

**GUIDELINES AND CHECKLISTS FOR THOSE ORGANISING
EUROPEAN OUTDOOR COMPETITIONS (Clubs, Under 21, Under 18, Under 16)**

1. INTRODUCTION

These notes provide guidance for those involved in organising/hosting European Outdoor Competitions (and, subject to any differences which are specified, that includes Club Championship, Cup Winners Cup, European u21 Championship and European u18 and u16 Championship tournaments). They set out what needs to be done and what is expected of organisers. They will form a useful checklist and reminder.

These notes are for guidance only. In case of any difference the Regulations for the competitions prevail.

2. AUTHORITY AND CONTACT

- a. National Associations and their clubs who are appointed to organise a tournament do so on behalf of EHF
- b. Contact with EHF should normally be with the Secretary of the Competitions Committee.
- c. Organisers must also liaise with their own National Association.

3. ORGANISING COMMITTEE

To prepare for and run a European Tournament the Organising Committee will normally require, as a MINIMUM,

- a. Chairman
 - b. Secretary
 - c. Treasurer
- and Committee Members responsible for:
- d. Programme (editing, advertisements, programme sales)
 - e. Publicity/Marketing
 - f. Media/Press
 - g. Hotel
 - h. Transport
 - i. Stadium/field and facilities (offices, changing rooms, catering facilities, the pitch, ball boys/girls, etc.)
 - j. Chief Liaison Officer (who will work through a Liaison Officer or Host appointed for each team (8), Umpires (1), T.D. and officials (2) and Media/Press).

As soon as the Organising Committee is appointed details (with addresses, telephone, fax numbers and email addresses for the Secretary and prime contact person and other principal members) should be sent to the EHF Administrator (at the office in Dublin) and to the Secretary of Competitions Committee

4. **STADIUM/FIELD FACILITIES REQUIRED**

4.1 Pitch and Watering Facilities

- a. Full size artificial turf pitch. While water based pitches are preferred (and normally required for A Divisions), sand-filled pitches may be acceptable.
- b. For water based pitches adequate pitch watering facilities must be provided (and personnel to operate them whenever required under the direction of the TD). Watering is not normally necessary on sand-filled pitches.

4.2 Changing Rooms and Offices

- a. Changing facilities with showers (preferably 5 separate rooms - for 4 teams and the Umpires)
- b. Tournament Director's office - with tables and chairs, a photocopying machine, a fax machine and telephone (with international dial facilities) and either basic refreshment facilities (coffee) or a runner or host to ensure this is on hand whenever required. If the TD's office does not have a fax machine then the Organiser's office at the stadium/field, must have a fax machine. If possible there should also be a room for Judges and other officials to relax and leave their bags.
- c. Tournament (Organisers) office with a secretary/typist to prepare papers for the TD. It is helpful if the Tournament (Organisers) office and the TD's office are not too far apart - but they should not be in the same room. Communications between the two offices - by telephone, radio or messenger/runner – are essential.

4.3. By the side of the pitch

- a. Table for Technical Officials and 5 chairs. If possible table to be raised slightly (25 cms) above pitch. The table must be protected at front and sides from hockey balls. Also provide 2x2 seats for suspended players. For table equipment see FIH checklist - Appendix A.
- b. Team benches to accommodate up to 9 persons from each team – as with Technical table to be covered or protected from the weather if possible.
- c. 2 x stick racks or large plastic bins for spare sticks.
- d. Table for refreshments for players with supply of drinking water or soft drinks and plastic cups.
- e. Supply of ice. Teams always need ice and a refrigerator or cool box of ice by the pitch, regularly checked and refilled. It is essential not only for the matches but also during practice and warm up sessions, as well as a supply of polythene (supermarket style) bags to put ice in.
- f. Public address/loudspeaker system.

4.4 Also at the stadium

- a. A scoreboard and operators to show state of play in current match. (If no electronic scoreboard is available, ball boys can be used to hang numbers on a static scoreboard).
- b. A results board to show scores in previous matches and the standings in the pools. (Some organisers find it more convenient to produce and photocopy for spectators and players a daily newsheet showing the previous day's scores and the pool tables.)

- c. Adequate seating for spectators with provision for a reserved area for VIPs and officials, preferably with some covered area of seating for VIPs and for Press.
- d. Programme sales desk (or programme sellers on foot).
- e. Adequate catering facilities with hot and cold drinks, snacks, etc.
- f. The technical equipment to be provided and checks to be made at the stadium are set out in the FIH Technical Manual and copies of the relevant pages are attached as Appendix A.

5. **HOTEL ACCOMMODATION**

5.1 Hotel Rooms

It is preferred, and much easier for the Organisers, if all teams and officials can be accommodated in one large hotel, not too far from the Ground (and if it can be within walking distance of the ground this can save a lot of time and money organising team buses).

