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GUIDELINES AND CHECKLISTS FOR THOSE ORGANISING PAHF COMPETITIONS (Outdoor and Indoor)

Includes Pan American Cups (unless subject to a separate contract), and U21, Youth and Club competitions

CONTENTS

1. Introduction	Page 2
2. Authority and Contact	2
3. Organizing Committee	2
4. Technical Requirements	3
a. Practice Pitches and Practice Facilities	3
5. Hotel Accommodation	3
a. Hotel Rooms for Tournament Officials	3
b. Hotels for Teams	4
c. Other Requirements at Officials Hotel	4
d. Hotel Liaison	4
6. Transport	4
a. For Officials	4
b. For Teams	4
7. Media/Press Accreditation	5
a. Facilities and Equipment	6
b. Video	6
c. Results Service	7
8. Medical	7
9. Publicity and Program	8
a. Advertising Rights	8
b. Program	8
10. Finance and Sponsorship	9
11. Communications	9
a. With competing teams	10
b. With Officials and Umpires	10
c. With relevant PAHF Competitions Secretary	10
d. Visas	10
12. Match Documents	11
13. Local Judges	11
14. Accreditation	11
15. Opening and Closing (Awards) Ceremonies	11

Appendices

A. Technical Requirements	12
B. Sample Press Accreditation Form	19
C. Checklist for the Stadium	20
D. Checklist for Communication Information	22
E. Checklist for Officials Hotel	24
F. Accreditation List	25

1. INTRODUCTION

These notes provide guidance for those involved in organizing/hosting PAHF Competitions that are not the subject of a separate contract with PAHF. This includes Pan American Cups and the Pan American U21 Cups for Outdoor and Indoor competitions. They also cover PAHF regulated Club Tournaments. As well as setting out the obligations of the organizing Committee, these notes will form a useful checklist and reminder.

In case of any differences with these notes, the PAHF Tournament Regulations for the competition, or any formal contract between the Organizing Committee and PAHF, shall prevail.

2. AUTHORITY AND CONTACT

- a. National Associations and any clubs who are appointed to organize a tournament do so on behalf of PAHF,
- b. Contact with PAHF should normally be with the Chairperson and Secretary, or designee of the PAHF Competitions Committee,
- c. A Club Organizing Committee must also liaise with their own National Association.

3. ORGANIZING COMMITTEE

To prepare for and run a Pan American Hockey Federation Tournament an Organizing 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. Hotels
- h. Transport
- i. Stadium/Pitch and facilities (offices, changing rooms, catering facilities, the pitch, ball patrol (if necessary) etc.)
- j. Chief Liaison Officer (who will work through the Liaison Officer or Host appointed for each team, Umpires (1), T.D. and Officials (1) and Media/Press (1)).

As soon as the Organizing Committee is appointed, details (with addresses, telephone, fax numbers and email addresses for the Secretary or the prime contact person) should be sent to the PAHF and the Chairperson and Secretary of the PAHF Competitions Committee.

4. TECHNICAL REQUIREMENTS

See Appendix A

Practice Facilities/Practice pitches

- 4.1 Two (2) days before the start of the tournament, each team is entitled to practice on the tournament pitch (for an Outdoor tournament) (1 day before the start of an Indoor tournament), for at least 1 hour per day. Practice times should be reserved on a “first come, first served” basis. In addition, for an Outdoor Tournament, each team is entitled, at the Organizing Committee’ expense, to one further hour of practice/training time during the tournament. This will be either on the tournament pitch, if available and if the match schedule allows, or on a practice pitch in the area. The practice pitch should be as similar as possible to the tournament pitch.
- 4.2 The Organizing Committee should arrange for the tournament pitch to be available exclusively throughout the tournament.
- 4.3 When a team requests additional training facilities (over and above the times specified above) then it is hoped that the Organizing Committee will always try to assist that team. If the Organizing Committee has to hire the practice pitch then this shall be at the expense of the team requiring the additional facilities and the Organizing Committee shall be entitled to charge them the cost actually and legitimately incurred.

5. HOTEL ACCOMMODATION

5.1 Hotel Rooms for Tournament Officials

All appointed Technical Officials and Umpires must be in the same hotel, not too far from the tournament venue (if it can be within walking distance of the tournament venue, this can save a lot of time and money organizing transport).

Total accommodation needs are:

- a. Separate (single) rooms for:
 1. TD and any appointed TOs (refer to PAHF Host Responsibility Chart)
 2. Any official PAHF or FIH Representative
 3. Umpires' Manager
- b. Twin rooms for:
 1. Umpires
 2. PAHF appointed Judges (usually 2 or 3)
 3. PAHF appointed Media Officer
 4. PAHF appointed Medical Officer
- c. If possible also accommodation for:
 1. Media/Press
 2. Supporters
 3. Any Local Organizing Committee or Judges you may wish to accommodate.

5.2 Hotels for teams

Competing teams (or their National Associations) are responsible for reserving and paying for their own accommodation. However, the Organizing Committee will help the participating teams by recommending/suggesting suitable hotels, preferably close to the tournament venue and in different price ranges to suit the budgets of different teams.

