

Title: Club activity guide for Immigrants

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Preface

This guide is meant for foreigners interested in club football activity. The goal of this guide book is to give immigrants the opportunity to work as equal members in Finnish society and to lower the threshold in order for them to participate in training activities organised Finnish Football Associations and its regions.

Finnish football is in good shape but its possible potential is still not being availed of. Football is the world's most popular sport and it can be seen also in Finland through immigrants. 95% of immigrants involved in club activities play football.

The intention of this immigrants guide is to act as a guideline and help foreigners work in football. It is especially aimed at immigrants who would like to become managers, referees and/or club owners.

The key priorities of this booklet are to understand the football organisation, reflect on the club's mission statement and to become familiar with the Finnish football system.

This guide has been put together with the help of the Finnish Football Association, Eerikila Sports Institute, immigrants clubs, regional workers and numerous national and international experts

Everyone is welcome to the Finnish football family.

Football Club Activity for Immigrants

1. Football organisations

1.1. FIFA

Fédération Internationale de Football Association or FIFA is an international football federation established in Paris on the 21st of May 1904 and celebrated its 100 year anniversary in 2004.

FIFA's member federations



FIFA do co-operation work with football federations in different continents.

AFC (Asia)

CAF (Africa)

CONMEBOL (South-American)

CONCACAF (North-America, Central America and Caribbean)

OFC (Oceania)

UEFA (Europe)

Tournaments organised by FIFA

- Football World Cup
- Football Olympics
- Football Youth World Cup
- Under 17's World Cup
- Women's World Cup
- Women's Under 19 World Cup
- Confederations Cup
- World Club Championships
- Beach football World Cup
- Futsal World Cup

UEFA

UEFA (in English: *Union of European Football Associations*, French: *Union Européenne de Football-Association*) was established in 1954 which incorporates European football federations plus a number of state-owned federations outside Europe.

UEFA organises numerous competitions for both club teams and international teams, the most well known of these include the Football European Championships and the Champions League. In 2007 Michel Platini, from France, was chosen as the UEFA president. He beat Swedish Lennar Johansson in an election by 27 – 23. Johansson had worked in this role since 1990. Currently UEFA's secretary is Scottish David Taylor.

History

UEFA was established in Basel, Switzerland on the 15th June 1954, as result of negotiations between French, Belgium and Italian football federations. UEFA's headquarters was situated in Paris until 1959 but was moved to Bern, Switzerland. UEFA's administration centre is situated in Nyon, Switzerland since 1995. The federation's first president was Ebbe Schwartz. UEFA consisted of 25 national federations originally however, at the present time it has 53 national football federations.

1.3 Finnish Football Association

Finnish Football Association is Finnish football's highest organisation. It was established in 1907 and it has been a member of FIFA since 1908 and UEFA since 1954.

Finnish football association has 1,034 member clubs and about 115,000 registered players. According to a Finnish survey about 500,000 Finns practice football, this makes the football association in terms of the number of people practising the biggest sport in Finland.

According to the rules members can belong as a registered association to an active region, club or community.

The association's president is Pekka Hämäläinen and the secretary is Kimmo J. Lipponen.

The Football Association (F.A.) organises football league and cup style tournaments in Finland, not include Veikkaus League. Football includes also futsal (Indoor football). The F.A. is responsible for national team activities, developing football and among other things organising training courses for coaches plus helping clubs develop.

The F.A.'s mission statement is to be football's special federation and as an international football member of FIFA to be responsible for all football related activities in Finland and its regions. This includes growth and hobby activities, competitions and elite sport areas from the point of view of people and its customers.

Activities main aim is to constantly raise the level of Finnish football. To develop the sport in its entirety so that it becomes the most popular Finnish sport by athletes and the most watched in relation to spectators. The spirit of fair play extends to all levels of activities plus strengthening the role of the F.A.

1.4 Finnish Football Association's regions

There are 12 regional members which are responsible for football activities in their own area:

- Helsinki region
- Eastern Finland region
- South-east-Finland region
- Ostrobothnia region
- Middle-Finland region
- Northern Finland region
- Satakunta region
- Tampere region
- Turku region
- Uusimaa region
- Vaasa region
- Åland



Regions organised tournaments for men from the third division down to the lowest league, the 7th division. In addition they organise leagues for six different age groups KKI35, 40, 45, 50, 55, and 60. Before the leagues begin the I categories championship is played on three different levels.

The women's leagues are the third, fourth plus Ladies-35, 40 and 45.

These are all the official tournaments which demand a player's license plus eligibility must be valid. Participating teams must be a member club with the F.A. In addition to the official tournaments regions also organise different styles of hobby leagues.

1.5 Instructions for establishing a club.

We recommend that you contact clubs which already exist and see if it is possible to establish a team in their club.

This way teams save a lot of capital. Regional membership fee €300, registration fee €120, deposit fee €750, these are not needed to be paid if established through another club, the only payment which needs to be paid is the league and players license fees, which can also be saved if you register for hobby league rather than competition league. For the 2008 season, an example of payment fees:

Hobby league: notification €10, game fees €85 in total about €85

7 division: membership €120 plus member fee €300 plus deposit fee €775 plus league fee €175, total €1,670 plus players' licenses €40/player.

If you still want to establish your own club you should do the following:

Establishing a club is done in accordance with the association of law. The club makes a basic notification to the register of association (Patent and registration board) in order to register the club. Also the club becomes a member of the Finnish Football Association. The club's locality is determined by which region the club joins.

Documents to be submitted to the region:

- Club rules
- F.A.'s membership request form
- Notification to the register of association

Fees

The region calculates a onetime payment fee for registration to the F.A., €120. In addition annual fees from clubs include:

Club membership, €300, (2007), to be confirmed in the regions autumn meeting

Leagues participation fees

Other possible fees (pitch rental, tournaments etc)

Familiarise yourself with the seasons fees from the regions website, in which your club belongs.

Players' obligation

All the teams that participate in official league games must have a personal playing license. Insurance should be sought from an insurance company. In addition, the player's eligibility should be with the club in which they are playing. More information and membership request form can be found from the F.A.'s website.

DIFFERENT STAGES FOR ESTABLISHING A CLUB

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“A well functioning club is a club whose own operation model is valued and practiced by the people and to which they are committed.”

Jukka Vakkila, club educator
Ex. A national team coach.

