 4.5.1 Case 1: Subsequent recording by referee and division manager only..... 60
 - 4.5.2 Case 2: Subsequent recording following non-appearance of referee 60
 - 4.5.3 Case 3: Subsequent recording by clubs in general 61
 - 4.5.4 Differentiating between the cases 61
 - 4.5.4.1 Subsequent recording mode..... 61
 - 4.5.4.2 Match report status..... 61
 - 4.5.5 Details for case 2: Subsequent recording following non-appearance of referee.... 62
 - 4.5.5.1 Notification via the match report 62
 - 4.5.5.2 Subsequent recording of the referee part 62
 - 4.5.5.3 Correction by division manager 63
 - 4.5.6 Details for case 3: Club subsequent recording..... 63
 - 4.5.6.1 First recording..... 63
 - 4.5.6.2 Correction by division manager 63
- 4.6 Subsequent recording of the goal scorers by clubs 64
- 4.7 Electronic confirmation instead of signatures 64
 - 4.7.1 Function of electronic confirmation 64
 - 4.7.2 Signatures in Part 1 after club confirmation..... 65
 - 4.7.2.1 Effect in pdf Part 1 65
 - 4.7.3 Signatures in Part 2 after referee confirmation..... 65
 - 4.7.3.1 New page and Confirmation tab in Part 2..... 65
 - 4.7.3.2 Effect in pdf Part 2..... 66
 - 4.7.4 Confirmation tab 66
 - 4.7.5 Subsequent recording by clubs 67
- 4.8 Match reports for friendly matches 67
 - 4.8.1 Background and auxiliary conditions 67
 - 4.8.1.1 Teams and player eligibility lists 67
 - 4.8.1.2 Not for representative matches..... 67
 - 4.8.2 User rights 67
 - 4.8.3 Player eligibility lists and player eligibility 68
 - 4.8.4 Line-up of a free or foreign team 68
 - 4.8.4.1 Case 1: Team squad exists, normal process as previously..... 69
 - 4.8.4.2 Case 2: No team squad, changed process..... 69
 - 4.8.5 Entry checks 69
 - 4.8.6 Player suspensions..... 70
 - 4.8.6.1 Red cards 70
 - 4.8.6.2 Yellow and second yellow cards..... 70
 - 4.8.7 Exchanging the right to play at home and match rescheduling..... 70
 - 4.8.8 Statistics..... 70
- 4.9 Sponsors' graphics in the match report and press print-out..... 71
 - 4.9.1 Overview of the function 71
 - 4.9.2 Main load times..... 71
- 4.10 General superordinate functions 71



DFB-MEDIEN

4.10.1	Unique identification number (ID)	71
4.10.2	Match rescheduling.....	72
4.10.3	Showing that a special rating has been set in the match report in the system	72
4.10.4	Parallel editing of match report by team official and referee	72

List of tables:

Table 1: Reduced filter criteria	17
Table 2: Extended filter criteria.....	17
Table 3: Checking the number of players.....	24
Table 4: Suspension rules in the DFB leagues in Germany	25
Table 5: Match results and special events	27
Table 6: Entry of match minutes.....	30
Table 7: Statistics selection criteria	35
Table 8: Suspension rules	40
Table 9: Competition-related suspensions and serving	43
Table 10: Validity of suspensions and served suspensions.....	50
Table 11: Status of the player eligibility list	53
Table 12: Subsequent recording mode	61
Table 13: Subsequent recording status.....	62
Table 14: Subsequent recording of goal scorers	64
Table 15: Roles and rights.....	68
Table 16: Workflow with team squad	69
Table 17: Workflow without team squad	69

List of figures:

Figure 1: Workflow overview	11
Figure 2: Match report flowchart – Part 1 (Line-up) and Part 2 (Course of match) with optional adjustment document for Part 1.....	14
Figure 3: Dialog flow of the application in the role of a division manager	15
Figure 4: Fixture list filter, extended	16
Figure 5: Fixture list filter, reduced	17
Figure 6: Fixture list	18
Figure 7: Header and tabs of a match report	18
Figure 8: Club official and team official	21
Figure 9: Warning appears when not saved.....	21
Figure 10: Edit home and away team line-up.....	23
Figure 11: Team and substitute line-up.....	23
Figure 12: Course of match	26
Figure 13: Version overview	30



Figure 14: Changes made to protocol	31
Figure 15: Entry of goal scorers (Status: complete)	32
Figure 16: Press report after the match (pdf)	34
Figure 17: Serialization retrieval	38
Figure 18: Selection parameter for open suspensions.....	45
Figure 19: Open suspensions for players of a league/division.....	45
Figure 20: Team selection	46
Figure 21: Player selection	46
Figure 22: Show player suspensions	47
Figure 23: Edit suspension	48
Figure 24: Transfer suspensions.....	50
Figure 25: Competition search	52
Figure 26: Player eligibility list of a division	53
Figure 27: Edit player eligibility list	54
Figure 28: Player master data	56
Figure 29: Yellow cards - prior charge/relief.....	57
Figure 30: Electronic confirmation in pdf Part 1	65
Figure 31: Page for electronic confirmation.....	66
Figure 32: Electronic confirmation in pdf Part 2	66

1. Introduction

1.1 Objective of the application

With the *Match Report* Internet application, processing of the official match report in different leagues and other leagues in the amateur segment will be fully converted to an online procedure. It replaces the carbon copy paper form previously used. The introduction of the system is intended to simplify processing and eliminate recognized error sources..

The match report for every match is currently filled out with information provided by officials from the home and visiting team and the referee at the stadium and then sent by post to the match official's office. With this application, the report is recorded online and is then immediately available to all authorized parties for further processing. The match report is also printed on paper, but this is only in order to safeguard its binding legal force through the signatures of those involved, and for archiving purposes.

The *Match Report* application supports

1. clubs and/or team officials in preparing the team and substitute line-up,
2. clubs' press officials in providing information to the press and the VIP area at the stadium,
3. referees in compiling the results section of the match report,
4. and the match report reviewer of the match official/division manager in reviewing the match reports.

Saving match reports continuously in a database allows team officials, referees, and match report reviewers to access older match reports from the season for research purposes and to print or download them.

In this manual, Personal data such as first name, surname, date of birth and pass number has been blurred in the figures for data protection reasons.

1.2 Objective of this description

This description is aimed at users with the role of the division manager and, for functions administering suspensions, at users with the role of the sports judge.

Users with the role of the informed person have the same menu items, but only functions with reading rights, i.e. they are unable to edit match reports, suspensions, etc.

2. Workflow

2.1 Overview of the workflow before and after a match

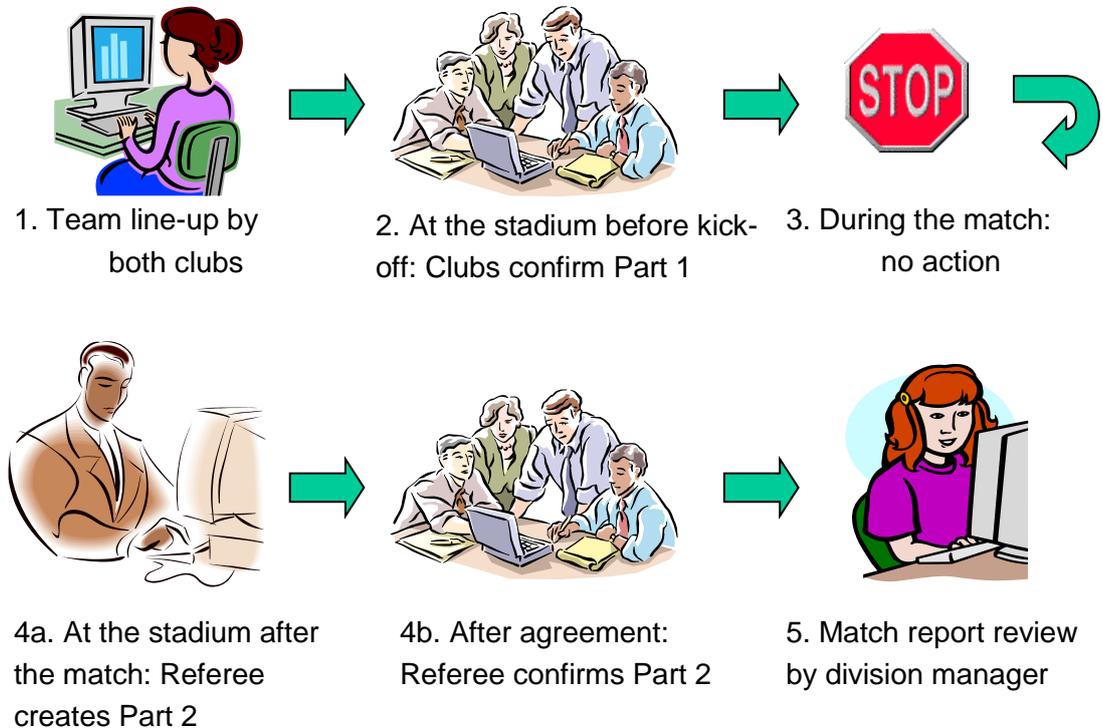


Figure 1: Workflow overview

2.1.1 Before a home game (1)

Both clubs create their team line-ups from the player eligibility list separately before the match, without being able to see the opposing line-up. This can be done at home well in advance of the match. In this, the player eligibility is checked to see whether league rules have been violated or whether there are any player suspensions. Violation of league rules and current suspensions are displayed; an incorrect team line-up can be saved but not confirmed (serious error). Each club can print its part of the team line-up (test print-out).

2.1.2 At the stadium before kick-off (2)

2.1.2.1 Club confirmation

The two team officials can still change the line-up separately without seeing the opposing line-up until confirmation by both sides (club confirmation). This requires that the team official from the visiting team uses his own PC or at least logs in to the system on the home team's PC and asks the team officials or the home team's assistant to operate the application according to his specifications.

Current player suspensions are displayed but can be ignored even in the confirmation (soft error), because there is no guarantee that they are up to date and binding in the system.



The teams should confirm their team line-ups before the match if possible (club confirmation). A warning message to this effect is generated 60 and 10 minutes before the match begins. The clubs cannot change the line-up once it has been confirmed. The line-ups can be viewed by both clubs after confirmation by both sides.

If the association specifies that a paper print-out is required, the home team is responsible for printing Part 1 (actual print-out) and the club officials meet to sign the match report. In this step, the match report contains only the first part (Part 1), the part that contains the team line-ups. The home team officials print it out with the required copies. The team officials check that the printed team line-up is correct; they sign Part 1 and take it to the team captains in the dressing rooms for signing. Those involved receive the printed copies of the report without signatures. However, they can be allocated to the original using the printed identification number. The original with the signatures is given to the referee.

Electronic confirmation can be used as an option if specified by the association. Printing is not required in this case, and processing takes place electronically (see Chapter 4.7).

2.1.2.2 Line-up changes before the match after club confirmation

If the team line-up is changed after confirmation by the clubs immediately before kick-off due to unforeseen circumstances, the referee will indicate this by hand in Part 1 of the match report and enter it after the match via the correction function (see Chapter 2.1.4).

2.1.2.3 Legal notice

The clubs remain responsible for complying with suspensions and league rules even when using the Match Report application.

2.1.3 During the match (3)

No actions take place in the application during the match.

2.1.4 After the match (4a + b)

After the match, the referee logs in with his identifier and first sees Part 1 with the line-ups. If there were any changes to the team line-up before the start of the match – subsequent nominations and replacement of players before the match – these are entered using the correction function. When Part 2 is printed later on, the corrected Part 1 will also be printed as an adjustment document.

Match times, half-time and final scores and special incidents are entered in Part 2 of the match report. The substitutions during the match and the number of cards received by the home and visiting teams are then entered.

A message is generated if the application finds that a substitution has violated a license rule; in other words that the change i.e. the substitution was not permitted. The error notice remains clearly visible even after the match report has been saved and confirmed (on screen and on the print-out).

A test print-out can be generated before confirmation. The referee can edit the report and print it out again if the officials find that the report contains errors.

The referee must confirm the report in the system once the match report has been accepted (referee confirmation). The referee must print the match report plus copies if the association requires a paper print-out. The print-out of the match report Part 2 – the original and the copies for the home and visiting teams and the referee – are now signed by all officials on the lower sec-



tion of the report. The signed original of Part 2, together with the signed original of Part 1 and an adjustment document for Part 1 if applicable, is sent to the match official's office and archived there as a receipt.

Electronic confirmation can be used as an option if specified by the association. Printing is not required in this case, and processing takes place electronically (see Chapter 4.7).

2.1.5 After match day for match official/division manager (5)

After a match day, the match report reviewers/division managers view all match reports and correct them if they contain errors. Changes are documented clearly.

2.1.6 Special incidents/notifications to legal bodies

Association-specific directives may deviate from the procedures described below.

The special reports from the referee are not entered in an online form, but will instead continue to be created separately from the match report and forwarded to the match official and the legal bodies. Parts 1 and 2 of the match report are printed out for the legal bodies along with the special report and sent via post together with any player passes retained.

The referee can also upload the special reports as a file for the match so that they are also available electronically. This function is located in the *Documents* tab. Sports judges and division managers can then download these uploaded files.

2.2 Summary: Creation of an official match report in the system

The following figure illustrates the creation of a match report as described above.

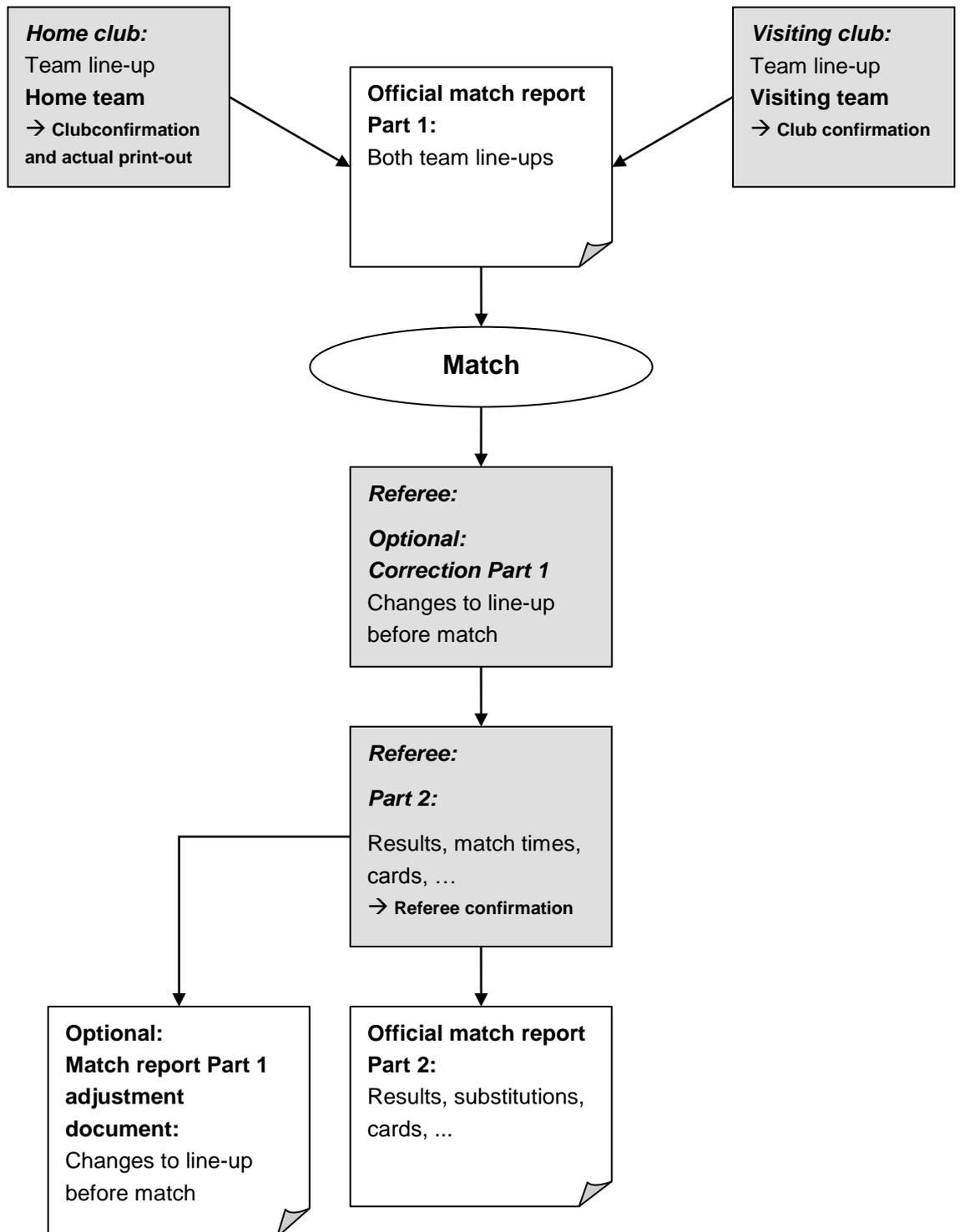


Figure 2: Match report flowchart – Part 1 (Line-up) and Part 2 (Course of match) with optional adjustment document for Part 1