Total accommodation needs are:

- a. Separate (single) rooms for
 - 1. TD
 - 2. EHF appointed Judges (usually 3, except for Youth where local Judges only are used)
 - 3. Any official EHF Representative
 - 4. Umpires' Manager
- b. Twin rooms for
 - 1. 11 Umpires (including Reserve - so 6 rooms) (8 Umpires for a Youth tournament)
 - 2. Players and officials of 8 teams x 22 persons (depending on whether players of host team are proposing to stay in the hotel).
- c. If possible also accommodation for
 - 1. Media/Press
 - 2. Supporters
 - 3. Any local Organisers or Judges you may wish to accommodate.

5.2 Hotel Price

It is not possible to lay down a guide price. Prices vary from country to country. Teams who must meet their own travel and hotel costs will look for as good a price as possible - but most teams also look for a good standard hotel and not simply "a cheap bed". The Competitions Committee Secretary will be happy to discuss the proposed hotel arrangements with you. His /her approval must be obtained before a hotel can be approved as an official tournament hotel. It may be necessary to have 2 approved hotels - one of good standard and, for those teams who cannot afford that, and one of a much cheaper price for those teams who may have difficulty paying the costs of the approved tournament hotel.

5.3 Other Requirements at Hotel

- a. Sufficient car parking
- b. Room for the buses to and from the ground to load and unload and wait if necessary
- c. A room, which will seat 40 - 45 people, for the tournament briefing meetings.
- d. Suitable catering arrangements - especially for breakfast when large numbers of people may want (1) early breakfast or (2) to eat at the same time or (3) late breakfast.
- e. It is also good to have available flexible "coffee shop" type catering for other meals. For evening meals it may be better to recommend the teams (through your Liaison Officers or Hosts) local restaurants.

5.4 Hotel Liaison

- a. It is essential to have one member of the organisation responsible for dealing with the hotel and hotel manager (and with the hotel requirements of the teams and officials through their Liaison Officers).
- b. The Umpires' Manager must be consulted over the rooming/sharing arrangements for the Umpires.
- c. It is helpful to have a Tournament Desk in the lobby to welcome teams and officials, deal with their rooming and check-in arrangements, distribute information packs and generally deal with questions throughout the Tournament.
- d. The Hotel Liaison Officer should have available a list of room numbers of officials and team managers - for distribution or posting on the notice board in the lobby.
- e. Details of the eating arrangements in the hotel should be available for teams and officials.

6. **TRANSPORT**

- 6.1 The regulations require that the Organisers provide, at their expense, transport for visiting teams and officials from and to the designated airport (which will be the nearest airport with international or major domestic air services) or railway station to the approved Tournament hotel(s) and transport from and return to the approved hotel(s) and the stadium/field throughout the Tournament. (If teams choose to stay in other than approved Tournament hotel(s) then they must be responsible for their own transport arrangements to and from the stadium/field).
- 6.2 The Organisers should make available for TD, EHF appointed Judges and FIH/EHF Representative(s) a car or cars, with drivers.
- 6.3 When arranging coach transport for teams, remember that there may be supporters and members of the media also wanting to use those coaches. Also one team may want to be at the stadium one hour earlier than its opponents. The best arrangement is probably 2 large (45 + seats) coaches available to run a regular shuttle service between hotel and stadium/field. Remember also that after the last match of the day you may have as many as 3 or even 4 coach loads of people all anxious to return to the hotel as quickly as possible.

- 6.4 A transport time table should be published and be available on the hotel notice boards and at the office at the stadium, with copies for Liaison Officers and team officials.
- 6.5 For the Umpires it is ideal if a minibus or minibuses can be provided to be driven by your Umpires Liaison Officer and under the direction of the Umpires' Manager - so that the Umpires are then entirely independent with their own transport.
- 6.6 A map or plan showing the hotel and the stadium/field plus telephone numbers of the hotel and stadium should be made available - if possible before people arrive for the tournament because even though transport is provided there may be players or officials whose arrival is delayed or supporters arriving after the start of the tournament. Players have been known to miss the team bus!

7. **MEDIA/PRESS**

For the promotion of the tournament it is essential to appoint a good media liaison officer.

7.1 Accreditation

- a. What media people both local and foreign press are likely to attend the Tournament? It is not easy to find out. For the some A Divisions, particularly if Men's and Women's tournaments are held together, there might be as many as 60 or 70 press. For a B Division there might be only 3 or 4.
- b. Organisers will wish to make early contact with the local press and any national hockey press to ensure maximum publicity for the Tournament. Also each competing team (or their National Association) should be asked to help by notifying appropriate media people.
- c. It is helpful, and essential at the major Finals, to have a press accreditation system. An example of a form to send to press to register for accreditation before the start of the Tournament is in Appendix B.