1.5.1 Founder of the club

You are in the process of making a decision to establish a football club in order to practice the world's and Finland's most popular sport.

Welcome to the club with over a 1000 football clubs.

The Finnish Football Association and its regions, which your club has become a member of, is established to serve the needs of the biggest and smallest football clubs. We hope that these instructions help you to establish a club easily and flexibly.

We also hope that there is cooperation work between your club, the F.A. and your region to promote football in Finland.

THE FINNISH FOOTBALL ASSOCIATION – THERE FOR THE CLUB TO MAKE FOOTBALL THE BEST

1.5.2 Preparation, documents and actions

Creating a club is done according to the association law and registration and the Finnish F.A.'s rules.

Creating a club is quite simple. We recommend anyway that those planning to create a club should use the following checklist.

The different stages for establishing a club is explained in specific details later.

First we recommend group work and considering the following issues:

Think is it really necessary to establish a new club or is it possible to practice under an already existing club. It is recommended especially to consider how the financial impact of establishing a club and the activities will have on the club.

Think which direction the club wants to go and what activities the club includes in its programme.

Think also of a name for the club that stands out.

WHEN YOU HAVE MADE THESE INITIAL DECISIONS you need from the Finnish F.A. or the nearest regional office the following documents:

- Finnish F.A.'s club rules
- Form for the club to notify the register of association
- Membership form
- Articles of association/charter

AFTER THIS

- Convening for the clubs statutory meeting.
- Convening the board of director's association meeting
- Notify the club to the register of association
- Operate as a member in a region under the Finnish F.A.

More detailed information follows...

1.5.3 Preparing for a statutory meeting

1.5.3.1 Charter

According to association law the register of association states that for clubs intending to become established need to have at least three association members to sign the charter, with the date included. The charter should also contain the club's rules.

The charter must make three identical copies of this, an example follows:

Charter

We the undersigned today have established (club's name) as an association. We become members and except the rules.

Day _____ Month _____ Year _____

At least three members sign (each name in capital letters)

Signing the charter can happen in advance, but we recommend it is signed when the statutory meeting finishes.

Finnish F.A's club rules

It is suggested to use the Finnish F.A's rules, which have been checked by the registry of association's office.

According to the rules about half of the members resign, so the board members including the chairman should be paired.

In the rules the mentioned business format should be kept in the rules, although these in the beginning do not need to be exercised because the rules do not need to be changed later.

Those signing should, according to the register of association be of legal age. The board of directors is comprised of the chosen chairman and the vice chairman, in addition to the necessary number of legally aged members.

Voting rights in meetings according to the register of association is 15 years old. Young than this and they are not, according to association law, club members, who can take responsibility for the clubs activities. Under 15 years old can naturally be involved in club activities.

1.5.4 Statutory meeting

The founding meeting must be prepared carefully and its happening effectively communicated. It is good to agree in advance the workers in the meeting and the club's statutory workers. The most important issue is to prepare a proposal for the club's rules.

The statutory meeting agenda could be the following:

1. Opening the meeting
2. Choosing the chairman, secretary and two minute checkers
3. Introduction about establishing a club
4. General discussion about establishing a club
5. Decision about establishing a club
6. Club name and rules accepted
7. Required by the rules an employee is chosen for the club
8. A decision about joining the Finnish F.A.
9. A decision about the club's symbol/sign for the register of association (requirement to join Finnish F.A.)
10. Decision on the cost of membership payments
11. Handle other issues according to the rules
12. Sign the statutory agreement (at least three people)

1.5.5 Board of Directors organising meeting

The board of directors chosen in the statutory meeting agree when the first meeting will take place, after the statutory meeting. The organising meeting agenda could be for example:

1. Opening the meeting
2. Choosing a secretary
3. Acknowledging the decisions taken in the statutory meeting and decide on the required actions
4. Handle other possible issues

1.5.6 Notifying the club to the register of association

In order to notify the club to the register of association the club needs a notification form which can be left at patents and registration board or the associations (club's) municipality's local authority, which deliver this to the authorities. Local authorities would be for example civil servant workers, like in the magistrate's office.

Make yourself familiar with the instructions for the notification form.

Basic notification, which should be attached to the association's charter and rules, must announce the club's chairman and the club's signatories, with full name, address, municipality and social security number.

The club's chairman must sign the notification and declare that the information in the notification is correct and that the signatories are competent.

Three copies of the notification form, charter and rules must be delivered to the patent and registration board.

When the club has been accepted in the register of association, the words "registered association" will be added to its name.

1.5.7 Changes and notice of rescission to the register of association

In the event that the club's rules changes or that the club's signatories change as a result of a decision in the annual meeting, these events/incidents must be reported to the register of association. By making the signature, etc. is in accordance with 5 in this practice.

There must be three copies of any changes to the rules provided with the appropriate form.

If in the event the club dissolves, it must be reported to the register of association showing who has acted as liquidator and that liquidation activities have been completed

1.5.8 Forms

A basic notification form to the register of association in order to register the club.

Change notification form to the register of association to confirm any changes to club's signatories or changes in the rules.

Forms can be collected from the patent and registration board plus civil offices such as the magistrates

Club goals can be gotten from the Finnish F.A. or its regional offices.

Association law (503/1989) can into effect on the 1.1.1990. Since then changes have been made, check that you are using the current changes applied by law.

1.5.9 Register of association charges

Registration fees are the following:

Preliminary check on rules or changes to rules 1- 5 €60

Preliminary check on rules or changes to rules 6 or more €200

Registering a new association or rule change (not pre-checking) €60

Registering a new association or rule change (pre-checking) €15

Changing chairman's name or signatories €10

Pre-checked rules means rules for, which according to YhdL 55, needs a pre-checking decision.

If the rule-change notification form includes a change to a signatory a registration of between €60 / €15 is incurred.

Dissolving of a club includes notifying which activities have remained unpaid.

When paying the registration fee a receipt is used, this can be collected from the trade register, register of associations or the district court's registry office.

Registration fee can be paid in a bank, post office, trade registers or the registration of associations. Registration fee is paid when documents have been handled by the officials.

Registration office will check upon receiving the notification that all documents due have been attached with the receipt.

Resources

If you are interested in club activities or club conference procedures there are publications which can be found from libraries or book stores. A guide for sports clubs can be found from Akatemia bookshop: Heikki Halilan and Risto Riitesuo "the basics of club activities".