It is not possible to lay down a price guide. Prices vary from country to country and from city to city. 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". Others may simply want the cheapest accommodation available. The PAHF Competitions Committee Chairperson and/or Secretary, or designee will be happy to discuss with you the hotels you may be considering.

5.3 Other Requirements at Officials' Hotel

- a. Sufficient car parking.
- b. Room for any minibuses 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 numbers of people may want (1) early breakfast, or (2) to eat at the same time, or (3) late breakfast, or (4) packaged meals.
- e. It is also good to have available flexible "coffee shop" type catering for other meals.
- f. A "hockey" notice board in Reception, on which notices, Appointment Sheets, and transport schedules can be displayed.

5.4 Hotel Liaison

- a. It is essential to have one member of the Organizing Committee responsible for dealing with the Hotel and Hotel Manager (and with the hotel requirements of the officials.).
- 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 Umpires and Officials, deal with their rooming and check-in arrangements, distribute information packs and generally deal with questions
- d. The Hotel Liaison Officer should have available a list of room numbers of Umpires and Officials -for distribution or posting on the notice board in the lobby.
- e. Details of the eating arrangements in the Hotel should be available.
- f. Appendix E sets out a suggested checklist for those responsible for dealing with the hotel accommodation.

6. TRANSPORT

6.1 Transport for Officials

The Regulations require provision, at the Organizing Committee's expense, of transport for Umpires and Officials from and to the designated airport (which will be the nearest airport with international or major domestic air services) or railway station (if an umpire or official chooses to travel by rail) to the Tournament Hotel. Also transport from and return to the hotel and the tournament venue throughout the Tournament shall be provided.

6.2 Transport for TD and FIH/PAHF Representative(s)

The Organizing Committee should make available for TD and FIH/PAHF Representative(s) a car or cars with drivers.

6.3 Transport for Umpires

For the Umpires it is ideal if a minibus or minibuses can be provided to be driven by the Umpires Liaison Officer and under the direction of the Umpires' Manager - so that the Umpires team is then entirely independent with their own transport.

6.4 Transport for Teams

Transport is to be provided for all participating teams on arrival and departure to/from the designated airport/railway station and their chosen hotel, and to the tournament venue for matches and official practices.

Those participating teams responsible for arranging and paying for the costs of their own internal transport (excluding arrival and departure), either because the regulations provide for that or because the team chooses to stay in a hotel other than the officially approved hotels provided by the Organizing Committee, may need help from the Organizing Committee to recommend, from their local knowledge:

- a) A coach/bus company, which the team can use to arrange transport from the hotel and from and to the tournament venue
- b) For those who would prefer to use self-drive transport, a car hire company from whom they can arrange to rent mini-buses or MPV "People carriers"
- c) If there are hotels within walking distance of the tournament venue, even if these are not the cheapest available hotels, then a team may find that the overall cost is less, because of the need to hire less transport, during the tournament.

7. MEDIA/PRESS

For the promotion of the tournament, it is essential to appoint a good media liaison officer that will work with the PAHF appointed Media Officer.

7.1 Media Accreditation

- a) What media people, both local and foreign media personnel, are likely to attend the Tournament? It is not easy to find out. For some Tournaments, particularly if Men and Women's tournaments are held together, there might be as many as 100 media personnel. For other tournaments, there might be only 3 or 4 in total.
- b) The Organizing Committee will wish to make early contact with the local media and any national hockey media 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 tournaments, to have a media accreditation system. An example of a form to send to media 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 must be available, with chairs, telephones and fax machine(s) and facilities for people to plug in their own laptop computers. Wireless high speed internet connections (54Mbs min) at the Tournament Venue are the best way to accommodate most media. How much equipment depends on the number of media personnel but remember that it may be that after the last match of the day every media person present will wish to telephone or fax or email his/her story all within minutes and with press deadlines to meet! So, the number of available telephone lines needs to be carefully considered. For certain PAHF Cup tournaments it might be necessary to have the facilities of the Press Centre available for use 2 days before the first matches of the tournament – journalists do not just start reporting when the first match starts. They may want facilities to send their pretournament copy.
- b) The media personnel also appreciate some basic refreshment in the Press Room - at the very minimum a coffee machine for larger events or a thermos jug of coffee at smaller ones and also a selection of cold drinks.
- c) Reserved media seats by the pitch; for Outdoor Tournaments, such seats should have – some cover or protection from the weather.
- d) The Press Centre must also be supplied with team sheets at least 15 minutes before the start of each match and with copy match 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

Apart from any interest from local TV, most teams video their own matches and those involving future opponents. For this they need a good high position. Such a video platform will need room for at least 3 cameras plus the operators and assistants (perhaps 6 people in all). Many teams now prefer to have a video position directly behind one of the goals. For Outdoor tournaments, video platforms should have protection from the weather.

If the demand for video positions exceeds those available then the order of priority for use of the video platform should be for operators from:

1. The 2 teams playing in the match,
2. The other teams in that pool,
3. Other teams participating in the tournament,
4. Any other accredited observers and outside agencies.

Video replay facilities in the hotel will be helpful for the teams - but many camcorders today will replay directly through a TV set.

