



GUIDELINES FOR TEAM MANAGERS OF NATIONAL SENIOR AND U21 TEAMS

July 2011

**FEDERATION INTERNATIONALE DE HOCKEY
INTERNATIONAL HOCKEY FEDERATION**

1. Before travelling or arriving at the tournament site.

- 1.1. Make sure that all players and officials have valid passport and visas as required and ask your Team Doctor to check whether (s)he has to fulfil local requirements in order to be allowed to act in the host country.
- 1.2. Make sure that the playing clothing (primary and alternative) of all players is in order, as follows ("alternative" means a **complete additional set** which must consist of colour(s) **completely different from the dominant one(s) in the primary set** for shirt, short and socks) :
 - primary set to comprise of **at least 80% single colour** per piece
 - goalkeepers shirts must comprise different colour to both primary and alternate colour of playing shirt
 - players with socks of a dark colour, and with shoes of a dark colour but not green
 - goalkeepers with leg guards and kickers of a dark colour but not green
 - if present, advertisement and manufacturers identifications as prescribed in the relevant appendix of the FIH Tournament Regulations, i.e.
 - Advertisement on the front of the athlete's shirt/blouse – size not exceeding 350 sq. cm., if approved **in writing** by FIH prior to start of the tournament.
 - Uniforms with sleeves – on the upper arm of both sleeves – size not exceeding 80 sq. cm.
 - Uniforms without sleeves – on both side panels of the shirt/blouse – size not exceeding 80 sq. cm.
 - On the front of the collar – size not exceeding 40 sq. cm.
 - Men's shorts – on the back of the right leg – size not exceeding 100 sq. cm.
 - Women's skirts – on the back below the waistline.
 - A further site, positioned below the collar on the reverse of the shirt/blouse is to be reserved for FIH/tournament use, effective from 1st June 2006.
 - There are no restrictions on the size of the national emblem of the team.
 - Manufacturer's identification **once only**, maximum 20 sq. cm., on each piece of clothing, except on shirt where it may be repeated in the one or two figure(s) of the number on the back of the player (no restrictions on equipment, headgear and shoes).
 - two spare sets of clothing (primary and alternative) plus suitable material for numbering in an emergency, for the replacement of blood stained clothing during a match
 - sticks of all players and goalkeepers' leg guards, kickers, hand protectors and headgears in accordance with the rules. In particular, the sticks, including tape added to it, not coloured white or green over the lowest 100 mm, as measured from the lowest part of the flat face of the handle
- 1.3. Make sure that all players have their number in full distinctive figures, not outlined, on the back of their shirt (goalkeepers in the front and on the back), not less than 16 cm and not more than 20 cm in height, and on the front of their shorts/skirt at left thigh level, not less than 7 cm and not more than 9 cm in height.
- 1.4. If a World Level Event (Olympic Games - Qualifying Tournament for the Olympic Games, World Cup, World Cup Qualifier, Champions Trophy, Champions Challenge, Junior World Cup) make sure that all players have their name on the back of their shirt in full distinctive (not outlined) letters of minimum 6 cm and maximum 10 cm in height, positioned above the player's number so that the number remains clearly visible.
- 1.5. Make sure that your National Association has informed you about any communication from FIH of interest to you regarding the tournament.

2. When arriving at the tournament site

- 2.1 At your arrival at the lodging, allocate the rooms and check with your Liaison Officer that the facilities are acceptable.
- 2.2 Check if the financial arrangements are as pre-established.
- 2.3 Check if the transport to the field of play for the team is adequate (match and practice) and if a proper time-table is given by the Liaison Officer.
- 2.4 Check the training schedules and co-ordinate with Liaison Officer.
- 2.5 Supply the organising committee with the duly filled entry form for your team if not already done.
- 2.6 Check whether you have received a copy of the current FIH Tournament Regulations, FIH Code of Conduct, FIH Anti-Doping Regulations and FIH Image Rights Policy.
- 2.7 Organise for all team members and officials, including players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff to complete and sign the "Acknowledgement and Agreement Form" required by the FIH Code of Conduct, FIH Anti-Doping Regulations and FIH Image Rights Policy. These completed forms are to be given to the Tournament Director prior to or at the pre-Tournament Briefing Meeting, if not already done.

