



Event Manual

REGIONAL Events



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i. Introduction

Welcome to the future REGIONAL Events!

In the past few years, Hockey has embarked on a revolutionary journey where the main focus is our new ambitious and optimistic, fan focused event portfolio, of which the Future REGIONAL Events are a key Continental & World Product.

By taking part in the Future REGIONAL Events – dreams can come true. The Future REGIONAL Events are bright and alive, full of fun and excitement.

Open to all member National Associations (NA) across the Oceania and played over a two (2)-year period or four (4) year period, the Future REGIONAL and FINAL Events are a chance for players and fans to fully engage in the magic of the sport. For players, there exists a real opportunity to go all the way and play in the Youth Olympic Games, Junior World Cup, World Cup or for Olympic gold. If you can dream it - You can do it!

With ranking, reputation and two (2) places for the top finishing teams at stake, from each of the three (3) men's and women's Future FINAL Events, the competition for qualification for the Olympic Games in 2020 will be intense. The 2018/2019 season is scheduled to kick-off in May 2018 with the Future REGIONAL and FINAL Events. Taking place over two (2) rounds, the first stage Future REGIONAL Events act as a qualification round to determine who will qualify for the next level. Every participating team has the possibility to go all the way.

This Event Manual outlines the requirements expected of National Associations for hosting a Future REGIONAL Event. Together with/in conjunction with the guidelines and other assistance to help plan and deliver the high-profile Event, this is a manual which will continue to grow with time. In order to ensure the success of the Future REGIONAL Event, we are counting on your performance to comply with all the timelines and standards set out herein.

The operational side of preparing a venue and making it "fit-for-the-event" is highly complex. In the Manual, you will find the technical requirements, competition guidelines and instructions on event services and facilities. Additionally, a clear division of roles between FIH/OHF and the host is outlined.

Finally, don't forget there is a team of people at FIH/OHF that always is happy to give advice and provide support for the organisation and staging of this Event.

Together, let's make the Future REGIONAL Events a success story!

ii. Content of Sections

The Event Manual provides information designed to ensure NAs understand what is required to deliver the future REGIONAL Events to the appropriate standard.

The Event Manual is structured as follows:

- 1. Organisation and Personnel** – describes the roles and responsibilities of the Host NA, Local Organising Committee (LOC) and FIH/OHF. It also addresses how FIH/OHF, the Host NA and LOC collaborate, as well as LOC organisation and structure.
- 2. Competition Management** – provides information about competition and training, Event Officials and liaison with participating teams.
- 3. Technical Requirements** – explains the technical aspects needed at the competition pitch.
- 4. Venue and Event Services and Facilities** – informs the Host NA of the services and facilities (spaces and equipment) needed for the smooth running of the Event.
- 5. Sport Presentation** - Sport presentation is not a requirement at the Future REGIONAL Events. However, should the Host NA decide to implement a sport presentation programme, all information can be found in this section.
- 6. Commercial** – provides the Host NA with information on the commercial rights allocations for the event.
- 7. Marketing** – covers event branding assets and activities including the Event logo, Event title, print materials, signage, Event programme, ticketing and website, social and digital media, for the Future REGIONAL Events.
- 8. Development** - outlines the support provided by the FIH/OHF Hockey Academy in the delivery of education programmes for Umpires, Technical Officials, Managers and Coaches.
- 9. Media and Broadcast** – covers the services and facilities that are needed to optimise Media coverage of the Event.
- 10. Protocol and Hospitality** – provides information about ceremonies, protocol and hospitality.
- 11. Corporate** – explains the Event’s finance, legal, insurance and sustainability needs.

iii. Useful Documents

It is recommended that the Host NA and LOC use the following documents in addition to this Event Manual:

- FIH/OHF Rules of Hockey;
- FIH/OHF Tournament Regulations;
- FIH/OHF Hockey Turf and Field Standard;
- FIH/OHF Venue Specifications for Future REGIONAL Events;
- Manual for FIH/OHF Medical Officer and Local Medical Officers – as per the current version shared on our FIH/OHF Website.

The current documents can be downloaded from the FIH/OHF Website. These documents are updated from time-to-time and should be checked regularly. Please contact FIH/OHF Staff if you have any issues finding the documents.

iv. Terminology

The following table provides explanations of various terms and acronyms used within this Event Manual.

TERM / ACRONYM	EXPLANATION
Access Period	The period commencing five (5) days prior to the first day of competition and ending one (1) day after the final day of competition.
Accreditation	<p>The purpose of accreditation is to identify people and their roles at the Event and allow them the necessary level of access to perform their roles.</p> <p>Accreditation is used for:</p> <ul style="list-style-type: none"> determining venue access privileges; accurate identification and verification; allocating entry for limited numbers for capacity reasons. <p>Accreditation processes may also be used to help with the security screening of employees, volunteers, contractors and other parties that require venue access.</p>
Applicable Law	All applicable laws, regulations, rules, codes of practice, guidelines, directions and decrees imposed by law or any competent authority within the Territory and any subsidiary local laws and regulations, for the avoidance of doubt including relating to television coverage (including in respect of the Event and/or of any Match) but for the avoidance of doubt excluding the internal regulations, guidelines and similar directives of the Host NA and/or their respective affiliates.
Broadcaster	The host broadcasting organization of the Event and any person permitted to broadcast coverage of the Matches by way of any Media.
Cancelled	The match/session which either does not take place in full or commences but cannot be rescheduled prior to the scheduled closing ceremony of the event.
Commercial Partners	Commercial Partners consist of FIH/OHF Commercial Partners and Host NA Commercial Partners. Collectively they are the Presenting Sponsors, Title Sponsors, Official Sponsors and Official Suppliers that are given certain sponsorship rights in connection with the Event.
Commercial Rights	All rights of a commercial nature relating to the Event including without limitation, Broadcasting and Media Rights, Website Rights, Ticketing Rights, Data Rights, Merchandising Rights, Sponsorship Rights, Hospitality Rights, Catering Rights and Other Rights.
Continental Federations (CFs)	The continental representative body formed by the Member National Hockey Associations of FIH/OHF within each respective continent.
Event	All the sporting activities (competition and training), the opening and closing ceremonies, press conferences, award ceremony, associated activities and official function relating to the respective Future REGIONAL Events.