If local TV is covering the tournament, the Organizing Committee should endeavor to ensure that a copy of the matches taped by TV is available to all of the competing teams.

7.4 Results Service

Immediately after the completion of the matches each day (and for some tournaments after each match depending on the instructions from PAHF) the Organizing Committee MUST arrange to e-mail a copy of the match sheet to the PAHF officers designated by the Tournament Director or to such other central point (such as the office at another major tournament) as notified by the PAHF. (in some cases this will include the FIH Office) 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. The Organizing Committee must also be ready to post results directly onto the PAHF website.
3. Some press/media may wish to contact directly the Press Centre at another tournament. A telephone number should be available.
4. The PAHF will make available its web site for a tournament web site and results base. The Organizing Committee should consider producing additional information for the tournament web site.

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 must be available at the tournament venue whenever matches are being played. There should be a doctor at the table for each match.
- 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. Anybody using this service should pay the cost of such a physiotherapist.
- 8.3 A stretcher must be available by the side of the pitch at all times.

- 8.4 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).
- 8.5 Team physiotherapists will also welcome a physio room or, at least, a physio couch to work on either at the tournament venue or at the hotel, though most are used to improvising and to using a hotel bedroom as their treatment centre.
- 8.6 A contact number for a dentist should be available.

9. PUBLICITY AND PROGRAM

9.1 Advertising Rights

PAHF shall be entitled to advertise at no cost on:

- Umpires uniforms
- Ballboys/girls
- Field of play advertising – 3 standard size perimeter boards (6m x 1m) in the TV arc + 2 PAHF logo boards
- Front of technical officials table (event title and PAHF logo)
- Press conference and interview backdrops (design to be approved by PAHF)
- Match Results Board
- Tournament website
- Posters, accreditations, tickets, leaflets
- Such other activities as may be mutually agreed between the Organizing Committee and PAHF.

9.2 Program

The design and content of the program is a matter for the Organizing Committee BUT the program must conform with the Regulations and include:

1. The President's message, which will be provided by the PAHF office
 2. The photograph of the President of the PAHF and the PAHF and FIH logos. This and the artwork for the PAHF/FIH logos are available from PAHF and FIH websites respectively
 3. Free of charge, one-page advertisements to which each of the official PAHF partners are entitled in each program. The details of these advertisements can be obtained from the PAHF Hon. General Secretary.
 4. A list of Technical Officials for the tournament, members of the PAHF Board of Directors and the relevant Committee. The PAHF office will provide these details.
- 9.3 The Organizing Committee will want to contact teams to obtain details of their players (and perhaps "pen pictures" or team photographs or a history of the team). However, it will always be difficult to obtain accurate details of which players will be in a team's squad. The Organizing Committee will usually need the information - to allow time for printing the Program - before the Tournament Regulations require each team to send

its final list of players to PAHF. Printing arrangements will dictate the date by which you need to have this information. If a team fails to send you a team photograph, then it is suggested that this should be replaced by a hockey "action" photo (any hockey action photo) rather than leave a blank on the page.

- 9.4 Programs should be available (free of charge) 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 Organizing Committee are laid down in the PAHF Host Responsibility Chart or in a specific contract for the Event.
- 10.2 All participating teams pay the entrance fee to the PAHF. The Organizing Committee is not permitted to charge participating teams any additional entry fee to help finance the costs of the Tournament.
- 10.3 The Organizing Committee will, however, keep the money earned from:
- a) Local sponsorship.
 - b) Entrance fees or "gate money" from spectators.
 - c) Any TV fees they are able to negotiate.
 - d) Perimeter and other advertising at the stadium (except for the FREE advertising boards for the PAHF and its sponsors).
 - e) Programme advertising and programme sales.
 - f) Tented village & catering.
- 10.4 All Broadcast rights of the Tournament remain the property of the PAHF. This includes television, internet streaming, DVD, video and podcasting.
- 10.5 A sponsor's name may only be used in front of the name of the competition or tournament if the specific approval of PAHF has been obtained in advance.
- 10.6 Details of the financial responsibility for hosts in terms of the PAHF appointed officials are given in the appropriate PAHF Host Responsibility Chart. Apart from the cost of transport (see 6 above), the Organizing Committee is responsible for full board accommodation of all PAHF appointed Officials.
- 10.7 If the Organizing Committee have any special arrangements with travel agents or national airlines which may enable them to obtain airline tickets (for the TD or TO [if appointed] or Neutral Umpires or Umpires' Manager) for less than these officials are likely to pay if they purchased the tickets themselves, then they should contact these officials immediately their appointment is known. Otherwise, the officials may have already bought their ticket to ensure a booking on a convenient flight. It may be too late. The Organizing Committee should never buy tickets for the officials for whom they are responsible without liaising with the official first. Occasionally, for example for a neutral umpire coming from a country with currency problems, the Organizing Committee may actually be asked to buy an airline ticket and send it to them. More usually, however, the TD, Neutral Umpires and Umpires' Manager will make their own

travel arrangements and the Organizing Committee repay them when they arrive at the Tournament.

- 10.8 The Organizing Committee is responsible for providing (at their own expense) medals for the winners as required by the Tournament Regulations.