7.2 Facilities and Equipment

- a. At the stadium a Press Centre or Press Room with chairs, facilities for people to plug in their own laptop computers, telephones and fax machine(s) must be available. How much equipment depends on the number of press but remember that it may be that after the last match of the day every press writer present will wish to telephone or fax his/her story all within minutes and with press deadlines to meet!
- b. The media/press corps also appreciate some basic refreshment in the Press Room - at the very minimum a coffee machine.
- c. Reserved press seats by the pitch - preferably with some cover or protection from the weather - should also be available.
- d. The Press Centre must also be supplied with team sheets (with starting players indicated) at least 15 minutes before the start of each match and result sheets promptly after the match. A good Press Centre will also always have available match statistics, up to date league tables for the Pools, corrected after every match, details of leading goal scorers etc.

7.3 Video

- a. Apart from any interest from local T.V., many teams nowadays video their own games and also video matches involving future opponents. For this they need a good high position. Such a video platform normally needs room for 3 cameras plus the operators and assistants (perhaps 6 people in all). It does not need to be a big area. An area at the back of a grandstand is often ideal. Any facilities provided should have adequate protection against the weather.
- b. Video replay facilities in the hotel will be helpful for the teams - but many camcorders today will replay directly through the T.V. set in a bedroom.

7.4 Results Service

Immediately after the completion of the matches each day (and sometimes after each match, depending on the instructions from EHF), the Organisers **MUST** arrange to fax or email the result to the EHF Office or to such other central point (such as the office at another major tournament) as notified by the EHF. Organisers must make facilities available to the TD to so forward the sheets. These results can be made available to:

1. Press agencies and members of the press corps in different countries who are not present at the Tournament.
2. Other centres where European Tournaments are taking place.

At the same time your Tournament, and the press there, will receive the results from all other Tournaments which are taking place on the same weekend. Some press/media may wish to contact the Press Centre directly. A telephone number should be available.

3. Organisers may also wish to produce their own website.

8. **MEDICAL**

- 8.1 It is essential that adequate medical support is available in case of injury. Some teams may have a doctor with them - but certainly not all. A doctor should be available at the stadium whenever matches are being played.
- 8.2 Not every team will have its own physiotherapist. A locally appointed physiotherapist, who can be called by telephone in case of need, is a good precaution. The cost of such a physiotherapist if used will be for the persons using their services.
- 8.2 A stretcher must be available by the side of the pitch at all times.
- 8.3 It is not necessary to have an ambulance on standby at the stadium but local officials should know which is the nearest emergency hospital, its telephone number and how to find it in case a player has to be taken there by car with a minor injury (such as a fractured finger).
- 8.4 Team physiotherapists will also welcome a physio room or, at least, a physio couch to work on either at the stadium or at the hotel, though most are used to improvising and to using a hotel bedroom as their treatment centre.
- 8.5 A contact number for a dentist should be available.

9. **PROGRAMME**

9.1 The design and content of the programme is a matter for the Organisers BUT the programme must conform with Regulation B.5:

1. The Message by the President of the EHF will be sent to you by the EHF office.
2. The artwork for the EHF/FIH logos is available from the EHF office.
3. Check with the E.H.F. office on the arrangements for the one-page advertisements (free of charge) to which the official EHF sponsors are entitled in each programme. The material **MUST** please be returned to EHF office after it has been used.
4. A list of technical officials for the tournament and members of the EHF Executive and Competitions Committee for printing in the programme will also be sent by the EHF office.

9.2 Organisers will want to contact teams to obtain details of their players (and perhaps "pen pictures" or team photographs or a history of the Club). However, it will always be difficult to obtain accurate details of which 16 (or 18) players will be in a team's squad. Organisers will usually need the information - to allow time for printing the Programme - before Regulations require each Club to send its final list of players (to EHF not less than 30 days before the start of the Tournament). Printing arrangements will dictate the date by which you need to have this information.

9.3 Programmes should be available for team managers, officials and umpires either at the Tournament Desk in the hotel on arrival or at the Briefing Meeting.

10. **FINANCE AND SPONSORSHIP**

10.1 The financial responsibilities of the Organisers are laid down in Part B of the Regulations.

10.2 All participating teams pay for their own travel, hotel accommodation and meals. They also pay (through their National Association) the entrance fee to the EHF. Organisers are not permitted to charge participating clubs any additional entry fee to help finance the costs of the Tournament.

10.3 Organisers will, however, keep the money earned from:

1. Local sponsorship
2. Entrance fees or "gate money" from spectators
3. T.V. fees
4. Perimeter and other advertising at the stadium (except for a FREE advertising board for the EHF and its sponsors - see Regulation B.5)
5. Programme advertising and programme sales.

10.4 A sponsor's name may only be used in front of the name of the competition or tournament if specific approval of EHF is obtained in advance.

10.5 Apart from the cost of transport (see 6 above), the Organising Committee is responsible for:-

1. the cost of travel (home to tournament town) and full board accommodation of 1 x TD, 1 x Umpires' Manager and 2 x Neutral Umpires (in the case of Youth tournaments there are no Neutral umpires appointed).
2. the Hotel accommodation of EHF Judges
3. hotel (full board) for the nominated national umpires and reserve umpire.

