

## CONTACT DETAILS

### Post

PO Box 442  
NOTTINGHAM  
NG1 1PE  
ENGLAND

### Telephone

(0115) 941 5132  
(Monday-Friday, 8.30am - 5pm)

### Fax

(0115) 941 1634

### E-mail

[iotp@iotp.net](mailto:iotp@iotp.net)  
(no attachments or HTML)

### Website

<http://www.iotp.net>

# In off the Post



**FOOTBALL MANAGEMENT RULEBOOK**

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To navigate to your club page firstly go to the IOTP website, then click the results link, select your online setup/game and click the associated "view" button. The next page is the setup index page, to find your club page click on "club index", then select your club's division and then your club. You will now be at your club's club page, from here you can go to your manager page (when you'll need to enter your user name/password) which includes a link to your turnsheet.

If you have any problems with your turnsheet please e-mail IOTP and give as much information as possible including the line of browser information stated at the top of the turnsheet and obviously your name, user name, club and setup.

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The higher your managerial rating the greater the chance of being approached by another club. But the lower this rating then the greater the likelihood of the sack! Several factors can influence a sacking, most notably low league position, poor form, club debt or unpopular transfer dealings/squad selections. Although a combination of these factors could contribute to your downfall. If you are sacked you will be informed on your turnsheet. However it is very, very rare that manager's are sacked and it is seen as an extreme measure, unlike in real-life!

## 16.2 SETUP CLOSURES

If the number of managers in any setup gets to an uneconomic level then we reserve the right to close the setup. When we announce the closure of a setup it will run until the end of the current season and a message will appear in every results gazette. New managers to the setup will not be accepted and all current managers will be awarded four free turns as compensation. The managers involved can either immediately quit the setup and switch to an available club elsewhere (IOTP will do their very best to accommodate them) or remain in the setup until the end of the season.

We only close setups as an absolute last resort as we are aware of the upset caused. Usually a setup which does close has a high degree of cheating. So if you're building a superclub by dubious means the end result may not be global domination but setup closure! So don't cheat.

## 17 IOTP WEBSITE

The In off the Post website address is <http://www.iotp.net> and contains many features to enhance your enjoyment of our management games. You need to register to use some of the features (such as the forum and player search). The registration process is straight-forward simply click the "register" link and follow the instructions. The website provides the following facilities:

- rulebook - a PDF version of this very rulebook.
- HTO - recent editions of the "Half-Time Orange" newsletter in PDF format.
- club codes - all the current club codes divided into country sections.
- results/live scores - the latest results/tables from all games/setups, available from 8pm on match day. The match day is the working day after the turn deadline for PBM/PBeM setups and the deadline day for online setups. From 6pm until 8pm on match day, live scores are available. So you can either watch the vidprinter reporting all the goals from the setup as they happen or monitor a specific competition (i.e. division or cup).
- player search - simply enter a player's known name (or part of it) to view all the matches from the player database. For example, enter RON for Ronaldo and Ronaldinho. The search will not inform you about a player's availability or for which club he plays in a specific game/setup.
- forum - a message board for IOTP managers where they can discuss all aspects of football and the IOTP games, including discussions about player ratings, transfers, tips and so on. Any user not following the forum rules could be suspended or in severe cases banned outright. If suspended or banned from the forum you will also be unable to use the player search facility.
- available clubs - a flexible tool enabling you to check out which clubs are available in all setups or one particular setup. For example, you can search for all available Everton's or for all available clubs in setup 22 of "English Footie".

## 18 ONLINE SETUPS

The online setups are very similar to the PBM/PBeM setups, but usually they play two turns at once, so season's pass quicker. The turnsheet is identical to a PBeM turnsheet so follow the instructions in this rulebook for filling in PBeM turnsheets. No luxuries are available as the information you need is freely available on the website, for example squads, free agents, match reports etc. Tournaments and friendlies are also unavailable and there are no charges for international management. When a turn has been uploaded you will be sent an e-mail to your registered e-mail address. To change your e-mail address or any other account details use the "User account administration" page. You'll require your user name and password to access some areas of the site, remember that both are case sensitive. If you forget your user name/password use the "User name/password finder".

## QUICK-START GUIDE

To jump into the world of football management this page gives all the information required for your initial turnsheet.

### Squad (chapter 5)

To select a player enter his player code to the right of the shirt number (1-16) with his name to the left. The squadlist gives the player code, rating, fitness and position of each of your club's players. The "Injuries/suspensions" section below each match column lists the injured or suspended players. You cannot select suspended players or those less than 80% fit.

### Team plan (chapter 6)

To position a player on the team plan enter the player's shirt number (2 to 11) in a grid square. The direction of play is left to right. You cannot put more than one player in each grid square. Enter only the changes from the team plan to the left.

### Tactics (chapter 7)

- formation: e.g. 4-4-2
- captain: captain and vice-captain (1-11)
- penalty taker: first and second choices (2-11)
- corner taker: left and right-sided (2-11)
- free-kick taker: first and second choice (2-11)
- winning: there are two sets of four boxes for your winning substitutions. You should enter the minute number for the substitute, the half (i.e. 1 or 2), the shirt numbers of the player off (i.e. 1 to 11) and player on (i.e. 12 to 16).
- drawing/losing: for the drawing/losing substitutions (as above)
- attack route: L and R represent the left and right-flank. Each can be between 1 and 8. The central attack route is given by adding the left and right options and taking the total away from 10.
- attack style: between 1 and 9, 1 would be a passing game with 9 a long-ball style.
- happy score: the number of goals lead before your team would relax and sit-back, from 0 to 9
- aggression: denotes your player's aggression between 1 and 9, 1 is low and 9 is high
- gamesmanship: states the sporting behavior of your team, 1 is good while 9 is bad
- attack mindedness: 1 to 9, a value of 1 will produce a very cautiously attacking style while a 9 is all-out-attack

### Account details (chapter 8)

All your transactions are listed in the account details section of your turnsheet. When you send a payment enter the amount in the box to the right of "Payment sent". We accept credit card (for online/PBeM managers), cash (notes only including Euros) and cheques and postal orders made out to IN OFF THE POST for British Pounds Sterling only.

### Luxuries (chapter 9)

Each turn you can order chargeable extras providing non-essential game information.

### Transfers (chapter 11)

Each transfer deal could be a player administration deal, a transfer bid/deal or a free agent bid. Each has six groups of three boxes, the long box is for the player name, the middle (smallest) box for the transfer character and the three-character box the player's player code. At the bottom you can enter the cash involved (if any), the club code and club name of the club involved (if any). Club codes are in the club codes booklet and on the IOTP website. To state the direction of any cash delete the +/- signs as applicable, '+' for incoming and '-' for outgoing. In a player administration deal you can manage your squad, e.g. the T transfer character puts a player on the transfer list, L puts him on the loan list, C calls him back from loan, W is a wage rise, 1-5 are contract extensions (1 to 5 years), Q a quick sale and S a scout. When entering a deal/bid offer players you're signing a contract, 1-5 or a youth (Y) contract (if eligible), and denote any loans by using L1 to L5 (e.g. L3 is three loan spells = 18 turns).

### They have spoken....

Put a message here and it'll be printed in the next results gazette, so you could make a bid or list players for sale.

### Your questions/comments....

If you want to ask the GM a question enter it in this section, the following turn you'll receive the reply in the "GM's answers/comments...." section, alternatively you can contact IOTP at [iotp@iotp.net](mailto:iotp@iotp.net) or on (0115) 941 5132.

### The deadline

The deadline is printed to the left of your name below the luxuries section. You should ensure that your turn is posted in the envelope provided so that it reaches IOTP in time for the deadline. Remember to specify the correct game and setup number that you compete in on the envelope and to use a first-class stamp.

# 1 THE GAME

You manage a football club either by post (PBM, Play-By-Mail), e-mail (PBeM, Play-By-e-Mail) or online. You send your instructions (i.e. turnsheet) to a GM (Gamesmaster) at IOTP (In off the Post) and we charge you a turn fee and send back details of the consequences of your turnsheet's instructions. This is one turn. You pick the squad and choose the tactics for each match, wheel and deal on the transfer market and so on. What makes our management games different to other similar concepts, such as the many PC games, is that each club in a setup is managed by a different person. A setup is one set of divisions with each setup totally independent from another. Each manager will probably be a different age to you and from a different part of the country (or world!). So you are testing your managerial ability against real opponents!

Your ambition can vary depending on the club you are managing. Maybe just avoiding relegation is a challenge, or possibly promotion or one of the cups is your goal. Whatever club you manage always remember that someone has to lose, it may well be you! To attempt to prevent this you may need to improve your team via some astute signings. It is not impossible (but very difficult) for a lowly team in the bottom division of a setup to be challenging for the top honours after only a few seasons. Only the best managers can achieve this feat. There are many challenges to be found in IOTP's games, from steering the big guns to the title to preventing a small club from being relegated.

Those of you with the skill to win a league, cup or international competition in a non-online setup will receive a stylish trophy (if eligible and based in the UK) to commemorate your achievement or some free turns to aid you in your defence of the trophy. There are also free turns awarded (if eligible) for promotion, either automatically or via the play-offs. To be eligible for a trophy or free turns you must still be manager of the club on turn 1 of the following season and have managed the club for long enough for your managerial talents to have had a bearing on the team's performance (i.e. around half of the season for the league/international competitions or around half of the cup calendar for the cup competitions). Trophies are ordered around three times a year, so you may have to wait a few months before you receive one. Each manager has an overall managerial rating (which covers the entire period at the club) and a seasonal managerial rating (which covers the current season). Your managerial rating is an indicator of the possibility of approaches from other clubs for your services or conversely the possibility of the sack! The main factors influencing your managerial rating are your club's performance and your financial dealings.

## PBM

our PBM turns are sent and received via the postal service (first class or airmail) and are paper based. Due to postal delays only members living in EU countries can play-by-mail.

## PBeM

the PBeM turns are sent and received via e-mail and are based on web pages. Anyone can play by e-mail providing they have an Internet connection (including a working e-mail address) and the appropriate hardware and software, such as:

- a MIME compatible mail reader which handles file attachments (the majority of mail readers should be compatible)
- a Java 1.1 and JavaScript 1.2 enabled web browser which supports tables and HTML 4 (e.g. Netscape Navigator 5+ and Microsoft Internet Explorer 5+)
- a pkzip package to unzip (i.e. decompress) the e-mailed turn (there are shareware versions for all operating systems available for download from the web)

Go to <http://www.iotp.net/pbemhelp.htm> for more information on the above requirements including simple tests to check if your mail reader, browser and pkzip package are adequate.

