FIH Tournament Management System (TMS) - Frequently Asked Questions

What is TMS?

TMS is the Tournament Management System is the official database of FIH where international matches should be recorded.

What tournaments or matches does it apply to?

All official international senior and junior (under 21) matches – Indoor, Outdoor, Hockey5s and Parahockey including Olympic Games and Youth Olympic Games and qualifying events for them.

What does it do?

TMS will 'run' the tournament for officials ie generate match reports, card report forms, match injury reports, team reconciliation reports for the TD briefing, goal scorers, card listing etc.

Who sets up TMS for an event?

FIH staff (currently Cédric Ribeiro – cedric.ribeiro@fih.ch) sets up all tournaments on TMS having been given the necessary information from various sources:

- Confirmation that all participating teams agree to have this matches being official
- Teams
- Match schedule
- Address of the venue
- Contact details of the team managers / people registering the teams on TMS
- Contact details of all officials

When do the tournament officials get involved?

Following the initial set up of a tournament by FIH, the system is handed over to the Technical Delegate and officials usually as soon as all required information are registered. They will have been given access which allows them to make changes to the system to facilitate the smooth running of a tournament such as:

- Creating appointment sheets
- Changing team colours
- Adding new players to the system/competition
- Adding new officials to the system/competition
- Amending role for team staff
- Editing match details ie time, teams
- Editing match details ie goal scorers/cards before the match status has been made 'Official'
- Generating various reports such as Team Reconciliation Reports, Card Report Forms, Goal Scorers etc.

The only thing that you cannot do is change the details of a person's profile for someone that has been 'Approved'. These changes need to be sent to FIH. However you can change the Display name of the player in order to get the competition up and running.

Is there a 'Help' Manual on TMS?

There is a 'Help' Centre on TMS – see top right hand corner of each screen.

Is there a 'Training Module'?

There is a training module available for officials to practice on and can be requested at the following link: https://tms.fih.ch/training. When your training module expires after 48 hours, simply request another

I need to change a player name for a match report form and cannot contact FIH?

Click on the 'Teams' tab. Select the team, then click on the 'Players' tab. Click on the player concerned and click 'Edit'. Click on the 'Override Display Name and amend. This will allow the match/tournament to proceed with the correct spelling, however the details should be sent to FIH so that the player profile can be permanently amended. The same procedure applies for Team Staff Members or officials.

Where do I find the Line Up forms to send / give to Managers?

The Team Line Up forms can be found on the match schedule page by clicking on whichever match you are looking for. However we are now using the Online Registration for Line ups and the managers will need to log in to do this. A separate note is always sent to officials and managers regarding the procedure and it is also confirmed at the TD Briefing.

During a match – Quick Solutions

Team Manager and Coach name not appearing on Match Report Form

Check that the Match Status is set to 'Warm Up'.

Officials and Umpires are not appearing on Match Report Form

Check that the 'Appointments' are 'Published'.

How do I change the Captain and / or GK for a Match?

When match is in Warm Up mode or has started, on the match manage screen, click on line-ups and amend as necessary. Click Save. Go back to 'Manage' the match and the update will be immediately visible on the match manage page.

Selected incorrect player for substitution

If you have selected an incorrect player as being substituted and they are still on the bench, click on the little box displaying the player number at top of team again, and a box will appear allowing you to edit, click on the time box – scroll to top and you will see 'Bench' click and save and the player will return to being on the bench. Same process if you need to change the time of a player entering the field of play, just click the correct time and save.

TMS Clock is out of sync with main clock.

Click on the time, enter the correct time i.e 1300 and click return and the clock will restart from the correct minute. There is no need to stop the clock.

Goal Scored or Card given

When indicated by the umpire, stop clock, click on the player, choose option from pop-up list and the box will automatically populate. However for cards, as the umpires are very quick now, it is better to update this when the match is back in play as you cannot be in an 'edit' box and then re-start the clock! For yellow cards, don't forget the umpire and the reason – this can be filled in after the match.

Incorrect goal-scorer or incorrect time of goal scored

To correct a goal, click on the yellow 'edit' button beside the goal and an information box will appear. Change the details as necessary and click 'save'.

Reserve Umpire Enters Field

When the Reserve Umpire needs to replace an umpire on the field, click on the Info Button (beside goals/cards/etc). Here you will see the reserve umpire noted, with a tick box. Click the box to indicate that the Reserve took the field, thus awarding a cap. This will automatically be shown on the match report when it is printed. The name/nationality/time of substitution of the new reserve umpire should be noted in the Notes section.

Amendments to a match report after match is 'Official'

Once a match has been made 'Official', no changes can be made to the match report form. Changes such as correct goal scorer, can be made by FIH, following request from the TD provided he / she has received video evidence and is satisfied that the change needs to be made. The TD should write to Eduardo Leonard, FIH Senior Sport Manager (eduardo.leonardo@fih.ch), with cc to Cédric Ribeiro, FIH Sport Manager (cedric.ribeiro@fih.ch) requesting the change. Once authorised by FIH, TMS will be updated by FIH.