Event Officials	Officials appointed by FIH/OHF. Comprising Technical Delegate, Technical Officer and Judges. Medical Officer, Umpires Manager(s), Neutral Umpire(s) and National Umpires.
Event Period	The period including official competition days and two (2) days prior to the first day of competition and one (1) day after the final competition day but shall have the meaning as set out in the Hosting Agreement.
Field of Play	Competition or training pitch, warm up and adjacent areas, including team benches and the Technical Table area.
FIH/OHF Event Marks	Any logo, trade mark, trade name, design, symbol, emblem, insignia, slogan or other intellectual property rights of any kind (including copyright) relating to the Event, theme music or anthem and the image or likeness of any trophy which in each case may from time to time be developed by or on behalf of FIH/OHF for use in connection with the Event.
FIH/OHF – International Hockey Federation	The international governing body for the sport of Hockey.
Host NA	The National Association hosting the Event.
Hosting Agreement	The legally binding contract fully executed by FIH/OHF and the Host National Association containing the terms and conditions under which the Event is awarded to the Host National Association.
LOC - Local Organising Committee	The NA has established, or will establish, the LOC with the purpose of becoming the local organising committee responsible for hosting and staging the Event.
Match Schedule	The timetable of matches to take place during the Event Period.
Media	The accredited media (i) means written press, photographers and other non-rights holders who have been accredited to report on FIH/OHF Events; and (ii) Rights Holding Broadcaster/Rights Holder means a corporation who has been granted the right to broadcast the Event in a particular territory by or on behalf of FIH/OHF.
NA - National Association	Member associations of FIH/OHF.
Team	The athletes of each participating NA including all relevant athlete support personnel.
Venue	The entire facility used for the Event, including the fields of play, stands, changing rooms, warm-up areas, medical areas, media and broadcast areas, parking facilities and any other areas to which spectators, participants, VIPs and any guests are admitted.
Regional Events	All events conducted by Oceania Hockey Federation (OHF) or on behalf of FIH within the Oceania Continental region. This would include but not confined to Youth Olympic Games Qualification, Junior World Cup Qualification, Hockey Series, Oceania Cup and InterContinental Hockey5s.

v. Summary of Obligations

Description	Required	Subject to FIH/OHF Approval	If required by FIH/OHF
1. Organisation and Personnel			
Appoint LOC staff <i>Establish a LOC for all operational deliverables.</i>	Yes		
<i>Agree with FIH/OHF the Event project plan and respect the delivery timelines.</i>	Yes		
2. Competition Management			
Team changing rooms <i>4 lockable with showers and toilets.</i>	Yes		
Umpires' changing rooms <i>1 separate lockable with showers and toilets per gender.</i>	Yes		
Ice baths <i>Must be available if requested by the participating teams.</i>	Yes		
Per diem (This may be an amount negotiated with FIH/OHF AUD 50 to each Event Official (except the FIH/OHF Representative and the FIH/OHF Staff) for the day of arrival for each Event Official onwards until and including the last day of competition.	Yes		
Umpire and Technical Officials Uniforms <i>supply shirts for the Umpiring Team and also for the Technical Officials. These may be sponsored by FIH/OHF sponsor.</i>	Yes		
3. Technical Requirements			
Compliance with FIH/OHF Technical Requirements of the Event Manual (Section 3)			
- Competition pitch(es)	Yes		
- Goals and Flags	Yes		
- Artificial lighting	No		Yes
- Hockey balls (competition)		Yes	
- Scoreboard and clock		Yes	
- Technical Table	Yes		
- Team Benches	Yes		
- Ice and Water	Yes		
4.1 Spaces			
Utilities and Maintenance	yes		

Contact details of the necessary persons with technical knowledge must be readily available.	
Cleaning and waste <i>Regular level of cleaning services at and around the Venue.</i>	yes
Signage <i>Signage and announcements in English and native language(s) of Host NA.</i>	yes
4.2 Event Services and Facilities	
Internet access <i>Wireless network with at least 2Mbit upload capacity.</i>	
Fully functional and operational Venue	Yes
Venue hire and operational costs	Yes
Compliance with health, safety and regulatory requirements	Yes
Venue permits	Yes
Accessible access (i.e. access to wheelchair users etc.)	
Medical <i>Fully equipped first aid room, within Venue, close to Field of Play.</i>	Yes
<i>Medical doctor on duty.</i>	Yes
<i>Medical and emergency services at Venue, and hotel (on call).</i>	Yes
Accreditation <i>Produce and distribute accreditation cards/passes or other.</i>	Yes
Spectator Services <i>Public facilities such as toilets.</i>	Yes
Catering <i>Food and drinks (user-pays) available for spectators.</i>	Yes
Safety and Security <i>The Host NA needs to assess the necessary security levels and engage the resources of the local police force and / or private security contractors to ensure the Event is staged safely.</i>	Yes
Security plan and threat assessment <i>A full security threat assessment should be provided at least 3 months prior to event if requested by FIH/OHF.</i>	Yes
Seating <i>Spectator seating (min.20% covered).</i>	Yes
Technology services <i>1 LAN or wireless network with at least 2 Mbit upload capacity.</i>	Yes
Sound system	Yes