3. Description of functions for the division manager

3.1 Overview of dialog flow for match report review and correction

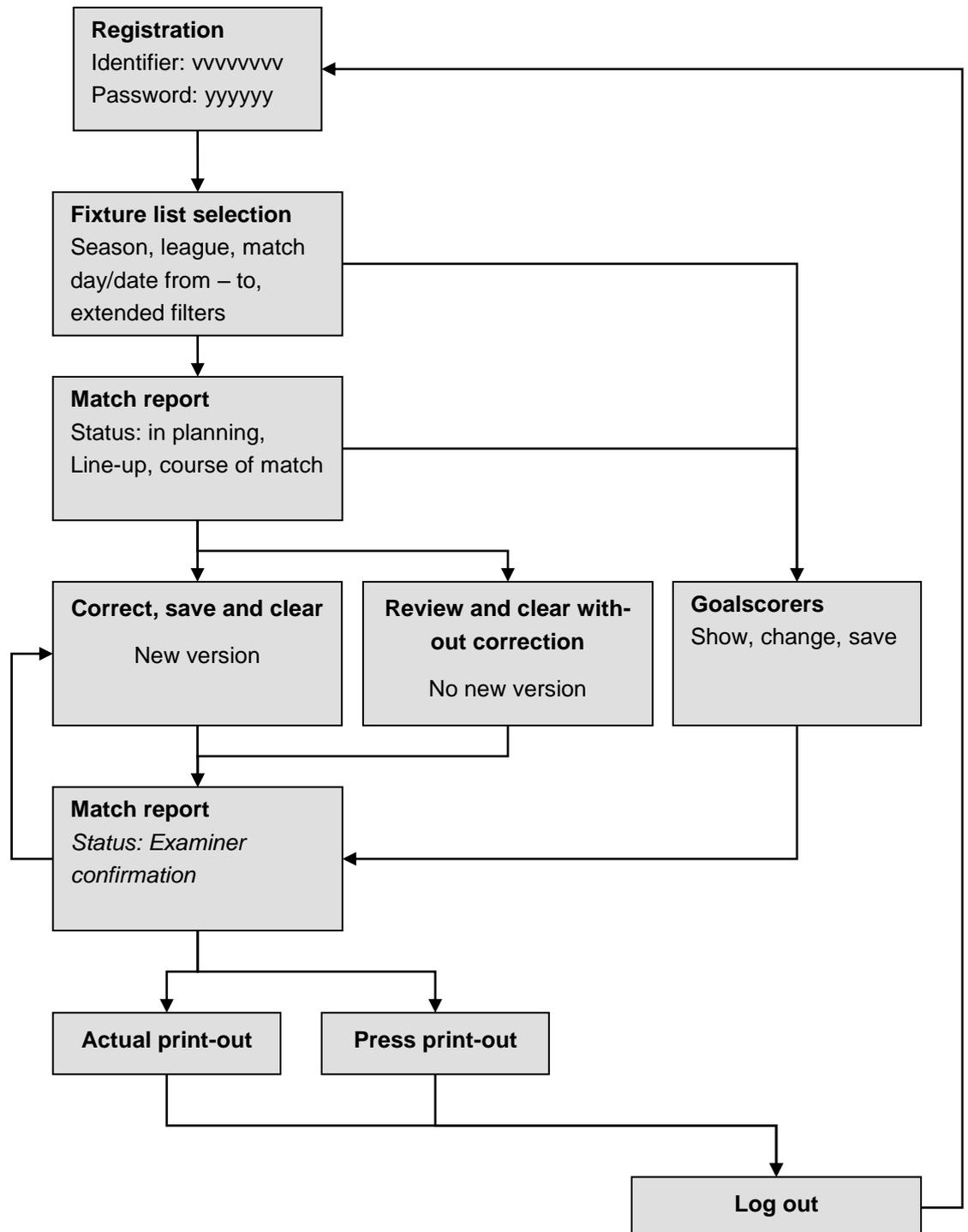


Figure 3: Dialog flow of the application in the role of a division manager

3.1.1 Login

The division manager logs in to the system with his identifier and accesses the homepage for the *MatchPlus* application.

The left-hand navigation bar contains the applications that the user is authorized to use, such as *Match reports*, *Change password* and *Log out*.

The *Match reports* menu item contains the following menu items.

Fixture list selection

Statistics

Edit suspensions

Open suspensions

Player eligibility list

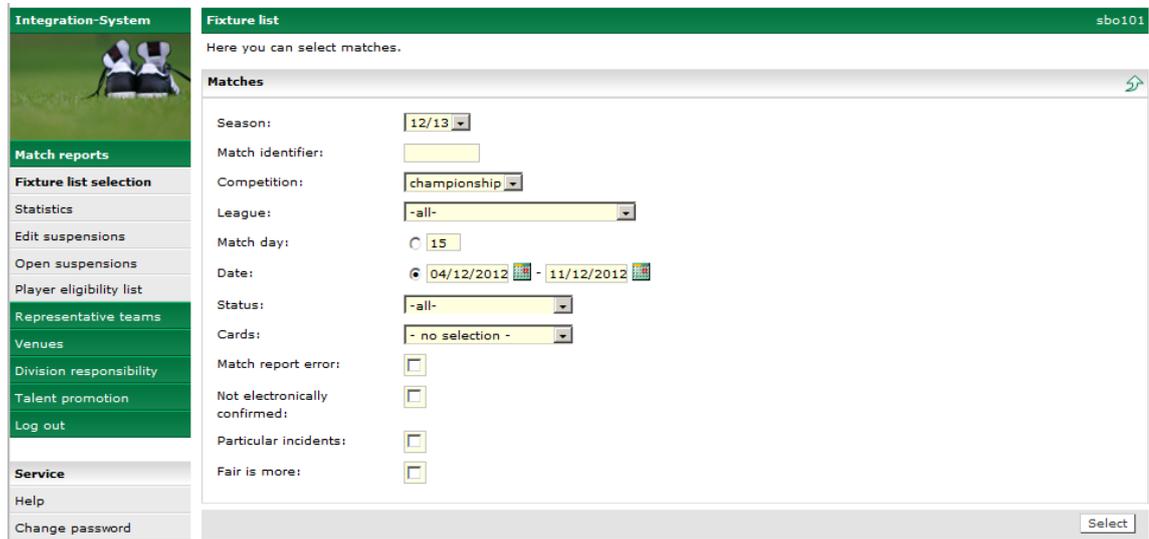
You can exit the application by clicking *Log out*.

The password for logging in can be changed by clicking *Change password*.

3.2 Menu item: Fixture list selection

3.2.1 Extended and reduced fixture list filter

Once the menu item is selected, the system positions the *Match report* menu item on the *Fixture list selection* menu item. Here the filters are offered in the *extended form* by default. The extended filters can be reduced by clicking the green up arrow in the header.



The screenshot shows a web application interface with a green header and a left-hand navigation menu. The main content area is titled 'Fixture list' and contains a form for selecting matches. The form includes several filter fields:

- Season: 12/13
- Match identifier: (empty text input)
- Competition: championship
- League: -all-
- Match day: 15
- Date: 04/12/2012 - 11/12/2012
- Status: -all-
- Cards: - no selection -
- Match report error:
- Not electronically confirmed:
- Particular incidents:
- Fair is more:

A 'Select' button is located at the bottom right of the form. The left-hand navigation menu includes items such as 'Match reports', 'Fixture list selection', 'Statistics', 'Edit suspensions', 'Open suspensions', 'Player eligibility list', 'Representative teams', 'Venues', 'Division responsibility', 'Talent promotion', 'Log out', 'Service', 'Help', and 'Change password'.

Figure 4: Fixture list filter, extended



The screenshot shows a web interface for filtering matches. On the left is a navigation menu with items like 'Match reports', 'Fixture list selection', 'Statistics', etc. The main area is titled 'Fixture list' and contains a form with the following fields:

- Season: 12/13
- Match identifier: (empty text box)
- Competition: championship
- League: -all-
- Match day: 15
- Date: 04/12/2012 - 11/12/2012

A 'Select' button is located at the bottom right of the form.

Figure 5: Fixture list filter, reduced

Season:	Selection of the season; always required; set to current season by default
Match identifier:	Nine-digit match identifier for selecting a specific match. All other filter settings are ignored if an entry is made here.
League:	All leagues – or a specific league which the user is authorized to use. Match day: Alternative to Date from – to; match day for respective league; set to current match day for the highest authorized league, for league selection – all – matches with different date ranges may be displayed, because the leagues start on different dates.
Date from – to:	Alternative to match day; set to the last seven days; selected by default

Table 1: Reduced filter criteria

Filter	Meaning	Condition	Meaning
Match report status	As before, filtering of matches with the specified match report status	In Planning	Clubs still processing
		Club confirmation	Both clubs have confirmed
		Referee confirmation	Referee has confirmed
		Under review	Corrected by division manager
		Reviewer release	Division manager has confirmed
		In processing	Corrected by referee
		In subsequent recording	Club is subsequently recording
Cards	Filtering by specific cards and match incidents	Subsequent recording complete	Club has subsequently recorded and confirmed
		Yellow cards	All matches with yellow cards
		Second yellow cards	All matches with second yellow cards
		Red cards	All matches with red cards
		Time penalties	All matches with time penalties
		Dismissals from pitch	As second yellow or red
		Bookings	As yellow cards
Match report error	All matches where the match report is marked with an error (Part 1 or 2)		
Not confirmed electronically	All matches where one or both clubs have not confirmed (electronically)		
Special incidents	All matches where the field "Special incidents" in the match report is not empty		
Fair is more	All matches where the specification "Fair is more" has been set		

Table 2: Extended filter criteria

Notes:

1. All filter conditions are linked by a logical AND, meaning that the more criteria are specified, the further the list is restricted.
2. If the data in the extended filter is not deleted and the filter view is closed, the conditions still remain valid! Possible effect: No match is found although matches should be found based on the simple filters!
3. The filter by cards is only valid for confirmed match reports, because the cards in the match have been booked. The filter is **not** valid for matches being processed, under review, or in subsequent recording.
4. The "Special incidents" filter also finds matches for which the referees have entered "None", "Without" or similar. The text is not empty here either.

3.3 Selecting and displaying the match report

3.3.1 Fixture list

From the fixture list that has already been filtered, a match can be called up by clicking on the pencil icon.

890022 en: Bundesliga Bundesliga							
143.	07/12/2012	20:30	Hamburger SV	1899 Hoffenheim	match planned	--: --	provisional
136.	08/12/2012	15:30	Borussia Dortmund	VfL Wolfsburg	match planned	--: --	provisional
138.	08/12/2012	15:30	VfB Stuttgart	FC Schalke	match planned	--: --	provisional
140.	08/12/2012	15:30	1.FC Nürnberg	Fortuna Düsseldorf	match planned	--: --	provisional
141.	08/12/2012	15:30	SC Freiburg	SpVgg Greuther Fürth	match planned	--: --	provisional
142.	08/12/2012	15:30	FC Augsburg	Bayern München	match planned	--: --	provisional
144.	08/12/2012	18:30	Eintracht Frankfurt	SV Werder Bremen	match planned	--: --	provisional
137.	09/12/2012	15:30	Borussia Mönchengladbach	1. FSV Mainz 05	match planned	--: --	provisional

Figure 6: Fixture list

The latest version of the match report opens immediately and the content of the *Line-up* tab is shown. You can switch to the other tabs from there.



Match report part 1 sbo115

Here you can edit the persons responsible and the line-up.

Line-up | Course of match | Goalscorers | Documents

Back | Versions | Print Save

Current selection

Match identifier: **890022143.00.01** Division: **Bundesliga**

Match day - **16. -07/12/2012 (Friday)** Meeting: **Hamburger SV - 1899 Hoffenheim**

Date:
Clearance status **in examination stage** Stadium - Location: **Imtech-Arena - Hamburg**

Figure 7: Header and tabs of a match report

In the version overview, using the option to display the change protocol, the *Versions* button takes you out of the *Line-up* and *Course of match* tabs.

All tabs contain the *Back* button, which always returns you to the fixture list.

From the version overview, you can now select an older version of the match report and display the content. Here, too, the *Back* button takes you back to the fixture list and the *Versions* button



to the version overview. Details on the version overview and the change protocol are described in Chapter 3.6.

3.3.1.1 Structure of the match identifier – Fixture – Version:

Nine-digit match identifier in the system, in this example: 890022143 = division 890022 match143

Two-digit fixture number after the first separation point, starting with 00 = no rescheduling,

01 = 1st rescheduling etc., in example here 00

Two-digit fixture number after the second separation point, starting with 00 = basic version,

01 = 1st version etc., in example here 01

See also Chapter 4.10.1

3.3.1.2 Scrolling in the fixture list

The match report header offers the option of scrolling through the fixture list. There are corresponding *Forward* and *Back navigation* arrows for this, see **Fehler! Verweisquelle konnte nicht gefunden werden.** At the very beginning or end of the list, the appropriate arrow is inactive. After scrolling to the next or previous match report, the content of the *Line-up* tab is always shown.

3.3.1.3 Checking player eligibility when creating and correcting the line-up

When the page sbo112 *Edit line-up* is called up, the player eligibility is checked via the Player Registration System. The following error message appears if players are found who are not eligible according to the Player Registration System:

The line-up contains players who are no longer in the player eligibility list or who are not eligible according to the Player Registration System.

The relevant players are shown in red.

In the match report print-out, these players are marked with the message

* Player eligibility is not testable!

This message remains even after confirmation (examiner confirmation).

3.3.1.4 Checking player eligibility using the Pass Online System

There are many possible reasons for non-existent or unclear player eligibility, such as

- the wrong gender is stated in the pass data, or
- the player has been set to "unavailable" using the Pass Online System, or
- the player is in an inactive period due to a lack of social security verification, or
- the player eligibility has been terminated in the pass data, or
- a junior player (male and female) has not been given adult player eligibility in advance.

It is recommended that the player eligibility of the players affected is researched using the *Pass Online application*, where the reason for the missing player eligibility can be found.

The reasons given may be irrelevant in your system. If this is the case, then they will not be tested according to the system.

3.3.1.5 Player eligibility not checked when completed match reports are displayed

When a confirmed match report is **only displayed and printed**, the player eligibility is no longer checked. This means that no notifications are generated even if players are ineligible.



If a confirmed match report **is corrected** by the division manager, all player eligibilities must be checked again, even if the game was in the first round and a long time ago. The program cannot tell whether the match was a long or short time ago. In this case, these players are marked again with the message

* Player eligibility is not testable!

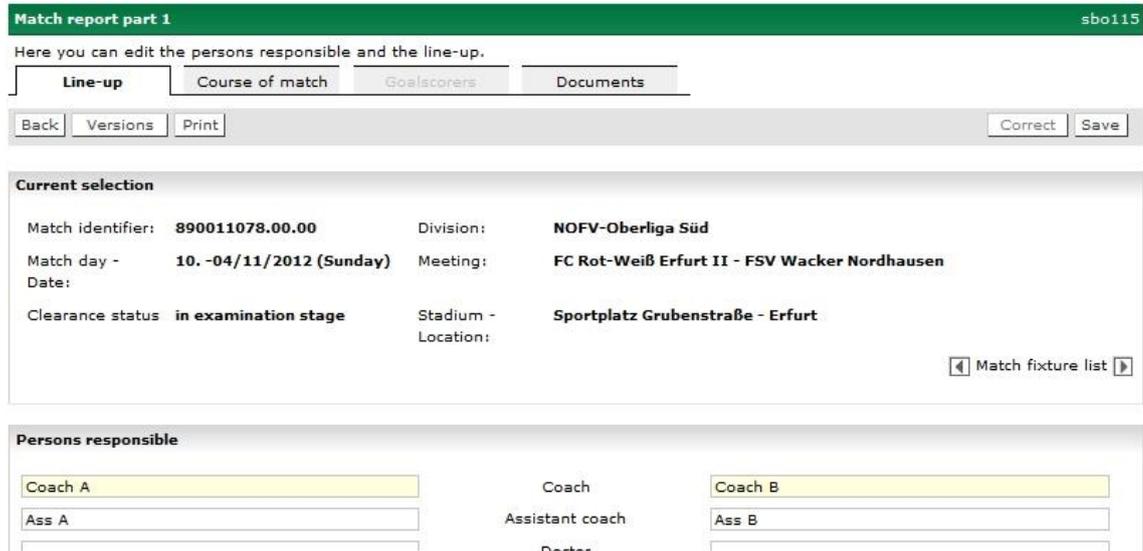
3.3.1.6 Show detailed information on the players

It is possible that the same team in a club has players with the same first name and last name. There is no way to differentiate between them in the Edit line-up and Show line-up dialog windows.

The pages sbo112 Edit line-up, sbo111 and sbo115 Show line-up offer the option of showing the players' date of birth and pass number via a mouseover function. This means that the players can be differentiated.

3.4 Correct match report Part 1 (line-up)

Press the *Correct* button to correct the selected match report. The program sets the match report to the status *in examination stage*. All changes are logged.



Match report part 1 sbo115

Here you can edit the persons responsible and the line-up.

Line-up | Course of match | Goalscorers | Documents

Back | Versions | Print Correct | Save

Current selection

Match identifier: **890011078.00.00** Division: **NOFV-Oberliga Süd**
 Match day - **10. -04/11/2012 (Sunday)** Meeting: **FC Rot-Weiß Erfurt II - FSV Wacker Nordhausen**
 Date:
 Clearance status **in examination stage** Stadium - **Sportplatz Grubenstraße - Erfurt**
 Location:

◀ Match fixture list ▶

Persons responsible

Coach A	Coach	Coach B
Ass A	Assistant coach	Ass B
	Doctor	

Figure 8: Club official and team official

3.4.1 Changing the officials and other information

The persons responsible, such as the coaches, assistants, team officials, and other information can be changed for both teams.