- 10.6 If you, as Organisers, have any special arrangements with travel agents or national airlines which may enable you to obtain airline tickets (for TD or Neutral Umpires or Umpires' Manager) for less than they are likely to pay, then you should contact these officials immediately their appointment is known. Otherwise, because Tournaments are usually at busy holiday periods, the officials may have already bought their ticket to ensure a booking on a convenient flight. It may be too late. Never buy their tickets without liaising with the official first. Occasionally (e.g. for a neutral umpire coming from a country with currency problems) you may actually be asked to buy an airline ticket and send it to them. More usual, however, the TD, neutral umpires and umpires' manager will make their own travel arrangements and you repay them when they arrive at the Tournament.
- 10.7 The Organisers are responsible for providing (at their own expense) medals for the winners as required by the Regulations.
- 10.8 The Regulations no longer require the Organiser to provide a tournament dinner or social event. If they are able to offer a social event so much the better. Sometimes a local municipality or a sponsor will arrange this or at least give some financial assistance towards it.

11. **ACCREDITATION**

At appendix F is a list showing who should be given accreditation. It is never easy for Organisers to know who should be entitled to accreditation and who not. Of course for many of the Tournaments very few VIPs on that list will be able to attend. However the list is intended to guide organisers on who should be entitled to accreditation if they come. It is stressed that such visitors to the tournament are at no cost to the Organisers (apart from the free accreditation).

12. **COMMUNICATION**

12.1 With competing teams

- a. From the moment the teams participating in a tournament are known and the Organisers appointed it is important to have regular communication and exchange of information between them..
- b. Details of the contact person at each of the participating teams will be sent to the Organisers by the EHF
- c. The Organisers will want information from the other teams - how many players and officials will they bring? How many supporters want hotel accommodation arranged? Details for the programme? Any special needs? Practice on the pitch before the Tournament begins?
- d. Above all, competing teams will want information from the Organisers - which hotel will be used? What will it cost? Can it also accommodate any travelling supporters? Can they practice on the pitch before the Tournament? What are the timings of the match schedule and so on?
- e. It is therefore essential to initiate and keep up regular communication with the teams (and with the umpires and the officials) - to let them know what is happening.
- f. It will avoid embarrassment or ill feeling later if teams are advised in advance of the price and type of entrance tickets available for any family or supporters travelling with them.
- g. Team managers as well as officials and umpires will need to know the time of the Tournament Briefing Meeting before they make their travel arrangements. Organisers should liaise with the TD to fix the time. Normal time for the Briefing would be at 8 p.m. on the evening before the first matches (unless it is a small tournament and matches will not start until the afternoon, when the TD may prefer the meeting in the morning).

12.2 With Officials and Umpires

- a. The Organisers will also need to communicate with the Tournament officials (TD, Judges, Umpires' Manager and Umpires). Details of these appointments will be sent to the Organisers as soon as they are known and confirmed (and usually by the end of December at the latest).
- b. Organisers must give these officials details of arrangements and obtain information on their travel plans, proposed time of arrival, etc. Officials and umpires will have already confirmed to EHF acceptance of their appointments. However Organisers must remember that these officials receive no further information from EHF. They need information from you. It is important that Organisers and officials establish and maintain contact with each other as early as possible.

12.3 With the Competitions Committee Secretary

- a. To agree the match schedule. It is for the Organisers to make proposals for the timing of each match (subject to the approval of the Competitions Committee on behalf of EHF) to allow for local conditions, spectators, TV etc.
- b. To give and receive details of telephone and fax numbers for communicating with the EHF before, but particularly during, the Tournament.
- c. Copies of the circular letters or bulletins sent to all teams or officials requesting or sending information (but not individual letters to teams and officials) about their particular arrangements should be sent to the Competitions Secretary, so that he/she is aware of what general communications have been sent out by the Organisers.

13. **MATCH DOCUMENTS**

The EHF office will provide copies of the following standard FIH/EHF documents which the Organisers can copy for use at the Tournament:-

- (a) Appointment Sheets (for details of Umpires, T.D.'s and Judges for each day)
- (b) Match Report Sheets

The standard forms must be used. However, the Organisers are free to add to these their own logo as long as the content and lay out of the document remains as designed by the FIH

14. **LOCAL JUDGES**

- 14.1 EHF appoint the Tournament Director and usually 3 Judges (according to the size of the Tournament). In addition 3 local Judges will be needed. (For Youth tournaments the Organising National Association is normally asked to provide all the judges).
- 14.2 Organisers should consult their National Association as to those suitable for appointment as Judges. (It is a good opportunity to introduce promising new Judges who may then win a place on the EHF Judges list). Then submit the list of names of the proposed Judges to the Competitions Secretary, so that he/she may approve them on behalf of EHF. Brief details of the experience of these local Judges should be sent with the proposals. It is important that local Judges should:-
 - be available for the whole period of the tournament, if possible
 - not be involved in any other organising duties once the tournament starts (unless it is to act as Liaison Officer to the TD and Judges)

15. **PRIZE GIVING/CLOSING CEREMONY**

The medal and trophy presentation ceremony at the end of the tournament must be arranged in consultation with the EHF Representative at the Tournament (in the absence of an officially appointed EHF Representative, the TD is the EHF representative. He/she has the final authority on who should be involved or who should present the prizes and medals. For A Divisions (only) there is an EHF trophy for the winners. For B & C Divisions, Organizers may be asked to provide a (modest) trophy for the winners to keep, but this is not obligatory.