Description	Required	Subject to FIH/OHF Approval	If required by FIH/OHF
Official HQ Hotel <i>1, for Teams and Event Officials.</i>	Yes		
Official Hotels 2 and 3 <i>2 (more if required), for Teams, at lower cost (one must be budget).</i>	Yes		
Rooms to book (single room incl. breakfast) <i>For TDs and Umpires Managers, Medical Officer (cost for Host NA).</i>			
Rooms to book (twin room incl. breakfast) <i>For Technical Officer, Umpires and Judges (cost for nominating NA).</i>			
Meeting rooms <i>Available at the hotel or Venue for Teams and Umpires free of charge during the Event Period.</i>			
Organise Local Transport for Teams <i>Airport-hotel and hotel-venue (including for official functions, if any).</i>	Yes		
Organise Local Transport for Event Officials, FIH/OHF staff <i>Airport-hotel and hotel-venue (including for official functions, if any).</i>	Yes		
Organise Local Transport for teams staying at non-official hotels <i>Airport-hotels and for any official meetings and functions.</i>	Yes		
Book Travel for TD, Neutral Umpire and Umpires Manager <i>Return, economy flights at the cost of the Host NA.</i>	Yes		
Respect the FIH/OHF Match protocols	Yes		
Provide Sound system	Yes		
Event Logo <i>Created and provided by FIH/OHF. To use in all branding materials and activities.</i>	Yes		
Commercial Partner <i>Comply with the FIH/OHF restrictions.</i>	Yes		
Marketing Plan <i>With details of all the branding items produced and/or promotional activities to be organised for the Event.</i>			Yes
Promotion and branding <i>In accordance with the Branding Guide.</i>	Yes		
Production of Print materials		Yes	

Event Page hosted by FIH/OHF.ch or agreed Party <i>Content in cooperation with Host NA.</i>	Yes
Provide Media Centre / Work Zone	Yes
Provide Media Seating	Yes
Provide Internet for Media	Yes
Photographer Positions	Yes
Mixed Zone	Yes
10. Ceremonies and Hospitality	
Opening ceremony <i>Should be entertaining and add value to the Event. We do not insist on Teams being part of the opening ceremony.</i>	Yes
Closing ceremony <i>Should be entertaining and promote the success of the Event.</i>	Yes
Award ceremony Including the presentation of individual awards and trophies.	Yes
If an Official Function is organised <i>Invite all Event Officials and at least two (2) representatives from each of the Participating Teams, as well as any local dignitaries, sponsors and FIH/OHF Staff present.</i>	Yes
11. Corporate	
Sign the Hosting Agreement <i>Sign and send two hard copies to FIH/OHF.</i>	Yes
Legal Requirements <i>Take note of it and provide these accordingly.</i>	Yes
Public liability insurance <i>Policy should include cover for bodily injury, property damage; consequential financial loss an amount for pure financial loss and any deductible or excess should be approved by the FIH/OHF.</i>	Yes

1. Organisation and Personnel

This section describes the roles and responsibilities of the Host National Association, Local Organising Committee and FIH/OHF. It also addresses how FIH/OHF, the Host NA and LOC collaborate, as well as LOC organisation and structure.

1.1 Collaboration between FIH/OHF and the Host National Association / Local Organising Committee

While FIH/OHF has overall responsibility for the Future REGIONAL Events, the Host NA is responsible for delivering the Event. The Host NA must establish a LOC for all operational deliverables while the Host NA remains primarily responsible for the obligations. FIH/OHF shall provide guidance and support to the Host NA and LOC on Event planning and delivery requirements, to be able to deliver in line with this Event Manual and in accordance with the Host Agreement.

Establishing an effective and collaborative partnership between FIH/OHF and the Host NA has a significant impact on the success of the Event. To that extent, both parties must establish efficient communication channels and liaise frequently and transparently – throughout both planning and operations phases - to ensure that all necessary preparations are implemented by the Host NA and LOC. Thus, ensuring the Event is on schedule, and that the Event is delivered as planned.

To facilitate an effective communication channel, the Host NA must appoint and notify FIH/OHF of the main contact person responsible for the overall delivery of the Event. The main contact person can be from the Host NA or the LOC but must be the General Manager with the authority to manage the Event.

1.1.1 Planning

FIH/OHF Workroom

In addition to this Event Manual, a workroom is in place on the FIH/OHF Website, accessible to all Future REGIONAL Events Host NAs (FIH/OHF Workroom). The aim of the FIH/OHF Workroom is to create a platform for exchanging information between Host NAs and FIH/OHF. All Host NAs are therefore encouraged to use this platform to post comments, suggestions and information on their event preparations.

Calls

Monthly conference calls are arranged between FIH/OHF and the Host NA. These calls enable the Host NA to inform FIH/OHF about the progress that has been made and also give the opportunity to ask any questions or request further information. Once appointed, the Technical Delegate (TD) participates during the last calls to receive all the necessary details before the Event. The Event Checklist provided in the FIH/OHF Workroom is used during these conference calls.

Checklist

The Host NA must submit the Event Checklist (available in the FIH/OHF Workroom) to FIH/OHF prior to each conference call with the up-to-date information on the preparations.

Project Plan

It is the mission of FIH/OHF to provide a good level of support to all Host NAs of the future REGIONAL Events. A project plan is the key to a successful Event and to facilitate the planning, a Project plan is available in the FIH/OHF Workroom. By committing to host an event the Host commits to keep the project plan updated throughout the planning phase,

share this with FIH/OHF and respect the agreed timelines essential to planning and delivery of the Event. The plan is divided in two parts:

- Host NA responsibilities;
- FIH/OHF Responsibilities.