11. COMMUNICATION

11.1 With competing teams

As soon as the Organizing Committee have been appointed and the teams participating in a tournament are known, it is important to have regular communication and exchange of information between them. Remember that the teams rely on the Organizing Committee to provide all information about the tournament. The teams will receive no further information from PAHF, except your contact details. For guidance as to the necessary communications, see Appendix D

11.2 With Officials and Umpires

- a. The Organizing Committee will also need to communicate with the Tournament officials (TD, TO [if appointed], Judges, Umpires' Manager and Umpires). Details of these appointments will be sent to the Organizing Committee as soon as they are known and confirmed.
- b. The Organizing Committee 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 PAHF acceptance of their appointments. However, the Organizing Committee must remember that these Officials, having confirmed acceptance of their appointment, receive no further information from PAHF. They need information from the Organizing Committee. It is important that the Organizing Committee and Officials establish and maintain contact with each other as early as possible.

11.3 With the PAHF Competitions Committee Chairperson

The following matters need to be agreed with the Chairperson of the PAHF Competitions Committee

- a. The agreement of the Match Schedule. It is for the Organizing Committee to make proposals for the timing of each match, subject to the approval of PAHF, to allow for local conditions, spectators, TV etc.
- b. Details of telephone and fax numbers for communicating with the PAHF before, but particularly during, the Tournament.
- c. Proposals for accommodation for the participating teams and Officials.
- d. Names of proposed local Judges, Media Officer and Medical Officer (for approval by PAHF)

- e. 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 Committee Secretary, so that (s)he is aware of what general communications have been sent out by the Organizing Committee.

11.4 Visas

Teams from some countries may require entry visas. They usually need a formal letter of invitation from the Organizing Committee of the tournament. Sometimes that letter is required to specify the individuals who will be in the party to travel. Where is the embassy of your country that is nearest to the teams who are competing and who will need visas? It is your duty to communicate with these teams at the earliest possible time. It may also be helpful to be in touch direct with the embassy. Visas should never be left until the week before a tournament is due to take place. It is the Organizing Committee' duty to provide all necessary information and assistance to the teams who will travel to their country to compete. If there are any problems then please contact the PAHF General Secretary or the PAHF Competitions Committee Chairperson or Secretary.

12. MATCH DOCUMENTS

- 12.1 Copies of the standard FIH/PAHF documents appear on the PAHF and FIH websites so that the Organizing Committee can copy these.
- 12.2 The standard forms must be used. However, the Organizing Committee 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.
- 12.3 The PAHF and FIH logos must be included on all tournament stationery.
- 12.4 It is much more efficient to use electronic software to produce the Appointments Sheets, Starting Line-Up Form, Game Reports, statistics, etc. The recommended software package will be provided by the PAHF Competitions Committee free of charge. It is recommended that the Game Report be updated "live" at the Technical Table (to be able to produce the final report for the media and for posting on the internet very shortly after the end of a game)

13. LOCAL JUDGES

- 13.1 PAHF appoints the Tournament Director, any TO's required by the PAHF Host Responsibility Chart, and usually a minimum of 3 Judges (according to the size of the Tournament). In addition, up to 3 local Judges may be needed.
- 13.2 Local Club Officers should consult their National Association as to those to be appointed as Judges. It is a good opportunity to introduce promising new Judges who may then win a place on the PAHF Judges List.

The list of names of the proposed Local Judges should be submitted to the PAHF Competitions Committee Chairperson and/or Secretary for approval by PAHF. 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.
- not be involved in any other organizing duties once the tournament starts (unless it is to act as Liaison Officer to the TD and Judges)

14. ACCREDITATION

At Appendix F is a list showing who should be given accreditation. It is never easy for the Organizing Committee to know who should be entitled to accreditation and who not be entitled to accreditation. 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 the Organizing Committee 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 Organizing Committee (apart from the free accreditation to the stadium/matches/any social events).

1. OPENING/CLOSING (AWARDS) CEREMONIES

Any such ceremonies are arranged by the Organizing Committee but details must be submitted to PAHF for prior approval.

The medal and trophy presentation ceremony at the end of the tournament must be arranged in consultation with the PAHF Representative at the Tournament. In the absence of an officially appointed PAHF Representative, the TD is the PAHF Representative. (S)he has the final authority on who should be involved or who should present the prizes and medals. For a Championship there is a PAHF trophy for the winner.