Appendices

- A. Checklist for Technical Equipment & Requirements
- B. Sample Press Accreditation Form
- C. Checklist for the Stadium
- D. Checklist for Communication Information
- E. Checklist for Hotel
- F. Accreditation List

APPENDIX A

CHECKLIST OF TECHNICAL EQUIPMENT AND REQUIREMENTS (As set out in the F.I.H. Technical Manual)

GENERAL CONDITIONS

- Type of surface
- Quality of surface
- To be watered if a synthetic surface
- Goal Areas
- Overruns (3 m of same surface - further horizontal surface of 2 m at each end and of 1 m at each side of the field of play)

More generally

- requirements to have the best conditions of play.

MARKINGS OF FIELD OF PLAY

Side, goal, and back lines

- straight
- length
- width
- correct angles

Center line & 23 meters lines

- straight
- width
- correct angles with side lines
- correct distance from goal lines

Shooting circles lines / Broken lines outside shooting circles

- measurements
- width

Penalty stroke spots

- distance from goal lines (important)
- diameter
- in front of the centre of each goal

Penalty corner marks

- distance from goal posts
- outside the field of play only

Corner marks

- distance from corner flags
- outside the field of play only

Others

- 14,63 meters marks on side lines (outside the field of play only)
- 5 meters marks on centre line and 23 meters lines
- 5 meters marks on back lines

Generally

- marks visible enough or to be remarked
- different markings on same field of play

GOALS

Posts

- rectangular edges
- width
- depth
- vertical
- height
- not extending upwards
- painted white
- position on back line

Crossbar

- rectangular edges
- width
- depth
- length
- horizontal
- not extending sideways
- painted white

Frame

Sideboards

- height
- length
- thick enough
- at correct angle to goal line
- vertical
- not extending width of posts
- well fixed to posts
- well fixed to backboard
- no chocks inside the goal to support
- painted dark

Backboards

- height
- length
- parallel to goal line
- well fixed to sideboards
- no chocks inside the goal to support
- painted dark

Backposts (what kind)

- vertical or not
- dangerous or not
- may stop the ball

Nets

- no holes or bad tears
- meshes not too wide
- firmly fixed or tied at regulation intervals
- to back of posts
- to back of crossbar
- to outside of backboard and sideboards

General rigidity

- fixation of goals to ground (if natural grass surface) or heavy enough to need no fixation
- rigid enough
- goals not easy to move

General

- handles, screw bolts etc., which could either be dangerous or cause the ball to rebound inside the field of play.

FLAG POSTS

At corners

- position
- height
- colour
- flag size
- flag colour
- not too resistant and therefore dangerous.

TECHNICAL OFFICIALS' TABLE/SEATS

Facility

- position (in line with centre line of the field of play)
- that side of the field of play where there is the least annoyance from the sun and/or hindering of viewing for spectators (but must be on the same side of field as the team benches.
- on a platform with a height of minimum 25 cm above field of play level
- sides (open to permit easy access to field of play)
- distance from side line (at least 2m and preferably 4m)
- protective cover against rain, sun, wind and field of play watering.

Table

- Appropriate working table seating 4 persons with covering cloth and drawer protection of legs (front and two sides closed completely from the top of the table to the floor) any kind of enclosure for the table area.

Seats

- three seats available
- a fourth seat for reserve umpire
- four more seats for temporarily suspended players (two on each side of the Technical Officials' table)
- additional seats just for those who have authority to be there (clock/score board operator, stretcher bearers and (if they so desire). Tournament Director, Umpires' Manager, FIH and local Medical Officers)
- Seats not too low.

TEAM BENCHES

- Available for 9 persons per team
- One on each side of the Technical Officials' table enclosure
- Not more than 10m. from it and at the same distance from the side line of the field of play as the Technical Officials' table
- Protected against rain, sun, wind and field of play watering
- Racks or baskets for sticks with 16 holes available for each team and protected by a moveable cover against rain and field of play watering.