## Online

these games are played entirely over the Internet using the same turnsheets as the PBeM version. You'll need a suitable web browser (see above) and Internet connection to play. Check out chapter 18 for more information.

# 2 SQUADLIST

A club's squadlist lists all the club's current playing squad, as well as the club's current playing record, club details (e.g. stadium capacity), manager details, any active complex deals (e.g. instalments due from a previous transfer), various club statistics and the last league team plan selection (PBM only). The data for each player has twenty-three separate fields, which are clearly headed. These are, from left to right:

international manager you can use any player of the correct nationality not just the players who appear on the international squadlist (luxury W). It is up to the international manager to monitor the real-life international squads and the ratings of the country's players. The current group table (if any) and known competitive international fixtures are shown on the international squadlist.

The "World Cup" will take place over two seasons every four seasons (with no automatic entry for the hosts or holders), with half the qualifying campaign being played in one season and the other half of the qualifying campaign and the finals themselves taking place the following season. In qualification the international sides are split into groups of four by geographical region and play each other home and away. One or two sides qualify for the final stages with each qualification place underlined in the group tables. For the finals the qualifying sides will be drawn into four groups of four and play each other once at a neutral venue. The top two from each group progress to the quarter-final when a straight knock-out competition begins. In the two seasons in-between each World Cup, international sides will contest the "Jules Rimet Trophy" (which has an identical format). There are no suspensions in international competitions.

## Club

if you have a friend who would like to manage a PBM/PBeM club they can contact IOTP with their name, address and club choices or apply via the website. If they want to be in a specific setup it should be stated. The current unmanaged clubs are available via luxury G (see chapter 9) or by consulting the next fixture sections in the results gazette (unmanaged clubs are in *italics*). If we are unable to allocate your friend one of their choices then they will be allocated a similar available club. For your friend to join an online setup they should follow the instructions on the IOTP website.

If you'd like to manage a second PBM/PBeM club (or another club in a different setup) then inform us on your turnsheet in the "Your questions/comments..." section (and if still available they should be sent out with the relevant setup's next turn). If you manage two clubs in the same setup of the same game then you will be charged the full turn fee for one club and a reduced turn fee for the second club. You cannot state which one of the two clubs you want to be charged the reduced turn fee. You can manage a maximum of two clubs per setup but you are unable to takeover a club from the same country (for non-country specific games only, e.g. "Football Elite") or a club playing in the same division as your present club (however if you have two clubs in the same division following promotion/relegation this is allowed). Managers with the same address in the same setup will have their PBM turns sent in one envelope unless specified otherwise.

Detailed records of all your PBM/PBeM account transactions are kept on file (these are available for your perusal via luxury Y). If you quit a club and takeover another club at any time in the future then we charge a £1 administration fee. When quitting a club you must inform us on your club's turnsheet and state whether you want to quit immediately or after the current turn. We will not accept a manager quitting by any other means. If you do not inform us that you are quitting a club then we will continue to send out your turn until it looks as though you have quit, i.e. your credit runs out. Once you have quit a club the closing balance will be transferred to a float fund (whether negative or positive) and this float fund will automatically be transferred to the next turn dispatched to you (for whatever club). So on quitting a club it is not possible to designate the destination of any remaining funds as they will be allocated automatically. If you quit the game completely then this float fund will remain and will be added to or removed from your account if you takeover another club in the future. If you wish to swap clubs in the same setup then inform us in the "Your questions/comments..." section of your turnsheet and if the club is available then you will receive the new club with your next turn. You can reserve a team that you'd like to swap to by contacting IOTP, however you must confirm this by sending in your turnsheet and stating the details of the club swap. Lack of confirmation will result in the loss of the reserved club. To swap clubs in different setups simply takeover a new club in the usual manner and quit the unwanted one by returning the club's turnsheet as previously described. To quit a PBeM/online club simply select the appropriate option and confirm it. Any remaining credit with online clubs will be lost.

## 16.1 JOB OFFERS AND THE SACK

Some managerial positions will be available to new managers with others being offered to successful managers from the lower leagues (except in online setups). When a managerial post is offered to another manager the club will be put under a caretaker manager. If you are approached by another club you will receive their current squadlist and a covering letter from their chairman on your manager page. If you decide to take up the new position then simply follow the instructions from the chairman. If you only manage one club in the setup then you can takeover the new club and still manage your existing club (depending on the restrictions noted at the start of this chapter). If not you will have to swap from the club you were head hunted from (and no other). If you don't want to accept the new position don't return the new club's turnsheet and the club will then look elsewhere. All managerial posts under offer are in underlined italics in the next fixtures sections of the results gazette.

Sides involved	Games played (per club)	L-based	X-based
4	6	£1.45	£2.20
5	8	£2.00	£3.05
6	10	£2.45	£3.65
7	12	£3.00	£4.50
8	14	£3.40	£5.10
9	16	£3.95	£5.90
10	18	£4.35	£6.50

The advantage of an X-based tournament is that you can select the squad/team plan/tactics for each match, whereas an L-based tournament simply uses your last league squad/team plan/tactics but is thus cheaper.

## 15 TROUBLESHOOTING

If you have any problems or questions then enter them in the "Your questions/comments...." section of your turnsheet and you should receive a reply in the "GM's answers/comments...." section on your following turnsheet. Note that it is not usually possible to sort out specific problems relating to your club by any other means as the necessary information will not be available to a GM so it is easier to state the problem on your turnsheet.

Turnaround (the time between the date you receive your turn and the date the next turn commences) is usually six weekdays (excluding bank holidays). The date the next turn commences will always be given on your turnsheet. If you haven't received your PBM turn when you expect it and you know of someone else in the same setup who has then give it a further day or two. If you still haven't received it then contact IOTP and we will immediately send a replacement. Similarly, if you haven't received your PBeM turn then contact IOTP and we can e-mail it again. Remember to give your e-mail address so we can clarify it is going to the correct address and do check that you can actually receive mail for the e-mail address given! If your turnsheet is not received by IOTP when the next turn is processed then the GM will attempt to play the same squad, team plan and tactics from your last league match making adjustments where necessary for unavailable players. Always make sure your turnsheet arrives in time for the deadline and when sending a PBM turnsheet always use a first class stamp (or post via airmail from outside the UK). We cannot be held responsible for postal or e-mail delays so we are unable to replay matches due to late arriving turnsheets.

All setups still continue (bar the Christmas/New Year period when there is around a two-week break) when you go on your holidays. We can send you enough PBM turnsheets to cover your holiday period which you can fill in and return to us before you leave (PBeM/online holiday turnsheets are unavailable). One of our GM's will attempt to follow your instructions and will replace your unavailable players where necessary. Alternatively you could send your turns to a friend who could run your club until you return from holiday or if possible we can send your turns to you at your holiday destination. You must ensure that your account is sufficiently in credit to cover your holiday period otherwise you may lose the club!

If you wish to change your PBM manager details, i.e. address, telephone number, e-mail address, then inform your GM on your turnsheet. You can change these details yourself on your PBeM turnsheet or via the "User account administration" page for managers in online setups. We are only able to accept PBM changes given on your turnsheet. We cannot accept changes by any other means, e.g. over the telephone. The postcode, house number, street name and delivery town/city are the most important parts of your address, so these must be correct for efficient PBM delivery. Likewise for PBeM turns double check that you give us your correct e-mail address and that you can actually receive e-mail at that address! If we send the PBeM turn or online setup upload message to the e-mail address you specify which turns out to be incorrect or you cannot access the e-mail then we are not to blame if a turn deadline is missed.

## 16 CLUB/INTERNATIONAL MANAGEMENT

### International

during the season competitive international matches will take place. All international managerial positions will be randomly offered and you can only manage one per setup. If a manager declines an offer then they join the back of the queue and will have to wait for another position to be offered. It costs a one-off £1 to become the manager of an international side with each competitive international match also costing £1 (both free in online setups). The international manager's job is retained until you inform us otherwise (via your turnsheet) or you leave the setup completely. As

- a three-character player code (these are essential for transfers and squad selections)
- availability (✓ = available, ✗ = unavailable)
- player name (with surname or known name in capitals)
- player position(s)
- nationality (e.g. WAL for Welsh) if not from the home country (underlined if classed as foreign, see section 5.2)
- player rating (or setup rating/player rating if the player's attitude affects the setup rating) e.g. 60 or 58/60
- fitness (%)
- date of birth (with current age in brackets)
- attitude (%)
- height (metres)
- weight (kilograms)
- real-life club or current club (depending on the type of squadlist)
- match average (to two decimal places) for players who have played more than three league games
- wages (per turn)
- turns injured (denoted by a ⚕ symbol)
- league matches suspended (denoted by a ⚔ symbol)
- turns on the loan/transfer list (with a 'T' to denote transfer listed or an 'L' to denote loan listed)
- league disciplinary points total
- domestic cup disciplinary points total (in *italics* if suspended for the next cup match)
- player valuation (in tens of thousand British Pounds Sterling, i.e. 1000 is £1,000,000, F/t denotes free transfer)
- goals scored (all competitions)
- contract - +1 denotes that the player is under contract for one season after the current season (so no contract given means the contract expires at the end of the current season), t.23 denotes a loan contract until turn 23
- loan details - if the player is on loan to another club: (t.31, Real Betis), i.e. loan contract and club the player is on to, if the player is on loan from another club: (+3, Everton), i.e. club contract and club the player is on loan from

Following the player's name the number of turns before the player can be re-sold (or called back from loan if on loan player) is indicated within square brackets, e.g. [4] states that the player cannot be sold for the next four turns.

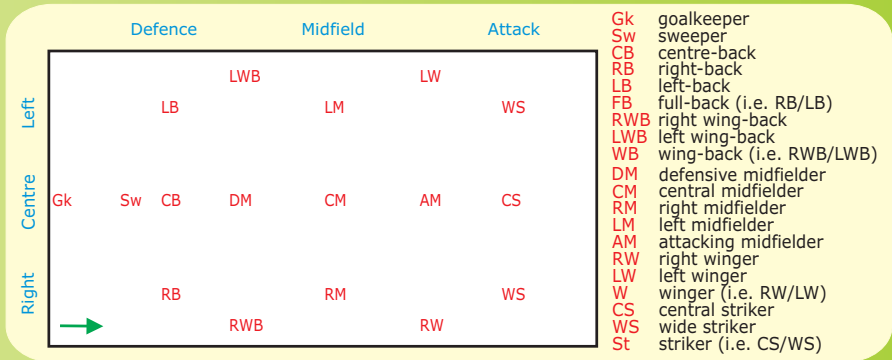
## 3 PLAYER POSITIONS AND RATINGS

All the player ratings and positions are continuously updated and you will be informed of all the player database changes on your manager page. A player's rating and position will always reflect his real-life ability/position. There are tens of thousands of players in the player database so it is impossible to rate them all to everyone's satisfaction. Your opinions may well differ to that of our researchers! If you disagree with a player's rating or position then inform IOTP on your turnsheet and we will forward the information to the researcher. The GM's do not directly control the player database and therefore cannot give any opinions or reasoning behind a player's rating or position.