1.1.2 Operations

Although the Host NA is responsible for delivering the Event, the Event remains under the authority and ownership of FIH/OHF.

From the time of arrival of the FIH/OHF Staff or Event Officials, as the case may be, for the Event Period, daily meetings shall be held between FIH/OHF and the Host NA. This will help to monitor last-minute preparations, to address any issues that arise and to ensure that post-event departures are in place. Any urgent matters that arise in-between these meetings are to be addressed immediately.

A full list of additional meetings can be found in section 2.1.2 Pre-Event Meetings.

1.1.3 Post-Event Reports

Two weeks following the end of the Event, an Online Post-Event report provided by FIH/OHF must be completed by the Host NA with all necessary feedback and shall be submitted to FIH/OHF. Supporting materials must be sent to FIH/OHF at the same time as the Online Post-Event report.

1.2 Local Organising Committee Organisation

It is the responsibility of the Host NA to set up a committee to organise and deliver the Event. It is important to have a clear organisational structure with defined roles and responsibilities for each position. Main roles and responsibilities needed for the organising committee are as follows:

AREAS	RESPONSIBILITIES
General Management	<ul style="list-style-type: none"> • Overall management of the planning and delivery of the Event; • Report the progress to FIH/OHF as required; • Main contact person with FIH/OHF.
Competition	<ul style="list-style-type: none"> • Coordination of the competition before and during the Event; • Drafting of match schedule in cooperation with FIH/OHF; • Liaising with Event Officials; • Management of Ball Patrol.
Venue / Technical / Equipment	<ul style="list-style-type: none"> • Management of the competition Venue before, during and post-Event (e.g. competition pitch, technical equipment, Venue facilities such as offices, changing rooms, catering facilities etc).
Team Liaison	<ul style="list-style-type: none"> • A team of Team Liaison Officers (one per Team) to liaise with and support each Participating Team on their needs and questions.
Event Officials Liaison	<ul style="list-style-type: none"> • Liaison with Technical Officials (TO), Umpires Managers, and Umpires on all their needs and questions.

Local Medical Officer	<ul style="list-style-type: none"> • Coordination of medical services; • Coordination of anti-doping testing (if required).
Accommodation	<ul style="list-style-type: none"> • Management of the overall accommodation requirements.
Transport	<ul style="list-style-type: none"> • Management of the overall transport services.
Marketing	<ul style="list-style-type: none"> • Management of all marketing materials and overseeing marketing activities during the Event; • Report progress as required.
Media (if any)	<ul style="list-style-type: none"> • Management of the preparations for the unilateral services and facilities for the Media of the Event; (i.e. in liaison with the competition venue manager); • Management of media unilateral services and facilities during the Event.
Ball Patrol	<ul style="list-style-type: none"> • A minimum of four (4) ball girls/boys for each match should be recruited and trained for the retrieval of balls; Minimum age 13 • Supervisors (adults who manage the Ball Patrol during matches and between matches).

The above details should be used as a guide when setting up the LOC. It is at the discretion of the Host NA to establish how many people the LOC needs depending on existing resources and the level of skills necessary. Each of the above described roles must have at least one dedicated person(s) to oversee and deliver the Event.

1.3 Participating Teams

1.3.1 Team Entries

The entry process occurs as follows:

- FIH/OHF sends out the Team Entry forms to all the Participating NAs in order to have all details regarding the respective Team Managers.
- FIH/OHF creates and sends the official ID to the Team Manager which helps him / her to update the online Team Entry Form on TMS (Tournament Management System);
- Participating Teams / Team Manager must update their respective Team Entry Form online on TMS two (2) weeks before the competition starts.

1.3.2 Insurance

Each Participating NAs are required to obtain adequate insurance coverage for their Teams against any loss and personal injury that may occur whilst at the Event.

1.4 Public Authorities

It is the responsibility of the Host NA to work with the public authorities to ensure that the Venue meets and complies with any and all Applicable Laws and that all health and safety precautions, statutory, legal and / or regulatory requirements are satisfied and the relevant and necessary approvals, grants, consents, authorities, clearances and licences obtained from the necessary authorities (including all relevant health and safety certificates, music and liquor licences) to enable the Event to take place.

2. Competition Management

This section provides information about competition and training, Event Officials and liaison with Participating Teams.

2.1 Competition

2.1.1 Match Schedule

FIH/OHF will prepare a draft match schedule in cooperation with the Host NA. It will generally follow the FIH/OHF Guidelines on Match Schedules, a copy of which can be found with the FIH/OHF Competitions Policies, which can be found on the FIH/OHF Website. The Guidelines schedule may be altered in agreement with FIH/OHF.

2.1.2 Pre-Event Meetings

The meeting schedule, as highlighted in Table 1 below, is developed by FIH/OHF and forwarded to the Host NA for arranging. The Host NA is responsible for organising meeting rooms and any required equipment as well as transport for the participants as necessary for the pre-Event meetings.

The meeting schedule is forwarded to Participating Teams by FIH/OHF along with other tournament documentation.

Meeting	Led by	Participants	Equipment & Facilities
Umpire Fitness Session	Umpires Manager	Technical Delegate, Umpires Manager, Umpires.	Beep test CD, CD player, cones or markers and suitable 20 m space.
Venue Inspection		TD; UMs; Organising Committee representatives; FIH/OHF Event Coordinator (if present).	
Stick Checks		TD; TOs; Judges; Team Managers.	
Officials Briefing	Technical Delegate	TD; TOs; Judges; UMs; FIH/OHF Event Coordinator (if present).	Meeting room with a projector free of charge, screen, flip chart and sound system.
Equipment & Passport Check	Technical Delegate	TD; TOs; Team Managers.	GK gauges; tape measure.
Event Briefing	Technical Delegate	TD; Chair Organising Committee; Team Managers; UMs; TOs; Judges; Local Medical Officer; FIH/OHF Event Coordinator (if present).	Meeting room with a projector free of charge, screen, flip chart and sound system.

