



GUIDELINES FOR TEAM MANAGERS

NATIONAL SENIOR AND U21 TEAMS – FIH EVENTS

February 2014

INTERNATIONAL HOCKEY FEDERATION

1. Before travelling or arriving at the Tournament

- 1.1 Make sure that all players and officials have a valid passport and visas (as required) and ask your Team Doctor to check whether he has to fulfil local requirements in order to be allowed to practice 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)
- one 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
 - if present, advertisement and manufacturers identifications as prescribed in the relevant Appendix of the FIH Tournament Regulations i.e.
 - i. on the front of the player’s shirt - size not exceeding 350 cm²;
 - ii. on the upper arm of both shirt sleeves - size not exceeding 80 cm² each;
 - iii. on the reverse of the player’s shirt below the player’s number - size not exceeding 200 cm²;
 - iv. on the front of the shirt collar (both sides) - size not exceeding 40 cm² each;
 - v. on the side panels of the shirt (both sides) – size not exceeding 100 cm²each;
 - vi. where a team wears a singlet style shirt (i.e. no collar) replacement advertisements of size not exceeding 40 cm² each may be placed near the neckline of the shirt;
 - vii. on the back of the player’s shorts / skirt / skorts below the waistline - size not exceeding 100 cm²;
 - viii. On one front leg (opposite the player’s number) of the player’s shorts / skirt / skorts - size not exceeding 80 cm².
 - ix. A further site, positioned below the collar on the reverse of the shirt is to be reserved for FIH/tournament use.
 - x. There are no restrictions on the size of the national emblem of the team.
 - xi. Notes Advertisements i, ii and iv –viii must be the same for all field players
 - xii. 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 of Hockey and Tournament Regulations.
- 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 At the Olympic Games and FIH Global Events (i.e. World Cup, World League (Rounds 3 and 4), Champions Trophy, Champions Challenge I and II, Junior World Cup and Indoor 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. Upon arrival at the Tournament

- 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-arranged.
- 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 your Liaison Officer.
- 2.5 If not already done, supply the Organising Committee with the duly filled Team Entry Form for your team.
- 2.6 Check whether you have received a copy of the current FIH Tournament Regulations, FIH Code of Conduct, FIH Anti-Doping Regulations, FIH Image Rights Policy and FIH Anti-Corruption and Betting Policy.
- 2.7 If not already done, 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, FIH Image Rights Policy and FIH Anti-Corruption Regulations. These completed forms are to be given to the Tournament Director prior to or at the pre-Tournament Briefing Meeting.

3. At the pre-Tournament Briefing Meeting with the Tournament Director

- 3.1 Attend the meeting with your stand-in manager. (Note: it is not compulsory for the Team Coach to attend this meeting.)
- 3.2 Notify the Tournament Director in writing prior to start of the meeting whether there are any amendments to the Team 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 samples of the clothing of their field players and goalkeepers (primary and alternate colours) and all playing equipment for approval prior to the commencement of an event. This includes goalkeepers' headgear, hand protectors, leg guards and kickers together with any protective equipment such as face masks and hand protectors worn by field players.
- 3.4 In relation to any requirement in the Rules of Hockey related to 'medical reasons' provide the Tournament Director with a medical certificate setting out nature of equipment to be worn and medical reasons to justify it and obtain the written approval of the Tournament Director prior to wearing of equipment .
- 3.5 Take along the passports of all your players.
- 3.6 Advise the Tournament Director whether you are satisfied with lodging, meals, transport arrangements and training schedules. Notify the Tournament Director of your complaints, if any.