1.5.10 Contact information

www.palloliitto.fi

PATENTTI- JA REKISTERIHALLITUS
PL 125
00521 HELSINKI
Puh. vaihde 09-229 2990
www.prh.fi

1.5.11 Finnish F.A.'s rules

FINNISH FOOTBALL ASSOCIATION /FINLANDS BOLLFÖRBUND MEMBER RULES

(Club Name)

1. Name, municipality and language

Name of the club, that it will be called in these rules, name is

Municipality _____ Club language _____

Club belongs as a member of the Finnish F.A, Finlands Bollförbund, in these rules it is abbreviated as F.F.A.

2. Purpose of the club

The point of the club is to promote the practising of sport as a hobby to our members, especially football. The goal is to promote physical and mental well-being.

The foundations for these activities are the ethical awareness of sport and the principle of fair play.

Activities respect the environment, nature's demands and gender equality.

3. The purpose of implementation

The purpose of club implementation is to offer members:

- Competition, exercise and other health movements
- Practise, training and coaching activities
- Educational activities to develop socially
- Publicity and cultural activities
- Possibility to gather clothing and sports equipment for the club

The club can receive donations and testaments in addition possessing for their own activities necessary retail and to be the owner of and maintain sports departments.

Non-profit activities such as entertainment, discos, draws, accommodation and bingo events can be organised by clubs, for financial assistance.

The club strives from the beginning to promote their activities in relation to sport development

4. Club membership

Club observes those sports rules to which it is a member of.

5. Club members

Member of the board of directors they can accept a person, who undertakes to respect the club, the F.F.A's regions and the F.F.A's rules and rule based provisions.

An honorary chairman, as put forward by the current chairman, may be invited to meetings following a decision by the club. Honorary chairman is one for life.

Honorary members of the board may be invited for those who have contributed very significantly to the club. These members are ones for life.

The board of directors can name permanent/life members. These members can be accepted by the club for their committed to the club, sport in general, financial or other services or has completed ten years of lump sum contributions.

Members of the board of directors can accept private clubs or people (supporters), who support the club through annual membership fees or lump-sum payments. These members shall have the right to speak during meetings but no voting rights.

Acquired membership rights remain the same.

6. Resigning from the club

A member has the right to resign from the club by informing either in writing to the board of directors or to the chairman or by informing about their resignation at the club's next board meeting for the record.

Registration is handled immediately when the notice has been dealt with but members have a responsible to pay the remainder of their membership fees until the end of the calendar year.

7. Terminating membership and other disciplinary actions

The board of directors can terminate from the club who
Neglects to pay their membership fee
Does not respect the rules or
Guilty of unsporting-like behaviour

The decision comes into force immediately and is reviewed in question. On the fifth day a registered letter is sent about the decision to the member.

A dismissed member does not have the right to demand paid membership fees back.

The board of directors can strip the member of their voting rights in meetings, if the member has not paid the intended fee on the due date.

The board of directors and the Finnish F.A. or the F.F.A's regions can decide on suitable disciplinary action and its connection to the given penalty in the F.F.A's rules.

8. Joining and membership fees

The club's autumn meeting decides the annual membership registration and membership fee plus life members and supporters membership fees. Honorary members and chairmen are exempt from payment.

9. Club's compulsory and extraordinary meetings

The club holds two annual meetings in which the spring meeting is held between February and April and the autumn meeting between October and November. The board of directors decides on the time and place.

Invitation for ordinary general meetings and extraordinary general meetings must be published at least _____ days before the meeting

- A newspaper notification detailing the clubs ordinary general meeting or
- A written letter notifying members or
- A notification on the clubs official notice board

10. Spring and autumn meetings

A. Spring meeting

1. Open meeting
2. Choose for the meeting:
 - a) Chairman
 - b) Secretary
 - c) Two minute checkers
 - d) Vote counter
3. Note members present with voting rights
4. Note meetings legality and quorum
5. Introduce the board of directors draft annual report and annual accounts in addition to the accountant's statement.
6. Decide on the strength of the financial statements and discharge the board of directors and others responsible
7. Handle other issues
8. End the meeting

B. Autumn meeting

1. Open meeting

2. Choose for the meeting
 - a) Chairman
 - b) Secretary
 - c) Two minute checkers
 - d) Vote counter
3. Note members with voting rights present
4. Note meetings legality and quorum
5. Decide about memberships in other organisations and communities
6. Verify the sum for registration, membership, life members and supporters fees
7. Verify the action plan and budget
8. Select every two years the chairman
9. Select members for the board in place of those who resigned
10. Chose one or two accountants and a suitable number of vice accountants
11. Handle other issues
12. End the meeting

11. Club's extraordinary general meeting

Extraordinary meetings are held when the board of directors decide they are needed. This is decided during a club meeting or when at least one-tenth of the club's voting members have for some reason made a written proposal for the board of directors. Extraordinary meetings must be advertised and members invited.

Extraordinary meetings are to be held within two months of the written proposal.

Issues that club's members want handled in the spring or autumn meetings must make a written proposal to the board of directors at the latest 30 days before the meeting.

12. Minute book

The club, its board members, departments and committees must keep a minute book in meetings. The club's minutes must be signed by the meeting's chairmen and secretary and for the checkers to check.

The board of directors, departments, and committees check the minutes immediately or at the next meeting.

13. Voting

If in the event that a decision is not made unanimously, the decision is taken which is supported by more than half of the votes cast. Personal issues are solved so that the most votes decide. In elections if it is even it is solved through a lottery. In other areas a difference of opinion is decided depending on the chairmen. Elections are performed on request by using closed tickets.

Permanent members, those who have paid registration fees and attended meetings for 15 years, honorary members and honorary chairmen in addition to life members and supporters, regardless of numbers, all have one vote. Power of attorney cannot vote.

14. Club administration

The club's activities and finances are maintained by the board of directors, which includes a chosen chairman, in position, for a period of two years and ___ members for two years. Half of the board members must resign annually. For the first time the registration is decided by a lottery.

Board of directors decide among themselves a vice-chairman. Board of directors chose also a secretary, treasurer and other needed employees, which can be chosen from outside the board of directors.

The board of directors assemble on the chairman's or the vice chairman's requests or when at least half of the board members demand is written.