Medical Briefing	Medical Officer	Local Medical Officer: TD; Team Doctors & Physiotherapists; FIH/OHF Event Coordinator (if present).	Meeting room with a projector free of charge, screen, flip chart and sound system.
Coaches / UMs Meeting	Umpires Manager	UMs; Team Coaches; TD; FIH/OHF Event Coordinator (if present).	Meeting room with a projector free of charge, screen, flip chart and sound system.
Umpires Briefing	Umpires Manager	UMs; Umpires; TD; FIH/OHF Event Coordinator (if present).	Meeting room with a projector free of charge, screen, flip chart and sound system.

2.1.3 TMS – Tournament Management System

During the Event, FIH/OHF TMS will be the computer based system that records all aspects of the competition, including appointments, match entries and reports. The system will be used by technical officials, umpire managers, umpires and team managers.

The competition will be set up by FIH/OHF from information received from the LOC and NAs and will be run and managed by the Technical Officials at the competition.

The system is used live during all matches and will automatically update the FIH/OHF Website in real time.

TMS allows for starting line-ups to be entered online by the respective Team Managers, making the information available to the Media one hour before the start of each match. TMS also provides various reports to TDs, Umpire Managers and Team Managers such as Match Schedules, Pool Standings, Goal Scorers.

2.1.4 Weather Information

It is recommended that the Host NA engage with the national and/or regional meteorology agency to arrange the provision of weather information, such as conditions, forecasts and warnings, during the Event.

Weather information has many potential impacts on the Event including:

- airport arrivals and departures;
- decisions affecting the delay, postponement, rescheduling or cancellation of a match;
- decisions regarding access to or the evacuation of the Venue;
- preparations for spectators such as arranging increased shelter;
- scheduled journey times for local transport.

2.1.5 Changing Rooms

The Host NA must provide four (4) lockable changing rooms for the Participating Teams, preferably located within 25m of the Field of Play (FOP). Each changing room should be equipped with minimum 36m² dry area, minimum two

(2) showers with hot and cold water, minimum 2 (two) toilets, electrical outlets and seating for minimum of twenty-four (24) people.

If requested by the Participating Teams, these changing rooms should have space for the ice baths (large tubs or small pools) to service a minimum of three (3) athletes at any one time are required. If the space is not available for the ice bath, the host must find a place located near the changing rooms for this purpose.

A separate lockable changing room with minimum 15m² should be provided for the Umpires, with seating for up to 6 (six) people, minimum two (2) showers with hot and cold water, minimum two (2) toilets, electrical outlets and lockers for officials' belongings (separate for Men and Women if it is a joint Event).

2.1.6 Additional Facilities

There should be private lockable offices or space, fully equipped (i.e. tables, chairs, computer, internet, printer, photocopiers electric outlets, etc.) with office stationery (pens, paper, bins, etc.) provided for the Technical Delegate (space for at least two (2) people) and Umpire Manager(s) (working space for two (2) people) during the entire Event Period.

In addition, if possible, communal lockable storage space should be provided for Team equipment.

2.2 Training

2.2.1 Training Schedule

Following confirmation of Team participation by FIH/OHF, Participating Teams are sent a Training Schedule Request form by the Host NA as part of the Participating Team Newsletter. The Host NA shall attempt to provide a balanced schedule that considers, in the majority, the requests made by each Team. The Host NA shall send the proposed, summarised Training Schedule to FIH/OHF for review and approval, prior to communicating the schedule to the Teams. The final schedule shall be sent to all Teams before the Event begins.

2.2.2 Pitch Availability

The Host NA must ensure that the competition pitch is available to all Participating Teams for official training on the two (2) days prior to the start and during the Event.

If matches are to be played under artificial lighting, a minimum of one (1) training slot of one (1) hour under artificial lighting should be arranged for each Team in the two (2) days before the beginning of the competition wherever possible.

If a Team arrives earlier than the official training period, the Host NA may make the necessary arrangements for a training pitch to be available. The rental fees associated with the training pitch must be submitted to FIH/OHF for prior approval, but will be the cost of the participating NA requesting it.

2.3 Event Officials

2.3.1 Appointments

Depending on the number of Teams participating in the competition, the number of Event Officials may vary. These are outlined in Appendix A; Event Officials Nomination and Appointment Responsibility. It is important to note that these requirements may be amended from time to time by FIH/OHF. Host NAs will be informed of any changes. It is the responsibility of the Host NA to provide a per diem, flights and clothing for the Event Officials as outlines below, in Section 4.5 and in-line with Appendix A.

The number of Event Officials needed for standalone Men's or Women's Events is different to the number of Event Officials needed for a joint Men's and Women's Event.

The nomination and appointment responsibilities for the Event Officials are as follows:

Technical Delegate, Umpires Manager(s) and Neutral Umpire(s) are appointed by FIH/OHF. These appointments are communicated to the Host NA well in advance of the Event.

Participating NAs (including the Host NA) must include in their Confirmation of Participation Forms; the nomination of an umpire and the recommendation of a Judge and / or Technical Officer. Nominations of these Event Officials shall be sent to FIH/OHF for final approval and appointment, subject to the nominees being of a suitable standard. It should be noted however, that not all nominations by the Host NA and Participating NAs are accepted, as generally at Future REGIONAL Events, the number of nominations exceeds the number of Officials required.