Via the league rules, the association administrator can define the mandatory fields; these are then highlighted in yellow. Multiple names can be entered in a field; no checks are made.

The *Do not publish responsible persons* switch must be on if the names of the team officials are **not** to be published on a website.

The not publishing flag may be important, if an open website with system data is provided.

The *Do not publish* specification is not available in the national leagues.

The options described in Chapters 3.4.2, 3.4.3, 3.4.4 can be set in the league rule (association administrator) in order to depict the procedure described there.

All entries must be saved using the *Save* button. The following message appears if you forget to save:

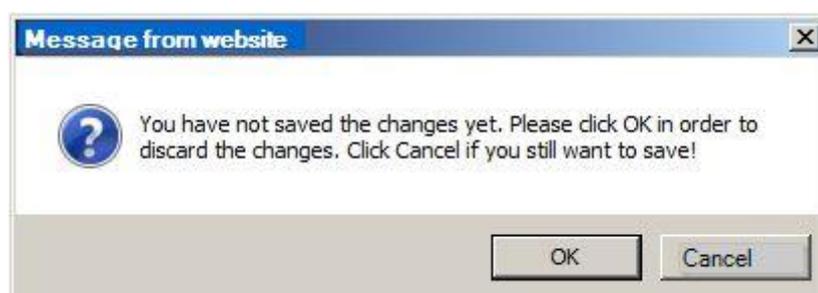


Figure 9: Warning appears when not saved

Please note that changes will be lost if you click OK! To save, first click *Cancel*, then *Save*.

3.4.2 Information on advertising (optional)

The information requested by the association on sponsors (jersey advertising) must be entered as free text in the *Information on advertising* entry field.

3.4.3 Players who are not on the player eligibility list (optional)

Should a player be lined-up that cannot be found in the system, you can proceed as follows:

In order to record these players, an entry field of the same name is provided in the *Responsible persons and other information* section in Part 1; the surname, first name and date of birth should be entered. Entry is not mandatory (field is not yellow). The entries cannot be checked; they are pure text and cannot reference persons in the database.

The referee must record match events such as substitutions and cards in the *Other incidents* field in Part 2.

If at least one player in the home or away team is listed in this section, the match report is marked with an error/note and the text "Check required" entered in the header.

3.4.4 Non-neutral assistant referee (optional)

Some state associations and certain leagues specify that clubs must provide non-neutral assistant referees and that neutral referees are not generally appointed. (A non-neutral referee means a referee who is a member of one of the two playing clubs.)

In this case, text fields are provided in the *Responsible persons and other information* section for both teams, in which the team officials can enter the names of the non-neutral assistant referees. If assistant referees are appointed via referee appointment after all, these have priority, i.e. they are displayed in Part 2 as usual and can still be changed by the referee as before. In this case, no *Non-neutral assistant referee* entry fields are provided in Part 1.

The entries cannot be checked; they are text and cannot reference persons in the database. The information therefore does not flow back into the referee appointment if the names entered are registered assistant referees after all.

If club confirmation has not yet been given, the team official can still change the entry (the same as for the persons responsible and the line-up). Once both sides have given club confirmation, the entry in the Non-neutral assistant referee field of the home team is copied to the Assistant referee 1 field and that of the away team into the Assistant referee 2 field.

The referee can change the information in Assistant referee 1 and 2 when entering information into Part 2, unless referee confirmation has already been given. These changes also flow back into Part 1; the entries made by the club in Part 1 are also overwritten.

3.4.5 Edit team line-up

Pressing one of the *Edit line-up* buttons for the home or away team (see **Fehler! Verweisquelle konnte nicht gefunden werden.**) calls up the team line-up dialog window.

13	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>				
14	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>				
15	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>				
16	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>				
17	[Player Name]	C		<input type="checkbox"/>	<input type="checkbox"/>				

11	[Player Name]			<input type="checkbox"/>					
15	[Player Name]			<input type="checkbox"/>					
18	[Player Name]			<input type="checkbox"/>					
19	[Player Name]			<input type="checkbox"/>					
20	[Player Name]			<input type="checkbox"/>					

Home team substitute line-up

No.	Surname	Note	L	CP A	U23	N-EU	F D
12	[Player Name]	RGK		<input type="checkbox"/>	<input type="checkbox"/>		
2	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		
4	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		
6	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		
11	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		

Away team substitute line-up

No.	Surname	Note	L	CP A	U23	N-EU	F D
1	[Player Name]	RGK		<input type="checkbox"/>			
4	[Player Name]			<input type="checkbox"/>			
8	[Player Name]			<input type="checkbox"/>			
9	[Player Name]			<input type="checkbox"/>			
16	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		
17	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		

Players marked with "Sp" are suspended according to the system. The line-up is the responsibility of the club..

Figure 10: Edit home and away team line-up

Clicking on the Edit line-up button for the home or away team opens the teams' current player eligibility list and the line-up for the match.

A player is transferred into the team or substitute team by placing a tick next to that player in the player eligibility list and pressing the button with the double arrow. Transfer back is done in the same way. If players in both the player eligibility list and the team are ticked, they are swapped. Players can be swapped between the team and the substitute team in the same way.

Edit line-up sbo112

Player selection

Current selection

Match identifier: **890011078.00.00** Division: **NOFV-Oberliga Süd**

Match day - **10. -04/11/2012 (Sunday)** Meeting: **FC Rot-Weiß Erfurt II - FSV Wacker Nordhausen**

Date: _____

Clearance status **in examination stage** Stadium - **Sportplatz Grubenstraße - Erfurt**

Location: _____

Starting line-up Home team

Player list	No.	Surname	Note	L	CP A	U23	N-EU	F D
<input type="checkbox"/>	[Player No.]	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	[Player No.]	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	[Player No.]	[Player Name]			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Player	No.	Surname	Note	C	GK	L	CP A	U23	N-EU	F D
<input type="checkbox"/>	25	[Player Name]	GK	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	3	[Player Name]		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	5	[Player Name]	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Figure 11: Team and substitute line-up

However, if a player is to be removed from the team or replacement team and substitutions or cards have been entered for this player during the course of the match, a consistency check is made and an error message appears:

One or more match events exist for player SN, FN (nn); please delete the events first.

In this case, the relevant match event must first be deleted in the course of the match.

The changes made to the team line-ups for both teams must be saved using the Save button. A warning message appears if saving is forgotten.



When the line-up is edited, the program uses the league rules to check which player eligibility is valid for the league and only offers players who have **one of the valid player eligibility** statuses and for whom the **start date has been reached by the day of the match**. Therefore, only players who are eligible for this match can be added to the line-up.

3.4.6 Goalkeeper and substitute goalkeeper (optional)

The tick is placed next to the appropriate property for players who are goalkeepers or substitute goalkeepers in this match. This is marked using the abbreviations GK and SGK in the *Note* field. The setting made in the league rules (association administrator) defines whether a substitute goalkeeper has to be named.

3.4.7 Captain

At least one player in the team must be nominated as captain by placing a tick next to the name. This is shown with the abbreviation C in the *Note* field.

3.4.8 Jersey numbers (optional)

If the *Fixed jersey numbers* property is specified for the team in the player eligibility list, the jersey numbers cannot be changed here and are copied from the player eligibility list. If *Fixed jersey numbers* is not specified, the jersey numbers must be entered here for each match.

3.4.9 Do not publish player names (n.p.)

If player names are not to be published on a website, the *n.p.* button next to the players affected must be pressed before club confirmation.

The *Do not publish* specification is not available in any national leagues.

The not publishing flag may be important, if an open website with system data is provided.

3.4.10 Checking the number of players

This is checked based on the limit values from the division data; the information in the league rules only applies if no values are stated there. This would be as follows for a normal team with eleven players:

	Status: In planning	Status: Club confirmation
Number of players	Warning if fewer than 11	7 to 11
Number of substitutes	0 to 7	0 to 7
Number of goalkeepers	Exactly one	Exactly one
Number of substitute goalkeepers	0 to 7	0 to 7
Number of captains	Exactly one	Exactly one

Table 3: Checking the number of players

If information has been entered in the optional field *Players who are not on the player eligibility list* (content not empty), the check for the minimum number of players in the line-up is deactivated and the match report can also be confirmed with fewer players than the minimum number given in the league rules. This does not affect the check for the maximum number.

3.4.11 Sorting the players

The players in the team and the substitute team are listed by jersey numbers, with the goalkeeper or substitute goalkeeper always at the top.

3.4.12 Checking player suspensions

If the association administrator has created suspension rules for the league, the Match Report program sets automatic suspensions for the players affected following repeat yellow, second yellow and red cards.

Suspensions imposed by the sports disciplinary system or the division manager as the result of judgments are also managed in the program.

If players are suspended for this match day, the suspension and the reason for it are displayed in the *Note* field. The lock and fifth yellow, second yellow card or judgment (§) symbols are used for this.

The team official can ignore the suspension, i.e. he can appoint a suspended player anyway. If a player is appointed, he is displayed with the lock icon in the Note field in the team or substitute team.

A **served suspension** is saved if the player misses the match due to suspension.

Notes:

1. *Responsibility for adhering to suspensions remains with the clubs in all cases.*
2. *Suspensions from other leagues cannot be displayed if the electronic match report is not used for the other league.*
3. *Suspensions also cannot be displayed if the match reports are not recorded or not recorded correctly.*
4. *If the player is removed from the player eligibility list or set to inactive, no served suspensions can be recognized and saved and the suspension therefore remains.*
5. *The player takes his suspension with him when transferring to another club; it is displayed again.*

3.4.13 Suspension rules (e.g. in the DFB leagues)

Suspension due to five yellow cards	One match	One match
Suspension due to second yellow card (§1 A. 3, §2 A. 1)	One match suspension for the next match, including for lower leagues	← Same
Suspension due to red card (§1 A. 3, §2 A. 1)	Unlimited suspension until judgment is made, then suspension from judgment	

Table 4: Suspension rules in the DFB leagues in Germany

3.5 Changes to the match report Part 2 (Course of match)

3.5.1 Overview of course of match

To do this, the division manager selects the *Course of match* tab, where match times, results, substitutions and cards can be changed.

Course of match

Refereeing

Referee: Assistant referee 1: Assistant referee 2: Fourth official:

Match times

Start:

Injury time

1st Half: Minutes

2nd Half: Minutes

End:

Results:

Match result:

Home team: Away team

At halftime: :

Final score: :

Checks carried out:

Boots: OK not OK Report

Pitch: OK not OK Report

Attendance:

Number:

Referee costs:

Costs (total): €

Expenses (total): €

Total: €

Report of particularly fair behaviour. see report

Other incidents

Nr. 18 Jurascheck, Toni (Nordhausen) mit Verletzung am rechten Fuß

Home team substitute used

Time	No.	For no.
36.	4	10
72.	6	15

Away team substitute used

Time	No.	For no.
65.	16	2
90.	8	18

Home team bookings

Time	No.	Reason
90.	9	Reklamieren
90.	17	Reklamieren

Away team bookings

Time	No.	Reason

Home team sending-off after second yellow card

Time	No.	Reason	Report

Away team sending-off after second yellow card

Time	No.	Reason	Report

Home team sending-off after red card

Time	No.	Reason	Report

Away team sending-off after red card

Time	No.	Reason	Report

Back Versions Print Press (csv) Press (pdf) Correct Cleared Save

Figure 12: Course of match



3.5.2 Match times, results and other incidents

3.5.2.1 Referee and assistants

If one of the appointed referees/assistant referees is cancelled, the names of the referees and assistant referees can be changed. This does not change the referee appointments in the Referee Appointment module. Changes there are reserved for the referee appointer.

Referees and assistant referees can also refuse publication of their name in the match report on a website.

Do not publish referees and assistant referees:

If this button is pressed, the names of the referee and the assistant referees should not be published on a website.

This may be important, if an open Website with system data is provided.

Please note that the publication is mandatory in all national leagues.

3.5.2.2 Match times

The time entries *Start* and *End* must contain valid times in the format *hh:mm*.

Injury time (minutes in addition to the normal match time) is given in minutes (1 to nn).

3.5.2.3 Results

The match results are always entered in the following format:

Home goals : Away goals

The following options are provided for this:

Match result/ special event	Entry of results fields	Examples
"Normal result"	Yes, plausible entries required	At halftime: 1:0 Final score: 2:1
Match canceled	No	~
Match aborted	Yes, plausible entries required	At halftime: 1:0 Final score: 1:0
Non-appearance home team	No	~
Non-appearance away team	No	~
Non-appearance both	No	~

Table 5: Match results and special events

A warning appears if no "Normal result" is entered:

"Do you really want to enter a special event for the match? Yes/Cancel"

If you answer *Yes*, the special event is retained; if *Cancel*, the "Normal result" is shown again. Each change to a special event triggers the same query; only changing to "Normal result" does not. The query does not appear again when saving or confirming.

For cup matches

Further results fields are offered for cup matches when extra time and/or penalty shoot-outs are played.



Result after full time
Result after extra time
Final result

Result without extra time
Result after extra time
Result incl. penalties (if used)

3.5.2.4 Automatic result confirmation

Confirmation of the match report by the referee or division manager includes automatic result confirmation. Automatic confirmation is preset in the league rules by default, and can be switched off by the state association administrator as an option for the league.

3.5.2.5 Checks carried out

If the referee enters *not OK*, appropriate special reports must be created.

3.5.2.6 Other incidents and fair play

For other incidents, a free text field is offered in which the referee can enter descriptions directly if necessary. The length is limited to approx. 1,000 characters.

Information on *fair play* is not entered directly, but also transmitted in a special report.

3.5.2.7 Saving the match times, results and other incidents

The previous entries must be saved before substitutions and cards are entered. A warning message appears if saving is forgotten.

Please note that changes will be lost if you click OK! To save, first click *Cancel*, then *Save*.

3.5.3 Substitute players used

3.5.3.1 Default case, limited substitution contingent and no re-substitution

The default case is that there is a limited substitution contingent and no re-substitution is possible.

If the application finds that a league rule has been broken, i.e. that the change or substitution was not permitted, an error message is output and always remains visible on the screen and the print-out.

The number of possible substitutions is based on the number stated in the league rules or in the division rule; once the prescribed number is reached, the *Save* button is deactivated.

3.5.3.2 Unlimited re-substitution in junior segment (optional)

In some senior and junior divisions, players can be substituted multiple times. There is no need to record the minutes; all the players used should simply be listed in the match report. There is no need to document the multiple substitution either; only the fact that someone was sent on is decisive and is considered an appearance.

The state association administrator can activate a corresponding league rule for leagues in which the aforementioned functions are required.

A substitution can then be entered in the Substitutions block **without** entering the match minute and **without** entering the player substituted. This is then shown in the "For no." column with the note "n/s".

However, despite the league rule switch, the match minute and jersey number of the substituted player can still be entered as usual. In this case, the entries are checked to ensure that they are plausible and valid and the list of substitutes is reduced as usual.

3.5.4 Bookings and dismissals

The yellow, second yellow and red cards are entered here. All players are offered in the player list, regardless of when they were substituted. The plausibility of the match minute entered and the substitution is not checked. Match minutes in extra time should be entered in the same format as for substitutions.

3.5.4.1 Bookings

The reason must be entered for a yellow card. The length is limited to 30 characters. For space reasons, only approx. 17 characters are shown in the dialog window. The rest can be viewed by scrolling with the cursor.

3.5.4.2 Second yellow card

The player list only outputs the players who have previously received a yellow card.

3.5.4.3 Red card

As for yellow cards, the player list outputs all players.

A reason can be recorded for second yellow and red cards, but it is not mandatory. However, a tick can be placed to indicate a special report (*Report*). The length is limited to 30 characters. For space reasons, only approx. 17 characters are shown in the dialog window. The rest can be viewed by scrolling with the cursor.

3.5.4.4 Time penalties (optional in junior section)

In the junior segment, time penalties are used instead of second yellow cards. This option can be switched on in the league rules for each league by the state association administrator. The option has no impact on yellow or red cards. Time penalties mean that a player has to leave a field at a particular minute and can only return after 5 to 10 minutes after a match interruption. The exact length of the time penalty is not recorded.

Just as for a second yellow card, a player can only receive **one** time penalty per match; another infringement is punished with a red card.

Under Course of match, the *Time penalty* block is offered instead of the *Second yellow cards* block for entering the time penalty. The match minute must be entered. Only players for whom a yellow card has already been recorded can be selected.

3.5.5 Entering the match minutes during injury and extra time

Match minutes during injury and extra time must be entered in the following format.

Entry	Meaning	Example
46	Always the first minute of the second half	
45+n	For the nth minute of injury time in the first half	45+2 = 2nd minute of injury time in the first half
90+n	For the nth minute of injury time in the second half	90+3 = 3rd minute of injury time in the second half
91	Always the first minute of injury time	
91 – 105	Extra time 1	



106 – 120	Extra time 2	
-----------	--------------	--

Table 6: Entry of match minutes

3.6 Confirmation of correction and change protocol

3.6.1 Match report confirmation

The division manager must confirm his changes in Parts 1 and 2 of the match report together using the *Confirmed* button in the *Course of match* tab. The match report then has the status *Examiner confirmation*. A warning message that no further changes can be made to the version appears. If more changes become necessary after *Examiner confirmation*, the match report must be set back to change mode using the *Correct* button and confirmed again after the change.