APPENDIX A

TECHNICAL REQUIREMENTS

1. FIELD REQUIREMENTS

1.1 Competition field of play

1.1.A Outdoor

- One (1) competition field of play with FIH approved synthetic surface.
- The synthetic field of play surface to continue with the same qualities of materials, slope and smoothness for a minimum distance of three meters before any change in that surface occurs and for a further minimum distance of two meters at horizontal surface at each end and one meter at each side before any obstruction is encountered (except possibly at the Technical Officials' table). These overrun areas may be used for advertising conforming to the current FIH specifications and conditions.
- Stands of appropriate gradient and capacity allowing full viewing capacity. As close as possible to field of play (no athletic track).
- Durable white field of play markings, flush with the surface and clearly visible, either inlaid into the carpet or of waterproof paint, and confirmed as accurate and complying with the current Rules of Hockey.
- Goals and flags in accordance with the current Rules of Hockey plus one goal and two flags held in reserve. The goals are to be without advertising (except on the outside of the goal nets and on the back boards if conforming to the current FIH specifications and conditions).
- A ball retaining fence or barrier surrounding the overrun area of the field of play and erected to an extra height behind the goal shooting areas for protection of spectators.
- If the field is water-based then, watering facilities capable of evenly wetting the entire field of play including the overruns within 8 minutes. To ensure that there will be an even distribution of water on all areas of the pitch, it is always advisable to have a hand held hose available in addition to the automatic watering system.
- Where the match schedule requires matches to be played under artificial lighting, this must be in accordance with FIH standards for the minimum requirements for play and television recording. (see Guidelines to the Artificial Lighting of Hockey Pitches): The minimum horizontal luminance is 500 lux.

1.1.B Indoor

- One competition field of play with FIH approved surface.
- Minimum "run-off" areas are recommended outside the back lines (3 meters) and side-lines (1 meter).
- Pitch side-boards must be made of wood or materials with similar properties. They must not have fittings or supports which are dangerous to players or umpires.
- Stands of appropriate gradient and capacity allowing full viewing capacity.
- Durable field of play markings complying with the current Rules of Indoor Hockey.
- If Indoor Hockey is played on a surface marked with lines for other sports which cannot easily be removed, the hockey markings must be a distinctive color.
- Goals in accordance with the current Rules of Indoor Hockey plus one goal held in reserve. The goals are to be without advertising (except on the outside of the goals nets and on the back boards if conforming to the current FIH specifications and conditions).

- A ball retaining net behind the goals and the goal shooting areas, normally coming down from the ceiling, for protection of spectators.

1.2 Warm-up time (Outdoor only) In the absence of a warm-up field of play, at the tournament stadium, the match schedule must accommodate a minimum warm-up time of 30 minutes on the field of play.

1.3 Practice Facilities (Outdoor only) – see Guidelines @ 4.1

If possible, a training field of play to be available for training and readily accessible. It should be properly marked with goals and flags and provided with adequate watering and artificial lighting facilities.

Changing room accommodation should be available.

1.4 Hockey balls

- Balls from an FIH approved manufacturer shall be used.
- The availability of practice and pre-match warm-up balls is the responsibility of the participating teams.

1.5 Team benches (or chairs) and stick storage:

- A team bench (or chairs), to seat 9 people (Indoor 10 people), shall be located on each side of the Technical Officials' table at a distance of not more than 10 m from it (Indoor not more than 2 m). The team benches shall be set back at the same distance from the sideline of the field of play as the Technical Officials' table. They must allow the overseeing on the field of play (free sight lines) and, for Outdoor tournaments, have a protective cover against sun, wind, rain and field of play watering.
- (Outdoor) There shall be a stick storage facility between the enclosure of the Technical Officials' table and each team bench (or chairs), with a moveable cover for protection against rain and field of play watering, sufficient to accommodate 16 large stick bags.
- Electrical outlet points for cooling or warming devices (if appropriate).

2 TECHNICAL OFFICIALS' TABLE AND EQUIPMENT

2.1 Technical Officials' Table

- The facility must seat 4 persons at the table, sides open, preferably on a platform with a height minimum of 25 cm above field of play level.
- For an Outdoor tournament, the front shall be at least 4 meters away from the sideline of the field of play. For an Indoor tournament, this distance can be reduced to 2 meters.
- For an Outdoor tournament, the facility must have a protective cover against rain, wind, sun and field of play watering.
- The sides must permit easy access to the field of play.
- For safety, there should be no glass cover, windows, etc. that may be exposed to hockey balls accidentally hit from the field of play.
- The facility shall be situated in line with the centre line of the field of play on that side where there is least annoyance from the elements and/or hindering of viewing for spectators. The facility will include:
- An appropriate working table. The front and two sides of the table shall be closed completely from the top of the table to the floor.

- Three seats for Technical Officials on duty and a fourth seat for the Reserve Umpire. Additional seats in the immediate vicinity of the Technical Official's table for those who have authority to be there (FIH/PAHF Representatives, Tournament Director, Umpires' Manager, Local Medical Officer, clock/score board operator, if any).
- Seats for temporarily suspended players on each side of the Technical Officials' table.

2.2 Table Equipment

- Office stationery
- Any remote control of the score-board and clock
- A system of communication (telephone, walkie-talkies) that is linked to the Tournament Director, Press Centre and Public Announcer
- Two audible hooters (horns)
- Three stop watches
- Two sets of official warning cards (green, yellow and red) as used by the umpires
- Two spare whistles
- (Outdoor) Two sets of players substitution boards - safe for handing over at high speed, not temperature sensitive and marked with numbers from 1 - 32 (approximate sizes 30 cms x 40 cms)
- Two FIH approved stick control rings
- Four captain's arm-bands or ribbons in different colors, and safety pins
- Bottle containing an 80% alcohol solution and 3 pieces of cloth for cleaning blood stained field of play.
- Plastic gloves and waste disposal facility for use of personnel responsible for cleaning bloodstains from field of play.
- Official FIH/PAHF papers - Match and penalty-stroke competition Report sheets, Appointment sheets, entry forms, liaison officers' list, Rules of Hockey book, PAHF Regulations (and, if relevant to the competition, FIH Tournament Regulations), FIH Anti-Doping Policy document, injury report forms, card registration forms, (these are all available on the FIH or PAHF websites.)