It is up to you as manager to get the best out of your players, playing a formation and style that will suit them. If you select a player in a position that he isn't suited to he'll perform below par. So it's best to stick to selecting your club's players in their favoured positions.

Player rating	Basic guideline
> 71	World class
67 - 71	International class
60 - 66	Premier League
52 - 59	Division One
45 - 51	Division Two
39 - 44	Division Three
39 >	Non-league

The above table gives a basic guideline of player ratings (using the English leagues for a familiar comparison). Note that the highest rated players are around the mid-70's. When assessing a player's value you should not just go on player rating as age is also vitally important. A 50 rated youngster should be a much better overall acquisition than a 56 rated veteran. Even though international class is between 67 and 71 it does not mean that every international player will be rated within this range, or even anywhere near, e.g. an Icelandic international may only be rated in the 50's. A full list of player positions and a basic guide to their pitch positions follows:



## 4 THE TURN

Each season is divided up into turns. Every turn you receive:

- a turnsheet to fill in your instructions (i.e. squad and tactics) for the next turn
- a pre-printed (but not pre-paid) envelope in which to return your turnsheet (PBM only)
- match reports of the matches your club played during the turn
- your club's squadlist (see chapter 2)
- a scout report sheet including scout recommendations and your watchlist
- a manager page detailing your opponent's squads, any player database changes, transfer outcomes, details of any incoming bids, transfer limitation standings and your club's "Player round-up"
- a results gazette (see chapter 12) consisting of all the turn's results, transfers, tables and statistics

As you pay your PBM/PBeM turn fees in advance you always pay for the turn you will receive next not the turn you have just received. So for your first turn the turn fee is charged for your forthcoming turn not the turn you initially receive. For online games you pay for either a quarter, half or full season at a time.

You should send off your turnsheet as soon as possible as it should arrive preferably A DAY BEFORE the date when the next turn commences (which is stated on your turnsheet). For PBM turns remember to correctly enter the setup number and specify the game on the pre-printed envelope to aid efficient sorting. Alternatively you can fax your PBM turnsheet. Faxing your turnsheet has the advantage of lower cost and speed, which is beneficial to our non-UK based PBM managers. However PBeM (Play by e-mail) is even faster and cheaper as it benefits from a turn fee reduction. The online setups have their own price structure stated on the IOTP website. The following chapters give more information on the major sections of the turnsheet, which include:

- squad selection
- team plan
- tactics
- account details
- luxuries (not applicable to online setups)
- injuries/suspensions
- transfer deals

different competition, with the league competitions to the left and the cup competitions to the right. Any cup matches scheduled to be played during the turn will be indicated along the row, as will the league rounds and any cup draws. There are four different types of cup ties:

### Two-legged

for a two-legged cup tie extra-time will be played if the aggregate score is all square at full-time of the second leg and the away goals rule doesn't come into effect or doesn't provide a victor. The away goals rule (i.e. the club who has scored the most goals away from home in the tie will go through) comes into effect at full-time of the second leg for every competition except the League Cup in "English Footie", when it is introduced after extra-time. If after extra-time the aggregate score is still level and no victor can be decided by using the away goals rule then penalties will be used to produce the winner.

### Group

for a cup round based on group matches there will be a number of group rounds. Each club in the group plays each of the other clubs both home and away. For the group cup round in the League Trophy competition of "English Footie" there are three clubs per group, with each club playing each of the other two clubs only once, one home and one away (with one non-playing round for each club). The clubs who will progress into the next round are underlined in the group tables printed after every round in the results gazette.

### One-off

if there is a single match for the cup round then there can be no replay. So if the score is level at full-time thirty minutes of extra-time will be played. If the scores are still level then penalties will be required to decide the winner.

### Replay

if a replay is available for the cup tie then it will be necessary if the scores are level at full-time in the initial game. The replay will then act as a one-off cup tie

For a non-country specific game such as "Football Elite" all cup winners receive prize money of £2,500,000.

In a country specific game such as "English Footie" the major domestic cup (e.g. the FA Cup) winners receive £2,500,000 with any other domestic cup winners receiving £1,000,000 and any European competition winners receiving £5,000,000 prize money. The runners-up receive half the prize money awarded to the winners.

## 14 TOURNAMENTS

Tournaments can be arranged between club or international sides from the same setup, but are unavailable for online setups. The tournaments are all based on a home/away league structure. Each tournament must be set up by an organiser, who should initially send the following information with their turnsheet:

- tournament name
- game basis (L or X-based, international tournaments must be X-based)
- prize money (e.g. 1st = £750,000, 2nd = £250,000, unavailable for international tournaments)
- club entrance fee (maximum of £500,000, unavailable for international tournaments)
- any handicaps (e.g. Division 1 clubs have a two point handicap or Division 3 clubs have a five goal advantage)
- the club/international sides involved (managed sides only - maximum of ten, minimum of four)

Once the tournament has been set up an announcement will be made in the results gazette and each of the proposed participants will then be able to confirm their entry on their turnsheet. After four turns (or prior to this if all participants have confirmed) the tournament will kick-off and the fee will be removed from participant's accounts. Any unconfirmed sides will be removed and the entrance fees changed accordingly. If there are less than the minimum four sides who have confirmed their participation then the tournament will be cancelled. The maximum number of entrants in a tournament is ten, with odd numbers acceptable although one side each round will not have a match. All correspondence concerning the tournament must be made via the organiser who will liaise with the GM to successfully set-up the tournament. For example if your club would like to take part then you must contact the organiser and they will then inform the GM on their turnsheet if they wish your club to participate. The cost of the tournament (per club) will be included in the results gazette (along with the other set-up details):

failed or if the transfer was prevented due to one of the squad restriction limits being breached. If the transfer deal was a player administration deal the transfer character will be in brackets alongside either a '✓' or 'x' denoting the outcome, e.g. Jamie Redknapp (2✓) confirms a two-year contract extension whereas Savo Milosevic (X\*) prevents the player from being removed from the watchlist.

## 12 RESULTS GAZETTE

You will receive an issue of the unique results gazette every turn. Each issue contains:

- the results from every competitive match played during the turn including the line-ups, scorers, bookings, substitutions and match ratings of all the players involved. The man of the match for each game is denoted by a '★' symbol. The goalscorers and bookings for each club are to the right of the final score, with the goalscorers (if any) above the bookings (if any) and the minute of the half and half number given for each. This form of minute numbering is used so that injury-time goals can be clearly denoted as this is impossible with the traditional format.
- all the latest transfers and loans. Any club name in *italics* denotes that the player is a free agent who plays for the club specified in real-life but not in the setup.
- loan/transfer listed players with the player code, player name, rating, position, nationality, valuation and date of birth for each player.
- any loan callbacks (automatic or premature).
- full league tables of all divisions (including home, away and overall form).
- the top league goalscorers charts for each division.
- a match of the day (PBM only) from each division showing a statistical summary of the match and a brief commentary of the goals.
- a team of the day for each division.
- a donkey award for the worst performing player in each division (PBM only).
- a detailed (PBM only) table showing the players with the best match averages in each division (these are divided up into eleven different sections corresponding to the default shirt numbers).
- a number of general messages from other managers in the "They have spoken...." section (to put your own message in this section enter it in the "They have spoken...." box on your turnsheet).
- the "Star Performers" chart which details the top one hundred or so players and top thirty or so teams of the season so far (depending upon available PBM space).
- plus any messages from the GM, cup draws, cup, international or tournament/friendly results plus various other statistics and information.

For the Star Performers chart each player is awarded certain points for games played and each match rating point above a certain threshold, but loses points for bookings and dismissals. Your club's total is simply the sum of your players points total per league match. The best league match ratings section and the Star Performers section will not be too significant until about the fifth league game of the season. At this point only players who have played three or more league matches qualify for the best league match ratings chart. The top player in each division in the Star Performers chart at the end of the season will be the Divisional Player of the Year with his current club receiving £500,000. The club which wins the Performance award (i.e. the Star Performers "Team of the day") each turn will be awarded £100,000 + £2,500 x the number of performance points acquired during the turn. A team in *italics* in the next fixtures section is currently unmanaged, and if it is also underlined then the club are currently negotiating with another manager to fill the vacant position (see section 16.2).

## 13 LEAGUE/CUP COMPETITIONS

In all competitions (including cup group competitions) three points are awarded for a win and one point for a draw. For clubs level on points goal difference is taken into used first, then the number of goals scored and finally the toss of a coin! All the play-off/play-out games are played on the close season turn. The play-out competitors (if any) are paired with the highest placed at home versus the lowest placed and the losing club from this match is relegated. The play-off competitors are paired off in the same fashion with the winners progressing to a final (held at a neutral venue), with the winners of the final achieving promotion. All play-off/play-out matches are played as one-off cup ties.

All competitions and rounds for each setup are shown on the setup's season timetable. To use this run your finger down the lefthand column which indicates the turn number then scan along to the right. Each column represents a

## 5 SQUAD SELECTION

You need to select a sixteen-man squad for each match shown on your turnsheet. Match information, such as your club's opponents and match venue (i.e. home, away or neutral) are shown above the match squad. If you cannot field ten outfield players and one goalkeeper then the GM will have to buy a free transfer for your club to make up the numbers at a cost of £5,000. It is important to always have at least two goalkeepers (although further cover would be beneficial) in case of injury or suspension. Any player who has retired in real-life will be removed from your squad with compensation amounting to half their current valuation being awarded. You will be informed of any squad removals on your manager page a few turns before the removal occurs and the compensation is paid. It is advantageous to buy home-based players rather than foreigners as the team's understanding would be affected by a large contingent of foreign players, which would have a negative effect on team performance. It is also better to have a settled squad to improve the team's performance.