3.6.2 Version overview

Version selection match report sbo103

Here you can select the version of the match report.

Current selection

Match identifier: 890065064.00.01	Division: 3. Liga
Match day - 7. -29/08/2012	Meeting: Hallescher FC - SC Preußen Münster
Date: (Wednesday)	
Clearance status examinor clearance	Stadium - Location: ERDGAS Sportpark - Halle (Saale)

[Match fixture list](#)

Versions

Schedule-no./Date	Version	Status	Editing date:	Result
0 29.08.2012	1	examinor clearance	30/08/2012 10:49	0:2 display changes
0 29.08.2012	0	referee clearance	29/08/2012 21:02	0:2 display changes

[Back](#)

Figure 13: Version overview

By default, version 0 is continued when a match report is corrected and no further versions are formed. This means that only one version of a match report exists. Depending on a league rule switch, each *Correct – Confirm* cycle generates a new version of the match report. The version overview can be called up using the *Versions* button when a match report is displayed (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

When an old version is selected, the content of the match report at the time this version was confirmed is shown and can be printed. Changes cannot be made to an old version; new corrections are always based on the latest version.

If no versions are written, each correction is made in the same version and there is only a version 0, unless the match is rescheduled, see Chapter 4.10.2.

3.6.3 Change protocol

Every change made after a club confirmation, i.e. all entries and corrections made by the referee and all changes made by the division manager, are saved in a detailed change protocol.



The division manager can view the content of a change protocol using the *Show Delta (display changes)* hyperlink function in the line of the version entry in the version overview (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

History match report sbo104

Here you can view the history.

Current selection

Match identifier: **890065064.00.01** Division: **3. Liga**
 Match day - **7. -29/08/2012** Meeting: **Hallescher FC - SC Preußen Münster**
 Date: **(Wednesday)**
 Clearance status **examinor clearance** Stadium - **ERDGAS Sportpark - Halle (Saale)**
 Location:

Match fixture list

Version: **1**

History

Date	Processor	Change
30/08/2012 10:45:27		Neu angelegt. Neuer Status In Prüfung
30/08/2012 10:47:46		Hallescher FC: Verwarnungfür Zeiger Philipp (27)"Foulspiel"gelöscht
30/08/2012 10:48:26		Heimmannschaft Aufstellung bearbeitet
30/08/2012 10:49:00		Hallescher FC: Verwarnungfür Zeiger Philipp (27)"Foulspiel"eingefügt
30/08/2012 10:49:24		Status geändert von In Prüfung auf Prüferfreigabe

Default language is German.

Figure 14: Changes made to protocol

3.7 Change to the goal scorers

The goal scorers entry can be called up either directly from the match report (*Goal scorers* tab) or via the football icon in the fixture list (see **Fehler! Verweisquelle konnte nicht gefunden werden.**).

This is only possible once the match report has at least the status *Referee confirmation*, *Examiner confirmation* or *Subsequent recording complete*. If the match report has another status, the *Goal scorer* tab is inactive.

Changes to the goal scorers are outside the confirmation cycle of the match report and are not logged in the change protocol.

Goalscorers sbo131

Here you can edit the goalscorers.

Line-up | Course of match | **Goalscorers** | Documents

Current selection

Match identifier: **890011078.00.00** Division: **NOFV-Oberliga Süd**
 Match day - **10. -04/11/2012 (Sunday)** Meeting: **FC Rot-Weiß Erfurt II - FSV Wacker Nordhausen**
 Date:
 Clearance status **examinor clearance** Stadium - **Sportplatz Grubenstraße - Erfurt**
 Location:

[Match fixture list](#)

Edit goalscorers

Minute

Type Goal Own goal Penalty goal

For home team player

For away team player

Home goals				Type	Score	Away goals		Type	
Time	No.				Time	No.			
<input type="checkbox"/>					0:1	19	Rischker	Set piece	
<input type="checkbox"/>	40.	4	Robrecht	Set piece	1:1				
<input type="checkbox"/>					1:1				
<input type="checkbox"/>					1:2	90.	6	Löhmannsröben	Set piece

Status Provisional Complete

Figure 15: Entry of goal scorers (Status: complete)

The entry fields are:

1. Match minute in the same form as for all match events
2. Type of goal: radio button for "Goal", "Own goal", "Penalty goal".
3. Player list home: all players and substitutes, as for yellow card
4. Player list away: all players and substitutes, as for yellow card
5. Goal scorer entry status as radio button: "Provisional", "Complete".

Each goal entered must be saved using the Save button.

Based on the entries, the program updates the score as a list. For the "Goal" and "Penalty goal" types, the goal is added to the score of the player's team; for an "Own goal" to that of the opposition.

If the final score in the goal scorer entry window matches the result registered via the match report, the program automatically sets the status to "complete".

Once the entry is complete, the status is also shown in the fixture list: *Goal scorers complete*.

A provisional score is also saved so that it can be completed at a later date. Changes can still be made even after the status is set to "complete".

3.8 Special reports in the Documents tab

The legal authorities (sports judges or division managers) can access the match reports via the system if they have the appropriate identifiers. There is therefore no need to use the post.

The special reports from referees are not recorded in an online form for data protection reasons, but are created separately from the match report. The referee can also upload the special reports as a file on the match so that they are also available for the legal authorities. This function



is located in the *Documents* tab. Sports judges and division managers can then download and read these uploaded documents.

3.9 Press reports

3.9.1 Downloading the match report (Parts 1 and 2) as a csv file for the press

Even after the examiner confirmation, the entire match report, Parts 1 and 2, can be output in a csv file which can then be further edited in Office. This is done by pressing the *Press (csv)* button.

Two data lines are output in the csv file; the first line contains the original line-up in Part 1 at the time of the club confirmation and the subsequent nominations and replacements before the match in Part 2.

The second line of the file contains the team line-ups in Part 1 with the subsequent nominations and replacements before the match integrated; the corresponding fields in Part 2 remain empty.

3.9.2 Press report after the match (pdf)

After the **examiner confirmation and changing the goal scorers**, i.e. once all the information is in the system, the press match report can be printed. It contains the line-up, substitutions, cards and goals. It is called up using the *Press (pdf)* button.

Notes:

1. The pdf file is saved under the file name **Press report2** so that the report with the same name from before the match is not overwritten after the match.

Example: Press report2-890028001.pdf

2. The relevant logo for the various leagues or of the association is placed in the top left.

Match report: 890011078-0-0-part1.pdf - Adobe Reader

Datei Bearbeiten Anzeige Fenster Hilfe

1 / 1 72,9%

Werkzeuge Kommentar

Match report !en:Oberliga NOFV-Oberliga Süd										Part 1 / No. 890011078				Deutscher Fußball-Bund			
Matchday: 10 / Match no.: 78				at: 04/11/2012				Original: Association office				 Otto-Fleck-Schneise 6 60528 Frankfurt Telephone (069) 67 88 0 Fax (069) 67 88 266 www.dfbnet.org					
Sportplatz Grubenstraße				at				Editing status: examiner clearance									
Erfurt				championship				User/status: heidi/19/12/2012 10:02									
Referee				Marcel Kießling (Wasungen)				Note/error:									
Home club: FC Rot-Weiß Erfurt II						Coach						Guest club: FSV Wacker Nordhausen					
Piet Schönberg						Assistant coach						Jörg Goslar					
Rocco Lux						Doctor						Torsten Last					
Frank Richter						Masseur						Mandy Hartmann					
Carsten Semmeiroth						Kit manager						Thomas Heller					
Markus Schäfer						Team representative						Michael Ernst					
						First official						Nico Kleofas					
						Second official						Echter Nordhäuser					
						Doping representative											

No	Surname	Forename	Note	PR	AC	A	N	NON-	QFP	U23	No	Surname	Forename	Note	PR	AC	A	N	NON-	QFP	U23	
25			GK		x		GER			x	25			GK		x		GER			x	
3					x		GER			x	2					x		CZE				
5					x		GER			x	5					x		GER			x	
7					x		GER			x	0					x		GER			x	
9					x		GER			x	7			C		x		GER				
10					x		KOS			x	10					x		GER				
13					x		GER			x	11					x		GER				
14					x		GER			x	15					x		GER				
15					x		FRA			x	18					x		GER				
16					x		USA			x	19					x		GER				
17			C		x		GER			x	20					x		GER				
				0	11	0					0	9	2									3

Substitute players											Substitute players													
12			RGK		x		GER			x	1			RGK		x		GER						
2					x		GER			x	4					x		GER						
4					x		GER			x	8					x		GER						
6					x		GER			x	9					x		GER						
11					x		GER			x	16					x		GER			x			
				0	3	2				0	0	5					0	3	3			0	0	2

Confirmed by Semmeiroth, Karsten 04/11/2012 12:44:58 without
Signature of the team captain and the club representative

Confirmed by FSV Wacker 90 Nordhausen, 1. Vorsitzender 04/11/2012 12:57:30 without
Signature of the team captain and the club representative

Figure 16: Press report after the match (pdf)

3.9.3 Subsequent recording of the match report by clubs

See Chapter 4.5

3.9.4 Subsequent recording of the goal scorers by clubs

See Chapter 4.6

4. Additional Functions

4.1 Menu item: Statistics

4.1.1 Selection criteria, output format, output file names and requirements

Various statistics and downloads are offered under the Statistics submenu item in the Match reports menu item. The selection criteria required are different depending on the statistic type and are deactivated or activated according to the statistic type selected.

The first selection to be offered is the statistic type; the other selection criteria build on this, see table below:

Type: <Selection of statistic type, single selection>
Season: <Selection list, single selection>
League: <Selection list, single selection>
Division: <Selection list, single selection>
Match day: From: <match day> - to : <match day>
Period: From: <Date> - to: <Date>

Statistic type in match report	Season	League	Division	Match day	Period
1. Total cards so far	s	s	s	-	-
2. Total cards so far incl. yellow before red	s	s	s	-	-
3. Yellow cards so far	s	s	s	-	-
4. Red and second yellow cards so far	s	s	s	-	-
5. Goal scorers so far	s	s	s	-	-
6. Match reports on match day	s	s	s	x	-
7. Match events on match day	s	s	s	x	-
8. Suspensions on match day	s	s	s	x	-
9. Served suspensions on match day	s	s	s	x	-
10. Goals on match day	s	s	s	x	-
11. Accumulated player appearances	s	s	s	x	-
12. Spectators	s	s	s	x	-
13. Player appearances in detail	s	s	s	-	-
14. Referee costs	s	s	s	-	-
15. List of team officials	s	s	s	-	-
16. Use of foreigners	s	s	s	-	x

s = single selection, x = from-to selection

Table 7: Statistics selection criteria

1. The date selection is always limited by the season. If selection criteria which are outside the season are stated there, they are automatically limited to the corresponding season start or season end.
2. The leagues which can be selected depend on the user's rights in the user administration (team types, leagues).
3. For the division manager, informed user and match report reviewer roles, the selection is implicitly limited to the user's authorized divisions once the league is selected, i.e. the user only sees the data of the divisions he is authorized for through division responsibility.
4. No division responsibilities are defined for the SBO superuser and SBO admin roles; all divisions in an authorized division are evaluated here.

Output format

For all statistic types, files are created in the csv format and can either be saved or loaded directly into Excel.

Note: If multiple files are downloaded directly into Excel one after another without closing Excel in between, the files may not be imported or may be imported with a significant delay. To avoid this, it is a good idea to save each file locally and then open it with Excel.

Output file names

As a rule, all names of csv output files are now structured using the following pattern:

<season>-<league>-<match day-from>-<match day-to>-<name of statistic>.csv

<season> = Season without separators

<league> = League ID, i.e. NL, 2NL, 3L, RL, UL,

<match day-from> = No. of the match day from which the data can be selected,

<match day-to> = No. of the match day up to which the data has been generated, i.e. the current match day

For statistics without a match day selection, the program always determines the current match day and places it in match day-to, and places 1 in match day-from. For statistics without a match day selection, the entries from – to are added to the names. This means that the file names are always clear and different.

Requirement for correct data

To ensure a correct evaluation, the match reports must be recorded without gaps in the selected period and have the status *Referee confirmation*, *Subsequent recording complete* or *Examiner confirmation*. This may have to be checked in advance by filtering via the *Match report status* in the *Fixture list selection* menu item.

4.1.2 Card statistics

Four types of card statistics can be downloaded for each league. The statistics *Yellow cards so far*, *Red cards (incl. second yellow) so far*, *Total cards so far* and *Total cards so far incl. yellow before red*.

4.1.3 Goal scorers

A goal scorer ranking is output in descending order by the number of goals in the season. In order to ensure consistent data here, the goal scorers must be entered completely in the status of the selected matches, i.e. must correspond to the match result.

4.1.4 Match report data download

Match reports on match day

The data of the match report is output with the line-up and header data of the course of the match (match times, results, incidents), but without match events for the selected matches.

Match events on match day

The match events from the match reports (substitutions, cards) for each player are output for the selected matches.

Suspensions on match day

The automatically generated suspensions are output for each match day and player for the selected matches.

Served suspensions on match day

The automatically generated served suspensions are output for each match day and player for the selected matches.

Goals on match day

The goals from the match reports for each player are output for the selected matches.

4.1.5 Spectators

States the number of spectators entered by the referee in the match report for each team and match day.

4.1.6 Player appearances

There are two types of statistics:

Accumulated player appearance, states the appearances accumulated for each team and match day; this statistic is only significant for regional and upper leagues. No further details will be given on this statistic.

Player appearance (detail) with the variants *..without non-appearances/...with non-appearances*, states the individual appearance times of the club players for all matches in the league and season. In the *...without non-appearances* variant, the matches with appearance time 0 are hidden.

Downloading the player appearance times for all players in a team

The player appearance times for all players in a team can be downloaded as a csv file. This function can be called up by the team official for the players in his team and by the division manager for all players in his division.

The download of the player appearance times can be called up under *Player appearances, Match times with/without non-appearances (detail)*.

The season, league and match day from – to must be selected for these statistics. A csv file is generated in every case.

Download to a ZIP archive

In order to reduce the quantity of data, the download file is created as a ZIP archive which contains the csv file. The archive can be opened with Winzip or another compatible ZIP program and the csv file can be loaded directly into Excel.

Structure of the csv file and use in Excel

If the file is loaded into Excel, the appearances of all players in the team are sorted alphabetically and, within the player, by match date in descending order. In order to view the data individually, it is a good idea to filter it, such as using the autofilter.

Explanation of some of the output fields:

Appearances of both **active and inactive** players are output, because transferred players would otherwise not be recorded.



The match times for the first and second halves are given under Match Time – 1st Half and Match Time – 2nd Half, so that it is easier to see how the *Appearance-real* is calculated.

The injury time minutes of the 1st and 2nd halves and the extra time if applicable are included in the calculation of *Appearance-real*, e.g. 1 to 45+2, 46 to 90+1 = 93.

Under *Appearance-standardized*, the injury time minutes are not included, but are standardized to 45 and 90 minutes, e.g. 1 to 45+2, 46 to 90+1 = 90.

Special cases:

1. If a player is brought on in the **last minute** of the match time or injury time, the following is output:
Appearance minute real = 1, appearance minute standardized = 1
2. If a player is brought on **in injury time**, the following is output:
Appearance minute real = real difference, appearance minute standardized = 1
3. If a player is brought on at half time, the referee documents the 46th minute in the match report; in this case, the appearance minutes of the player brought on have to be increased by 1, since he played for 45 minutes, not 44.
4. In the player appearance statistics, the full nominal match time (match duration entry from league rule) is calculated for a player who was brought on without a minute being stated (juniors). The same applies for a player who was substituted, but not entered by name (juniors).
5. **No appearances** for the match are recorded if the **match is abandoned**.

Data quantities and download times

Depending on the league, the data quantities which result when statistics are retrieved can be significant. For example, the retrieval from the division manager for the whole of the regional league is approx. 60,000 lines.

The processing request also takes several minutes and puts significant strain on the application. The system therefore allows **only one retrieval** at a time (serialization retrieval). If a request is underway and another user starts a second retrieval, the new one is rejected and the following message appears:

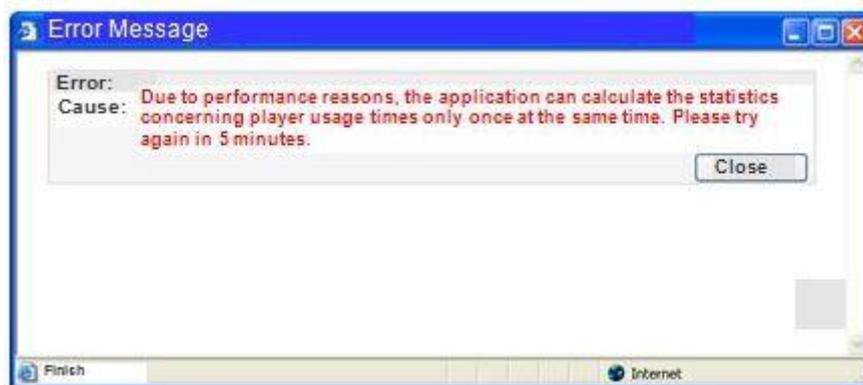


Figure 17: Serialization retrieval

The second user must wait before trying again and restarting the retrieval.