Shoot-outs

As the team managers do not now need to complete the form with their players and the sequence of SO takers, there is no necessity to prepare the Shoot-out set up on TMS. Print the forms in the usual fashion, so that the TO has the necessary paperwork for the pitch. As each player steps up to take the Shoot-out, record this on the match report using the 'Shoot-out' tab (beside goals / cards / extra). As the box pops up, complete the necessary information. When the competition is complete, click Final for the match report and the Shootout scores will be recorded on the match report form. Click to Print and the Shoot-out form will automatically follow the match report page.

Note 1 – Please note that the process for Shootouts has been revised in order for retakes and penalty strokes to be additional possible outcomes for a shootout other than only a goal or a save. As you can see on the image of the match manager screen below, there are as of the 15th of May, two additional buttons available. Should the result of a Shootout be a "Retake" or a "PS", you will then have to click again on "Add Shootout", which will allow you to select a new taker/defender, if needed, until the result of that SO is a save or a goal.

Note 2 – Should a player, who has not participated in the match, but is on the bench and eligible to take part in the match, steps up for the Shootout Competition (ie in particular the second Goalkeeper), please remember to record that the player enters the pitch at full time + ie 60+ (to be chosen from the dropdown box for substitution times). This will then enable a 'cap' to be recorded for this player.

Note 3 – If an attacker is injured while taking a shootout.

a) If the attacker is injured and the original shoot-out is NOT re-taken, ie either a goal or no goal results, the original attacker is recorded as the taker of the shoot-out.

b) If the attacker is injured and there is a re-take. This should be treated as the same as a PS, ie the new attacker is recorded.

c) If the shoot-out then goes to sudden death, you should now include the new attacker.

A player is on the team entry form and has not arrived yet / is injured or is not playing a match due to injury / sits on the team bench but is not used as a substitute during a match

In this instance, DO NOT enter DNP for this player. The player should be recorded on the match report form and the substitution box left blank. If injured, the player is still eligible for drug testing; if he / she has not yet arrived the drug testing authorities should be advised by the Tournament Director before the selection is made for testing. The only occasion where DNP is used is where a team nominates 17 or 18 players and only one of them is a goalkeeper, in which case FIH Tournament Regulations state that the team can only play with 16 players and 1 or 2 have to be nominated to sit out the match.

Test Match/Test Series

During Test Matches / Series, it is possible for squads to have more than 18 players. In this instance, the players not taking part in a particular match should be recorded as 'NS' for that match. This is done when entering the starting XI:-

Select the player and choose the 'Not Selected' option. This allows the match report to be printed with 18 players for each match, and yet allows the player selected as NS, to be available for selection for the next match.

If the managers are doing the starting XI, they should 'untick' the box opposite the player name in the 'Match' column. The team list will only appear on the match report form if there are up to 18 players. If the team does not filter through to the match report, click on 'Line-Ups' and check that only 18 are selected to play the match.

How do I create Classification Pools?

Pools C, D, E etc will be created by FIH/EHF in the initial tournament set up phase. On the match schedule, Pool C match is between, say, 3rd Pool A v 3rd Pool B

Click to Edit Match and click on the dropdown arrow on the team box and select a team from the tournament.

Pool C will then be populated the teams playing in the matches for that pool.

If two teams go through to a Pool from a previous pool, and the results from that need to go into that pool, click on the match previously played by the teams and click 'edit'.

The 'Pool' box will already show the Pool A match, so click on the drop down arrow and choose the other pool that both of the two teams are going into, say Pool C.

When complete, you will notice that in Pool C the results from the previous pool A match between the two teams will already be there.

Indoor Hockey

In order to record GK substitutions and note Time Outs, please use the 'Extra' tab which is located beside the tabs for Goals / Cards / Shoot-outs on the 'Match Manage' page.

Click on the 'Extra' tab and a box will appear which will give you the option of choosing the time, team and whether it is a GK sub or a Time Out.

Complete options and click save.

Reports on TMS

There are several reports available to you as tournament officials.

- See 'Summary' tab
- Click 'Reports'
- Team Lists, Match Schedule, Team Reconciliation Report, Goals Scored, Pool
- Standings, etc.
- Data for these reports updates when a match is set to 'complete'.
- The Team Reconciliation Report is particularly useful as it lists the team / staff set up on TMS for your tournament. It is created from the team entry forms that have been sent to FIH prior to the tournament. At the briefing, the manager will produce the final team entry form. Now it is possible to reconcile what is on TMS for the tournament and the final entry form. The manager should also sign the Team Reconciliation Report so that he agrees with what is on TMS.

These FAQs will be regularly updated however if anyone has further queries or suggestions, please address them to Cédric Ribeiro – cedric.ribeiro@fih.ch.

Notations

- NS is used when there are a series of test matches between 2 countries and one or both use more than 18 players for the series. For example, if a team has 22 players for a test, there will be 4 NS (Not Selected) for the match, thus having a squad of 18.
- DSQ applies if someone fails a doping test.
- S applies when a player is suspended for a match. When a player is suspended during a competition – the officials should note the player involved as 'S' on the team line-up for whichever match they are suspended for. The player is then not eligible for selection by managers if doing the online registration. Any player that is suspended – the technical officials should note the player as suspended on the team line up so that he cannot be selected by the team manager to play. The procedure is as follows:
    1. Go to Match Manager Box
    2. click 'Manage' for the particular match involved
    3. click 'Line Ups'
    4. click 'Edit' on whichever team list
    5. click 'Status' box for the player and choose the 'S' option