### PBM

only the CHANGES from the squad in the column directly to the left of each match column should be filled in. For each match there is a column of blank selections in exactly the same format as the pre-printed selections in the left-hand column (which refer to your last league match and at the beginning of the initial season will be blank). To select a player in your squad simply enter his three-character player code in capitals (this can be found to the left of the player's name on your club's squadlist) followed by his player name.

W O D	1	Jerzy DUDEK			1				1			
I V V	2	ABEL Luis XAVIER	J N Y	2	Markus BABEL				2			
S I I	3	John Arne RIISE	U O Y	3	Jamie CARRAGHER				3			
V O E	4	Dietmar HAMANN							4			
F L N	5	Stephane HENCHOZ							5			
S V K	6	Sami HYYPIA							6			
C G C	7	Danny MURPHY	Z X R	7	Igor BISCAN	M B U	7	Patrik BERGER				
Z X Z	8	Steven GERRARD							8			
E G K	9	Michael OWEN							9	I B G	9	Milan BAROS
S I E	10	El Hadji DIOUF	E G P	10	Emile HESKEY	S I E	10	El Hadji DIOUF				
I B S	11	Bruno CHEYROU							11			
E G P	12	Emile HESKEY	I B G	12	Milan BAROS	E G P	12	Emile HESKEY				
R F F	13	Chris KIRKLAND							13			
A U A	14	Nick BARMBY						Z X R	14	Igor BISCAN		
J N Y	15	Markus BABEL	I V V	15	ABEL Luis XAVIER				15			
M B U	16	Patrik BERGER						E G K	16	Michael OWEN		

In the above example the line-up for the club's last league match (i.e. the pre-printed left-hand column) was Jerzy Dudek (player code WOD) at [1], Abel Xavier at [2], Riise [3] etc. As there are three columns in total there are thus two matches being played by the club during the turn. The middle column (i.e. the first match squad) should indicate the squad changes from the column directly to the left (i.e. the pre-printed squad) while the third column (i.e. the second match squad) should also indicate the squad changes from the column directly to its left (i.e. this time the first match squad). So the second match column should show the CHANGES from the first match squad not the changes from the pre-printed squad. All the squad changes in the above example are in red text. Out of a possible thirty-two squad selections it has only been necessary to enter the details of eleven. In the first match Markus Babel ([15] to [2]) swaps with Abel Luis Xavier ([2] to [15]), Igor Biscan replaces Murphy at [7], Milan Baros replaces Heskey at [12] with Heskey replacing Diouf at [10] and Jamie Carragher replaces Riise at [3]. So only three new players have been added to the sixteen-man squad, Biscan, Carragher and Baros. With the other squad changes simply moving players in the squad between different shirt numbers. For the second match Biscan drops down to the sub's bench at [14], as does Owen at [16], Diouf returns at [10] replacing Heskey (back to [12]) while Berger at [7] and Baros at [9] move into the first eleven from the sub's bench (from [16] and [12] respectively). Do not duplicate changes. A common error would be to enter Babel at [2] in the second match squad but as he is already at [2] in the column directly to the left (i.e. the first match squad) there is no need to enter his details again.

W O D	1	Jerzy DUDEK	W O D	1	Jerzy DUDEK	W O D	1	Jerzy DUDEK
I V V	2	ABEL Luis XAVIER	J N Y	2	Markus BABEL	J N Y	2	Markus BABEL
S I I	3	John Arne RIISE	U O Y	3	Jamie CARRAGHER	U O Y	3	Jamie CARRAGHER
J O E	4	Dietmar HAMANN	D H A	4	Dietmar HAMANN	D H A	4	Dietmar HAMANN
I L N	5	Stephane HENCHOZ	S H N	5	Stephane HENCHOZ	S H N	5	Stephane HENCHOZ
S V K	6	Sami HYYPIA	S H Y	6	Sami HYYPIA	S H Y	6	Sami HYYPIA
C G C	7	Danny MURPHY	Z X R	7	Igor BISCAN	M B U	7	Patrik BERGER
Z X Z	8	Steven GERRARD	Z X Z	8	Steven GERRARD	Z X Z	8	Steven GERRARD
E G K	9	Michael OWEN	E O W	9	Michael OWEN	I B G	9	Milan BAROS
S I E	10	El Hadji DIOUF	E H D	10	Emile HESKEY	S I E	10	El Hadji DIOUF
L B S	11	Bruno CHEYROU	B C H	11	Bruno CHEYROU	B C H	11	Bruno CHEYROU
E G P	12	Emile HESKEY	I B G	12	Milan BAROS	E H D	12	Emile HESKEY
R F F	13	Chris KIRKLAND	R K L	13	Chris KIRKLAND	R F F	13	Chris KIRKLAND
A U A	14	Nick BARMBY	A B A	14	Nick BARMBY	Z X R	14	Igor BISCAN
J N Y	15	Markus BABEL	I V V	15	ABEL Luis XAVIER	I V V	15	ABEL Luis XAVIER
M B U	16	Patrik BERGER	M B U	16	Patrik BERGER	E G K	16	Michael OWEN

The above example illustrates how the CHANGES ONLY system works. The changes are again in red. The rest of the information in the two match columns shows the follow-on effect of the changes only system, e.g. Henchoz automatically plays at [5] for both matches and Babel automatically plays at [2] for the second match. Always make sure you replace players who you move to a different shirt number. For example, in the first match squad Abel Xavier sure was moved from [15] to [3] so another player should be entered at [15] otherwise it will follow-on that Abel Xavier would be at [15] as well as at [3]! When this occurs the GM will select a suitable player to complete the squad selection. If you attempt to play a player not at your club the player will be replaced by the GM. So do not select a new signing until the deal has been confirmed. Also remember not to select players once they have been transferred to another club, and if you loan out a player to another club you cannot select him for your team either. You can however play players that you are selling on the turn that you put the deal on your turnsheet.

## PBeM/online

in the "Non-playing squad" section there are two pull-down lists, one listing the available players and one listing the unavailable players. An example list item is "Giovane ELBER (67,St,65 us,BRA\*)", which gives the player's name and in brackets his rating, position, fitness and availability and finally his nationality. The asterisk (\*) after the player's nationality denotes that he is classed as foreign (see section 5.2). You will automatically not be allowed to play any suspended players or any players less than 80% fit, however each player's availability is given as clarification. The "65" gives the player's current fitness (65%) and as this is less than 80% the player is unavailable as he is either injured or unfit. The "us" denotes that he is unavailable for the first match ("u") (i.e. injured or unfit) and also unavailable for the second match ("s") due to suspension. If the player had a fitness of 80% or over and was not injured then his availability would have been "as", i.e. available for the first match and suspended for the second. If the player was injured but his fitness was 80% or greater (i.e. in the final stages of recovery) his availability would have been "is" where "i" denotes injured but available. An availability of "I" denotes that the player is unavailable due to being on loan from another club and thus banned from participating in cup competitions and end of season play-offs/play-outs. To select an available player scroll down the available player list and select the player who should then be shown at the top when the list closes. To put this selected player into the sixteen-man squad click on a button numbered 1 to 16 (representing the shirt numbers) in the "Squad" section. Any player currently chosen for that shirt number will be returned to the available player list. You are unable to select a non-goalkeeper at shirt number 1 and cannot select a goalkeeper for shirt numbers 2 to 11.

## 5.1 MAN MANAGEMENT

Each player has an attitude (%), any attitude of 80% or above is satisfactory, however anything below 80% affects the player's setup rating. If a player had an attitude of 70% and a player rating of 65 then his setup rating would be 59 not 65, i.e.  $58\frac{1}{2} = 65 \times (70\% + 20\%)$ , rounded up to 59. A player's setup rating cannot be higher than his actual player rating. There are many circumstances which influence a player's attitude, e.g. the club he is at (Robbie Fowler playing for Bristol Rovers), his first-team chances (Sol Campbell never getting a game for West Brom) or his current wage or contract (Joe Cole still on a youth contract). Foreign players have a greater chance of suffering from poor attitude and becoming unsettled. All player's attitudes are given on each club's squadlist with setup ratings (if different) and player ratings also shown. In the "Player round-up" section of your manager page you will be informed of any demand for higher wages, a new contract or promotion to the first team, as well as transfer requests, significant drops in attitude, injury progress and loan completions.

native of the country of the club concerned). It is risky to try to sign more than one player as the larger the deal the greater chance it has of being rejected. Below is a cheeky bid for Antonio Cassano of Roma (club code MD) from West Ham. They are attempting a direct swap, Paolo Di Canio (player code FBY) for Cassano (TIY), thus no money is involved. Cassano is being offered a two-year contract.

Antonio Cassano	2	TIY	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paolo Di Canio		FBY	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>

+ / -    £     Club

If you attempt to bid for two players who you think are at the same club but are not, then the deal cannot be entered. If you enter a bid with money coming into your club, for example you offer one of your players for £1½m then the deal will be ignored by the club concerned. To accept a bid from an unmanaged/external club, as stated on your manager page, simply enter the exact same deal on your next turnsheet. The bid is only valid for the following turn.

## 11.4 FREE AGENTS

A free agent is a player who plays for a club in the setup in real-life but is not actually contracted to any club in the setup. Therefore free agents are usually players who are coming up through the youth ranks in real-life and who weren't part of the setup when it initially kicked-off. A free agent bid must be for a single player and occupy one whole transfer deal, with only a straight cash offer allowed. Bidding starts at the player's rating percent of his valuation. So for a 52 rated player with a valuation of £750,000 the bidding starts at £390,000 (i.e. 52% of £750,000). The minimum bid is £5,000. Below is an example free agent bid to sign Leon Knight on a youth contract:

Leon Knight	Y	W S L	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>	<input type="text"/>

£ 350,000    Club

Sometimes you may think a player is at an external club when he is actually a free agent. If the bid is for straight cash then it can go ahead as a free agent bid, but if there are other players involved then it cannot be entered. If a free agent plays for your club in real-life, for example you are the Chelsea manager and Leon Knight is sold as a free agent, then you are not entitled to any payment.