3. TOURNAMENT VENUE REQUIREMENTS

3.1 If possible a covered stand (Outdoor only) is required to be provided for at least:

- The Media
- Players/Technical Officials not on duty
- VIPs, sponsors and guests
- Preferably also for paying spectators

3.2 Sufficient sanitary/toilet facilities.

3.3 Parking space within or near to the venue, sufficient to accommodate transport for teams, Technical Officials, Guests and the Organizing Committee.

3.4 Adequate parking for spectators within walking distance from the venue.

3.5 Clearly audible address system for announcements.

- 3.6 A Match Result Board (or electronic device) that permanently shows the comprehensive programme, the results to date of each match and the rankings to date, to be situated at the point where it can be seen by the greatest number of people, preferably at the entry of the venue. It may be more convenient to produce and photocopy for players and spectators a daily newsheet showing the previous day's scores and the pool tables.
- 3.7 A Score Board and clock (electronic timing), indicating the current score of the match and the current (or remaining) playing time to be installed at the competition field of play, to be operable from the Technical Officials' table and visible from the technical table and from the field of play.
- 3.8. Sufficient refreshment facilities should be provided for the purchase of hot and cold food and drinks by players and spectators.
- 3.9(Outdoor) When the changing rooms are situated at such distance from the pitch to make it impractical for teams to use them at half-time, and players need to get away from watering systems on the pitch, then consider what other temporary shelters (from sun or rain) might be necessary near to the pitch.

4. CHANGING ROOMS

4.1 Teams

Four separate lockable changing rooms located in the stadium for teams. Each changing room to be equipped with an appropriate number of showers with hot and cold water, treatment table and toilets.

4.2 Umpires

One separate changing room with the same equipment as for the teams. (or 2 if there are appointed umpires of both genders) Where possible, the umpires' changing rooms should be located away from those of the teams.

5. MEDICAL FACILITIES

5.1 Personnel

- A doctor shall be on duty at the competition field of play during all matches.
- Stretcher bearers should be available at the competition field of play during all matches
- Person allocated with responsibility to clean pitch of bloodstains.

5.2 Equipment

The provision of the following equipment is required beside the competition field of play:

- stretcher
- spinal board
- wood, aluminum or air splints for fractures of upper or lower limbs

5.3 First Aid Room

A First Aid Room (supervised by local doctor on duty) equipped with:

- treatment table
- adequate lighting
- facilities for suturing cuts
- sterile/non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tape
- basic medicines
- analgesics (oral and inject able), including morphine, medicines for gastrointestinal disorder
- means of disposal of used sharp, sterile and non-sterile equipment.

5.4 Dope Testing Facilities

An appropriate room for doping tests (preferably different from the First Aid room) shall be available, with refreshments (drinks) as well as with the required material as mentioned in the FIH Anti - Doping Policy document current at the date of the competition. A copy of the current FIH Anti - Doping Policy is available from the FIH website.

- Lockable fridge
- Forms to notify athlete
- Specimen collections forms
- Laboratory collection forms of acknowledgement
- Trained personnel (including Dope Collection Officer) to monitor and chaperone the athlete selected to be tested
- Sufficient collection bottles/kit

6. REFRESHMENTS

An adequate supply of cooling ice and drinkable water constantly available for teams and Technical Officials shall be provided near the team benches.

7. TOURNAMENT OFFICES

7.1 If a PAHF representative is appointed to the tournament, then one private office for the PAHF shall be provided.

7.2 One private office shall be provided for the Tournament Director. This office shall be lockable and located in the stadium. It shall be equipped with:

- desk
- office stationery
- official documents for tournament
- telephone with facilities for local, national and international calls
- refreshments and snacks to be readily available

7.3 One private office shall be provided for the Umpires' Manager. This office shall be lockable and located in the stadium. It shall be equipped with:

- desk
- office stationery
- refreshments and snacks to be readily available

7.4 Secretariat Office for the Organizing Committee

This office shall be lockable and located in the stadium near (preferably next) to the Tournament Directors' office. It shall be equipped with:

- adequate numbers of desks and chairs
- office stationery
- official documents for tournament
- telephone and telefax with facilities for local, national and international calls and connections
- data processing system with word processing facilities and a typist, able to speak and write English fluently
- email facilities
- photocopier machine(s)
- notice board

8. MEETING ROOMS

A room must be arranged for the pre-tournament Briefing Meetings, preferably located at the competition venue or in the hotel of the Officials. This room must seat a minimum of forty persons, with tables and chairs.