4.1.7 List of team officials

A list of team officials authorized for the selected season and league is output. The name is output for person identifiers and the club name for club identifiers. This provides the option of checking the clubs' rights at the start and end of the season.

4.1.8 Use of foreigners

This statistic can be used to determine the use of foreigners over a specific period for each team (and thus club) in the selected league in all championship matches. The number of different nations from which the players used originate and the number of players divided by nationality are output.

To ensure correct evaluation, the correct nationality must be recorded for the players in the Pass Admin.

Lines:

Two lines are output for each match, with the figures for the home (first line) and away (second line) teams. The list is sorted by match identifier.

German football players are allocated to their FIFA nation, not to Germany.

Columns:

Season; Match identifier; League ID; Division name; Kick-off; Team, H/A; ...

Number of matches	Number of matches the team has played in the championship from the start of the season up to and including this match
Number of nations	Number of different nations in this match including Germany
Points	Number of different nations in this match * 2
Number of nations so far	Number of different nations including Germany in all matches since the start of the season
Points so far	Number of nations so far * 2
Germans	Number of German players in the line-up in this match
Foreigners	Number of foreign players in the line-up in this match

4.2 Managing player suspensions

4.2.1 Set suspension for player automatically following yellow, second yellow and red cards

When the referee or division manager confirms a match report, the Match Report module automatically sets suspensions for the next match for players who have received the relevant cards in the current match.

The suspension rules (which can only be edited by the state association administrator) define whether and how many cards lead to a suspension for a player.

The rules for the national and DFB leagues are shown below as an example:

	Cards	Number of cards received	Number of matches suspended in own league	Also valid for lower leagues	Also valid for higher leagues	Maximum number of days in other leagues	Valid until
National league (NL + 2NL, men)	Yellow cards	5	1	False	False	-	End of current season
	Second yellow cards	1	1	True	False	10	End of next season
	Red cards	1	Indefinite	True	True	-	Unlimited
Third league/ regional leagues (men)/ women	Yellow cards	5	1	False	False	-	End of current season
	Second yellow cards	1	1	True	False	10	End of next season
	Red cards	1	Indefinite	True	True	-	Unlimited

Table 8: Suspension rules

When the cards are booked for a player following referee or examiner confirmation, the suspensions are set for the next match for the players affected in the database, if the rules require this (see above). The rules are also saved in a database table, Suspension rules.

The suspension is set regardless of the match result, i.e. if the match has a normal result or ends by being abandoned, the cards given are converted into suspensions in accordance with the rules, but not for cancelled matches.

Automatic suspensions are always suspensions for the next match. After the next match day, they are therefore either still open (if they have not been fully served or the player is no longer in the team squad or if he played despite suspension) or have been served (if the player missed the match).

4.2.1.1 Automatically recognizing and saving served suspensions of a player

If a player in a team is currently suspended and thus not playing himself, but is contained in the player eligibility list and thus could potentially have played, and his team actually played, the suspension is considered served. If he was only suspended for one match, the suspension is no longer effective for the next match with the current match; if he was suspended for multiple matches, this match reduces the number of suspended matches by one. The same principle also applies for a suspension period date

Valid from – Valid until.

Notes on nomenclature:

1. A player *in the player eligibility list* means that he is *eligible*, i.e. included in the player eligibility list of the referee/division manager and thus visible in the Team line-up function in the match report.



2. A player *not in the player eligibility list* means that he is *not eligible*, i.e. not included in the player eligibility list of the referee/division manager and thus not visible in the Team line-up function in the match report.
3. Suspension *Valid until* means suspended until the date inclusive.

During referee or examiner confirmation, the program checks each player from the player eligibility lists of both teams to see whether he is currently suspended and was not in the line-up. If this is the case, the number of suspended matches is reduced by one and the serving saved. If he is suspended using *From date – With date*, only the serving is saved. Suspensions can only be served if the match has a normal result. Serving is not saved if the match is canceled or abandoned.

4.2.1.2 Check serving

The serving of a suspension is saved and contain references to the match the player missed. The serving is displayed for division managers, sports judges and match report examiners in the administration dialog for suspensions and can be checked and edited there.

Exceptional cases:

1. Serving is **only automatically recognized** and saved if the player has the **status Active in the player eligibility list**, i.e. is **eligible**.
 - a. If a player who still has an open suspension is removed from the player eligibility list for a while and added again later, his suspension remains open even though matches may have taken place in the meantime. The fact that he served the suspension could not be booked.
 - b. Served suspensions also cannot be booked correctly if the player has an open suspension, **transfers to another club** and is **not immediately added to the player eligibility list there**. Serving is not booked in this case either and the suspension remains open.

In both cases, the division managers responsible or the sports judges must update the facts afterwards using the **administration dialog for editing suspensions and served suspensions**.

2. If a player has **multiple open suspensions**, which can occur when they are subsequently recorded, for example, the serving is only entered for the latest suspension. The **older open suspensions** must be set to **suspended** using the administration dialog.
3. If a match report is corrected by the match report examiner and cards are changed, a differentiation between two cases must be made:
 - a. Normally, if the correction is made before the next match day, the suspensions are corrected too, i.e. the suspensions are set correctly.
 - b. If the **correction is made after the next match day** and the suspensions have already been served, suspensions are entered again, but are **suspended**. This is necessary to document any ambiguity. **In this case, the suspension entries of the players must always be checked using the administration dialog.**
4. If a player has multiple suspensions, e.g. one match due to a second yellow card and multiple matches due to a sports disciplinary court judgment, the suspension for the second yellow card is served first, followed by the suspension resulting from the judgment.

4.2.2 Cooperation with the Sports Disciplinary System module

4.2.2.1 Using the Match Report module without the Sports Disciplinary System

If the **Sports Disciplinary System module is not in use**, the sports judge (or the division manager if the league rules allow this as an option) must edit the preliminary suspension due to a red card and enter the **judgment** in the **Match Report** module.

This procedure is described in Chapter 4.2.9.



4.2.2.2 Using Match Report module together with Sports Disciplinary System

If the **Sports Disciplinary System module is in use**, a preliminary suspension due to a red card which is entered automatically is adjusted when the program creates a judgment. This means that the sports judge does not have to adjust the preliminary suspension in the Match Report module, but instead creates the judgment in the Sports Disciplinary System module and enters the sanctions, such as the number of matches suspended or a timed suspension, there.

The modified player suspension is immediately visible and effective in the Match Report module. It should no longer be modified from the Match Report module, rather by only using the modification of the judgment in the Sports Disciplinary System module.

A player suspension due to a judgment is not overwritten even if the match report is corrected and confirmed again.

If the referee has not entered a preliminary suspension, but an offense by a player is transmitted to the sports disciplinary system by other means, a judgment can also be created in the Sports Disciplinary System module without a preliminary suspension. This player suspension is also immediately visible and effective in the Match Report module.

4.2.3 Suspended for all matches of the team/club

Because of the match rules in some associations, a player is suspended for "all matches of his club" or in other cases for "all matches of his team" following a red card.

This information is shown in the *Suspended for*: suspension attribute.

<i>Suspended for</i> : <for specific competitions>	(see next chapter)
<all matches of his club>	(see a)
<all matches of his team>	(see b)

If a) is set, the suspension is shown in all leagues of all teams of the player's club and next to the player in the player eligibility list.

If b) is set, the suspension is shown in all leagues of all teams in which the player plays and next to the player in the player eligibility list.

In both cases, the served suspension takes place in the team in which the suspension was created, but in all competitions, unless the switch "served suspensions in friendlies = No" is set, meaning not in friendly matches. (*Only when using the "Friendly matches" application.*)

If these switches are set in the suspension rule, they are transferred to the suspension and the program analyzes them when displaying the suspensions for a player.

4.2.4 Competition-related suspensions

4.2.4.1 Defining additional competitions for the suspension validity

When forming an automatic preliminary suspension, the validity does not need to be defined individually for the different competitions. It is enough to define the automatic preliminary suspension for "all matches of his team or ... of his club" (see next chapter). There are therefore two main alternatives and one optional one:

- a) either the player is suspended in all competitions or**
- b) only in the original competition (as previously)**
- c) or in specific competitions (optional).**



The sports judge can also define the suspension's validity for individual competitions in the Sports Disciplinary System application. If this is not in use, the Match Report program also offers the option of selecting individual competitions for the preliminary suspension.

4.2.4.2 Defining additional competitions for serving the suspension

The user can also define the competitions for serving the suspension, regardless of the suspension validity.

To do this, the option of defining the competitions in which an additional suspension must be served in the suspension rule is offered. Based on this information, the program saves the served suspension not only in the original competition but also for a match in the competitions specified.

Serving in competition ...	In own competition	Default case
Additional serving in ...	<i>Serving additionally in competition</i>	Effect in competition:
	<i>Championships</i>	Yes, if match report used
	<i>Indoor championships</i>	No, match report cannot be used in this form
	<i>Tournaments</i>	No, but planned
	<i>Friendlies</i>	No, but planned
	<i>Cups</i>	Yes, if match report used
	<i>Representation team matches</i>	No, suspension tracking switched off in code, not yet planned

Table 9: Competition-related suspensions and serving

All competitions can be selected, including those for which the match report cannot yet be used. Superfluous information has no effect in the short term but, because a suspension can exist for a long time, the suspension and its serving could be valid when the match report is used in the competition.

This information was shown in the *Suspended for:* suspension attribute.

Suspended for: <for specific competitions>
 <all matches of his club>
 <all matches of his team>

The selection of further competitions is located below the *Suspended for:* <Drop-down list>: selection list. If one of the *Suspended for all matches ...* switches is set, the competitions cannot be selected.

*The **suspension** in the original competition remains valid without any further information.**

It is also valid in the competitions <competition2, competition3,...>.

Modifying the additional competitions <- in all competitions ->
 <List of competitions with multiple selection>

*The **serving** of the suspension in the original competition will be generated without any further information.**

It is also served in the competitions <competition2, competition3,...>.

Modifying the additional competitions <List of competitions with multiple selection>

The original competition cannot be output in the suspension rule, since it is league-related and there may be divisions with different competition types within the league.

<competition2, competition3, ...> List of the additional competitions without competition1 (own competition cannot be deselected), all values from the database table of the basic competition types, but limited to those stated in the suspension validity.



If no information is entered for the competitions, the suspension is only valid in the original competition as before and is also only served in the original competition.

Note: Switch in the league rule "Served suspensions in friendlies"

If the switch is not activated, suspensions are not served in friendlies, even if the suspension indicates suspended for - all players of the club,...the team or competitive relation is set. (*Only when using the "Friendly matches" application.*)

4.2.5 Relative time information for timed suspensions

In the suspension rule, you can define that a timed suspension of

n days

n weeks

is generated due to a card. A relative time can also be entered.

The entries are arranged in the suspension rule under the entry *Number of matches_*.

Indefinite suspension

Limited suspension ___ days___ weeks

Entry checks:

1. If *Indefinite suspension* is entered, all fields for limited suspension are locked, and vice versa.
2. Only one entry can be made for days or weeks.
3. Number of days <= 999, number of weeks <= 99

In the suspension generated, the relative time entered is converted into an absolute time when the suspension is formed: Valid-until = Valid-from + relative time.

4.2.6 Maximum in other teams

This information can be entered in the suspension rule for all suspension types in the *Maximum in other teams: <Number of days>* field.

Effect of the entry:

The player is suspended for a match in other teams for no longer than the <Number of days>, but serves the suspension in the other team. This means, for example, that if the player is also on the player eligibility list for the second team, the suspension is served for the second team if this team has played. He can play again in the next match of the second team, even though he is still suspended for the next match of the first team. The suspension is therefore served in relation to a team. However, if the suspension is served in the first team first, the suspension in the second team need not be served.

The entry of the <Number of days> from the suspension rule is converted into a specific date based on the match date. The suspension is then also shown in other teams.

Served suspensions are saved for each team; they are marked with "other team" in the Notes text of the 'other' team.

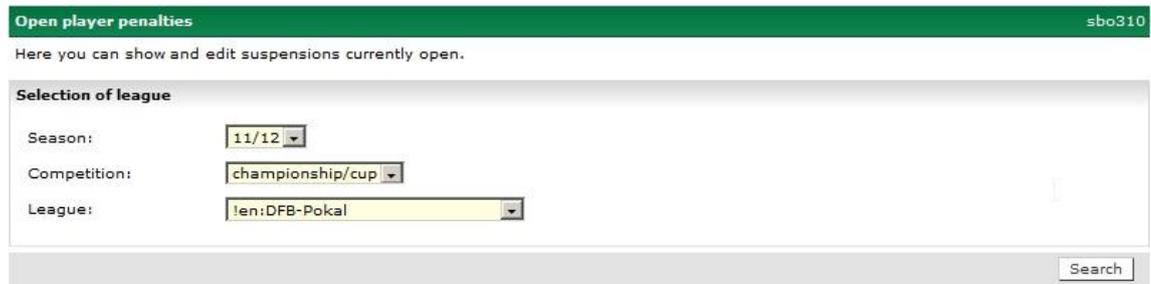
4.2.7 Valid in higher and lower leagues

This information in the player suspension causes the suspension to be valid in the next leagues up or down.

In order to determine the higher and lower leagues, the referee performance league entered is referenced in Fixture Planning, Referee Appointment and Match Report.

4.2.8 Menu item: Show open player suspensions

The season, competition and league must be selected first.



Open player penalties sbo310

Here you can show and edit suspensions currently open.

Selection of league

Season: 11/12

Competition: championship/cup

League: len:DFB-Pokal

Search

Figure 18: Selection parameter for open suspensions

This function provides an overview of the current open suspensions of players in all teams in the authorized divisions in the selected league, stating the competitions.



Edit player suspensions >> Current suspensions sbo304

Here you can show and edit suspensions currently open.

Current selection

Season: 2012 / 2013 League: DFB Cup Competition: championship/cup

Current suspensions

Team	player	Suspension type	Status	Valid from/valid to	Matches Still to absolute/open	Suspension Other in league	leagues	No. of season match	Match date	Opponent
Bayern München										
	Pottichen Florian (7)	Sentence	not yet served	19/12/2012	2 2	DFB Cup	Cu	12/13 55	18/12/2012	FC Augsburg
<i>DFB Cup Cu</i>										
DSC Arminia Bielefeld										
	Eiche Jose-Saul (37)	Second card	yellow not yet served	31/10/2012-30/06/2014	1 1	DFB Cup	Cu	12/13 35	31/10/2012	Bayer 04 Leverkusen
<i>DFB Cup Cu</i>										

Figure 19: Open suspensions for players of a league/division

If a judgment with a suspension for multiple matches has been given as the result of a red card, the serving of this suspension can sometimes be shown (further lines in italics). If the suspension has been served completely, it is no longer shown.

Users with the role of sports judge, and optionally (league rule) division manager too, can call up editing for a suspension directly from the list of open suspensions. The further editing steps are described in Chapter 4.2.9.

4.2.9 Menu item: Edit suspensions

This function is available to users with the roles of sports judge and, optionally (league rule), division manager.

4.2.9.1 Selecting the suspension

There are two ways to navigate when editing a suspension:

1. Using the *Open suspensions* menu item and calling up the suspension from the list (see Chapter 4.2.8)
2. Using the *Edit suspensions* menu item – as described below.

The selection list of the teams registered in the league or division is then shown, limited to the division responsibility of the registered division manager.

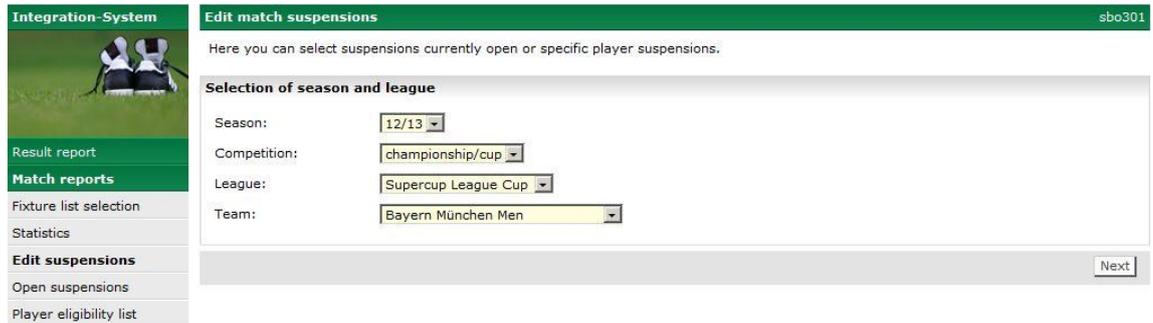


Figure 20: Team selection

Once the team has been selected, the list of players from the player eligibility list is shown.

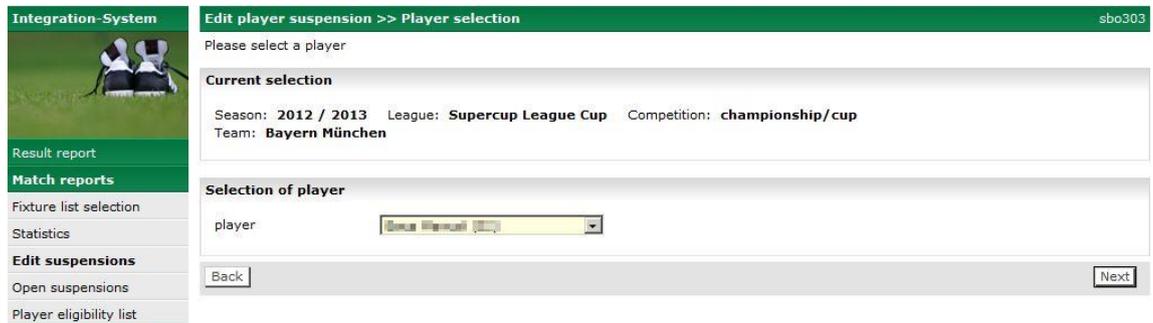


Figure 21: Player selection

Players who have been set to Inactive (e.g. due to club transfer) are marked with * before their names, but can still be selected and edited.