## 11.5 TRANSFER OUTCOMES

The manager page informs you of the outcome of your club's transfer deals from the previous turn, numbered from one to three. The box next to the transfer deal number contains a symbol which denotes the outcome. The possible symbols are:

- deal confirmed - '✓'
- deal unconfirmed - 'x', the deal was unconfirmed (managed club) or rejected (all others)
- deal unconfirmed - '?', the other club attempted to confirm the deal but the two deals were different

The deal will be printed in full to the right of these boxes. Only when the deal is confirmed will the players and any cash involved change hands. If a deal with a managed club was not confirmed then it is advisable to get in contact to try to put it through again or to find out the reason why the deal failed. For a deal to be confirmed both clubs must enter EXACTLY the same deal. Any difference between the deals entered by the two clubs will result in a '?' outcome and the deal will not be processed. You will always be informed why a deal with an unmanaged/external club or a free agent bid



## Transfer limitations

each manager can transfer in and out four players (i.e. four in/four out) with each other manager over a thirty-two turn period. Any turns in which a manager isn't part of the setup are not counted towards this transfer period. As an example, if manager ABC transferred four players to manager EFG and quit after a further five turns then manager ABC couldn't return to the setup a year later and transfer another four players to manager EFG as the transfer period would continue from where it had left off. So there would still be over twenty turns to elapse before another transfer from ABC to EFG would be allowed. Full details of the number of transfers in and out are given on the manager page every turn. If there is a transfer block with another member in or out then the number of turns until the earliest transfer counter will elapse is denoted in square brackets following a cross, e.g. ✕ [13]. These transfer limitations still allow for plenty of transfer activity and don't include deals with unmanaged/external clubs, the signing of free agents or loan deals. If you manage more than one club in the same setup then the four in/four out transfer limit increases to five in/five out and three (in/out) between the clubs you manage. If you manage more than one club in a setup then you are not allowed to do any deals between your clubs in the last five turns of the season and you must have been manager of each club for at least five turns. If one of the transfer limits is reached inside the thirty-two turn transfer period then any further transfers in that direction will be prevented until the earliest transfer counter (as denoted on the manager page) has elapsed. If one of the transfer limits would be breached by a current transfer then it will be blocked. If two or more deals on one turn would combine to breach the transfer limitations then both will be prevented even if one of the transfers is acceptable on its own.

## Transfer tribunals

are not used in the real-life sense (i.e. to arbitrate a transfer fee between two clubs) but in an attempt to prevent cheating. Each turn the transfers will be scanned to see if any look suspicious. Most normal transfers will pass through these tests but the odd one will be flagged as dubious. When this happens the transfer is put on hold and cannot proceed until it has been given the go ahead by the other managers in the setup. Any transfers going to a tribunal will be highlighted in the results gazette, e.g. Tribunal Pending [A]. On your turnsheet there will be a box to tick (✓) if you think the deal is an attempt at cheating, if you think it is acceptable then leave the box empty. You will be given enough information about the deal in the results gazette to make your mind up either way. If a certain number of managers reject the transfer then it will be cancelled, otherwise the transfer will be processed on the following turn as normal and stated in the results gazette.

## Complex deals

can be undertaken between two managed clubs only. The available options are:

- instalments (e.g. £50,000 on turn 24 or £100,000 every 5 turns for 20 turns)
- per goal (e.g. £25,000 per goal up to 20 or £10,000 for every goal until the end of the current season)
- per appearance (e.g. £10,000 per appearance or £15,000 after 30 appearances)
- per man of the match award (e.g. £25,000 per man of the match award or £100,000 every 5)
- loan back (e.g. after transferring the player loan him back on an L3)
- sell-on fee (e.g. selling club receive 15% of any further sell-on fee)

Man of the match awards, goal and appearance payments are only for competitive matches and can only be used for loan players. The remaining options can only be used for transferred players. Complexities other than the ones noted are not available and any transfer involving unavailable complexities cannot be processed. All complex deals are monitored and any fees will be transferred automatically when necessary. Simply make it clear on your turnsheet that a specific deal is complex and note down the complexities, e.g. a further payment of £1,000,000 on turn 8. As long as both managers put down an identical deal (including identical complexities) the deal should be completed as normal. If there are differences between the two deals then the transfer will be returned with a '?' response (see section 11.5). All pending complexities will be given in full at the bottom of your squadlist. If a complexity is incorrect then inform your GM on your turnsheet the following turn and IOTP will correct it.

## 11.3 UNMANAGED/EXTERNAL CLUBS

You can attempt to sign players from unmanaged/external clubs by making a bid. To make a bid you should fill in a transfer deal as if the deal was with a managed club and the deal had previously been agreed. If the deal is confirmed then the deal was accepted and has been completed. If it was rejected you will be informed of the reason why. In general you should use the player valuations as guidelines when dealing with unmanaged/external clubs, however an unmanaged/external club may value their players higher so you may need to bid higher. If the unmanaged/external club aren't interested in a player whom you have offered in part-exchange or the player is unavailable, a section mark (§) will be shown before the player's name. If the player's rating is above your signing limit then he is not interested in signing for your club and an asterisk (\*) will be shown. An external club is a club which is not in your setup, these are usually foreign or lower league clubs. When bidding it is advisable to offer straight cash for the player or cash plus a useful player (i.e. a

It is your responsibility as manager to combat the effect of player attitude, which may involve offering a new contract, promotion to the first team, a wage increase (this can be done via the W transfer character) or if all else fails his transfer. A player's attitude follows the player from club to club, thus if you have the Brazilian Marcio Amoroso at Burnley then he may be unsettled due to playing in a lower league with a smaller club in addition to being a Brazilian at an English club. If Marcio Amoroso had an attitude of 60% and a player rating of 66 then his setup rating would be a mere 53! So if Liverpool bought him he would still have a setup rating of around 53. However the Liverpool manager would hope that his attitude would improve (as he would be playing for a bigger club in a higher league) and therefore that his setup rating would increase to 66, his actual player rating. But there is no guarantee of this rating restoration especially if he is not a regular in the Liverpool first team.

## 5.2 RESTRICTIONS

In country specific games (e.g. "English Footie") clubs are allowed to select a maximum of three non-Europeans while in non-country specific games (e.g. "Football Elite") there are no foreigner restrictions. Any foreigner restrictions apply to your whole sixteen-man squad not just the starting eleven. There are no dual nationalities, so Emmanuel Olisadebe is Polish (not Nigerian). If a player opts to represent a country different to his current nationality in the setup then his nationality will change accordingly, e.g. Olisadebe (Nigeria to Poland).

	Limit
First team squad size	28 maximum
Youth team squad size	16 maximum
Total squad size	44 max./18 min.
Players on loan	4 maximum
Players out on loan	8 maximum
Loans between your own clubs	1 maximum
Loans between two clubs	2 maximum

The squad sizes include players on loan from and on loan to other clubs while the minimum total squad size includes neither. All loan restrictions are at present not in total. So if you had four players on loan and one loan was completed you would then be able to loan another player as you would only have three players on loan. When you sign a player you are unable to sell him until 28 turns have passed (for free agents) or 16 turns (for all others). This is the re-sale rule and is used to prevent excessive transfer activity, e.g. the same player playing for several clubs in the same season! The number of turns before you can sell the player will be stated on your squadlist (see chapter 2). It is also not possible to sell an on loan player until he has been on loan for at least one loan spell, i.e. six turns.

## 6 TEAM PLAN

The team plan enables a manager to position their club's starting eleven (playing from left to right). The goalkeeper (shirt number 1) must always be in the left-most centre square (i.e. five squares up from the bottom left-hand corner), grid position (a,f).

### PBM

to position a player in your starting line-up enter his shirt number (2 to 11) in one of the team plan grid squares, but don't put two players in the same grid square as this is not allowed. You should fill in the team plan for your club's match(es) in exactly the same way as for the squad selection, so only enter the CHANGES from the column directly to the left. The following two team plans illustrate how to fill in the team plan using the CHANGES ONLY system. The first team plan (for the first match) shows the changes from the team plan directly to its left (i.e. the pre-printed team plan which isn't shown), with the second team plan (for the second match) again showing the changes from the team plan directly to its left (i.e. the first match's team plan not the pre-printed team plan). Never duplicate changes. For example it is a common error to enter [11] at team plan position (q,h) in the second match, but as [11] is already positioned at (q,h) in the column to the left of the second match (i.e. the first match) there is no need to enter [11] again. All the team plan changes are shown in **red** text. Notice how few there are, and only these changes would be entered on the turnsheet.

## 11.2 MANAGED CLUBS

To attempt to strike up a deal with another managed club you could:

- send the manager a message via IM (Internal Mail)
- print a message to the manager in the results gazette via the "They have Spoken..." section
- contact the manager via e-mail, telephone or use the IOTP website forum to make contact
- make a bid for the player using one of your transfer deals and it will be relayed to the club concerned

For example, the transfer of Olof Mellberg from Aston Villa to Liverpool (in setup 17 of "English Footie") could be initiated by the Liverpool manager offering £3,750,000 cash for Mellberg. The Aston Villa manager is interested but not at that price. So he contacts the Liverpool manager and after a bit of haggling they agree a deal - Olof Mellberg for £3,500,000 and Stephen Wright. Both managers put the same transfer details on their next turnsheets and the following turn the deal is confirmed, so Mellberg is a Liverpool player and Aston Villa receive Wright and £3,500,000. The Aston Villa manager would fill in a transfer deal as follows:

Stephen Wright	<input type="button" value="2"/>	<input type="button" value="Y"/> <input type="button" value="E"/> <input type="button" value="Z"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Olof Mellberg	<input type="button" value="3"/>	<input type="button" value="W"/> <input type="button" value="E"/> <input type="button" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="+"/> <input type="text" value="3,500,000"/>			Club <input type="text" value="B S"/> <input type="text" value="Liverpool"/>			

With the Liverpool manager entering:

Stephen Wright	<input type="button" value="1"/>	<input type="button" value="W"/> <input type="button" value="E"/> <input type="button" value="A"/>	<input type="button" value="2"/>	<input type="text" value="Olof Mellberg"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input )"="" type="button" value="£"/> <input type="text" value="3,500,000"/>			Club <input type="text" value="A B"/> <input type="text" value="Aston Villa"/>			

When dealing with other managers remember that not everyone is completely honest and some manager's use every trick in the book to get the best possible deal. If you are suspicious of a deal then it is wise to confirm a player's rating, position and valuation by using the player search facility on the IOTP website. If phoning another manager please do so at a sensible time. Also keep correspondence polite at all times. If the manager doesn't want to sell then respect their wishes. It is difficult to get hold of good players and this is part of what makes the game challenging!

When sending messages via PBM IM (Internal Mail) you must always state which club the message is to and from and for which setup of which game. For example if the Liverpool manager's initial bid was via IM then the message should have stated that it was: **To: Aston Villa, from: Liverpool (setup 17, English Footie)**. You don't have to use our IM message sheets as any scrap of paper clearly marked with the relevant details is sufficient. To send IM simply put it in your return envelope with your PBM turnsheet and we will forward it to the manager concerned with their next turn. IM can be sent from a PBeM/online turnsheet by simply typing in the message in the IM section of the turnsheet and stating the destination club code and club name, e.g. AB and Aston Villa.