9. PERSONNEL, OTHER EQUIPMENT AND ARRANGEMENTS

9.1 For Outdoor six (6) to eight (8) Ball Boys/Girls shall be provided for each match. All ballboys/girls should be provided with training before the start of the competition

Note: It is advisable that one person should be in charge of this group of persons, to look after their needs and their training, transportation, daily appointments, food, uniform, ceremony procedures, etc. The color of their clothing shall always be different from those of the players and umpires.

9.2 Flags and flagpoles, one each for the participating countries and one for the PAHF and one for the FIH.

9.3 For Nations competitions, National Anthems of the countries of all the teams

9.4 Catering facilities at the stadium (food and drinks).

9.5 Specific platform for video operators of participating teams, with full viewing capacity of the field of play from directly behind one (or both) goals, not accessible to the general public, separate from TV broadcasters.

9.6 In return for the use of such video facilities, free of charge, the teams and their agents agree that the rights in those video recordings belong to the PAHF and that they will, if called upon to do so, immediately make available free of charge to PAHF the video, or a full copy of it.

- 9.7 In the event of there being demand for use of the video platform which exceeds the available space then priority should be given to operators in the following order:
- a. the 2 competing teams in that match
 - b. other teams in that pool
 - c. teams in the other pool
 - d. any other accredited observers or outside agencies

10. SECURITY

Security is important for players, officials, media, vendors and spectators. It is also important for the security of all items left at the venue overnight.

10.1 Accreditation control – security is needed to help accreditation control. Should a person want to get into a place they are not permitted a security official should be available to help staff.

10.2 Crowd Control – security should be available to help with traffic, parking, access to the venue, and people flow within the venue.

10.3 Disaster preparedness – should a major incident occur during a tournament there should be a disaster plan that is put into immediate effect. Security issues will play a lead role in this plan.

APPENDIX B

SAMPLE MEDIA ACCREDITATION FORM

Name: _____

Private Address _____

City/country: _____

Telephone: _____

Fax Number: _____

Email Address: _____

I will attend on behalf of:*

- Daily Newspapers Name: _____
- Magazine _____
- Press Agency _____
- Radio Station _____
- Television Station _____
- Photo Agency _____
- Web site: _____ Web site address _____

- 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

Please specify which transportation will be used:*

car, train, plane with team of _____

Date of arrival _____ Date of Departure _____

Will you use telephone/fax in the Press Room? _____

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

Any other special arrangements

I wish to receive further correspondence at:*

- private address
- company address

Signature: _____ Date: _____

* To be completed 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 (Outdoor only) .
4. Is any protection needed for team benches/officials table/spectators? - e.g. any protective netting behind the goals.
5. Officials table - see Appendix A @ 2
6. Team benches and supplies - see Appendix A @ 1.5
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. For Outdoor only, 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. Are PAHF and sponsors' advertising boards in place?
13. 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 Appendix A @ 7.2

18. Any catering arrangements at the Stadium for
 - (a) teams'
 - (b) TD 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 Organizing Committee responsible for Press
20. Are there positions available for teams or media to set up video cameras and do these positions need to be allocated or regulated?
21. Organize rooms/equipment for medical facilities at the Stadium - liaising with the Tournament Doctor or the Organizer 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. (For Outdoor it is recommended 18 x 2 liter bottles per team – for Indoor 12 x 2 liter bottles per team).

APPENDIX D

CHECKLIST FOR COMMUNICATION OF INFORMATION

Note: In these checklists PARTICIPANTS include Tournament Directors, any Technical Officers, Judges, Officials, Umpires, Umpires' Manager, Teams, Local Officials, Organizing Committee 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 are available to everyone on the PAHF website but if anyone asks for a hard copy they should be sent copies by the Organizing Committee.
3. Meeting arrangements at the airport. A Liaison Officer from the hosts/Organizing Committee should be deputed to meet each team at the airport and to show them to the hotel they have booked.
4. Practice facilities. Teams will need to have the Practice Schedule once this has been finalized. In particular, they will need to know the time of their own practice sessions and of any transport to the practice.
5. Team meeting facilities.
6. Time and place of the TD's Briefing Meeting.
7. Any catering/eating arrangements at the stadium should be explained to them.
8. Security arrangements.
9. Financial arrangements - what they must pay for and any items and which items the hosts/Organizing Committee are offering gratis. It will avoid embarrassment or ill feeling later if teams are also advised in advance of the type and price of any entrance tickets available for any supporters traveling with them.
10. Whether there will be any Drug Testing procedures at the Tournament.
11. What medical support is available - doctor, physiotherapist, treatment room.
12. What social events, receptions or dinners are planned and who is invited. What dress is expected of those who are invited?
13. Will any of the teams require visas? If so, what documents do they require from the Organizing Committee in support of their visa applications? The important thing is to maintain close contact with those teams and to ensure that any applications for visas are made in good time. To avoid confusion or embarrassment, participants should be asked to confirm receipt of important information.

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

14. A full list of Tournament Officials.
15. A list of local Organizing Committee/Helpers and their jobs or responsibilities.
16. Plan, maps and details of facilities at the Stadium or in the vicinity.
17. Details of Stadium emergency procedures (e.g. for evacuation in case of fire).
18. Details to enable them to communicate with people during the Tournament – hotel and room numbers and other telephone numbers - which Organizing Committee are on any walkie-talkie radio or mobile telephone system at the Stadium.