3. At the pre-tournament briefing meeting of the Tournament Director

- 3.1 Attend the meeting with your stand-in manager. Note that it is not compulsory for your coach to attend this meeting.
- 3.2 Notify the TD in writing prior to start of the meeting whether there are any amendments to the entry form of your team (no further amendments will be accepted after the meeting or less than 24 hours prior to the first match of the tournament, whichever is the later).
- 3.3 Take along a sample of your team clothing (primary and alternative), as well as your goalkeepers' leg guards, kickers and hand protectors.
- 3.4 Take along the passports of all your players.
- 3.5 Advise the TD whether you are satisfied with lodging, meals, transport arrangements and training schedules. Notify the TD of your complaints, if any.
- 3.6 If not already done, deliver to the TD before the close of the meeting duly individual signed copies of the FIH Code of Conduct and Anti-Doping Policy Acknowledgement and Agreement Forms for each participant (including coaching and support staff).
- 3.7 If not already done, deliver also to the TD before the close of the meeting the duly signed statement that you have received all necessary tournament papers and that you will be responsible for the settlement of the accounts of your team party before you leave the host city.

4. Before a match

- 4.1 Make sure that your transport schedule allows your team to be at the field of play in due time.
- 4.2 Deliver to the TD's Office at the agreed time during the pre-tournament briefing meeting the numbers of the players, whose names appear on the entry form, excluding any player who has been suspended from playing in the match by the Tournament Director, who will be either on the field of play (maximum of 11) or seated on the team bench (up to 5) at the commencement of the match.
- 4.3 Make sure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the TD.

- 4.4 Make sure that your 17th and 18th players, if any, leave the field of play not later than 10 minutes prior to the scheduled start time of the match, and then go and stay outside the technical areas surrounding the field of play during regulation time and rest times.
- 4.5 Report to the Technical Official's table 10 minutes prior to the start of the match for stick and goalkeepers' hand protectors/leg guards/headgears check.
- 4.6 Check that your captain wears an arm band or ribbon.
- 4.7 Check that your players are properly dressed at all times during the match, i.e.
 - with shirt tucked in and socks up with shin guards worn inside ;
 - with any additional items of clothing of the same colour specified for the adjoining piece of clothing.
- 4.8 When the match is about to start, sit on the end of the bench which is closest to the Technical Officials' table, and make sure that, including yourself, there are no more than eight persons, plus the team doctor if registered on the entry form, making a total of maximum nine persons seated on the bench.
- 4.9 Remember that a suspended player may not sit on the team bench and must stay outside the technical facility areas surrounding the field of play during regulation time and rest times.

5. During a match

- 5.1 You are the only one responsible for the behaviour of the persons seated on the bench. Ensure that all persons remain seated and that there is no vocal communication directed at the Technical Officials at the table, the umpires and players of the opposing team.

Your captain is responsible for the behaviour of your player on the field of play, even if seated on the bench

- 5.2 When play is interrupted for an incapacity, only the registered team medical doctor and/or physiotherapist are allowed to enter the field of play, when authorized by one of the umpires, to assist and remove the player concerned as soon as it safe to do so. If your team does not have such registered officials, then you are allowed to enter the field of play together with the on-duty tournament doctor. The team coach may not enter the field of play at any time under any circumstances.

5.3 Remember that no treatment for incapacity is allowed on the field of play.

- 5.4 In the case of an injury to a field player, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or team manager, to enter the field of play – without material for treatment – to assist and remove the player concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.
- 5.5 In the case of an injury to a goalkeeper, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or team manager, to enter the field of play – with material for treatment – to assess and as appropriate provide brief treatment or remove the goalkeeper concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.
- 5.6 If any person from the team bench and/or the on-duty doctor enters the field of play to attend to a player other than a goalkeeper, that player must leave the field of play and return to the team bench area for a minimum of two minutes. The two minute period will be managed by the technical officials on duty. The player required to leave the field may be substituted.
- 5.7 Any player having sustained an injury which caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned.
- 5.8 Any player wishing to take refreshment during a match, including during time stoppages, must leave the field of play and is permitted to re-enter it but not within the 23 metres lines and the back lines (a goalkeeper may re-enter the field of play adjacent to the goal).