### Signing limit

Your club's signing limit is shown on your squadlist each turn. It is simply your average first team rating + 8. You will be unable to sign or loan a player with a rating higher than your signing limit. If you attempt to sign a player whose rating is above your signing limit the deal will fail and there will be an asterisk (\*) before his name in the "Last turn's deals" section.

### Availability

All players at unmanaged/external clubs are either available (denoted by a ✓) or unavailable (denoted by ✗). The higher a player's rating the greater chance of the player being unavailable, however over time a player's availability will change. To monitor player availability use your watchlist on your scout report page. So once an unavailable player becomes available you can make a bid. If you attempt to sign a player who is unavailable the deal will fail and there will be a section mark (\$) before his name in the "Last turn's deals" section.

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	
a																			
b																			
c																			
d																			
e																			
f																			
g																			
h																			
i																			
j																			
k																			

So the actual team plans which will be used in the example two matches are as follows, with the non-red shirt numbers showing the follow-on effect of the CHANGES ONLY system, e.g. [5] plays at (e,e) for both matches and [2] automatically plays at (e,i) for the second match.

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	
a																			
b																			
c																			
d																			
e																			
f																			
g																			
h																			
i																			
j																			
k																			

In the first team plan only two changes were made, shirt numbers 2 and 11, so all others would remain the same as the team plan to the left of the first match team plan (i.e. the pre-printed team plan), with [3] still at (f,a) and [7] at (l,k). In the second team plan only three additional changes were made, shirt numbers 4, 7 and 10. When entering your team plan always remember that the numbers 1 to 11 refer to shirt numbers, thus if you are playing a central defender in the number nine shirt he should be in defence on the team plan not in attack!

## PBeM/online

to position a player on your PBeM/online turnsheet simply select one of the shirt number buttons in the "Team plan" section, numbered from 2 to 11. The currently selected shirt number will be shown in the white box to the right of the buttons. Then just click on the required unoccupied grid square and the selected shirt number will be re-positioned there. You can't move the goalkeeper from grid position (a,f) nor can you position a player in an already occupied grid square.

## 7 TACTICS

On a PBM turnsheet your club's tactics should be entered in exactly the same way as both the squad selection and team plan, i.e. only enter the CHANGES to the column directly to the left. On a PBeM/online turnsheet you can choose your required selection from the pull-down lists associated with each option. You have a total of fourteen options in all which are, in the top-down order that they appear on your turnsheet:

### Formation

of the ten outfield players, e.g. 4-4-2, 3-5-2, 4-2-4 or 1-3-4-2 (to denote a sweeper) etc.

### Captain (shirt number 1 - 11)

the first box is for the captain, the second for the vice-captain.

### Penalty taker (shirt number 2 - 11)

the two boxes denote first and second choice. The second choice penalty taker will only take the penalties when the first choice has been substituted or sent off (i.e. he is unavailable).

players. Any out of contract players unsold during the close season and ineligible for the youth squad will automatically sign one-year contract extensions. If you wish to promote a youth squad member to your first-team squad then offer him a first team contract, however if the first-team squad is full this will be blocked. You are unable to offer contract extensions to players currently out on loan so they must be called back from loan first.

As an example of how to fill in the transfers section of your PBM turnsheet (PBeM/online turnsheet input is very similar) there follows a transfer deal between Manchester United (club code BV) and Paris SG (club code QC). Manchester United receive Bartholemew Ogbeche, Frederic Dehu in exchange for an eighteen-turn loan of Quinton Fortune, the transfer of Mikael Silvestre and £7,250,000. The Manchester United manager would fill in the transfer deal as follows:

Bartholemew Ogbeche	Y	C	R	S	J	A	2	Frederic Dehu
Quinton Fortune	L3	P	N	E	U	M	Z	Mikael Silvestre
<b>400</b>	£	7,250,000	Club	Q	C	Paris SG		

Ogbeche and Dehu have both been offered contracts, a youth and two-year contract respectively. L3 for Fortune denotes that he will be on loan for eighteen turns (i.e. three loan spells). The cash direction indicator has the '-' sign left visible as Manchester United are making the payment which is £7,250,000, as entered in the cash box. Silvestre's transfer character box is empty as he is an outgoing player. To confirm the deal the Paris SG manager would have to enter exactly the same deal on the same turn, as follows:

Frederic Dehu		J	A	T	U	M	Z	3	Mikael Silvestre
Quinton Fortune	L3	P	N	E	C	R	S		Bartholemew OGBECHE
<b>+ 400</b>	£	7,250,000	Club	B	V	Manchester United			

Notice that this time Silvestre is offered a contract (as he is an incoming player), a three-year deal, while both Dehu and Ogbeche's transfer character boxes are empty (as they are outgoing players). The '+' is left visible on the cash direction indicator to show that the payment (£7,250,000) is incoming. Paris SG have also stated that Fortune will be on an L3. Which transfer deal you enter the transfer in (1, 2 or 3) doesn't matter, nor does the order in which you use the player name/transfer character/player code boxes.

## 11.1 PLAYER ADMINISTRATION

A player administration deal involves only your own club and allows you to manage your playing squad. The example player administration deal below offers Michael Boulding (player code THX) a one-year contract extension (using the 1 transfer character), Peter Crouch (RCP) is to be placed on the transfer list using the T transfer character, Mark Delaney (ZHD) is to be removed from the loan/transfer list using transfer character R, Steve Staunton (ABI) is to be quick sold using transfer character Q, Thomas Hitzlsperger (GIL) is to be called back from loan using the C transfer character and Jaap Stam (PRR) is to be scouted (i.e. added to the watchlist) using transfer character S.

Mark Delaney	R	Z	H	D	G	I	L	C	Thomas Hitzlsperger
Steve Staunton	Q	A	B	I	P	R	R	S	Jaap Stam
Peter Crouch	T	R	C	P	T	H	X	1	Michael Boulding
<b>+ / -</b>	£		Club						

### Corner taker (shirt number 2 - 11)

predominant left and right-sided corner takers.

### Free-kick taker (shirt number 2 - 11)

first and second choice. Note that on some occasions players other than your two choices will take free-kicks to keep the opposition guessing.

### Winning

these are the substitution instructions to be used when your club is winning. The first group of boxes are the instructions for the first substitute with the second group instructing the second. Each of these groups has four boxes, which are from left to right: minute number (0 to 45), half (1 or 2), shirt number of player to come off (1 to 11) and shirt number of player to go on (12 to 16).

You can only swap a goalkeeper for a goalkeeper and you don't have to have any substitutions if you don't want them. Once you bring on your first winning substitute you cannot bring on any other substitute unless it is your second winning substitute (if any) as it would be confusing to bring on your first winning substitute and then bring on one of your losing substitutes as your second substitution! A substitution may occur later than you stated, for example if your club scores (and they take the lead) your winning substitution could be performed after the time it was intended as at that time you weren't winning. It is not possible to take off a player you have just sent on or to put on a player you have just taken off. Substitutes always play in their natural position, e.g. if you take off a defender and bring on a striker the substitute will play in attack. If a substitute has more than one position then he will be brought on in the first of these positions. The team plan may be automatically altered slightly to retain the overall balance of the side. If you wish to have no selection for a substitution put a '\*' in the appropriate boxes as leaving it blank on a PBM turnsheet means no change.

### Drawing

substitution instructions to be used when your club is drawing.

### Losing

substitution instructions to be used when your club is losing.

### Attack route (1 - 8)

instructs your team on which attack route to use most often, L denotes the left flank and R the right. In each box you should enter a number between 1 and 8 (not exceeding 9 in total). The higher the number the greater that flank will be used. The remainder from ten will be allocated to the central attack route, e.g. if you enter L 4 R 2, then the central attack route would have a value of 4, as  $4 = 10 - 4 - 2$ , which is 40%. Thus the left flank and central attack route would be used most often and equally as often, with the right flank only used half as much as each of the other two (i.e. 20%).

### Attack style (1 - 9)

allows the manager to designate the attacking style of play, be it ground or air. You specify the air probability (again out of 10) by entering a number between 1 and 9, with the remainder allocated to the ground attack style. The highest air style probability of 9 will denote a long ball game whereas a 1 would denote a slow build-up passing game, with a figure of 5 being a combination of the two styles.

### Happy Score (0 - 9)

specifies the number of goals victory that your club would be happy with. Once this winning margin is reached or surpassed your players will sit back become more defensive and take less risks, as they will be content with the current score. If your team's happy score is zero your club will be looking to come away from the match with a draw.

### Aggression (1 - 9, low - high)

denotes how aggressive your players will act. The higher the aggression value the greater the chance of winning a tackle your players have, but this aggression in turn results in a greater chance of bookings and expulsions.

### Gamesmanship (1 - 9, low - high)

instructs your players on how sportsmanlike they should be. The higher the number the less sportingly your team will behave and they will time-waste, dive for penalties and try to get their opponents sent off. However if the referee notices your club's gamesmanship one of your players could get booked or sent off.

### Attack mindedness (1 - 9, low - high)

denotes how attack minded your team will be in the match. The higher the number the more attack minded your players will be, but the more your club presses forward the greater the chance of being caught on the counter-attack.

## 8 ACCOUNT DETAILS

Always keep your account in CREDIT. If you send a payment with your PBM/PBeM turnsheet enter the amount in "Payment sent" box and indicate the method of payment (PBM only). The PBM/PBeM turn fee is always deducted in advance so the turn fee denoted on your turnsheet will be for the turn you have not yet received. Our non-UK PBM managers pay an additional surcharge of 20% of the turn fee to cover the necessary airmail postage. Managers from the Republic of Ireland have a choice, they can either pay the surcharge and receive turns by airmail or pay the standard turn fee and receive turns by surface mail (which is slower). Initially we will send the turns by surface mail until otherwise informed. Outside the EU it is only possible to PBeM or online as the PBM turns would take too long to arrive. The PBeM turn fees receive a reduction from the standard turn fee per club. If you wish to receive both PBM and PBeM turns then this costs the same as your PBM turn plus 10p per club. For online setups you pay for either a quarter, half or full season at a time. When your managerial contract is nearing completion you'll be reminded via the turn upload e-mail. Your contract is also stated on your online turnsheet. Follow the instructions on the IOTP website to increase your managerial contract by making a cash, cheque or credit card payment.