The player's suspensions, including those served in the current season, are shown for the player.

Integration-System
Edit player suspensions >> suspensions sbo305



Here you can see and edit player suspensions or record a new one.

Current selection

Season: **2012 / 2013** League: **Supercup League Cup** Competition: **championship/cup**
 Team: **Bayern München** Player: **[redacted]**

Edit suspensions

Suspension type	Status	Valid from/valid to	Matches Still to absolute	Still open	Suspension in league	Other leagues	No. of season match	Match date	Opponent	Change protocol
Completion		No.		Completed in league						
Second yellow card	served	16/12/2011-30/06/2013	1	0	National League Ch	↓ until 26/12/2011	11/12 146	16/12/2011		anzeigen
<i>Automatically generated</i>										
Sentence	not yet served	19/12/2012	2	2	DFB Cup Cu		12/13 55	18/12/2012	FC Augsburg	anzeigen

Back
New suspension

Figure 22: Show player suspensions

The suspension can be called up for editing by clicking in the line.

4.2.9.2 Edit suspension entry (modify preliminary suspension in judgment)

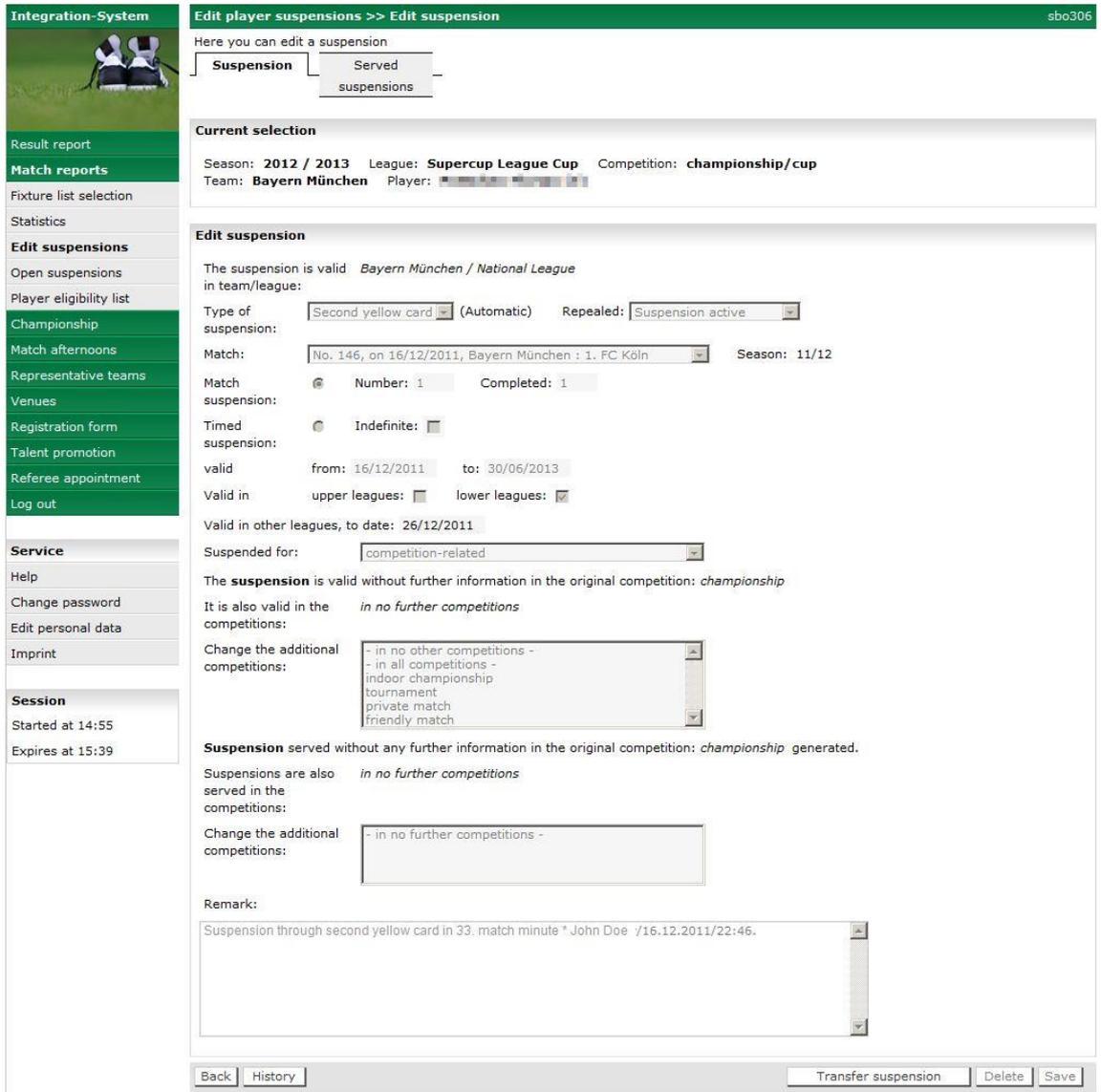


Figure 23: Edit suspension

If a preliminary suspension has been entered automatically due to a red card, the suspension type must be changed from *Red card* to *Judgment* following the ruling and the number of suspended matches or the timed suspension entered in the Valid-to date.

Warning! Important note for preliminary suspensions due to red cards:

If the suspension type is **not** changed to Judgment and the match report is changed and confirmed again, the default entries for the red card will be transferred into the suspension entry again. This means that any changes to the number of matches or the valid-to date are **lost**.

The program outputs a warning to this effect:

Warning: If you do not save the changes as a judgment, they will be lost the next time the match report for this match is corrected.

Recommendation:

All changes made manually should be commented on in the Comment field (what was changed, why and by whom). This makes the changes easier to track later.

4.2.10 Transfer suspensions from other teams

The program automatically transfers the open suspensions from the old season or following a club transfer if players are added to the player authorization list and if the transfer destination is clear. For example, a suspension from the same team can clearly be transferred. In all other ambiguous cases in which the program cannot clearly transfer the suspension, the division manager or sports judge must transfer the suspension.

On the *Suspension editing sbo306* page, the *Transfer suspension* button is located in the menu bar on the left, next to the *Save* button. If it is pressed, a new page *Transfer suspension sbo308* is opened.

As a rule, a user with a permitted role may only collect a suspension, not give one away ("push aside"). The program therefore behaves as follows:

Suspension from another team:

In general, the detailed view for a suspension is also opened for read-only access. This means that if the suspension is from another team, the user can access the detailed view of the suspension, but cannot make any changes (*Save* button deactivated). However, he can transfer (collect) the suspension, i.e. the *Transfer suspension* button is active.

Suspension from own team:

If the suspension is from his own team and he goes into the detailed view of the suspension, he can modify the suspension, but not transfer it (*Transfer suspension* is deactivated).

Diagram of page content sbo308:

Transfer suspension

Sbo308

Header as for suspension

The suspension including the time already served saved is to be transferred into one of the following teams in the current season, in which the player is on the player eligibility list:

Team: <Selection list of teams>

Warning: You cannot undo this transfer, but can transfer the suspension into another team again later if necessary.

Button bar:

Back

Transfer suspension

Team selection field: The teams in whose player eligibility lists the player is found and the user who has rights for the league are shown here.

The *Save* button transfers the suspension into the selected team and saves the change. After saving with transfer, an acknowledgment signal appears in the error line: "Suspension successfully transferred to <team name/league name>". As long as you do not use *Back* to return to the suspension display, the suspension can also be transferred to another team.

The *Back* button takes you back to the suspension display; a repeated transfer is not possible as the *Transfer suspension* button is then deactivated.

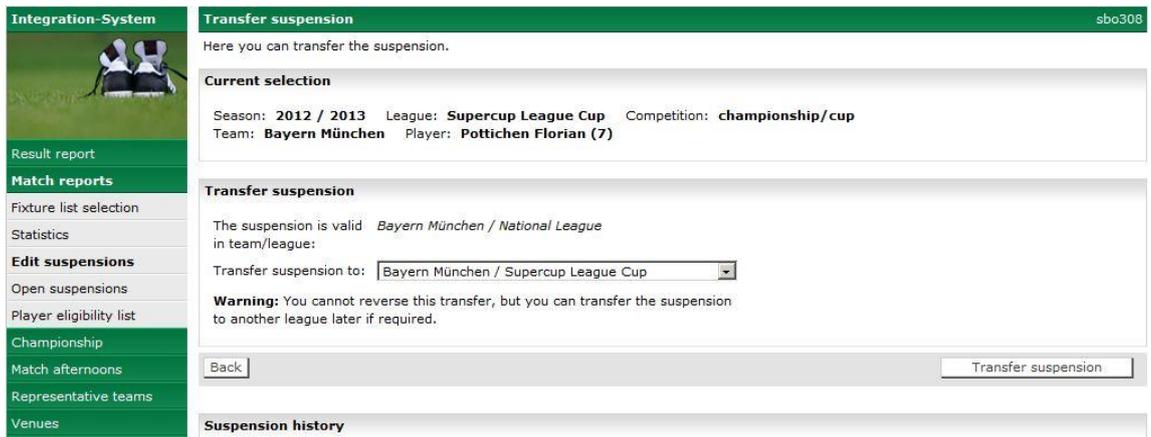


Figure 24: Transfer suspensions

4.2.11 Automatically save and edit served suspension

4.2.11.1 Function

The served suspensions for player suspensions are normally recognized and recorded by the program automatically.

The following table shows the determination of the validity of the suspension and the processing of served suspensions through the program.

Suspension information		Own team	Other teams	Original competition	Additional competitions		
All matches of the club	Suspension	x	x	Not selectable, Suspension valid in all competitions, Served suspension only in the original team			
	Served suspension	x	-				
All matches of the team	Suspension	x	x				
	Served suspension	x	-				
At the latest another team	Suspension	-	x			x	If specified
	Served suspension	-	x				
Higher, lower leagues	Suspension	x	If team plays in a higher or lower league	x	If specified		
	Served suspension	x	-	x	If specified		

Table 10: Validity of suspensions and served suspensions

In the special cases Suspension across season change, Club transfer, Maximum in other teams, in parallel divisions in the same league and in other special cases, the rules for serving suspensions are so complex and non-uniform that they cannot be applied automatically by the program.

In these special cases, serving the suspension is put into the hands of the division manager or sports judge, who now have the option of making the changes using the application, in consultation with the team officials of the club.

Responsibility for adhering to the suspensions and serving them correctly remains with the clubs and the division managers. The program only offers assistance. The clubs' team officials have no rights to use the functions, but must raise their objections with the division manager or sports judge, who can then record, change and delete the served suspensions manually using the application.



For a player suspension, division managers or sports judges with appropriate data rights can record a new served suspension or modify or delete an existing one. Both served suspensions generated automatically and those recorded manually can be modified and deleted.

The suspension entry not only contains the *Suspension* tab, but also the *Served suspensions* tab, under which the relevant data and functions can be found; see **Fehler! Verweisquelle konnte nicht gefunden werden..**

4.2.11.2 Recording a served suspension again

The *New served suspension* function is provided in the view of the *Served suspensions* tab with any suspensions which have already been served.

The following information can be recorded for a served suspension:

- a) The match which the player missed in order to serve the suspension
- b) Comment text

This data must be saved in the database using the *Save* function.

The program offers matches which meet the following requirements for selection:

1. Only matches of teams for which the selected player is on the player eligibility list
2. Only matches which are after the suspension date and for which no served suspension has yet been recorded
3. **Not** matches for which a confirmed match report exists and the player was in the line-up (player has not served suspension)

The program cannot check whether the player was in the line-up in the missing match reports; the factual accuracy of the entry is therefore the sole responsibility of the user.

The match identifier, team type and league are also output for each match. This makes it easier to recognize the correct match.

If, once the served suspension has been recorded, the suspension has been served completely using the number of matches (*still open = 0*), no further served suspension can be recorded, i.e. the *New served suspension* function is deactivated.

The function is intended as an exception function, i.e. it is to be used in cases in which automatic served suspension recognition by the program fails, e.g. because the match report is not yet in use in all leagues.

4.2.11.3 Change served suspension

The served suspension entries can be called up via the edit icon in front of it (page with pencil) in the view of the *Served suspensions* tab with any served suspensions which may be present.

The following information can be changed for a served suspension:

- a) The match which the player missed in order to serve the suspension
- b) Comment text

This must be saved in the database using the *Save* function.

4.2.11.4 Deleting saved suspensions

The served suspension entries can be deleted via the deletion icon in front of it (garbage can) in the view of the *Served suspensions* tab with any served suspensions which may be present. A save query always appears: "Clicking OK will delete the served suspension!". Answer with OK or Cancel.



If the suspension has already been served (number of suspended matches = number of served suspensions), it is open again once a served suspension has been deleted (number of suspended matches > number of served suspensions).

4.2.11.5 Change protocol

All changes to suspensions and served suspensions are recorded in the change protocol. The change protocol can be called up using a new *Show changes* function in the *Suspension* tab and in the *Served suspension* tab.

4.2.11.6 Change function for suspensions and served suspensions from the old season

Suspensions and served suspensions can now be edited even for the season which has ended. This is necessary in order to provide the option of adapting suspensions and served suspensions manually for the old season in the special cases named above.

4.3 Menu item: Player eligibility list

4.3.1 Edit player eligibility list

After clicking on the “Player eligibility list” menu item on the left, a competition search must be performed. There is only one player eligibility list per season for all the competitions in which a team participates. This includes all players assigned to the club in which at least one player eligibility is valid. The player eligibility list is only editable via the **Championship** menu item. The competition search ultimately leads to a division (see below) and to the teams that are assigned to this division.

The screenshot shows the 'Competition' search interface. On the left is a navigation menu with 'Player eligibility list' selected. The main area contains search filters and a results table.

▼Rd	▼Identifier	▼No.	▼Name	Team type	League level	Area	Status
1	690001	1	Regionalliga Nordost	Men	Regional League Northeast	Region Northeast Germany	

Page 1/1 (1 hits total)

Figure 25: Competition search

Integration-System
sbl 010

Match reports

Result report

Fixture list selection

Statistics

Edit suspensions

Open suspensions

Player eligibility list

Championship

Cups

Tournaments

Match afternoons

Representative teams

Venues

Courses

Talent promotion

Player eligibility info

Player registration form

Log out

Service

Help

Change password

Edit personal data

Downloads

Imprint

Session

Started at 15:31

Expires at 15:51

Competition

Page 1/1 (16 hits total)

<input type="checkbox"/>	Number	Club name	Team type	Team name	League level	Status
<input type="checkbox"/>	66011094	BAK 07	Men	Berliner Athletik Klub 07	Regional League Northeast	confirmed
<input type="checkbox"/>	66011014	FC Viktoria 89 Berlin	Men	FC Viktoria 1889 Berlin Lichtenfelde-Tempelhof e.V.	Regional League Northeast	confirmed
<input type="checkbox"/>	63001493	FSV Zwickau	Men	FSV Zwickau	Regional League Northeast	confirmed
<input type="checkbox"/>	64108136	VfB-Germania Halberstadt	Men	VfB Germania Halberstadt	Regional League Northeast	confirmed
<input type="checkbox"/>	62000043	TSG Neustrelitz	Men	TSG Neustrelitz	Regional League Northeast	confirmed
<input type="checkbox"/>	66011392	1.FC Union Berlin	Men	1.FC Union Berlin II	Regional League Northeast	confirmed
<input type="checkbox"/>	65011013	FC Carl Zeiss Jena	Men	FC Carl Zeiss Jena	Regional League Northeast	confirmed
<input type="checkbox"/>	65001031	ZFC Meuselwitz	Men	ZFC Meuselwitz	Regional League Northeast	confirmed
<input type="checkbox"/>	63001012	VfB Auerbach 1906	Men	VfB Auerbach	Regional League Northeast	confirmed
<input type="checkbox"/>	61331025	FSV Optik Rathenow	Men	FSV Optik Rathenow	Regional League Northeast	confirmed
<input type="checkbox"/>	65014028	FSV Wacker 90 Nordhausen	Men	FSV Wacker Nordhausen	Regional League Northeast	confirmed
<input type="checkbox"/>	61301101	SV Babelsberg 03	Men	SV Babelsberg 03	Regional League Northeast	confirmed
<input type="checkbox"/>	66011133	Hertha BSC	Men	Hertha BSC II	Regional League Northeast	confirmed
<input type="checkbox"/>	64112102	1. FC Magdeburg	Men	1. FC Magdeburg	Regional League Northeast	confirmed
<input type="checkbox"/>	63001346	VFC Plauen	Men	VFC Plauen	Regional League Northeast	confirmed
<input type="checkbox"/>	63003142	1. FC Lokomotive Leipzig	Men	1.FC Lokomotive Leipzig	Regional League Northeast	confirmed

Figure 26: Player eligibility list of a division

In the far right column, the status of the player eligibility list is displayed for each team.