OTHER EQUIPMENT OF GROUND TO CHECK

- Score board
- Clock and (electronic) timing devices, indicating the current playing (or remaining) time. Preferably operable from the Technical Officials' table
- Permanent match results and classification boards - Preferably at a point of the stadium where it can be seen by the greatest number of people
- Flags and poles (for each participating country and for F.I.H. and EHF)
- Sound equipment, if any - If so
 - what announcements ?
 - anthems ?
- Floodlights, if any - If so
 - to have a trial
 - to assess the lighting warm up period
- Watering (entire wetting of field of play and overruns within 8 minutes)
- Anything to retain the balls (nets)
- Warm up place near the field of play, if any
- General installation of stands, seats and accesses
 - stands and seats separated from ground
 - separate areas for F.I.H. and local officials, technical officials not on duty, players of participating countries not playing, spectators, press, broadcasting and TV people
- Organisation of ball boys (6 up to 8)
- Catering

First aid

- (identification of) local doctor on duty at the field of play and local coordinator
- means of communication
- stretcher (and stretcher bearers), spinal board as well as wood, aluminum or air splints for fractures of upper and lower limbs near the Technical Officials' table
- adequate supply of ice and water constantly available
- duly equipped room for first aid treatment at proximity of the field of play
 - two treatment tables
 - adequate lighting
 - facilities for suturing cuts
 - sterile and nonsterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tape
 - basic medicines
 - analgesics (oral and injectable), including morphine, medicines for gastrointestinal disorders
 - intravenous equipment and sterile fluids for treatment of severe heat exhaustion (in tropical

- zone)
 - warming or cooling ability
 - oxygen and means of delivery
 - gloves and waste disposal
- equipped and unobstructed ambulance service with access to the field of play for evacuation of seriously incapacitated players to nearest hospital
- ability to care for Technical Officials and Umpires.
- Dope test room
- appropriate room with required material as per operative Doping Policy
- availability of refreshments

SECURITY CONTROL

- Stands
- Print journalists' seats
- Camera crews and photographers
- Entrances
- Changing rooms
- Secretariat - offices - media/medical Centres

BALLS

- Kind of balls (F.I.H. approved)
- Number of balls available (at least 6 new balls and adequate number of replacement balls of the same brand available at start of match)
- According to field of play & weather

TECHNICAL OFFICIALS' TABLE EQUIPMENT

- Formal documents ("Rules of Hockey" booklet - tournament regulations - appointment sheets - time tables for matches - match reports - penalty stroke competition reports - entry forms - liaison officers' list - statistics - doping policy - card registration forms - etc.
- Office stationery and typing paper
- Stop watches(3)
- F.I.H. approved stick control rings (2)
- Spare whistles (2)
- Spare armbands or ribbons (4 in different colours) + safety pins for captains
- Set of players substitution boards, numbered 1 to 32 and safe for handling over at high speed, not temperature sensitive (2)
- Audible manual hooters (spray horns) (2)
- Remote control of the score board and playing time device
- System of communication (phone/walkie-talkie) with T.D.'s office and press centre
- Sets of warning cards for umpires (2)
- Bottle containing a 80% alcohol solution and a piece of cloth for cleaning blood stained

field of play

- Gloves and waste disposal
- Suitable container for carrying the technical equipment

CHANGING ROOMS

For players

- location
- number (minimum 4)
- size
- cleanness
- showers with hot and cold water
- toilets
- massage table
- lockable safe
- security
- electrical outlet for machines e.g. ultrasound

For umpires (separate from players)

- size
- cleanness
- showers
- toilets
- lockers
- lockable safe
- half time refreshments
- security

For technical officers/) judges/umpires' manager

- possible changing facilities

SECRETARIAT OFFICE

- place not far from field of play
- Size
- Furniture
- Lockers
- Messenger
- Refreshments and snacks readily available
- Equipment
 - office stationery
 - official documents for tournament
 - telephone, telefax and e-mail facilities for local, national and international calls and connections
 - data processing system with word processing facilities (in default, a typewriter) and a typist speaking and writing English fluently
 - copy machine
 - notice board
 - individual boxes for mail to technical officers, umpires' manager, umpires, judges, media officer and medical doctor Officer
 - press boxes
 - TV with video and access to feed of internal circuit, if any.

TOURNAMENT DIRECTOR'S OFFICE

- Place not far from the field of play
- Size

APPENDIX B
SAMPLE PRESS ACCREDITATION FORM
ACCREDITATION FORM

Name:

Address:

City/country:

Telephone: Mobile Tel No:

Email Address: Fax No:

I will attend on behalf of:

☐ Daily Newspapers ☐ Magazine ☐ Press Agency

☐ Radio Station ☐ Television Network ☐ Photo Agency

☐ Freelance

Name of Company:

Press ID Number: Passport Number:

Date of arrival: Date of Departure:

Please specify which transportation will be used:

☐ car ☐ train ☐ plane ☐ with team of

I wish to make hotel reservations for nights*

☐ Single room, including breakfast ☐ Double room, including breakfast

Payment of all costs will have to be concluded immediately upon arrival

Will you use telephone/fax in the Press Room?* ☐ YES ☐ NO

Will you need any pitch side communication (at your own expense?) If so, please give details:

Any other special arrangements:

Date:

Signature:

Please return with a photo to by at the latest.