### Cheques/postal orders

cheques and postal orders (British Pounds Sterling only) should be made payable to **IN OFF THE POST** and you should write your name and member code on the reverse. A low cheque charge of 35p is administered for any cheque (or crossed postal order) under £5. So instead of sending a £3 cheque every turn it would be better to send a £6 cheque every two turns. Also only send one cheque per envelope, e.g. if you run two clubs in a setup and you send a cheque for £15 you can enter in the "Payment sent" boxes of your turnsheets £10 and £5 (i.e. £15 in total) instead of sending one £10 cheque and another £5 cheque. However if you run clubs in different setups then keep the cheques separate (if in separate envelopes), so one cheque per envelope. If a cheque bounces then we pass on the £4 bank charge we incur as well as removing the value of the bounced cheque from your account. If your cheque's regularly bounce and you run up a debt you will automatically be sacked from the club, however you can be re-instated and play the next turn if you send in sufficient payment.

### Cash

we do accept payment in cash, notes only (British Pounds Sterling or Euros). But if the money is lost in the post then we cannot be held responsible. The Euro conversion rate will be given in our "Half-Time Orange" newsletter.

### Credit/debit cards

non-UK managers and PBeM/online managers can pay using the following credit/debit cards: Visa (including Delta), Mastercard or Amex. The minimum card payment is £5 and all payments will be made in British Pounds Sterling with any currency translations handled by your own card provider. If your PBM/PBeM card payment is unauthorised you will be informed on your next turnsheet otherwise the payment will be added to your account.

Every PBM/PBeM turn you receive a loyalty bonus depending on the division your club is currently in and the length of time you have been manager. The loyalty bonus especially benefits long-serving and lower-league managers. After every ten turns of management the loyalty bonus total is converted into luxury credit which you can use to purchase luxuries (see chapter 9). If you quit the club (for whatever reason) you will lose any remaining luxury credit and any unallocated loyalty bonuses. The loyalty bonuses (per turn) are as follows (with the "English Footie" equivalent of Division One being the Premier League):

Turns managed	Division One	Division Two	Division Three	Division Four
1 - 10	4p	8p	14p	22p
11 - 20	6p	12p	20p	30p
21 - 30	8p	16p	26p	38p
31+	10p	20p	32p	46p

The club account deals with your club's finances, such as gate receipts, wages, bank charges, transfer money (in and out) and TV revenue. As in the real world the larger/more successful clubs will have the greatest coffers, making the smaller clubs a greater (more enjoyable) challenge. It is possible for your club to go overdrawn (and this does not have to be pre-arranged) but interest of 1% per turn will be charged on the overdrawn amount (though interest is not gained when your club is in credit). So if you are going overdrawn it is advisable to make sure that it will only be for a very short time. Any transfer deal which would put your club heavily into debt will be blocked to stop debts being accumulated. If the overdraft limit is breached you will be warned on your turnsheet and will have a maximum of three turns to get back inside the overdraft limit and prevent bankruptcy proceedings. When bankruptcy proceedings are instigated your most valuable player will be offered for sale. You have no control over this and you cannot attempt to sell him to another club or use another club that you also manage in the same setup to bid for the player. If using the two available transfer deals (as

### T - transfer list a player\*

any player in your squad can be placed on the transfer list (thus making their availability known to other clubs) by using the T transfer character.

### L - loan list a player\*

as for transfer listing a player you can specifically announce that you have a player available for loan by placing him on the loan list using the L transfer character. You are unable to have the same player on the loan list and the transfer list at the same time.

### R - remove a player from the loan/transfer list\*

a player can be removed from the loan/transfer list using the R transfer character. If the player isn't on the loan/transfer list (R\*) will be returned otherwise (R✓) and the player will be removed from the loan/transfer list.

### Q - quick sale\*

immediately sell the player at 25% (or 0%) of his current valuation using the Q transfer character. You can only sell one player per turn in this way (presuming the minimum total squad size limit won't be breached). You will receive 0% of the player's valuation if the player is eligible for your club's youth squad (25% otherwise). You cannot quick sale a player who is currently out on loan or a player who cannot yet be re-sold due to the re-sale rule (see section 5.2). The money received for a completed quick sale will be denoted thus (Q✓, £185,000) otherwise (Q\*).

### Y - youth contract

offer the player a youth contract. It is not possible to demote first team players to your youth squad. At the end of the season if a player is too old to remain in the youth squad he must either be promoted or sold. Youth players who are still eligible for the youth squad will automatically sign new youth contracts. Players who are under twenty-one years of age on the date they are signed are eligible for the youth squad. All players signed to youth contracts will have one-year contract and are paid lower wages than players in the first-team squad. If the rating of a player in the youth squad is greater than the first-team average he will automatically be promoted to the first-team with a one-year contract extension. Your club will not automatically obtain the youth players that come through your club's youth system in real-life as they will become free agents and will be available to any club.

### W - wage rise\*

award the player a wage rise using the W transfer character. Any players currently out on loan cannot be given a wage rise. If the player demands a wage rise and his attitude begins to decrease then giving him the wage rise should improve his attitude. A wage rise can also be given to a player to avoid a wage rise demand and thus a possible drop in attitude. However, each wage rise will obviously increase your wage bill.

### S - scout a player\*

to scout any player from our extensive player database use the S transfer character and the player will be added to your watchlist (which is on your scout report page). Provide as much information as possible on the player you are scouting such as their real-life club, position(s) and age. If the player is not in the database we can add him provided he has played a first-team game or has a first-team squad number. When you make an unsuccessful bid the player(s) will be automatically added to your watchlist.

### K - keep a player on your watchlist\*

your watchlist can contain up to a maximum of twenty-five players. Players are added at the top of the list, and when the limit is reached the player at the bottom (the player who's been on your watchlist the longest) is removed. To prevent a player from being removed from your watchlist until you specifically request it use the K transfer character. If the player isn't currently on your watchlist then he'll also be added.

### X - remove a player from your watchlist\*

to remove a player from your watchlist use the X transfer character. Players on your watchlist that you sign are automatically removed.

### 1 to 5 - offer contract

every new player that you sign must be offered a contract. The shortest possible contract is for one year and this will run until the end of the current season (or to the end of the following season if the player is signed within the last six turns of the season). If you don't enter a contract for an incoming player or he turns down the contract offered then he is automatically given a one-year deal. All contracts are until a season's end and you have no control over a player's wage.

### 1 to 4 - offer contract extension\*

a player could refuse to sign a new contract and may prefer to let his current contract expire. If a player's contract expires he is free to leave your club and he will be put on the close season open market with your club only receiving 50% of any fee involved if the player is under-24 (0% otherwise). Your club(s) are not allowed to bid for their own out of contract

longer. You will receive injury updates on all your club's injured players in the "Player round-up" section of the manager page which you receive each turn. Any player who signs from an external club or as a free agent will begin with a clean disciplinary record but could already be injured. If a player's fitness drops below 80% then he will be unavailable for selection as he will be unfit. With rest his fitness should improve. A lack of fitness is more likely to affect young players and veterans.

## 11 TRANSFERS

You are allowed a maximum of three transfer deals per turn (two if your club is undergoing bankruptcy proceedings). There are five distinct types of deals, which are:

- transfer deal/bid between your club and another managed club within the setup
- speculative bid to an unmanaged/external club
- player administration deal
- free agent bid

The diagram shows a transfer deal form with the following labeled fields:

- Player name box:** Three horizontal input boxes for the player's name.
- Transfer character:** A small box with a dropdown arrow next to the first name box.
- Player code:** Three boxes for the player's code.
- Cash direction:** A box with a dropdown arrow containing '+' and '-' signs.
- Cash:** A box for the transfer amount, preceded by a pound sign (£).
- Transfer deal number:** A box for the deal number, preceded by a '2' in a circle.
- Club code:** Three boxes for the club's code.
- Club name:** A box for the club's name, preceded by 'Club'.

You can enter up to six players per transfer deal. Each player has a player name, a player code and a transfer character box. The cash box should contain the amount of cash. If there isn't any (i.e. the deal is a direct swap or a player administration deal) then leave it blank. The cash direction indicator denotes who the money in the cash box is going to. On the PBM turnsheet if the money is coming into your club, delete the '-' (negative) sign and leave the '+' (positive) sign visible, if the money is going out of your club do the opposite. You can select a '+' or '-' indicator from the pull-down list on the PBeM/online turnsheet. The club code box should contain the club code of the club (if any) you are dealing with (as denoted in the club codes booklet - PBM luxury U or in the club codes section of the IOTP website), with the name of the club in the club name box to the right. The player code boxes should contain the player's three-character code with his name in the player name box. There are a number of possible transfer characters which can occupy a transfer character box (\* denotes that the transfer character can only be used in a player administration deal, see section 11.1):

### L1 to L5 - player loan

one loan spell lasts for six turns thus L1 denotes a six and L3 an eighteen turn loan. If you wish to extend the loan period then both parties concerned must put through another loan deal specifying the loan extension before the player is called back from loan. Although players cannot be cup-tied, on-loan players cannot play in any cup matches or the end of season play-offs/play-outs. The maximum loan spell is L5 (i.e. thirty turns) and any attempts to extend the loan period beyond this will be blocked. You can sell a player you have out on loan (or loan him to a different club) as long as he can be called back (i.e. it's not during the first loan spell), and this callback will be handled automatically.