Status	Meaning
In progress	The player eligibility list can be edited by the club.
Confirmed	The division manager has confirmed the player eligibility list. It can no longer be edited by the club, only the division manager can make changes.
Not available	The player eligibility list does not exist (yet).

Table 11: Status of the player eligibility list

After selecting a team using the icon, all already assigned players are displayed. If editing is possible, please see table above.



where CM stands for competitive match eligibility, FM for friendly match eligibility, ECM for early competitive match, early friendly match and S for second/guest match eligibility. The lines are omitted if the relevant player eligibility is not present. Players without a player eligibility are shown in red.

As a rule, a player can be allocated to multiple teams in a club, i.e. to multiple player eligibility lists, such as first team, second team.

All players that are lined-up to play in the matches of the team, must be listed in the *Active player* tab. In the *Inactive player* tab, players are listed who cannot or can no longer be lined-up, e.g. these players belonged to the club in that season, but have now been transferred to a different club. The team official of the club or the division manager is in charge of setting the transferred player to an inactive player.

The player eligibility list can be output as a pdf file (*Print* button).

4.3.1.1 Player eligibility check

When the player eligibility list is called up using the menu item and a league has been selected, a player eligibility check is conducted for the saved players via the Player Registration System (note: this process can take a few minutes). The list is only shown when the check is completed. Players without a player eligibility are shown in red.

<input type="checkbox"/>				18/01/1986 (28)	AC D	0353-5816	CM			02/08/2013	
--------------------------	--	--	--	--------------------	---------	-----------	----	--	--	------------	--

The program does not set players to inactive itself; the club must do this by editing the player master data.

4.3.1.2 Taking the various player eligibilities into account

Which player eligibility applies in which association/state association and in which league is subject to so many different rules that no uniform rule can be derived. The information on which match eligibilities permit the players to participate in matches can be set by the association for each league using the league rules. The factual accuracy is the responsibility of the association/state association.

When the line-up is edited in the match report, the program uses the league rules to check which player eligibility is valid for the league and only offers players who have one of the valid player eligibility statuses and for whom the date of the match can be achieved. Therefore, only players who are eligible for this match can be added to the line-up.

4.3.1.3 Confirming the player eligibility list

If the clubs are no longer allowed to change the player eligibility lists, then the division manager can confirm the lists in the division overview sbl010.

4.3.1.4 Editing the player master data

This function can only be used if the player eligibility list has **not** been **locked** by the division manager. By clicking on the *Editing* icon, the player's master data is displayed for editing. Changes or additions must be saved using the *Save* button.

Characteristics can only be added or changed for players who are not maintained in the Player Registration System. Only these fields are unlocked.


FSV Zwickau | Regional League Northeast | Men

FSV Zwickau | 63001493 | County Zwickau

Player data				
Last name	<input type="text"/>			
First name	<input type="text"/>			
Pseudonym	<input type="text"/>			
Date of birth	04/12/1990			
Gender	male			
Nationality	Germany (D)			
FIFA nationality	Germany (GER)			
Player ID card number	<input type="text"/>			
Jersey number	<input type="text"/>			
Status	contract player			
Register / inactive on	02/07/2013			
Championship	01/08/1999			
Friendly matches from	14/07/1999			
Player photo				
Player has	<input type="checkbox"/> Residence permit			
Player is	<input type="checkbox"/> Not the European Union			
	<input type="checkbox"/> Qualifying foreigner player			
Number of yellow cards from other teams	<input type="text"/> Default			
<input type="button" value="Back"/> <input type="button" value="List of players"/> <input type="button" value="Deactivate"/> <input type="button" value="Save"/>				
List of teams to which the player is also assigned				
Club	Team	Team no.	Team type	League level
FSV Zwickau	FSV Zwickau 2	2	Men	State League Saxony
Player documents				
No documents exist				
Data upload				
Document typ	Player ID card photo			
Document	<input type="text"/>			<input type="button" value="Durchsuchen..."/>
<input type="button" value="Upload file"/>				

Figure 28: Player master data

Set to inactive: Players who should not or cannot be appointed for future matches (e.g. due to club transfer) must be set to inactive. They remain in old match reports. A club transfer in the Player Registration System does not automatically deactivate a player in the player eligibility list.

Deletion: A player can only be *deleted* (from the player eligibility list) if he has not yet made an appearance.

Note: No suspensions are shown and no served suspensions saved for players who have been set to inactive or deleted (see 4.2).

4.3.1.5 Prior charge – relief from yellow cards

If a player has also changed leagues when transferring to a different club in the winter break, there are very different rules for how yellow cards received in the first round are handled, depending on the association and league.

If the cards received previously are to be counted to form a suspension in the new league, the relevant number must be entered as a *prior charge*...using the list box below.



Number of yellow cards from other teams
Back < List of players > Default
Adopt for forming a suspension (prior charge) adopt as a form of relief for a suspension Private Save

Figure 29: Yellow cards - prior charge/relief

If the cards received previously are not to be counted in the new league, but counting is to start at 1 again, the relevant number must be entered as a *relief*...using the list box above.

4.3.2 Player appearance information

By selecting the  icon at the end of a player, you can gain information on the player's appearances so far in the selected team in the *team* tab. In the *club* tab, you see appearances in other teams.

Notes:

1. The matches are shown in descending order by date.
2. In addition to the data on the match, the program also shows from which to which minute the player was on the pitch and how many minutes that was in total. The injury time in the first and second halves is **not** counted (standardized minutes). The real appearance minutes are shown in the player appearance statistics (csv format).
3. The number of matches in the season so far and the total appearance time (standardized) in the starting line-up and as a substitute player are shown at the bottom of the page.

A similar function can also be called up by the team officials from the line-up display. The assessment of whether a player can be used is up to the club.

4.3.3 Display of player suspensions

Players with open suspensions are brought to attention in the player eligibility list.

The open suspensions of a player which are valid for this league and competition in accordance with the suspension rule are shown by icons on the *Edit player eligibility lists sbo203* page. The origin can be seen, i.e. from the player's own or a different team.

Suspension from the selected team: 

Suspension from another team: 

In particular, the club must pay attention to open suspensions from the old season and/or following a club transfer when creating player eligibility lists at the start of the season or after transfer period 2.

The program automatically transfers the open suspensions from the old season or following a club transfer if players are added to the player eligibility list and if the transfer destination is clear. This is guaranteed in the following cases:

Case 1: Player remains in the same team, this team plays in the new season in the same league.

Case 2: Player changes clubs, so he goes to a new team, but this team plays in the same league.

Case 3: Player remains in the same team, but this team relegates or promotes to another league.



In all other ambiguous cases in which the program cannot clearly transfer the suspension, the division manager or the sports judge responsible must transfer the suspension.

4.3.4 Setting a warning message for Inactive

If a player on the player eligibility list is set to inactive and has an open suspension, a warning message appears, stating that no further served suspensions will be generated and saved for that player.

In the past, there have repeatedly been cases in which players were set to inactive by the club after long injury breaks and then did not serve still open suspensions. This is technically correct, if the player does not have the eligibility to play, but not when the player is only injured. In the case of a club transfer, setting to inactive is both necessary and correct.

The system cannot distinguish between these cases and therefore cannot prevent the inactivation, but issues a warning.

4.3.5 Player allocation with access to pass data

The function *Add* is still available for the division manager even after the player eligibility list has been confirmed.

Using the *Add* button, the players of the club that have a player eligibility for the corresponding team are offered to you for allocation. Which players are selected for allocation depends on some specified conditions, see the following chapter.

4.3.5.1 Selection when compiling for a men's/women's team

The program offers all players of the club who meet the following selection conditions for addition to the player eligibility list:

1. All players from the Seniors (male/female) age group with valid **competitive, friendly or second/guest match eligibility**,
2. All players who have valid advance **men's/women's player eligibility** (playing for higher age class),
3. All players who meet a condition via the association-specific switch in the *General* tab in Pass Admin:

Older A juniors are eligible for the men's team: Yes/no

and Younger A juniors are eligible for the men's team: Yes/no

Older B juniors (female) are eligible for the women's team: Yes/no

18-year-old A juniors are eligible for the men's team: Yes/no

The settings in each state association can be made by the state association administrator.

4.3.5.2 Selection when compiling for a junior team (male/female)

The program offers all players of the club who meet the following selection conditions for addition to the player eligibility list:

1. All players from the **relevant juniors (male/female) age group** with a valid competitive, friendly or second/guest match eligibility (e.g. B juniors),
2. All players from the **two younger age groups** in each case with a valid competitive/guest match eligibility (C and D juniors in this case),
3. For F juniors, only G juniors, i.e. just one subordinate age group.
4. Exception: Seniors (female) and B and C juniors (female) are provided for an **A juniors (female) team**, because Pass Admin does not contain the age group A juniors (female).



4.3.5.3 Selection when compiling a mixed team

In the B juniors (male) team and below, female juniors of up to one year older can play. If the identifier "Mixed team" is set in the header on page sbo203, the program offers all female juniors in the relevant age group plus one age group higher for addition to the player eligibility list, i.e. for:

B juniors (male) also B juniors (female) (there is no higher team, see note on A juniors (female))

C juniors (male) also C and B juniors (female)

D juniors (male) also D and C juniors (female)

etc.

The club itself is responsible for adhering to the "female juniors up to one year older" rule; the program does not check this "Team type name".

4.3.5.4 Club collaboration

If a team is registered as a club collaboration using the registration form, the players of **both clubs involved** in the relevant age group are offered for addition to the player eligibility list (for details, see → in Chapter 4.4).

4.3.5.5 Youth promotion club and home club

If players in a youth promotion club have also been given advance men's/women's player eligibility in their home club, these players are also offered in the relevant men's/women's team of the home club.

4.3.6 Compiling player eligibility lists for cups

There are no separate player eligibility lists for cup matches; the player eligibility lists from the Championship are used for this.

The player eligibility lists can be compiled, if in fixture planning:

1. the championship divisions exist and,
2. the teams are allocated to the division.

The fixture list does not have to be generated yet.

If the player eligibility list for the championship division has been compiled and is ready, it can be used for cup matches.

If a player has already been allocated to the player eligibility list and is then set to "Not available" in the Pass Online System, the player eligibility list is not affected, i.e. he remains allocated.

4.4 Club collaborations

4.4.1 Creating a club collaboration

The club collaboration is registered and administered in the system using the team registration in the club registration form. The club which submits the registration is automatically the responsible club.

The information on the number of players is not a mandatory entry and has no effect on the match report. The club responsible cannot be changed during the season.

The club collaboration must be created in the club registration form in order for the players in the club collaboration to be administered in the match report.

No further measures are needed in the Match Report application in order to use the club collaboration; it will be recognized automatically.

4.4.2 Allocating the players in a club collaboration

The team official of the responsible club automatically has the right to allocate players from all the clubs in the club collaboration to the team. If staff at the non-responsible club/clubs is also to be given the right to allocate players, an identifier with rights must be created for them in user administration for the responsible club and the correct team type and league. The same functions will then be available to them for this team as for the team official of the responsible club.

In the application, the team official then calls up the *Edit player eligibilities* menu item and then the *Player allocation* function as usual. All players in the relevant team type from all clubs involved are then shown, separated by a title line with the club name.

The players are sorted alphabetically within the club and can be allocated by marking with a tick as usual.

Following allocation, the player eligibility list is created in the same way as for teams without club collaborations. You can no longer see which club the players come from, which makes sense, because the player eligibility list relates to the team and not to a club.

The statements made above apply for the division manager in the same way.

4.5 Subsequent recording of the match report by clubs

4.5.1 Case 1: Subsequent recording by referee and division manager only

If the clubs have not or have not completely confirmed or if there were subsequent nominations before the match, the referee can use the *Correct* function to make or correct both line-ups and then enter and confirm the course of the match. After referee confirmation, only the division manager can make corrections.

If the referee has not recorded either, the division manager can retrospectively record the entire match report or correct parts thereof.

4.5.2 Case 2: Subsequent recording following non-appearance of referee

In the lower leagues, it is more common for the appointed referee to cancel shortly before the match or not to appear. No new official appointment can be made at such short notice. A club representative or a referee who is there by coincidence usually does the job. This person is then not appointed in the system and can therefore not edit the match report.

In this case, subsequent recording must be made possible by the team officials, on the day of the match at the earliest, or later. To do this, one or both must confirm the referee's non-appearance in the system. One of the two can record and confirm the referee section/course of match.

As in case 1, only the division manager can make corrections after the club confirmation.



4.5.3 Case 3: Subsequent recording by clubs in general

There are some leagues in the junior segment in which no referees are appointed as a general rule. The normal case here is for the match report to be recorded subsequently by one of the team officials from the clubs involved, usually the home club. As in case 2, subsequent recording here can also take place no earlier than on the day of the match.

There is no need for both sides to confirm the entries in the course of the match, and this could even be counterproductive, as there is no hardware or network connection on the pitch and subsequent recording takes place on the PC in the club office.

If a referee has been appointed for the match, the referee appointed can subsequently record the entire match report.

As soon as the match report has been confirmed by the clubs or the referee, if appointed, only the division manager can make corrections.

Both in case 2 and case 3, the associations should organize the responsibility of the home club for subsequent recording. The program does not bindingly specify that only the home club can record subsequently. This limitation is unnecessary and could be counterproductive if the home club is not able to record for whatever reason, as subsequent recording could not be delegated to the visiting club in that case.

4.5.4 Differentiating between the cases

The program cannot differentiate between the cases automatically. The strict confirmation logic and subsequent recording in general are logically mutually exclusive. The procedure is therefore defined by the state association administrator using the league rules for each season and league. It then applies for **all** divisions in a team type/league in a state association; there can be no different procedures in different areas (e.g. counties).

4.5.4.1 Subsequent recording mode

The subsequent recording mode is defined using the league rules. The default value is case 1, strict confirmation logic.

Name of the rule	Content	Application case
Subsequent recording:	Referee and division manager only (default)	Case 1
	Both clubs in case of referee non-appearance	Case 2a
	One club in case of referee non-appearance	Case 2b
	Both clubs in general	Case 3

Table 12: Subsequent recording mode

4.5.4.2 Match report status

There are two statuses for the cases 2 and 3. The match report status is always output in the header when the match report is shown.

No.	Status	Meaning
0	In Planning	Edit clubs
1	Club confirmation	Clubs have confirmed
2	Referee confirmation	Referee has confirmed
3	Under review	Division manager/examiner is correcting
4	Examiner confirmation	Division manager/examiner has confirmed



5	In processing	Referee is correcting
6	Import underway	Only for importing match reports
7	Subsequent recording	A team official (club) can subsequently record the match report (cases 2 and 3)
8	Subsequent recording complete	A team official (club) has confirmed the match report (cases 2 and 3)

Table 13: Subsequent recording status

4.5.5 Details for case 2: Subsequent recording following non-appearance of referee

In the case of referee non-appearance, subsequent recording can be done no earlier than the day of the match or later.

4.5.5.1 Notification via the match report

Case 2a: Confirmation by the team officials on both sides

Following the club confirmation by both sides, both team officials must register the procedure once they have determined the referee non-appearance. To do this, a new function button *Referee non-appearance* appears in the button bar for the team official after the club confirmation. Both must press this button. The procedure has been deliberately not combined with the club confirmation, because there may be a period of time between club confirmation and determining the referee non-appearance.

Once **both** have pressed the button, the status of the match report switches from *Club confirmation* to *In subsequent recording*.

Case 2b: Confirmation by a team official on one side

Following the club confirmation by both sides, one of the two team officials must register the procedure once they have determined the referee non-appearance. To do this, a new function button *Referee non-appearance* appears in the button bar for the team official after club confirmation. **One of the two** must press this button. The procedure has been deliberately not combined with the club confirmation, because there may be a period of time between club confirmation and determining the referee non-appearance.

Once **one of the two** has pressed the button, the status of the match report switches from *Club confirmation* to *In subsequent recording*.

For cases 2a and 2b:

The *Referee non-appearance* is **not** transferred to the match status; the official determination of non-appearance is done by the referee administrators using the Referee Appointment application.

In the change protocol, the confirmation of the referee non-appearance is logged for both or for one team official, so that it is possible to track who entered the fact.

4.5.5.2 Subsequent recording of the referee part

Function:

In the *In subsequent recording* status, one of the team officials (either home or visiting) can record Part 2 like a referee and correct Part 1 if necessary, such as to correct the line-up. In doing so, the team official can/should overwrite the referee and assistant referee names shown with the real names and note the non-appearance of the appointed referee in the Particular events field.



After confirmation, the match report is set to the status *Subsequent recording complete*; the last changer shows the team official who confirmed it. The team official can then record the goal scorers.

Result confirmation:

When confirming the match report in the *Subsequent recording complete* status, the normal results confirmation (like today, match status "Match recognized") is activated if the switch in the league rules "Confirmation of result with match report confirmation: Yes" is set.

All other bookings, cards, suspensions etc. are done as in case 1.

4.5.5.3 Correction by division manager

Once the team official has completed referee confirmation, he can make no further changes, just like the referee himself. The match report can then be corrected by the division manager as usual.

The division manager can also correct the match report if it has been left in the status *In subsequent recording* without confirmation.

4.5.6 Details for case 3: Club subsequent recording

4.5.6.1 First recording

Before the match:

If the league rule *Subsequent recording mode: Always clubs* is set for the league, the match report switches to the status *In subsequent recording* when the team official edits the next match in the fixture list (creation of a new match report).