- 5.9 You are responsible for the proper application of the players' substitution procedure.
- Players entering the field of play in the frame of a substitution, after having been given a board bearing the number of the player coming off, must go in the vicinity of the centre line of the field of play, not more than 3 metres from the Technical Officials' table and, if a field player, attract the attention of the player to be substituted or, if a goalkeeper, attract the attention of one of the umpires, who will stop the time.
 - A substitute player is allowed to enter the field of play only when the substituted player has left it.
 - There must be an appointed captain or an acting captain on the field of play at all times during a match, who must wear a distinctive arm band or ribbon.
- 5.10 During half-time team officials and players may leave the field of play only with prior permission of the TO on duty and, in doing so, players must leave their sticks and goalkeepers their hand protectors and headgear at the team bench and must return not less than two minutes before the match is due to be restarted.
- 5.11 If during the match you are requested by the Technical Officials seated at the table to correct some points, do this immediately in accordance with the given instruction.

6. At the end of a match (or penalty stroke competition)

- 6.1 Sign the Match Report (and Penalty Stroke Competition Report, if relevant) and, in case of a protest, proceed in accordance with the Tournament Regulations.
- 6.2 After the match (or penalty stroke competition, if relevant), retire your team from the bench as soon as possible in order to make room for the next team arriving.
- 6.3 Remember that a player selected for a dope control after a match must remain under the supervision of the escort and must report within sixty minutes to the dope testing centre.

7. During the tournament at lodging's site

- 7.1 Enquire where the notice boards are located and carefully check the day to day notices.
- 7.2 Make sure that your team is dressed in the correct colours, as mentioned on the Appointment Sheet, for every match.
- 7.3 Check for social events and make sure that your team is correctly dressed for the occasion. Check with the Liaison Officer, if you have any doubts.

8. Before leaving the tournament site

- 8.1 Ensure that any Medical Forms distributed to the team prior to the start of the tournament are completed and delivered to the FIH Medical Officer at the completion of the tournament.
- 8.2 Remember that it is your responsibility that all financial matters of your team are settled. Ask for your account on the penultimate date of the tournament and pay the remainder upon departure.

July 2011

**To be delivered to the Tournament Director
not later than at the pre-tournament Briefing Meeting**

I, the undersigned, confirm that each one the team party, namely, players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff involved and participating in the below-mentioned tournament has agreed to observe the FIH Statutes and Bye-Laws, the Rules of Hockey, the FIH Tournament Regulations, the FIH Anti-Doping Regulations, the FIH Code of Conduct, the FIH Images Rights Policy and the directives brought to their notice.

Attached are individual signed copies of the Acknowledgement and Agreement Forms for the FIH Code of Conduct, FIH Anti-Doping Regulations and FIH Images Rights Policy completed by each participant (players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff).

Title of Event: _____

Venue _____

Country _____

Dates of Event _____

To be delivered to the Tournament Director

not later than at the pre-tournament briefing meeting

Tournament

Name

Dates

The undersigned.....

Manager of the Team of.....

herewith confirms

1. To have received a copy of the
 - FIH Tournament Regulations, dated July 2011 (which incorporates FIH Code of Conduct, Code of Conduct; Guidelines of Offences and Penalties and Guidelines to TDs on Process for Hearing and Determining any Reported Offence)
 - FIH Image Rights Policy, dated January 2010
 - Acknowledgement and Agreement Form (dated July 2011) for the FIH Code of Conduct, FIH Anti-Doping Regulations and FIH Images Rights Policy for each participant
 - FIH Anti-Doping Regulations, dated January 2010and to be responsible for the adherence to these by the team party (players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff;
2. To have received a copy of the FIH Guidelines for Team Managers – CF Events & Invitational International Tournaments, dated July 2011;
3. That the information contained in the submitted Entry Form is correct ;
4. That the Organising Committee of the tournament will be indemnified for all damages and claims caused by members of the team party ;
5. That the account of the team party will be settled on the penultimate day of the tournament, and the remainder upon departure ;
6. To be supportive to making the tournament a PROMOTION FOR HOCKEY.

Date _____ Signature _____