The board of directors have a quorum when the chairman or in his absence the vice chairman, or in his absence at least half the members are present.

The board of director's duties are specific:

1. Put into effect the decisions made in the meeting
2. Lead and develop the club's activities
3. Take responsibility for F.F.A's and the regions rules and obligations to the club
4. Chose the needed departments, committees and work groups in addition to their spokesperson.
5. Be responsible for the club's finances
6. Maintain a member list
7. Make annual reports and annual accounts
8. Make an action plan and budget for the following year.
9. Hand over the accounts to the auditors for checking at least three weeks before the spring meeting
10. Take care of the club's information
11. Accept and discharge members and decide on disciplinary action for those members
12. Chose and discharge paid club employees plus agree on their interests
13. Decide on a mark of honour to give and other honorary mark of honour proposals
14. Take other measures which are in the club's interest.

15. Financial year

Club's activities and financial year is one calendar year

16. Signatories

Signatories on behalf of the club together with the chairman or vice chairman can be the secretary or some board member appointed by the board or an employee. Signatories must be of legal age.

17. Changing the rules

For changing rules it is decided in the meeting, where there must be at least a three-quarter majority in favour. The meeting invitation must advertise that the rules are changing.

18. Dissolving a club

For dissolving a club it is decided in the meeting, where there must be at least a three-quarter majority in favour. The meeting invitation must advertise that the club is dissolving.

19. Club's transfer fund

When the club has decided to dismantle/dissolve its assets shall be handed over to a football representative. Activities contributing to the dismantling of the meeting decided in accordance with the decision. The transfer of funds is carried out by either the board of directors of the liquidator, as chosen in a meeting.

Dissolving a club must be informed to the register of association.

20. Observing association law

If in the event that in these rules there has not been something specifically obey, observe the association law's rules.

Preliminary inspection was carried out on the register on 19.1.2000

2 Instructions for regional leagues

Instructions for clubs in the Helsinki and Uusimaan league regions (Note that other regions may have discrepancies)

These rules apply only to regional leagues. The regional leagues obey the Finnish F.A's tournament, penalties and safety measures and football rules. Competition and penalties (disciplinary action) are entirely in the Stadi Futis book or can be found on the internet. One should familiarise themselves with the rules. Regulations are updated annually ever December.

Eligibility Rights

Some issues to consider during competitions:

1. A player can be a member with many associations at the same time but can only represent/play for the club where he/she has the playing rights.
2. Players can only play one game per day, excluding tournaments. No exceptions are given for dual representation

3. "Kunnossa Kaiken Ikää" games, a player can represent different age groups in different clubs. To get the rights the player must inform the region before the first game. Moving from one team to another in the same age group demands representation certificate. If a player plays in the men's division and KKI league, they are only eligible to play for the men's division.
4. A young player can play in their own club and only one team/age group. Also a young player can play in two different leagues in their club's adult team.
5. Regions have the right to give individual players special exemption to represent two teams and to play in a higher or lower age bracket.
6. Transferring a player from one club or region to another so eligibility change (representation) must also be written according to the instructions on the eligibility form. Transfers become valid on the paid date.
7. For junior players clubs can make one free change to their list of players inside the club, from the first game of spring to the last game in autumn. These changes must be informed to the region in writing.
8. Teams can not transfer from the 31.8 to 16.11. This does not apply to Fun World (U – 12) or Friends World. A special exception can be given later e.g. if there is a change of municipality.

Punishment for referees

1. If in the event the referee is not available for the game, the game should be played according to the timetable. In this case it is necessary to find a replacement or another person that both teams accept as referee. The complaint regarding the choice of referee cannot be made afterwards.
2. If the referee does not have a valid reason as to why they could not make it for the game they will be disciplined. For the first time €35 or €70 (the refereeing committee handles the issues) and for the second time €85.

Forfeit

1. The regional leagues permit one forfeit, however they are not permitted in the third, fourth or fifth divisions, women's third division, Boys A and B promotion groups or regional youth leagues. If a forfeit were to occur it could result in the league being shut down. In Finnish F.A. competitions forfeits are not permitted.

2. Forfeits incur a fine. For the region's adult league the first forfeit is €130 and the second time €400. For the youth league fines are €50 and €100.
3. If the home team forfeits it must compensate the visiting team €1/km if they come from outside Helsinki. This applies also to Uusimaa's regional league.

Operation game rules

All youth teams must deliver to their region before the league begins (31.3) their own rules. In practice the team deliver the rules to the club, which is the returned to the region. This happens via the internet.

Report card and squad list (new)

As Uusimaa is the accountable region for the division, the report card will still be used. Divisions can be found from the regional leagues pages. Helsinki teams continue to record their own players according to the rules even though a report card is not used.

1. All teams must register their players on the internet with their own security codes. The database moves players from the sport register based on licenses paid. The players' squad list uses the report card as a template.
2. A printable version of the report card is available on the internet and must be used in all regional games, including hobby league. This does not apply to groups in which Uusimaa is the responsible region.
3. Home teams should print before the game the report card template onto which is printed the match information and both teams' squads. It is recommended that the away team prints also, just to be sure.
4. Teams check and fill out, if needed, the squad and crosses off any players who will not participate in the game in question, before giving it to the referee.
5. A team representative signs the paper in capital letters
6. After the game the referee makes their own remarks to the report card (cautions, substitutions) and sends it to the regions.
7. If in the event that a player was sent off during a game, the team must check immediately after the game that the referee has the right name, so as to avoid complications or difference of opinions after, regarding the players validity.

8. For F8 and F7 age group games, a list of players' names is printed from the internet and given to the referee only for a team's first game of the evening.

Match and Tournament permission

1. Clubs can organise competitions, practices, friendlies and tournaments. These must be notified to the region or the Finnish F.A. For tournaments one must get permission from the regional office. Everyone plays rules must be adhered to during these tournaments.
2. The regional office gives permission for the tournament and the town's sport office grants the use of fields. Both of these have their own application forms. A €5 fee is paid for tournaments accepted. The tournament list is maintained on the region's internet pages. Clubs can inform about a tournament through the Finnish F.A.'s event calendar. Username and password are received from the regional office.
3. The town charges a fee for the tournament, in accordance to the sports office's list.
4. The Finnish F.A. and the region have the right to refuse a tournament from being organised or a game being played.
5. A referee cannot perform his role as a referee until he has received permission for the tournament.
6. The region's club members can participate in tournaments by receiving permission.