If the National Umpires nominated by a Participating NA are not accepted, FIH/OHF may request alternative nominations and/or make the appointments directly. In any case, the Participating NA that made the nomination is still responsible for all of the costs involved.

2.3.2 Newsletter for Officials

Once the Event Officials are appointed, the Host NA must be in contact with each Event Official informing them of the logistical arrangements listed below.

Event Information

- Venue Name;
- Venue Address.

Official Event Hotels

- Official Hotel;
- Address;
- Website;
- Distance to Venue;
- Meeting Rooms;
- Internet Wi-Fi;
- Laundry.

Logistic

- Entry Visa;
- Flights;
- Transport;
- Accreditation;
- Meals and / or Daily Allowance;
- Currency;
- Weather;
- Contact Details.

A draft newsletter for Event Officials will be available in the FIH/OHF Workroom.

2.3.3 Responsibility and appointment

The table below summarises the responsibility for nomination and appointment of Event Officials:

Official	Nomination	Appointment by
Technical Delegate	FIH/OHF	FIH/OHF
Technical Officer	Participating NA	FIH/OHF
Neutral Umpire(s)	FIH/OHF	FIH/OHF
National Umpire(s)	Participating NAs	FIH/OHF
Judge(s)	Participating NAs	FIH/OHF
Umpire Manager(s)	FIH/OHF	FIH/OHF
Medical Officer (Doctor)	FIH/OHF	FIH/OHF

2.3.4 Per diem

The Host NA must provide a per diem (daily allowance) to each Event Official (except the FIH/OHF Representative and the FIH/OHF Staff).

The amount per diem is AUD 50. This amount may be varied by negotiation with FIH/OHF to suit the local conditions. The purpose of this allowance is to cover the daily expenses of the Event Officials such as meals, phone calls, laundry and other incidental costs. If the Host NA makes arrangements for full or half board, the daily allowance may be reduced in agreement with FIH/OHF.

The per diem must be provided for the day of arrival for each Event Official onwards until and including the last day of competition. A per diem is only required to be paid during the days of competition and not required to be provided for the day of departure if the day of departure is after the last day of competition. The amount corresponding to the per diem for the entire period must be paid to Event Officials on their day of arrival.

2.3.5 Clothing

The Host NA is required to supply shirts for the Umpiring Team and for the Technical Officials. The minimum requirement is for an umpiring shirt (of a different colour to all the Participating Teams), and also a polo shirt (any colour) for the Technical Officials. If possible, the polo shirts should also be extended to the Umpiring Team as well, so for formal functions, or other activities, the entire umpiring and officiating group has a "team uniform".

2.4 Liaison with Teams

The invitation for the Participating Teams is finalised by FIH/OHF. Once all the Participating Teams are confirmed, the final list is sent to the Host NA.

2.4.1 Participating Team Newsletter

The Host NA must prepare at least one Newsletter for the Participating Teams (a template will be made available in the FIH/OHF Workroom).

The following information must be communicated to all the Participating Teams:

Event Information:

- Venue Name;
- Venue Address;
- Playing Surface;
- Hockey Ball.

Hotels:

- Official Hotel details;
- Optional Hotel 1;
- Optional Hotel 2.

Other Information:

- Meeting Rooms;
- Team Travel Information;
- Visa requirements;
- Team Accreditation;
- Training Requirements;
- Transport;
- Ice and Water;
- Goal Jingle;
- Medical.

3. Technical Requirements

This section explains the technical aspects needed at the competition pitch.

All the technical specifications outlined in this Event Manual must be met by the Host NA and confirmed to FIH/OHF at least one (1) month before the start of the Event.

The Host NA must provide one (1) competition pitch of an approved type. The competition pitch must be available to all Participating Teams for a minimum of one (1) hour for official training on each of the two (2) days prior to the start of and during the Event (outside the Match Schedule and warm-up times).

3.1 Competition Pitch

The competition pitch should be a full-size hockey field with at least the minimum perimeter run-offs, as detailed in the FIH/OHF Hockey Turf and Field Standards (available on the FIH/OHF Website). If the competition is the Hockey5s format then the pitch size will be compliant with the rules of Hockey5s.

Wherever possible, the playing surface should be a FIH/OHF Approved Hockey Turf. In descending order of preference, the surface may either be:

- a non-filled Global category hockey turf;
- a sand dressed National Class 1 category hockey turf;
- a sand filled National Class 2 category hockey turf;
- a multi-sport Class 1 category hockey turf;
- a multi-sport Class 2 hockey turf;
- a multi-sport Class 3 category hockey turf.

Wherever possible the field should also be certified by FIH/OHF. If it is not possible for any of these requirements to be achieved, alternative options should be proposed to FIH/OHF, in writing, for consideration.

Irrespective of the type of playing surface being used it should be free of any defects that may be a hazard to players or adversely affect the playing experience.

3.1.1 Goals and Flags

The Host NA should provide two (2) goals plus one (1) spare that are in high quality condition and meet the requirements of the Rules of Hockey.

The Host NA also need to provide four (4) corner flags plus two (2) in reserve.

3.1.2 Lighting

Where the Match Schedule requires matches to be played under artificial lighting, the lighting must meet FIH/OHF standards set out in the FIH/OHF Guide to the Artificial Lighting of Hockey Pitches (which can be found on the FIH/OHF Website, Facilities section).

3.1.3 Hockey Balls

The hockey balls to be used for the Event must be of an approved type. The type of ball to be used for the Event should be advised to all Participating Teams as soon as possible but no later than four (4) weeks before the start of the Event.

The colour of the ball should be approved by FIH/OHF before the Event and should be consistent during all of the competition.

The availability of practice and pre-match warm-up balls is the responsibility of each Participating Team.