Those not entitled to free transport between hotel and stadium will need advice from you on suitable hotels and their venue and prices. They will also need your help to arrange for their internal transport (between their hotel and the stadium/pitch). Some may wish to use bus/coach companies, others may prefer to hire their own self-drive mini-bus or “people carrier”. The Organizing Committee are the people with local knowledge who can help them make arrangements, or at least recommend companies who they may then contact by e-mail to make their own reservations.

The Organizing Committee will need to know FROM the participants, as early as possible:

19. The number of players and officials in each team's squad and details of any husbands/wives/officials.
20. The address and telephone number of the hotel they have arranged (if not in the official hotel(s)) and the method of transport which they have booked.
21. Details of the team and its players for the Programme.
22. Time of arrival and departure.
23. Will they want practice time at the pitch before the Tournament starts? Are they likely to want any practice facilities once the tournament has started?

During the tournament

24. Prepare a list of mobile phone numbers for the key Organizing Committee and for each team's Liaison Officer and for the umpires and officials Liaison Officer(s)

APPENDIX E

CHECKLIST FOR OFFICIALS HOTEL

1. Has the booking of the hotel for umpires and officials 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 another hotel be arranged in the vicinity of similar standard and price?
2. Room Allocation. (See Guidelines @ 5.1 as to which officials must have single rooms and which can share in twin rooms.)
3. Arrange Meeting Rooms - for TD's Briefings, for any briefings by Organizing Committee and helpers, for use of the teams for team meetings.
4. Set up tournament Desk in the hotel lobby and organize a rota of helpers to operate it (starting from the day before the Tournament begins, or even 2 days before depending on the arrival times of teams and umpires and officials).
5. Liaise with the hotel over breakfast arrangements. A buffet style always works best. The hotel staff needs to know of any special requirements for early or late breakfasts or when the busiest time for breakfast is going to be – so that they can organize their staff.
6. Arrange for a tournament Notice Board for hotel lobby.
7. Who will check that teams and spectators using the hotel have settled their accounts before leaving and that those for whom the Organizing Committee pay the hotel room (Judges, Umpires) have settled their extras account when they check out?
8. Who will provide a list of all the hotel room numbers of officials (including Umpires) and hotel and room numbers for team managers? - for the use of Organizing Committee, TD's etc?

APPENDIX F

ACCREDITATION AND TRANSPORT DETAILS

Note that it is unlikely that all of the FIH/PAHF Officials listed below will be present at most tournaments. For many tournaments, hardly any of the persons listed will be able to be present but the following guidance on accreditation may be helpful to Organizing Committee.

VIP ACCREDITATION (ACCESS VIP STAND + HOSPITALITY AREA):

- PAHF BOARD MEMBERS + 1 PARTNER EACH
- PAHF MEMBERS OF HONOUR + 1 PARTNER EACH
- PAHF COMPETITIONS COMMITTEE MEMBERS + 1 PARTNER EACH
- PAHF VIP GUESTS
- PAHF ADMINISTRATION OFFICER
- FIH EXECUTIVE BOARD MEMBERS + 1 PARTNER EACH
- PRESIDENT or CHAIRMAN, GENERAL SECRETARY or CHEF DE MISSION of the PARTICIPATING TEAMS
- PRESIDENT or CHAIRMAN, GENERAL SECRETARY or CHIEF EXECUTIVE of the NATIONAL FEDERATIONS WHOSE TEAMS ARE NOT PARTICIPATING
- CHAIRMEN or SECRETARIES OF PAHF and FIH COMMITTEES
- TOURNAMENT DIRECTOR

GENERAL ACCREDITATION (ACCESS GENERAL STANDS ONLY):

- PAHF GUESTS

OFFICIAL ACCREDITATION (ACCESS GENERAL/PLAYER STANDS + PLAYING AREA + CHANGING ROOMS + INTERVIEW ROOM):

- PAHF OFFICERS (PRESIDENT, VICE PRESIDENTS, GENERAL SECRETARY, TREASURER)
- CHAIRMAN AND SECRETARY OF THE PAHF COMPETITIONS COMMITTEE
- 8 PARTICIPATING TEAMS (X 26 PEOPLE) [18 PLAYERS, MANAGER, ASSISTANT MANAGER, COACH, ASSISTANT COACH, DOCTOR, 2 PHYSIOTHERAPISTS, VIDEO OPERATOR - Total 26 per team]
- APPOINTED TOURNAMENT OFFICIALS

PRESS ACCREDITATION (ACCESS PRESS STANDS + PRESS CENTRE + INTERVIEW ROOM)

NOTE NO ACCESS TO PLAYING AREA EXCEPT PHOTOGRAPHERS:

- PAHF OFFICERS (PRESIDENT, VICE PRESIDENTS, GENERAL SECRETARY, TREASURER)
- PAHF ADMINISTRATION OFFICER
- CHAIRMAN AND SECRETARY OF THE RELEVANT PAHF COMPETITIONS COMMITTEE
- OFFICIAL PRESS BADGE HOLDERS ONLY

NOTE:

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