Moving a game

1. A game cannot be moved without permission from the region
2. When one side wants to move a game they must contact the opposite team. If both teams agree on a change they contact the region. If the move is accepted the region finds a new time and place, according to the wishes and general cancellations and puts a new referee in position.
3. A €50 fine is incurred from moving a game. If the move happens due to the choice of referee the fee is €100. The club requesting the move pays the fine. If clubs move a game without permission from the region they both pay a fine.

4. Games cannot be moved after the final round of games.

Game pass (before player's license)

Clubs receive codes for which they can pay the club's players plus follow their own players' licenses.

A license is paid via the internet. It is recommended to print the form before paying so that there is no confusion regarding documents for the payer. A form does not have to be sent as the information is updated through the bank's reference number.

Regions check during the season closely the players' license. A punishment is given in the form of a fine for clubs.

1. A player cannot play in an official game without a valid license and for young players insurance.
2. Compulsory insurance applies to the players playing in the F.A.'s leagues and all youth players. For the regional adult competitions insurance is not needed but recommended.

Suspension

1. These instructions apply only to the regional leagues. The men's third division (the significance of the warning) have their own rules from the regions internet pages. Instructions which apply to the F.A.'s leagues can be found from the F.A. rules.
2. The clubs are responsible for themselves that they do not play a player who is suspended. The team must check from the referee straight after the game did the player leave the pitch because of two yellow cards or a straight red. (Check point 3)
3. A sending off automatically leads to a suspension. An exception is in Friends and Play World, more information in point 5.
4. Two yellow cards in the same game results in a one game suspension. A straight red leads to a two game ban.
5. A ban comes into effect immediately for the next game.
6. A player can play for another team when the ban has ended, with the former team. Regarding the length of ban, for example, if there is a break in the league

and the length of the ban become unreasonable, the region can decide how the ban will be otherwise served.

7. The disciplinary board handles serious offences for which additional punishment may be needed. For this, one is asked to put in writing their plea. A notification regarding whether any additional punishment will be awarded comes in writing to the club.
8. For Friends and Game World the region can take the suspension back. This rule does not apply to boys' and girls' shared league with Uusimaa region, as suspension comes automatically and cannot be taken back.
9. Suspension applies to team games in the competition (group) in which the sending off occurred. If in the event the sending off came in the Finnish Cup, the player will not miss the next cup game but rather will be suspended for a league game.
10. Suspension applies to all official games.

Results service

Teams receive codes so they can notify their result straight to the internet. Referees also inform but sometimes it is quicker if teams do it themselves.

Substitution bench

All those people within the technical area are considered part of the team, even if they haven't been mentioned in the game report. All those are punishable by the region, so teams are answerable to these misbehaving. We recommend that players' parents and other supporters are clearly separated from the team, like on the other side of the pitch. Men's third division have their own instructions.

Warning fine

If a team receives at least five cautions in the same game (a straight red or if someone is removed from the bench, is viewed as two cautions) the club is fined €85. For repeatable offences during the club the fine is doubled, but the disciplinary board can reduce this.

Appeals

The action of appealing has specific instructions in competition rules. The cost of appeal in the F.A's league or regions' league is €250. The fee is returned if the appeal is successful.

An objection to the referee's action must be immediately told to the referee after the game, before the referee leaves the premises. The pitch or equipment which apply to the appeal is not studied, so those things which was not informed the referee before the game.

3 Finnish Football Association's training course for coaches

Training course for managers and coaches is organised within the F.A.'s own regions. These courses include level D, C, and B. Those who want to participate must contact their own regional office. An application form for the management course organised by the F.A. can be found here.

More information on courses arranged by the Finnish F.A.: Suomen Palloliitto puh. (09) 742 151, koulutussihteeri Marianne Miettinen, marianne.miettinen@palloliitto.fi.

3.1 D – level (46 hours)

D level is split into four parts:

- Teaching skills
- Skills
- Teaching awareness
- Goalkeeper practice

D level courses are completed within 1 – 2 years.

D level courses prepare one for a role as manager of coach with children. The extensive course material supplements the skills and knowledge learnt during the courses. D level courses include a lot of practical exercise.

D level courses are intended for “Everyone Plays – children’s coaching course” that those who complete the course become coaches or managers.

D level courses are organised by the F.A.’s regions

Courses can also be organised by clubs

There must be at least 10 participants

1. Teaching skills

During the course is taught how to teach skill or tricks; how children learn; what and how to practice with children of different ages. During the course we familiarise ourselves with practices, planning, organising and putting these issues into effect.

2. Skills

The goal of the course is to make coaches understand how children control their body and how they develop through movement. Course prepares one to develop children's motor skills and coordination plus gives instructions and training.

3. Teaching awareness

This course focuses on how the basic skills can be used during different game situations. The course goes deeper into the theory of developing creativity and teaches basic tactics with the help of goals and practices.

4. Goalkeeper practice

Course focuses on goalkeeper techniques with the use of video and practises. During practice the goalkeeper's basic technical skills it taught.

It's recommended that the club's goalkeeper coach is present.

3.2 C – level

C – coaching course (24 hours)

Prepare young players and teams for management/coaching and leadership. Special theme relates to positioning and teamwork.

Course goes deeper into the knowledge learnt in D – level. Course familiarises itself with how to prevent football injuries and treatment, plus familiarising ourselves with some football rules.

Those managers/coaches who have completed level D can apply.

It is recommended for managers who play 11 v 11.

The F.A's regions organise the course.

Goalkeeper training MV1 (15 hours)

Course involves teaching goalkeeping techniques.

Developing the goalkeepers physic, tactics and themselves.

This course is organised by the F.A.'s regions and is meant for coaches specialising in goalkeeping.

Goalkeeper as part of the team MVOJ (15 hours)

Special demands of a goalkeeper's game are taken into consideration for teams planning and preparation. Goalkeeper training is based on the team's coach's

point of view. Course for those who have completed C level and this must be done before progressing to B level.

3.3 B level

B coaching course (60 hours)

This course becomes familiar with youth and adult managing and leadership, planning plus tactics for defending and attacking. Deepens the knowledge about teaching and learning skills plus developing awareness.

Those who have completed the C – level and goalkeeper as part of a team course can apply for this.