3.1.4 Scoreboard and Clock

A scoreboard should be provided on the competition pitch preferably at the end or corner of the Field of Play, visible to the technical table, Team benches and as many spectators as possible.

Also, the scoreboard must have the ability to display match time (playing and breaks), Participating Teams (three (3) letter official abbreviated name), match score, eight (8) and forty (40) second countdown clock capable of displaying time in minutes and seconds and integrated siren at the end of each period.

In the case of an existent scoreboard with different configurations, the Host NA must obtain FIH/OHF approval.

Ideally, a twelve (12) hour clock should be provided and be visible from the Field of Play, technical table and Team benches.

3.1.5 Technical Table

The technical table should be located at the side of the pitch on the centre-line, set back a minimum of three (3) m distance from the side-line. It may also be located in the grand stand, in-line with the centre-line, subject to FIH/OHF approval.

The Technical Table must have:

- A platform height with a minimum of twenty-five (25) cm above ground level;
- Seating for five (5) people;
- Covered to protect from the weather conditions;
- Table to accommodate laptop, printer and technical equipment;
- An unrestricted clear view of the pitch;
- Electrical and data (preferable) outlets;
- Internet connection;
- For safety, the area is to be free of a glass cover or windows that may be exposed to hockey balls hit from the Field of Play;

Also, two (2) seats on each side of the table, are required for suspended players.

The following equipment and documents must be available at the Event Officials table:

- a computer for scoring including a printer and if possible an internet connection (LAN or wireless) (computerised scoring system is preferential however manual scoring with the official FIH/OHF documents listed below is also accepted);
- printer;
- official FIH/OHF documents (available from the FIH/OHF Website):
 - For information and reference - Team Entry Forms, Rules of Hockey, FIH/OHF Tournament Regulations;

- two (2) stop watches;
- clock and information board operation panel;
- two (2) audible hooters (air horns);
- one (1) set of official warning cards (green, yellow and red);
- two (2) spare whistles;
- four (4) captain's arm-bands or ribbons in different colours and safety pins;
- two (2) stick control rings and two (2) stick bow measurers (see FIH/OHF Rules of Hockey for device measurement specifications);
- bottle containing non-acid disinfectant surface cleaner or 80% alcohol solution, and three (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;
- stationery and pens/pencils;
- two (2) clipboards with covers.

3.1.6 Team Benches

The Host NA must provide a Team bench (or chairs) to seat a minimum of eleven (11) people, on each side of the technical table at a distance of not more than ten (10) metres from it. The Team benches must be equal-distant from the Field of Play side-line as the technical table. Benches must allow Teams a clear view of the Field of Play and have a protective cover against sun, wind, rain and pitch watering.

3.1.7 Ice and Water

A minimum of ten (10) kg of filtered ice and forty (40) l of mineral water must be provided for each Team and Umpires during the competition and training sessions.

4. Venue, Services and facilities

This section informs the Host NA of the services and facilities (spaces and equipment) needed for the Event. Note that information about services and facilities for Media, Broadcast, protocol, hospitality and finance are found in the sections that follow.

All relevant services and facilities described in this section must be in accordance with the Technical Requirements of Section 3 of the Event Manual.

Services, both at the Venue and more broadly across the Event, form an integral part of the overall experience of the Participants.

The Host NA must ensure that the Venue and all related infrastructure is fully functional and operational, and that it is used exclusively for the Future REGIONAL Events during the entire Access Period. It is recommended that all Venue facilities be accessible to people with limited mobility, including people in wheelchairs, people with baby strollers etc.

The Host NA is responsible for all Venue hire and operational costs.

4.1 Spaces

4.1.1 Utilities and Maintenance

Sufficient level of maintenance and utility services must be provided at the Venue during the competition. In case of problems with the lighting, competition pitch or any other Venue facilities during the Event, contact details of persons with appropriate technical knowledge must be readily available.

4.1.2 Cleaning and Waste

To ensure the consistent presentation of the Venue throughout the Event Period, the Host NA should ensure good and regular level of cleaning services to be provided at and around the Venue.

4.1.3 Signage

Signage at the Venue includes directional signage, informational signage (such as prices at catering outlets) and recognition signage (such as sponsor recognition).

Clear directional signage must be provided around and within the Venue by the Host NA to ensure that all audiences are able to easily locate the services and facilities they seek. It is recommended that the directional signage content and placement be considered from the perspective of each client and where they could possibly need or wish to go within the Venue, to ensure that the appropriate directions are given for them.

All signage must be provided in English as well as the native language/s of the Host NA.

Signage design and any branding on signage must be approved by FIH/OHF.

4.1.4 Seating

The Host NA is encouraged to provide seating (temporary and/or additional, including wheelchair access) for spectators. It is recommended that at least twenty (20)% of these seats be covered if possible.

The stands and / or spectator areas should be of an appropriate gradient and capacity to allow full viewing capability and be as close as possible to Field of Play.

4.2 Event Services and Facilities

4.2.1 Personnel

At least one (1) person from the LOC who has authority for the Event delivery must be available at all times between one (1) hour before the start of the first match of the day and until all activities are finished for the day, as well during office hours prior to the start of the competition.

4.2.2 Technology Services

Internet access must be provided at the Venue, it must be a wireless network with at least 2 Mbit upload capacity. It is important that the capacity of the internet provides all users with uninterrupted service at high speed.

A one (1) LAN back-up should also be available.

4.2.3 Safety and Security

The Host NA must take all reasonable measures necessary to ensure safety and security at the Venue for the people attending the Event. The Host NA needs to assess the necessary security levels and engage the resources of the local police force and / or private security contractors to ensure the Event is staged safely, in accordance with any applicable health and safety regulations. If requested by FIH/OHF due to circumstances requiring it, the Host NA will provide a security threat assessment at the latest three (3) months in advance of the Event.