- 3.7 Take along the signed 'Acknowledgement and Agreement Form' required by the FIH Code of Conduct, FIH Anti-Doping Regulations, FIH Image Rights Policy and FIH Anti-Corruption Regulations, if you have not already forwarded them. This form must be signed by each individual participant (ie all team members and officials, including players, managers, coaching and support staff (including video operators/analysts) and medical and para-medical staff as well as all FIH tournament officials) and submitted to the Tournament Director before the end of the meeting.
- 3.8 If not already done so, deliver also to the Tournament Director 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 Tournament Director's office at the agreed time during the pre-tournament briefing meeting the numbers of the players, whose names appear on the Team 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 at the commencement of the match excluding any player who has been suspended from playing in the match by the Tournament Director. This means that the number of players eligible to play is reduced according to the number of players suspended.
- 4.3 Make sure that your team is dressed in the correct colours, as indicated on the Appointment Sheet, for every match.
- 4.4 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 Tournament Director.
- 4.5 Remember that a suspended player may not enter the field of play or the technical facilities areas (including the team bench, coach's box and video tower) surrounding the same during the match (es) until the match (es) is/are finished.
- 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:
 - all players must be uniformly and neatly dressed at all times during a match;
 - 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 the number of personnel permitted by the Tournament Regulations seated on the bench.

5. During a Match

- 5.1 The designated Team Manager for a particular match is the only one responsible for the behaviour of the persons seated on the bench. It must be ensured 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.
- 5.2 The captain is responsible for the behaviour of your players on the field of play, even if seated on the bench.

- 5.3 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 the designated Team Manager is 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.
- 5.4 No treatment for incapacity is allowed on the field of play.
- 5.5 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 designated team manager, to enter the field of play 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.
- 5.6 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 designated 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.
- 5.7 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.
- 5.8 A 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.
- 5.9 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).
- 5.10 The designated Team Manager is responsible for the proper application of the players' substitution procedure;
- players entering the field of play in the frame of a substitution, must go on 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 or team bench at all times during a match, who must wear a distinctive arm band or ribbon;
 - a replacement captain must be appointed when a captain is suspended.
- 5.11 During half-time, team officials and players may leave the field of play only with prior permission of the Technical Officer on duty and, in doing so, all players must leave their sticks and goalkeepers their hand protectors and headgears at the team bench and must return not less than two minutes before the match is due to be restarted.

5.12 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 Shoot-out Competition)

6.1 Sign the Match Report (and Shoot-out Competition Report, if relevant). In case of a protest, proceed in accordance with the Tournament Regulations.

6.2 After the match (or Shoot-out Competition, if relevant), ensure that your team leaves the team bench area 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 the Hotel

7.1 Enquire where the notice boards are located and carefully check the day to day notices.

7.2 Always check the Appointments Sheet for every match to ensure that you organize the correct colours for your players.

7.3 Check for social events and make sure that your team is correctly dressed for the occasion. Check with your Liaison Officer, if you have any doubts.

8. Before leaving the Tournament

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.

April 2013

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, the FIH Anti-Corruption Regulations 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, FIH Images Rights Policy and FIH Anti-Corruption Regulations 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

Team Manager

(Name of Team Manager – BLOCK LETTERS)

Team

(Name of Team – BLOCK LETTERS)

Date: Signature

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Title of Event:

Venue

Country

Dates of Event

Team Manager

(Name of Team Manager – BLOCK LETTERS)

Team

(Name of Team – BLOCK LETTERS)

herewith confirms

1. To have received a copy of the
 - FIH Tournament Regulations, relevant for this tournament (which incorporates FIH Code of Conduct, Code of Conduct; Guidelines of Offences and Penalties and Guidelines to Tournament Directors on Process for Hearing and Determining any Reported Offence)
 - FIH Image Rights Policy, dated April 2013
 - Acknowledgement and Agreement Form (dated July 2012) for the FIH Code of Conduct, FIH Anti-Doping Regulations, FIH Images Rights Policy and FIH Anti-Corruption Regulations for each participant
 - FIH Anti-Doping Regulations, dated April 2012
 - FIH Anti-Corruption Regulations dated July 2012

and 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 of National Teams (Senior and Under 21) – FIH World Level Events, dated August 2012;
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