Course is recommended for D, C, B, A youth coaches, Finnish league coaches or regional team coaches plus a team representative who has ambitions to become a top manager.

B course is organised by the Finnish F.A.

Elite players coaching course HP (70 hours)

Course goes deeper into youth and adult team coaching and leadership, preparation plus monitoring and analysing a game. Familiarises oneself with tactics for attacking and defending, deepens knowledge on learning and teaching skills and developing awareness. In addition reviewing the special demands of a goalkeeper's game from the perspective of the team's coach.

Course is meant for former and current elite players. An elite player is someone who has played in Veikkaus League, first division or in women's national league.

Course is carried out by Eerikila Sports Institute.

Physical training course FH (22 hours)

Becoming familiar with football analysis, players' basic physical traits and these in practice, season's programme and testing.

Managers that have completed the B level can apply for this. Course must be done before "youth coaching school" course or A – coaching course.

This course is organised by the F.A.'s educational office in Eerikila Sports Institute and the F.A.'s regions.

Youth coaching school NuVK (150 hours)

Develops skills especially young players and guiding and leading a team. Course goes deeper into areas relating to youth development and education, basic

physical traits in practice and developing awareness. Course focuses on what motivates young players and growing plus developing the interaction between coach and player.

Course is divided into three or four parts and includes tasks like – special activities with youth training.

Course is intended for those who have completed B – level and basic physical traits course. It is recommended strongly for youth coaches, club's junior and training executive plus regional educators and coaches.

This course is organised by Eerikila Sports Institute.

3.4 A level

A coaching course A (130 hours)

This course prepares those for managing and coaching a team. During the course one plans, leads and evaluates youth football training and games plus familiarises oneself especially with team playing and development.

Course is split into two sections and includes a lot of activities. Completing this course entitles you to an A – license. Course is for those managers who have completed the B – level and the physical training courses.

It is recommended for those in a team interested in becoming a manager/coach, club chief executive, regional educators and managers.

A pre-requisite in order to do this course is for experience in coaching/managing in the first or second division, women's national league or A and B national youth leagues.

This course is organised in June at Eerikila Sports Institute by the Finnish F.A.

3.5 Elite level

Football coaching course JVK (250 hours)

This course gives one a qualification for top league duties, federation or regional position and/or education activities.

Course deepens the knowledge especially related to elite players and team development, international football, developing team play and elite football and coaching special areas.

This course is divided into six parts and the large majority is organised at Eerikila Sports Institute and one part is done abroad. This course includes a lot of distance learning for example, doing special activities.

Upon completion of this course you are entitled to an elite license.

Those who have completed that A – level course can apply, first and second division managers or Veikkaus league executives and F.A's or regions educators or coaches. This course demands a manager to have experience in Veikkaus league.

Apply: Open application form, (cv, player and coaching background, current position, goals and achievements)

This course is organised by the Finnish F.A.

Pro Football Coaching course/ Supplementary education for top league coaches (150 hours)

This course teaches information related to elite players and team development, international football, stress and control for a manager, plus special areas relating to coaching elite footballers.

The pro course gives coaches a “Pro-licence manager”, aimed at coaches for supplementary training.

This course is aimed at highly skilled professional football coaches.

Course contains sections to be done abroad. Others are organised in Helsinki. The Pro course is intended for those who have completed the football coaching course.

Apply: Open application (cv, player and coaching background, current position, goals and achievements)

This course is organised by the Finnish F.A.

Coach and Management Course

The Finnish F.A. and its 12 regions offer courses for those who want them. The F.A. organises the highest level coaching education (B, A, NuVK, JVK) plus supplementary courses for different levels or managers. Regions can organise the lower level courses (B, C, D and E levels). The districts and association together train and education those people in clubs that are responsible for keeping the technique and talent school activities.

The association educates and trains internally in order to ensure that the common principles are respected by everyone. The Everyone Plays training is conducted often by the association with the help of trained personnel in this area.

The football association together with the districts are responsible for planning and implementing the training courses. The work is lead by the education manager. The majority of the football association's high level training courses are organised at the Erikkilä sports institute. Courses organised here revolve around Finnish football coaching and training. Finnish football association training education fulfils UEFA's quality requirements. UEFA has granted licences for training for every level from Grassroots (C – level) to Pro-licence (Pro VJK).

In addition to the football association, districts and clubs extensive and quality training programmes, Young Finland and the Finnish Sports Federation organise diverse training and education courses for all the people within the federation for all sports. For football people this training is an excellent opportunity to discuss with experts in other disciplines and to broaden their views on children's sports, the organisations and the development of associations.

3.6 Managing and coaching education chart

Elite level

A – Level (A license)

B – level

C – level

D – level

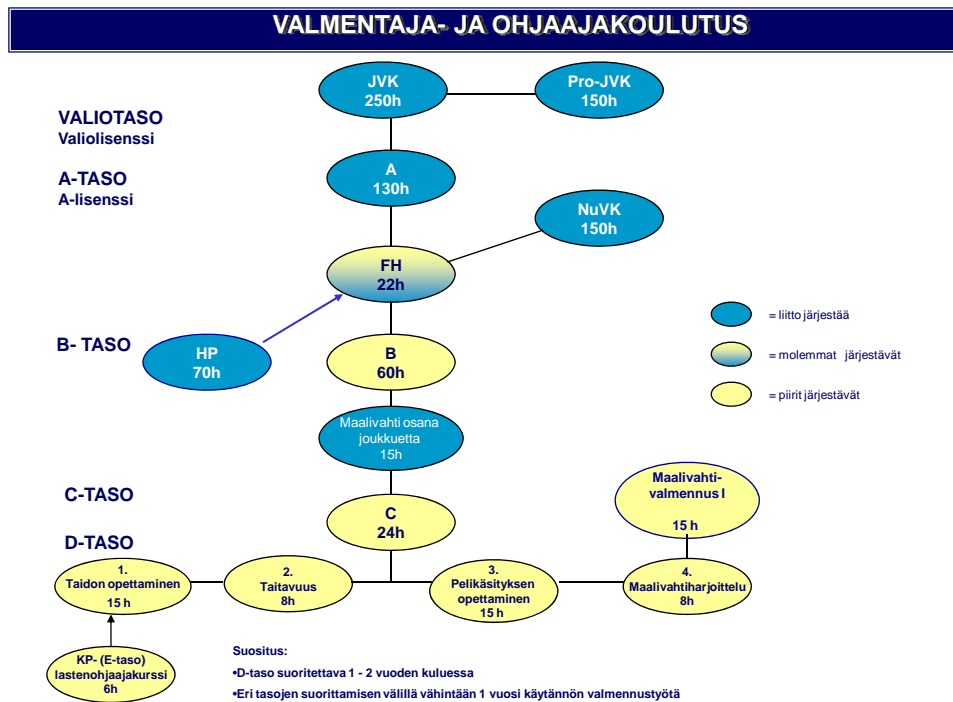
Organised by the F.A.