* Please tick where appropriate

APPENDIX C

CHECKLIST FOR THE STADIUM

1. Goals and nets.
2. Pitch markings - are they as required by the current Rule Book? Consider also the position of the pitch in respect to any TV requirements. Will the lines need remarking during the Tournament? If so, what arrangements need to be made?
3. Corner flags.
4. Is any protection needed for team benches/officials table/spectators? - e.g. any protective netting behind the goals.
5. Officials table - see Guidelines 4.3a
6. Team benches and supplies - see Guidelines 4.3b
7. Match Scoreboards - to show the score in the current match
8. Results Board for the Tournament
9. Dressing rooms - including allocation to teams and cleaning (between use by different teams as well as at the end of the day) and security.
10. Any kit or baggage store for teams at the Stadium - to secure bags when they are not in the dressing rooms.
11. Pitch watering - arrangements - timing - personnel/rotas - it will be vital for the personnel to be ready and in position if the pitch needs watering at half-time. Also during watering will some additional protection or covering be needed to protect the Table and Team benches?
12. Perimeter advertising - including the positioning of advertising boards - are they a danger to players? - are any permanent advertising boards acceptable to (a) the Tournament sponsors and (b) TV. Is EHF sponsors' advertising board in place?
12. Public address or loudspeaker system
14. Positioning and installation of any merchandise or food sales stands.
15. Is 24-hour service available during the Tournament to deal with mechanical or electrical faults which may occur at the Stadium or on the equipment, such as the watering equipment or the electrical supplies or equipment?
16. Programme sales desk or sellers on foot.
17. Tournament Director's Office - see Guidelines 4.2.b.
18. Any catering arrangements at the Stadium for
 - (a) teams'
 - (b) TD's and officials'
 - (c) public/spectators
19. Are the Press Centre facilities at the Stadium in place - see Guidelines 7.2 and liaise with the member of the Organising Committee responsible for Press

20. Are there position available for teams or media to set up video cameras and do these positions need to be allocated or regulated?
21. Organise rooms/equipment for medical facilities at the Stadium - liaising with the Tournament Doctor or the Organiser in charge of medical facilities. (See Guidelines 8.)
22. For the final day is it necessary to provide any reserved area for teams who are not playing to watch the matches - to ensure they have a seat if large crowds are expected?
23. What equipment - pedestals, ropes etc. - may be needed for the prize giving and medal ceremonies?
24. Is there plentiful supply of ice for the teams? Can further ice be made or supplied during each day if necessary?
25. Adequate supplies of bottled water should be available for the teams during matches.
(Recommended 18 x 2 litre bottles per team)

APPENDIX D

CHECKLIST FOR COMMUNICATION OF INFORMATION

Note: In these checklists **PARTICIPANTS** include Tournament Directors, Judges, Officials, Umpires, Umpires' Manager, Teams, Local Officials, Organisers and Helpers, Tournament Doctor and Medical Staff.

BEFORE they travel to the tournament participants need to know about:-

1. The match schedule, the times of the matches and format of the Tournament.
2. the Tournament Regulations will have been sent to the participating clubs or teams by the EHF. Other participants should be sent copies by the organisers.
3. Meeting arrangements at the airport.
4. Hotel arrangements with address of hotel and telephone number (to leave with their family in case they need to be contacted urgently)
5. Practice facilities.
6. Team meeting facilities
7. Time and place of the TD's Briefing Meeting (see Guideline 12.1g)
8. Who their Liaison Officer will be.
9. Any catering/eating arrangements
10. Security arrangements
11. Financial arrangements - what they must pay for and any items which the hosts/organisers are offering gratis.
12. Whether there will be any Drug Testing procedures.
13. What medical support is available - doctor, physiotherapist, treatment room.
14. What social events, receptions or dinners are planned and who is invited.
15. Ticket arrangements for visitors/supporters/husbands/wives who may be accompanying the participants.

To avoid confusion or embarrassment, participants should be asked to confirm receipt of important information.

In addition, not later than their **ARRIVAL** at the Tournament hotel, participants should also receive:

16. A full list of Tournament Officials.
17. A list of local Organisers/Helpers and their jobs or responsibilities.
18. Plan, maps and details of facilities at the Stadium or in the vicinity.
19. Details of Stadium emergency procedures (e.g. for evacuation in case of fire).

20. Car park passes if they have their own cars with them.
21. Details to enable them to communicate with people during the Tournament - hotel room numbers and other telephone numbers - which Organisers are on any walkie-talkie radio system at the Stadium.
22. Transport arrangements - with timetable for coach transport to and from the Stadium and to and from any social events.