On the day of the match or later:

Just as in subsequent recording by a division manager, the team official can edit and confirm both line-ups, the responsible persons and the referee section Course of match on the day of the match or later. The match report then has the status *Subsequent reporting complete*. In doing so, the team official can/should write the real names in the empty fields for the referee and assistant referee names. He can then also record the goal scorers.

If a referee has actually been appointed for the match, the referee appointed can subsequently record the entire match report. If he does not appear, no workflow as in case 2 is necessary; instead, one of the team officials can record the match report subsequently as described above.

Result confirmation:

When confirming the match report in the *Subsequent recording complete* status, the normal results confirmation (like today, match status "Match recognized") is activated if the switch in the league rules "Confirmation of result with match report confirmation: Yes" is set. If that is not required here because the result is entered by a club and not by the referee or division manager, "Confirmation of result with match report confirmation: No" must be set for this league.

All other bookings, cards, suspensions etc. are done as in case 1.

4.5.6.2 Correction by division manager

The two team officials from the home and visiting teams and a referee, if appointed, can only create the match report the first time and confirm it once. Before confirmation, the three parties can change it as they wish and then confirm it once they are in agreement. The usual confirma-



tion warning appears when confirming; after this, only the division manager can make changes to the match report.

An entry is made in the change protocol which states who set the match report status to *Subsequent recording complete*. As previously, however, the content entered during initial creation is not logged.

The changes are logged each time the division manager makes a correction.

Regardless of the status of the match report, the division manager can always record subsequently, i.e. he can even edit the match report if the team official has left it in the *In subsequent recording* status.

4.6 Subsequent recording of the goal scorers by clubs

This feature is only available in the state association leagues. Keeping the publication on a website in mind, the objective is to make the entry of the goal scorers more complete and to improve the quality.

The team officials of the two teams involved in the match can enter or correct the goal scorers if the referee or division manager has not recorded them or has left them incomplete. This means that once the referee or division manager has entered them completely, the clubs cannot make any changes.

The following table shows the dependencies:

Match report status	Goal scorer status	Goal scorers tab activated/visible	Clubs can enter/change goal scorers	Referee, division manager and SBO admin/superuser can enter/change goal scorers
In planning	Incomplete	No	No	No
Club confirmation	Incomplete	No	No	No
In processing	Incomplete	No	No	No
Referee confirmation	Incomplete	Yes	Yes	Yes
Referee confirmation	Complete	Yes	No	Yes
In subsequent recording	Incomplete	No	No	No
Subsequent recording complete	Incomplete	Yes	Yes	Yes
Subsequent recording complete	Complete	Yes	No	Yes
Examiner confirmation	Incomplete	Yes	No	Yes
Examiner confirmation	Complete	Yes	No	Yes

Table 14: Subsequent recording of goal scorers

4.7 Electronic confirmation instead of signatures

4.7.1 Function of electronic confirmation

A simple process is offered instead of printing out the match report and having it signed by those involved. This alternative is in the form of electronic confirmation by requesting the identifier and password again. It is not an electronic signature in the usual sense.

The program informs you that the process can only be applied if the state association and the division manager allow it.

Use of the process is optional, i.e. the association administrator can switch it on or off for a league using the league rules.

4.7.2 Signatures in Part 1 after club confirmation

The electronic confirmation process can only be applied for Part 1 if confirmation by the captains is waived as a general rule; they have no access identifiers and are not present during the process.

If the switch in the league rules for electronic confirmation is set to Yes, electronic confirmation is set automatically for the team officials during club confirmation without any further entries. This process means that the officials involved cannot both view the line-up **before** electronic confirmation, because club confirmation and general confirmation are part of the same step.

4.7.2.1 Effect in pdf Part 1

Following club confirmation by both sides, the names of the two team officials are placed in the signature fields of the pdf print-out of Part 1, and the time stamp in the signature line. If the association uses club identifiers (optional), the club names are used:



Figure 30: Electronic confirmation in pdf Part 1

4.7.3 Signatures in Part 2 after referee confirmation

Previously, the signatures of the referee and the club representative were required after the match. These can now be replaced by the electronic confirmation.

If the switch in the league rules for electronic confirmation is set to Yes, the *Electronic confirmation* button is activated for the referee after referee confirmation. A new page then appears, in which the club representatives can confirm or not confirm by entering their identifier and password. The referee does not need to make any more entries – he has already confirmed through the referee confirmation.

4.7.3.1 New page and Confirmation tab in Part 2

The next page sbo122 opens when the *Electronic confirmation* button is pressed. The two team officials must enter their identifier and the password here and set to *Confirmed* or *Not confirmed*. If no team official is available, the referee can set *Not present*.

Electronic confirmation
sbo122

Here you can electronically confirm the match report in place of the signatures on the printout (only allowed if the procedure has been agreed with the association and the division leader).

Line-up
Course of match
Confirmation
Goalscorers
Documents

Current selection

Match day - **15. -20/12/2012 (Thursday)** Meeting: **SV Werder Bremen II - SV Meppen**
 Date: _____

Clearance status **referee clearance** Stadium - **Stadiongelände, Platz 11 - Bremen**
 Location: _____

Error notice: _____

For the home club:

Not present:

Confirmed:

Not confirmed:

Account Password:

For the visiting club:

Not present:

Confirmed:

Not confirmed:

Account Password:

For the referee: Krohn, Dennis 21/12/2012 11:10:48

Confirmed by referee clearance

Figure 31: Page for electronic confirmation

4.7.3.2 Effect in pdf Part 2

Confirmation by Smerzinski, Petra 21.12.2012, 09:33:50 without the signature of the home club representative after being informed	Confirmation by Pohl, Bruno 21.12.2012, 09:36:50 without the signature of the visiting club representative after being informed	Confirmations by Dennis Krohn 21.12.2012 signature of the referee
---	---	---

Figure 32: Electronic confirmation in pdf Part 2

4.7.4 Confirmation tab

After electronic confirmation, page sbo122 is shown as an additional tab, *Confirmation*, between Course of match and Goal scorers.

If there has been no examiner confirmation, the clubs and the referee can each still make changes to their **own** part of the confirmation.

Once the division manager has made corrections and confirmed (examiner confirmation), no confirmation page is available. The reason for this is that no technical justification is known for the clubs to confirm the division manager's corrections. The corrected match report on paper is neither checked nor signed again by the clubs.

The display of the tab *Confirmation* depends on the mode of versions ((option can be changed by the association in the league rules: Versions (write restorable version))):



- a. In the case with setting the Versions, the tab *Confirmation* is only displayed for the version in which the confirmation was made (usually the version 0)
- b. In the case without setting the Versions (standard case), the tab *Confirmation* will also appear with the original data when corrections were made to the match report by the division manager.

Note to b): this new option will be available as of 12/13/2013 and acts to future, not past, matches in which the tab *Confirmation* will no longer be displayed after the examiner confirmation.

In both cases, the tab *Confirmation* cannot be changed.

4.7.5 Subsequent recording by clubs

The option of confirmation is also provided in subsequent recording by clubs in the case of referee non-appearance, or in subsequent recording in general, but there are no referee fields for confirmation.

The identifier and the password of the club which is logged in to the session do not have to be entered here, either.

4.8 Match reports for friendly matches

4.8.1 Background and auxiliary conditions

Match reports can also be created for matches which have been created using the *Friendlylies* module in the system.

In the system, friendly matches are always created in the league in which the championship is taking place. They therefore do not have their own league or their own league rules.

The deviations this entails in the entry checks are described in Chapter 4.8.5.

4.8.1.1 Teams and player eligibility lists

The existing teams in the championship can take part in the matches, as well as so-called free teams and foreign club teams. The latter two team types have no players in the system, and therefore no player eligibility lists.

The club teams must be registered in the system using the club registration form and allocated to a championship division, and the player eligibility list must be created.

The special features of the player eligibility list with regard to friendly matches are described in Chapter 4.8.3.

4.8.1.2 Not for representative matches

Matches involving representative teams against club teams must be edited in the *Representative teams* module.

4.8.2 User rights

For editing and reading match reports for friendly matches, an additional role has been defined for certain roles in the Match Report module. This role must be added to the identifiers required. See the table below for details.



Role	Authorized functions	Data rights	Authorized for friendly matches	Adjustment necessary
Team officials	Edit line-up Club confirmation Subsequent recording depending on the parameters in the league rules	Team type, league club	All friendly matches of the club and eligible team type, league	No
Referee	Entering course of match Correct line-up Subsequent recording	Appointment for match	All matches for which he is appointed	No
Division manager, informed user, sports judge, match report examiner, press office	View match report (sports judge, informed user) Correct/subsequently record match report (division manager), Editing suspensions depending on the parameters in the league rules	Team type, league, area	All friendly matches of the area and eligible team type, league	Yes, additional role as friendly match administrator required
Friendlies administrator	Additional role only in connection with division manager, informed user, sports judge, match report examiner	None	In connection with main role, all friendly matches in the eligible area regardless of the team type, league	New role
SBO admin/superuser	Edit match report status Delete match reports	Team type, league area	All friendly matches of the area and eligible team type, league	Yes, additional role as friendly match administrator required

Table 15: Roles and rights

Examples:

1. A friendly match administrator of a county who is only to edit friendly matches must be given the role of friendly match administrator and division manager with data rights for the county area and the leagues and team types of the friendly matches, but no division responsibility for the championship divisions.
2. A division manager of a county who is also to edit the friendly matches in the county must, in addition to his role as division manager, only be given the role of friendly match administrator, as he already has division responsibility for his championship divisions.

4.8.3 Player eligibility lists and player eligibility

The player eligibility lists of the teams from the championship are used for friendly matches. Players who have competitive, guest or friendly match eligibility can play in friendly matches.

However, because the friendly matches are in the same league as the championship, no differentiation in player eligibility can be made in the league rules.

The program **implicitly** allows **all** players on the player eligibility list to play in friendly matches, regardless of the setting in the league rules. The date of the earliest player eligibility applies.

4.8.4 Line-up of a free or foreign team

The method of recording player names as text, as used in the Representative Teams module, is activated for documenting the line-up of free and foreign teams. No players and player eligibilities from Pass Admin are referenced.



Because there are no team officials in the system with an identifier for a free or foreign team (or at least their existence cannot be required), recording must be done in a different way to the normal workflow, see Chapter 4.8.4.2.

4.8.4.1 Case 1: Team squad exists, normal process as previously

The league rule states that:	Both teams are club teams with team squads	
Subsequent recording	Auxiliary condition	Workflow
... referee and division manager only	-	In planning – club confirmation – (in progress) – referee confirmation – (under review) – examiner confirmation
... both clubs in case of referee non-appearance	Both must confirm non-appearance	In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation
... one club in case of referee non-appearance	One club must confirm non-appearance	In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation
... both clubs in general	If a referee has been appointed, he can also record subsequently	In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation

Table 16: Workflow with team squad

4.8.4.2 Case 2: No team squad, changed process

The league rule states that:	A team is a free team or foreign team without team squad	
Subsequent recording	Auxiliary condition	The program is implicitly set to mode:
... referee and division manager only	None	<i>... both clubs in general:</i> In planning – in subsequent recording – subsequent recording complete – (under review) – examiner confirmation The club with an identifier and team squad can make its own line-up and record the opposition line-up as text. If a referee has been appointed, he can also subsequently record the line-up and enter the course of the match. The division manager can correct and confirm.
... both clubs in case of referee non-appearance		
... one club in case of referee non-appearance		
... both clubs in general		

Table 17: Workflow without team squad

4.8.5 Entry checks

All checks stored in the league rules are conducted as **soft** checks for friendly matches, i.e. information or error messages appear but do not prevent the match report from being confirmed.

The league rule:

Obtain team sizes from division data:

Ignored for friendly matches, as the information cannot be entered in friendly matches divisions; the values from the league rules apply.

In addition, the following league rules are **implicitly** regarded as set for friendly matches:



Number of substitutions = Max. number of players
Enter players not on the player eligibility list: Yes
Substitution without entering minute and player substituted: Yes

This allows users to make unlimited substitutions without having to enter the match minutes and to list player names which are not on the player eligibility list.

The information for mandatory entries is interpreted as follows: The entry fields given are present; entries can be made, but they can also be left blank.

For friendly matches, the coaches can agree that just one half or third times will be played. The match duration is also very variable. All checks for the match duration and the associated entry of match minutes are therefore deactivated. When entering the match minutes for match events (including cards), no plausibility check is conducted and no entries have to be made.

The not-for-publication entry fields for players and responsible persons at the clubs are provided for leagues below the upper league, including for free teams with free entries.

4.8.6 Player suspensions

4.8.6.1 Red cards

Suspensions are created based on the league's suspension rules. Here, too, note that the suspension rules cannot be set differently for the championship and friendly matches, but for both together.

If *competition-related* is entered in the league rule, the suspension is created from friendly matches which have *Friendly matches* as their original competition. If a suspension is also to apply in other competitions, it must be edited manually by the sports judge or division manager later using the Sports Disciplinary System or Match Report application.

Both the suspension's validity and its editing are under consideration of the competition validity as defined and described previously; there are no deviations from this.

A player suspension from friendly matches can only be edited by the division manager or sports judge authorized for the league in the championship, not by a friendly match administrator.

4.8.6.2 Yellow and second yellow cards

No automatic suspensions are created in friendly matches, even when information on this is defined in the suspension rules.

4.8.7 Exchanging the right to play at home and match rescheduling

In general, a match report can be created after the right to play at home has been exchanged or the match rescheduled. It also does not matter whether the home or visiting team is the team without a team squad and free text is entered. In both cases, any club confirmation which has already been given is reset to the status In planning (as in the championship).

4.8.8 Statistics

No statistics are offered for friendly matches. The only exception: The appearances of the players in friendly matches are shown in the appearance statistics in the dialog window and in the csv file.



4.9 Sponsors' graphics in the match report and press print-out

4.9.1 Overview of the function

Some associations need to be able to present the sponsors of the divisions in the association in the match report and press print-outs. This is done as follows:

For championship, cup and friendly matches divisions, different sponsor graphics can be set and are then output in the **match report and press print-outs**.

The graphics are shown in:

1. the page footer of Part 1 and Part 2 of the match report print-out
2. the press print-out before and after the match in the page header and footer.

They are **not shown** on the MatchPlus **dialog pages**.

The sponsors can potentially change during the season, so the sponsor-related items can be changed at any time. They are saved and used related to a time. This means that the program takes the time-related validity into account when applying the graphics in the press print-out and match report print-out. Because the print-out is always created for a specific match with a specific kick-off time, the validity period of the sponsors' graphics can be allocated clearly and the graphics valid at the time of the match are loaded. The graphics uploaded most recently are always the current ones.

If no graphics have been uploaded for a division, the print layout previously used for match report and press print-outs is used, i.e. the header and footer remain empty.

The division-related graphics are shown in the print-out in **all roles**.

However, only users with the role of **SBO superuser** can upload graphics. The process is therefore not described here.

4.9.2 Main load times

Uploading graphics into every match report during the main load time can cause performance and throughput problems in MatchPlus.

4.10 General superordinate functions

4.10.1 Unique identification number (ID)

Each match report created in the system is given a unique number allocated by the system, which is output on the screen and on all print-outs. This can be used to allocate printed copies on which there are no signatures clearly to the signed original.

The match planning system assigns a unique, nine-digit match identifier for each match. A two-digit match rescheduling number and a two-digit version number are added to this.

Example:

match identifier.match rescheduling.version

890015181.00.01

Match identifier: Two-digit association number + four-digit division identifier + three-digit match number from the fixture planning



Match rescheduling: 00 = first scheduling, 01 – 99 = max. 99 match rescheduling

Version: 00 for club and referee confirmation,
01 – 99 optional (league rule) for each correction.

4.10.2 Match rescheduling

If a match has been rescheduled after cancellation (match cancelled, abandoned, non-appearance, ...) and a match report exists for one of the original match dates, a new match report with a scheduling number + 1 (format: match number scheduling number version) is created.

Example:

Match on 30.10.2004	890009068.00.00	Match abandoned
Match rescheduled on 06.11.2004	890009068.01.00	Referee planned

The existing old match reports with their versions and the new match report are shown in the overview for the division manager. The clubs only see the latest scheduling and version. The division manager can also make corrections in the match report for the rescheduled match if required.

4.10.3 Showing that a special rating has been set in the match report in the system

If a special rating (sports disciplinary court judgment, ...) has been entered for a match (function in the results service), a match report can **no** longer be created or corrected, although the existing match report can be displayed and printed.

The result is displayed in the form ***:* S**.

The cards documented in the match report are retained and listed in the card statistics.

The goalscorers can still be entered and changed, but the half time and final results can **not** be checked.

4.10.4 Parallel editing of match report by team official and referee

The referee calls up the match report **before** club confirmation by both sides. In the meantime, the team official of one of the clubs has confirmed the match report Part 1. Shortly afterwards, the referee changes Part 2, saves it and thus resets the club confirmation.

When the match report is saved by the role of referee and division manager/match report examiner, the current match report status and the change stamp is first determined in the database. If this does not match that of the referee calling up the report, the match report is reloaded and his entries are discarded.

If this is the case, the referee receives the following message:

"The match report has been changed by another user in the meantime. The latest version has now been loaded. Your entries have been discarded; please re-enter them."

The referee can then repeat, save and confirm his entries.

* * *