Both organise

Organised by the regions

Recommendation: D level takes one or two years to complete

Before moving on to the next stage at least one year should be spent on gaining experience.



3.7 Captain's role and duties

The role of the captain is indispensable to every team, regardless of the club's size. The regions organise captain courses for club members on an annual basis. More information about the courses can be got from the region's youth executive.

Captain's role and duties

Role

- Work as a link:
- Between the player and coach
- Between the captain and the club
- Between captain and parents

Required Characteristics

- Team oriented
- Innovative
- Cooperative
- Organised

Captain's role

- Informing
- Players
- Parents

Club

Maintaining contact with
Players
Parents

Take care of the finances (together with the accountants)
Estimating finances
Fees/Income

Action Plan/ - Report

A game organised a home
Pitch
Referees
Notifying opponents about the game

A game organised away
Pitch/ driving directions
Restaurant
Drivers

Filling in the match report
Checking game passes
Changes to eligibility

Club organisation

Club's annual meeting 1 X 2 times a year

Board of directors

Club's workers/employees

Teams, teams, teams, teams, teams

Team organisation

Parents
Players,
Captain
Backroom staff
Coaches
Team

3.8 Football Association's regional coaches and captain courses contact details.

<i>region (12)</i>	<i>Youth executive / Course executive (12)</i>	<i>Mobile number</i>	<i>Email</i>
Helsinki	Riutto Mika	(09) 2292 9117	mika.riutto(a)helsinki.palloliitto.fi
Uusimaa	Sandström Markku	050 5004 956	markku.sandstrom(a)uusimaa.palloliitto.fi
Ahvenanmaa		fotball(a)idrott.aland.fi	
Turku	Mäki Vesa	040 5018 859	vesa.maki(a)turku.palloliitto.fi
Satakunta	Haanpää Marko	050 3557 960	marko.haanpaa(a)splsatakunta.fi
Tampere	Ranta Esko	050 5272 152	esko.ranta(a)tampere.palloliitto.fi
Kaakkois-Suomi	Ollila Hannu	040 7324 817	hannu.ollila(a)kaakkois-suomi.palloliitto.fi
Itä-Suomi	Pulkkinen Jaakko	(017) 3683 302	jaakko.pulkkinen(a)ita-suomi.palloliitto.fi
Keski-Suomi	Hamalainen Timo	040 7021 052	timo.hamalainen(a)keski-suomi.palloliitto.fi
Vaasa	Nikkola Sami	050 5956 279	sami.nikkola(a)vaasa.palloliitto.fi
Keski-Pohjanmaa	Ramsay Craig	0207 413 392	craig.ramsay(a)keskipohjanmaa.palloliitto.fi
Pohjois-Suomi	Hänninen Marko	050 5212 881	marko.hanninen(a)splps.fi

4 Fair Play Tips

1. Always do your best. Winning and losing are part of the game
2. Play fair.
3. Live the game. Retain your playfulness and joy of the game. Nobody wants the kind of behaviour within the sport that goes against the principles for Fair Play.
4. Enjoy also when your teammates succeed. Encourage and support your friends, why not the opposition also!

5. Remember to respect the rules of football without them competing would be impossible. For example, diving for the referee does not belong on the football field. Remember that in football all are equal and that the same rules apply to all.
6. A good team spirit is important part for fair play. It helps your teammates when he/she is injured and supports those who are not playing well. Do not blame others and do not avoid your responsibility. Respect those teammates that maybe you don't like as much as others. It is important that everyone in the team works for the same objective.
7. Fair Play means that one has an understanding of the differences and that one can respect them. Fair Play means also that one appreciates each other irrespective of skin colour. Racism doesn't belong in life or in football.
8. Fair Play also has some good things. It means that one should not say rude things about another person. Older players should show a good example for the younger players in the team.
9. Fair Play means also that one is conscious about the environment. Keep the pitch and changing rooms in good condition.
10. Remember Fair Play is a part of everyday life. Get into the habit of playing fair outside the football pitch.

5 Referees career

5.1 Road towards becoming a top referee

Referees career begins from a basic course which includes theory and field training and possibility of an organised practice game in which an experienced referee or trainer follows and guides how to behave. Theory is dedicated to the football rules and federations and regions instructions.

During field training referee and assistants are taught how to behave on the field with regards to using hand signals and try to give these signals in real time.

Once this course has been complete the referee is still in on way ready but has the right to practice alone on a pitch. Referees are assigned in the beginning youth games with someone checking their developments who support their strengths and develop their weaknesses.

After the basic course more courses are organised on an annual basis. Attending annual courses is a prerequisite for a referee to continue to operate. Annual rule and fitness tests must also be done and passed.

5.2 Game leader course

Attending game leader courses one becomes more prepared with youth football activities and at the same time it entitles them to become an official referee in children's games.

In accordance to the everyone plays guide all children's (youth) activities are taught and trained. In these games the referee is more of a "judge" in a guiding and supporting role. That is why they are called game leaders, in youth football's "game world". One goal is for a referee is to officiate at all levels of the game in youth football.

According to the rules of everyone plans in "game world" matches the "referee" is a game leader

The game leader course is aimed specifically at beginners and those taking supplementary courses who have worked already as a referee. This course is a good spring board for a career as a referee. All football members and club people are welcome.

We would like that all those involved in youth and children's instructions would understand the diversity of youth football and would be able to work as an educator in an open and supportive working environment.

Regions, football clubs and referee clubs organise the courses so those in charge of the game leader course are responsible for the course being carried out.

Course material for participants is divided as:

Everyone plays – rule guide

Welcome to the football family guide

Course note book

Green Card

Youth academy course book (13 – 29v)

Courses can be arranged in different ways for example, four hours straight or over two evenings (2 hours X 2). Those attending the start course can if they want just participate in the final part.