The Organisers will need to know **FROM** the participants, as early as possible:

1. The number of players and officials in each club's squad and details of any husbands/wives/club officials for whom hotel or transport arrangements may be required.
2. Whether the club will stay in the designated tournament hotel(s). (If they will not and seek to arrange cheaper accommodation then remind them that the Organisers/Hosts will provide daily transport to the Stadium **only** from the designated hotel(s)).
3. Details of the club and its players for the Programme.
4. Time of arrival and departure.
5. Will they want practice time at the pitch before the Tournament starts? (Who is to pay for pitch time and transport costs for any such practices? If it is to be a cost for participating teams then they should be given details of those costs in advance).

APPENDIX E

CHECKLIST FOR HOTEL

1. Has the booking of the hotel(s) been arranged, special room tariffs (and meal tariffs?) been negotiated and all confirmed in writing? Is the selected hotel large enough to accommodate everyone who may wish to stay? If not, can a back up or overflow hotel be arranged in the vicinity or will it be necessary to split the participants between two hotels?
2. Room Allocation. (See Guidelines as to which officials must have single rooms and which can share.) Try to persuade the teams to send you their preferred rooming list (who will share with whom) in advance.
3. Arrange Meeting Rooms - for TD's Briefings, for any briefings by Organisers and helpers, for use of the teams for team meetings.
4. Set up tournament Desk in the hotel lobby and organise a rota of helpers to man it (starting from the **day before** the Tournament begins).
5. Liaise with the hotel over breakfast arrangements. A buffet style always works best. The hotel needs to know of any special requirements for early or late breakfasts or when the busiest time for breakfast is going to be - that they can organise their staff.
6. Are there any arrangements to be made for any teams who wish to take other meals in the hotel (at their own expense)?
7. Arrange for a tournament Notice Board for hotel lobby.
8. Are the teams to be regulated or restricted in the use of facilities in the rooms such as (a) pay video, (b) room telephones, (c) mini bar? If so, this needs to be arranged **before** they check in - not the day after when it may cause resentment.
9. What are the arrangements for settling hotel accounts/checking out? Are participants to settle their accounts directly with the hotel or through the Organisers?
10. Who will check that those for whom the Organisers pay the hotel room (Judges, Umpires) have settled their extras account when they check out?
11. Who will provide a list of all the hotel room numbers of officials (including Umpires) and team managers once they have checked in - for the use of Organisers, TD's etc?

APPENDIX F

ACCREDITATION AND TRANSPORT DETAILS

Note that it is unlikely that all, or even any, of the FIH/EHF officials listed below will be present at most tournaments but the following guidance on accreditation may be helpful to organisers.

VIP ACCREDITATION [ACCESS VIP STAND + HOSPITALITY AREA]

- EHF EXECUTIVE BOARD MEMBERS + 1 PARTNER
- EHF MEMBERS OF HONOUR + 1 PARTNER
- EHF COMPETITIONS COMMITTEE MEMBERS
- EHF GUESTS
- EHF ADMINISTRATION OFFICER
- FIH EXECUTIVE BOARD MEMBERS + 1 PARTNER
- PRESIDENT or CHAIRMAN, GENERAL SECRETARY or CHEF DE MISSION 8 PARTICIPATING TEAMS
- PRESIDENT or CHAIRMAN, GENERAL SECRETARY or CHIEF EXECUTIVE, NATIONAL FEDERATIONS WHOSE CLUBS ARE PARTICIPATING
- CHAIRMAN, SECRETARIES EHF COMMITTEES
- TOURNAMENT DIRECTOR + 1 PARTNER

GENERAL ACCREDITATION [ACCESS GENERAL STANDS ONLY]

- EHF GUESTS
- EHF COMMITTEE MEMBERS [ONLY THOSE WHO ARE ATTENDING AN OFFICIAL MEETING]

OFFICIAL ACCREDITATION [ACCESS GENERAL/PLAYER STANDS + PLAYING AREA + CHANGING ROOMS + INTERVIEW ROOM]

- EHF PRESIDENT
- EHF GENERAL SECRETARY
- EHF TREASURER
- CHAIRMAN EHF COMPETITIONS COMMITTEE
- 8 PARTICIPATING TEAMS
- [18 PLAYERS, MANAGER, ASSISTANT MANAGER, COACH, ASSISTANT COACH, DOCTOR, 2 PHYSIOTHERAPISTS, VIDEO OPERATOR]
- TOURNAMENT OFFICIALS

PRESS ACCREDITATION [ACCESS PRESS STANDS + PRESS CENTRE + INTERVIEW ROOM] NOTE NO ACCESS TO PLAYING AREA EXCEPT PHOTOGRAPHERS

- EHF PRESIDENT
- EHF GENERAL SECRETARY
- EHF TREASURER
- EHF ADMINISTRATION OFFICER
- TOURNAMENT DIRECTOR
- CHAIRMAN EHF COMPETITIONS COMMITTEE
- OFFICIAL PRESS BADGE HOLDERS ONLY

NOTE:

ABOVE PERSONS WHO DO NOT HAVE A PARTNER ACCREDITED MAY PURCHASE THE RELEVANT ACCREDITATIONS