### C - loan callback\*

to call back one of your players from a loan deal you should use the C transfer character in a player administration deal (see Thomas Hitzlspurger, section 11.1). The club who you are calling the player back from does not need to be informed of this nor do they have to confirm it. You cannot however callback a player from another club you also manage. Also a player cannot be called back from loan until he has completed at least one loan spell. All players whose loan spells expire will automatically be called back. The club who have the player on loan always pay the player's wages, which cannot be altered during the loan. The names of players called back from loan will be printed in the results gazette so all other clubs will be notified. If you have a player on loan from another club there is no way to return the player to the loaning club until his loan expires or the loaning club prematurely calls him back. So it's possible to be stuck with an injured loan player and still have to pay his wages until the loan expires.

one is reserved for the possible bankruptcy sale) the club balance would return to within the overdraft limit then the bankruptcy sale will be halted. Otherwise the club's most valuable player will be sold to the highest bidder, or if there is no bidder to an external club for 60% of the player's current valuation. Clubs receive TV revenue if they participate in a league/cup match which is televised. All TV revenue is split between the home and away club 60/40 (e.g. for a live Division One match the home club gets £300,000 and the away club £200,000). The clubs involved in the live matches receive the full quota split between them with the clubs involved in extended highlights matches receiving 40% of the quota in the same 60/40 manner. Thus an extended highlights Division Two match would gain the home club £72,000 and the away club £48,000. For every cup round there will be one live match and up to three matches of extended highlights with variable TV money. Most real-life European competition matches will be live at the £500,000 quota. The TV agreements/overdraft limits are:

Country specific games (e.g. "English Footie")				
Division (or equivalent)	Overdraft limit	TV quota	Live	Extended highlights
One	£3,000,000	£500,000	1	3
Two	£1,500,000	£300,000	1	1
Three	£750,000	£150,000	-	1
Four	£500,000	£100,000	-	1
Non-country specific games (e.g. "Football Elite")				
Division (or equivalent)	Overdraft limit	TV quota	Live	Extended highlights
One	£3,000,000	£500,000	2	3
Two	£2,500,000	£425,000	1	3
Three	£2,000,000	£350,000	1	2
Four	£1,500,000	£300,000	1	1

At the beginning of each season your club will be awarded prize money depending on their final league position the previous season. The prize money is calculated using the following formula (rounded down to the nearest thousand):

$$1.04 \left( \frac{\text{£8,000,000}}{\text{(league position} + \text{(league division} - 1) \times \text{quota)}} \right)$$

For a country specific game, e.g. "English Footie", the quota is 13, otherwise the quota is 7. So a Division One (equivalent to the Premier League in "English Footie") club finishing in 5th place receives £6,575,000 with the 16th placed Division Three (equivalent to Division Two in "English Footie") club receiving £1,540,000. The prize money will be calculated and awarded automatically. The club's directors will re-determine the club funds at your disposal at the start of each season usually by the means of a small cash injection (if necessary) depending several factors.

A club can have one of three different forms of sponsorship: points bonus - awarded per league point, goal bonus - awarded per league goal or win bonus - awarded per league win. An average team would gain the same revenue from all three forms of sponsorship over the season. At the beginning of the initial season all club's will begin with a points bonus sponsorship. If at any time you wish to change your club's sponsorship inform your GM in the "Your questions/comments" section of your PBM turnsheet or change the selection on your PBeM/online turnsheet. Mid-way through each season your club will receive a cash injection consisting mostly of annual sponsorship revenue but supplemented by possible new funds released by the club directors.

For every home league match your club will receive gate receipts. The higher the attendance the larger the gate receipts. For all league matches the home team retains all gate receipts, but for cup games the gate receipts are split 50/50 between the home and away side. Each turn your club incurs running costs, these are slightly higher when playing at home to include policing etc. Revenue gained from other sources (such as merchandising) is included in the "Other income" category, this fluctuates in accordance with your club's form. So if your club's on a poor run your other income will be low, win a few consecutive games and it should quickly rise.

You can increase your club's stadium capacity in the hope of achieving higher attendances and thus larger gate receipts. Every five turns you will have the opportunity to obtain a quotation for a stadium capacity increase. However there is no set price per seat so it is not possible for your GM to predict a quote. If a quotation is requested the following turn you will be informed how much of the cost your club has to pay with any balance being contributed by "The Football Development Trust" (the smaller and poorer the club the greater percentage donated). If you accept this quotation then the building work will begin the following turn. If the quote is not within the club's budget though it may be immediately refused by the club's directors. If the quotation is to be accepted (and has been approved by the club's directors) it must be accepted on the turn offered otherwise the quotation becomes void. Regardless of the current size of the stadium or the size of the capacity increase the stadium will be reduced to half its capacity while the building work is

undertaken (in all circumstances this will take twelve turns). The capacity cannot be further increased when construction work is in progress. You can increase your stadium's capacity up to a maximum of 100,000 but you are unable to decrease it to raise some cash!

## 9 LUXURIES

Luxuries are chargeable extras providing non-essential game information and are only available to PBM/PBeM managers. Here is an alphabetical list of luxury codes along with their description, current cost and to the left the format in which the luxury box should be filled in.

A   BA Crystal Palace	<b>A (25p) squadlist</b> the stats of all the playing staff of the specified club (e.g. BA = Crystal Palace) as well as other information
B	<b>B (30p) fixture lists</b> all the league fixture lists for the current season
E   Division 3	<b>E (£2.25-£3) squadlist bundle (£2.25-18 teams, £2.50-20, £2.75-22, £3-24)</b> every squadlist for a specified division with only essential information, i.e. no club kit etc.
F	<b>F (£4.50-£10) mega squadlist bundle (£4.50-74 teams, £5.25-88, £5.50-92, £10-200)</b> the squadlists of all the clubs in the setup in the same format as luxury E
G   English Footie	<b>G (10p) unmanaged clubs list (available on the IOTP website)</b> a list of the unmanaged clubs in every setup of the specified game
I	<b>I (25p) contact list</b> the names of all club and international managers in the setup, with their telephone numbers/e-mail addresses (if available)
J	<b>J (20p) season timetable</b> the timetable of matches for all club competitions for the current season
K	<b>K (20p) transfer listed players</b> a list of all the players currently on the transfer list
L   AZ H v Crewe	<b>L (30p) friendly</b> a friendly against a specified team (e.g. AZ = Crewe), home or away, using your last league squad/team plan/tactics
O	<b>O (30p) free agents list</b> a list of seventy randomly selected free agents
P   KY Juventus	<b>P (30p, or 20p for your own club) statistics sheet</b> details the line-ups, scorers etc. of every competitive match played by the specified club during the season
Q	<b>Q (10p per division) league results (PBM only)</b> details the scores from all league matches in all divisions so far played during the season
R   RA Barcelona	<b>R (25p) real-life squadlist</b> a real-life squadlist (as accurate as possible) of the specified club (if available)
S   GER CB 61+	<b>S (10p or 30p) player database search</b> a customised search of our player database, taking into account position, age, value, rating and nationality
T	<b>T (£1) replacement rulebook (available on the IOTP website)</b> the latest rulebook to replace your old or missing one
U	<b>U (20p) club codes booklet (available on the IOTP website)</b> hundreds of club codes from all over the world, to be used for transfer or luxuries
V	<b>V (10p) message sheet (PBM only)</b> the neat and easy way to send IM messages (we will accept photocopies of this sheet)
W   21 Portugal	<b>W (25p) international squadlist (under-21, under-23 or Senior)</b> a squadlist of the specified country detailing the highest rated players in each position at the specified level
X   2	<b>X (60p-£1.35) experimental friendly sheet (60p-1, £1-2, £1.35-3)</b> a turnsheet specifically for your own friendlies, with one to three matches as required
Y	<b>Y (10p) account statement</b> lists all your recent payments, luxury costs, member balances and resignations/sackings

Always remember that the cost of each luxury ordered will be deducted from your account so make sure you have enough credit. All luxuries (subject to availability) will be sent out with your next turn. Luxury W contains the best rated players from the specified country in all the positions to construct the highest rated international squad, it doesn't give the current real-life international squad. The PBM experimental friendly sheet (luxury X) provides match columns for either one, two or three friendlies and allows you to experiment with squad selections and tactics. To play an

experimental friendly simply fill in one of the match columns, enter your opponents and venue (i.e. home or away) and enclose it with your next turnsheet. If you order an X luxury on your PBeM turnsheet you will be able to enter your squad, team plan and tactics immediately. You will receive a match report of the friendly with your next turn. To play a friendly against another manager you must both enter a luxury X friendly on the same turn (with the correct opponents and venue, i.e. if you're at home your opponent's should be away). If your opponents don't send in their luxury X friendly then you will automatically play against their last league selections. If there aren't enough players in the database to form a side for your opponents we will change your opponents to a team of similar ability. A friendly doesn't affect your club, i.e. you cannot gain revenue from it, and no foreigner restrictions apply.

For luxury S give as much detail as you require, e.g. a French left-back rated over 65 and younger than 27, in the "Your questions/comments" section of your turnsheet. If there are more than seventy players found then a random seventy will be given. The following options can be used:

- position(s)
- age
- player valuation
- player rating
- nationality
- real-life league (i.e. in real-life the country they are playing in)
- free agents (only, excluding or including)
- availability (available players only or all players)

Online managers can freely view most of the luxuries on the IOTP website except luxuries L, S, X and W (under-21 and under-23). An account statement (luxury Y) can be viewed using the "User account administration" page.

## 10 INJURIES AND SUSPENSIONS

There are three categories of suspensions:

- league
- domestic cup
- European competitions (only used for country specific games, e.g. "English Footie")

A player's league and domestic cup disciplinary points totals are shown on your club's squadlist (see chapter 2). In the league a player receives one disciplinary point for a booking and five for a sending off. If the player is sent off for a second bookable offence he only receives five points not six. All league disciplinary points are reset to the remainder of five at the beginning of the season. Whenever a player's league disciplinary points total reaches or passes a multiple of five he is suspended for the number of matches that his disciplinary points total is divisible by five. So if a player has one disciplinary point and is sent off giving one plus five (i.e. six) he serves a one match ban. If after several more matches his disciplinary points total reaches nine following three bookings, and he is booked again taking his total to ten, he will receive a two match suspension (as ten divided by five is two).

In domestic cup/European competitions players receive one disciplinary point for a booking and two for a sending off. If a player's disciplinary points total reaches two he will be banned for one match and after this his total will revert back to zero. If it reaches three then the player will be suspended for two matches before the total reverts to zero. Your player's European competition disciplinary points totals are not shown on your club's squadlist so you should keep track of these yourself (if necessary). A player's domestic cup and European competition disciplinary points totals are reset to zero at the beginning of each season. For non-country specific games (e.g. "English Footie") the domestic cup disciplinary points total relates to points acquired in any of the domestic cup competitions whereas the European disciplinary points total relates to the real-life European competitions. For non-country specific games all cup competitions are classed as domestic.

The names of all your club's players who are injured or suspended will be shown under the "Injuries/Suspensions" heading of each match column on your PBM turnsheet. If you pick a player who is suspended your GM will replace him with an available player. You can still pick an injured player (provided his fitness is 80% or higher) although the player may perform below par and there is a chance he will aggravate his injury. On a PBM turnsheet, a ♣ symbol denotes an injured player with his injury, current fitness and estimated recovery period (in turns), while a ⚽ symbol denotes a suspended player with the number of matches suspended also shown. On a PBeM turnsheet player availability (i.e. injuries, suspensions and fitness) are shown as detailed in chapter 5. Players can recover quicker than expected from injuries but on the other hand it is also possible that the healing process may take