Referees activities are much more than just referring a game. Referee must know and understand the organisational structure to guide their activities and the people involved. It is beneficial to know also about the extent of referees educational activities. This guide tries to give basic information about the F.A.'s referees' activities and how to use these if problems occur.

Basic training

Referees career begins from a basic course which includes theory and field training and possibility of an organised practice game in which an experienced referee or trainer follows and guides how to behave. Theory is dedicated to the football rules and federations and regions instructions.

During field training referee and assistants are taught how to behave on the field with regards to using hand signals and try to give these signals in real time.

Once this course has been complete the referee is still in on way ready but has the right to practice alone on a pitch. Referees are assigned in the beginning youth games with

someone checking their developments who support their strengths and develop their weaknesses.

After the basic course more courses are organised on an annual basis. Attending annual courses is a prerequisite for a referee to continue to operate. Annual rule and fitness tests must also be done and passed.

F.A.'s referees training

The first step for F.A.'s referee training happens in most cases for young referees is a "Skill referee course" which is organised in connection with the C – boys Pohjola Cup. This course for referees gives basic theoretical teaching and also how to use and develop their skills with the aid of a guide. Referees chosen for the course is based on a proposal by the regions and referees are....

The second step on the F.A.'s training level is fields referee course which invites annually the previous season's guides and educational organisation, based on the discretion of about 35 referees who work, as referees, in the second league. The F.A.'s referee course widens the referee's knowledge about team's tactics, reading the game and handling players.

After the course the most promising are invited to "Talent referee course" which is organised annually in connection with Finnish Talent Academy finals. This course focuses on monitoring referring activity development on game management.

The next step in progressing is the premier referee course which invites 22 of the best referees in the country. Of these referees half of them will begin the following season in Veikkaus and half in the first division.

Experience shows that from the basic course to the premier course lasts at best between 5 – 6 years. Usually for a referee to reach the top takes about 10 years.

The pinnacle for a referee is referring the World Cup Final. The national association present to FIFA referees who have worked in the country's best league for at least two years.

Most often in this instance a referee's career has span already about 20 years. Even then one should remember that there is a difference, has the referee officiated two years in Bundesliga, Serie A or Veikkaus League. Patience, humility and ambition is needed.

Women referees

Women's referee career development is slightly different to that of men in that the women's league games attempt to have only women referees which means that the F.A. organises courses for referees and clubs just for women. Also regions have the possibility to organise courses for women referees. Women referees have the possibility to proceed to Veikkaus league and international (male) tournaments, if skill, ability and physical character are sufficient.

Assistant referees training

A referee can after a few years concentrate on becoming an assistant referee. In most cases the regions organise courses for assistants which by attending can specialise in assisting referee activities. These courses are organised because referees demand different abilities than assistant and these abilities are developed especially.

Regional referee activities

All those beginning refereeing don't always need to have a career from it. Just football refereeing activities can be one way to spend time with a sport you love or to look after your own physic. For this a good option is to focus on regional refereeing activities serving grassroots football plus junior games which often need fatherly supervision than a top level official. For this there are different abilities demanded from a referee.

Football referees gives hundreds if not thousands of people the opportunity to practice this beautiful game.

5.4 Course system and goals

Clubs and regional special training
Basic course /game leader course

Project
International referee
Premier referee
Women, Federation referee, special assistant referee
Third division referee
Pitch training
Continuation course

Activity goals
International list
International: league, elite
Finland: Association, third, fourth

5.5 Regional referees' contact details

<i>Region (12)</i>	<i>Referee responsible (12)</i>	<i>Mobile number</i>	<i>Email</i>
Helsinki	Nyberg Ari	0400 424 833	ari.nyberg(a)helsinki.palloliitto.fi
Uusimaa	Peltola Mika	040 5052 068	mika.peltola(a)uusimaa.palloliitto.fi
Ahvenanmaa			fotball(a)idrott.aland.fi
Turku	Leino Iiro	050 3424 977	iiro.leino(a)luukku.com
Satakunta	Levola Pentti	050 5671 591	penttij.levola(a)dnainternet.net
Tampere	Kanerva Veli-Matti	040 5225 757	vellu.kanerva(a)elisanet.fi
Kaakkois-Suomi	Kautonen Juha	050 5310 643	juhakautonen(a)hotmail.com
			erotuomarit(a)kaakkois-suomi.palloliitto.fi
Itä-Suomi	Saavalainen Antero	050 5890 468	antero.saavalainen(a)dnainternet.net
Keski-Suomi	Niemelä Markku	045 1343 588	markku.niemela(a)jippii.fi

Vaasa Hietamäki Pauli 040 8680 616 pauli.hietamaki(a)sedu.fi
Keski-Pohjanmaa Filppula Seppo 0400 954 403 seppo.filppula(a)pp.kpnet.fi
Pohjois-Suomi Holopainen Herkko 040 7354 882 herkko(a)ope.ouka.fi

6 Athletes' studying opportunities in Finland

Sport and study combined, in Finland there are 13 sport high schools and 11 secondary vocational education providers, which their tasks is to offer active athletes the opportunity also to study. These national institutes have acquired a special name "Sports college".

Specific information about these colleges can be found from the links on the right.

There are many private schools and institutes sports colleges around Finland, which young athletes have the ability to study sport. In these "sport oriented colleges" and institutions with no specific role for national coaching, sports coaching has organised based, on the schools decision, training in one or more disciplines alongside studying, subject to arrangements. What colleges can provide differs from school, institute to private special colleges

In addition to sport colleges classless schools and studying periods changed to training provides athletes a good opportunity to graduate with a university degree or high school profession alongside sports. Both degrees give athletes the ability to study at a higher education institute. In addition secondary vocational education is possible to perform as an apprentice so studies can be entirely tailored towards the needs of the athlete.

High level sports college system is not in place but lately large student cities have created collaborative networks with for example, sports academies, whose main task is to support the athlete's education in tertiary studies. More information on academies can be found from the lists on the right.

Athletes should also use Open University (Link) on this page you'll find what Finland offers.

Also sport colleges offer flexible modules for athletes. On the right brings you to the pages which you'll find contact details and offers.

Updated information on athletes educational options in Finland can be found from (Link)