A key part of securing the Venue is to control access to certain areas in-line with the accreditation plan detailed in the Accreditation Section of this Event Manual.

An Event and Security Plan and a Safety Plan template are available on FIH/OHF Workroom.

4.2.4 Anti-Doping

Anti-Doping testing is not required at the Future REGIONAL Events. However, FIH/OHF and the Host NA's National Anti-Doping Organisation reserves the right to test at their own expense.

4.2.5 Medical

Appropriate Medical and first aid services must be provided for all Event Participants in addition to the medical facilities set aside for players and Officials.

All medical and emergency service facilities must be clearly sign-posted.

At the Venue

The Host NA, in liaison with a local doctor and a Local Medical Officer, is responsible for organising and providing the medical facilities and services for the duration of the Event from the arrival of the first Team and / or Event Officials to their departure. This includes ensuring the arrangements for hospital, ambulance, specialist care, medical coverage of every match played, sufficient availability of medication and access to these as well as relevant communications.

The Host NA must provide medical support services to Teams at the Venue during the competition and official training. Furthermore, a contact person to assist the Teams must be dedicated in case medical services are required both to arrange any medical assistance and for translation (as required).

The Host NA must ensure an adequate supply of ice for injury treatment and bottled water is constantly available for Teams and Event Officials during the competition period and two (2) days before the start of the Event during the official training period and be provided adjacent to the Team benches.

First Aid

A fully equipped First Aid Room (supervised by a local doctor on duty) is required. The room must be close to and have good access to the Field of Play, be well lit and lockable. It must have a sink with hot and cold water, soap and towels. Two (2) treatment tables and chairs are required, and a dedicated area and desk for the local doctor.

Ideally, a toilet should be located in a room off the First Aid Room or nearby.

The following treatment equipment (Level A) is required in the First Aid Room:

- stretcher;
- stitching materials;
- splints;
- oxygen and means of administering it;
- automatic external defibrillator (AED);
- heavy painkiller (e.g. tramadol / morphine) (note that these substances are prohibited in sport but can be used in an emergency, if a Therapeutic Use Exemptions (TUE) is applied for);
- stethoscope;
- a hand-out providing information about medical support and facilities available.

The following are **highly recommended** (level B):

- sterile/non-sterile bandages (e.g. elastic bandages), slings, adhesive dressings, tape;
- basic medicines;
- medicines for gastrointestinal disorders;
- intravenous equipment and sterile fluids;
- means of disposal of used sharp, sterile and non-sterile equipment;
- cold packs;
- spinal board;
- medical collar;
- sterile wound-dressings;
- sterile disposable gloves;
- blood pressure device.

The following are preferable (level C):

- otoscope;
- aspirin (or a suitable equivalent for treating insect bites);
- emergency tracheotomy device;
- wheel chairs;
- a scale for weighing athletes.

The highly recommended and preferable levels (B and C) are not requirements for the future REGIONAL Events, but are good practice. Where possible, FIH/OHF therefore encourages the Host NAs to provide these additional levels of medical services.

Pitch-side

Pitch-side services during all matches must include a doctor and sufficient medical equipment. The doctor must be present one (1) hour before the first match starts until one (1) hour after the last match each day. Each and every match shall have a doctor on-site, without one the competition cannot proceed. To ensure the necessary and appropriate cover a team of doctors should be rostered.

Equipment required beside the competition Field of Play is:

- stretcher;
- first aid materials;
- seating for a doctor and stretcher bearers.

The equipment (and related personnel) must be located as centrally as possible in the technical area without interfering with the technical table and Team benches.

Also, highly recommended (level B) is a spinal board (in case of neck / spinal injury).

Ambulance

At some venues, it is likely that an ambulance will not be able to access the Field of Play. Therefore, there needs to be appropriate arrangements in place for dealing with emergencies in this situation.

Personnel

Well-equipped and experienced first aid personnel, who will be able to work with the local doctor should also be available, if possible.

If a Participating Team does not have its own doctor, the local doctor must be prepared to assist the Team more intensively.

Off-Venue

Off-Venue medical provision for Teams must include a medical doctor on-call at the Official Hotel. If Teams are not staying at the Official Hotel, they must be provided a contact number to call should they require medical support.

A hospital must be designated close to the Venue for specialist emergency care and hospitalisation, if needed. It is important for the Host NA to inform the hospitals of the competition taking place so the hospital staff can be aware of possible injuries.

An emergency dentist must be on call if required by Teams or Event Officials.

Information

In consultation with the local doctor, the following information must be compiled and provided to Teams:

- location of and services available at hospitals; if necessary a combination of hospitals should be researched to ensure that the full range of facilities potentially needed is available;
- availability of on-call dental services including emergency treatment outside normal hours;
- opening hours of local pharmacies in relation to both the Venue and Event hotels;
- possibilities for sterilising equipment;
- telephone numbers and addresses related to the above and to the local doctor.

The liabilities for paying for treatment and services must be set out clearly together with the method of payment and any implications for identification and insurance.

This information should be compiled at least one (1) week before the Event starts. It should be available in a hand out for all Teams and Officials.

Various relevant documents are included in the medical folder on the FIH/OHF Website.

- Medical Officers Manual;
- Various reports and forms used at events.

4.2.6 Accreditation

Access to specific areas within the Venue must be controlled to allow all Participants to function efficiently according to their role. The map of the Venue and facilities should be used to determine the different zones and identify access points. Following this process, the categories of Participants (as listed below) should be allocated access to each zone depending on need. The access to each zone can be defined with a colour coded accreditation badge, with numbers or wrist bands.

The following areas must be controlled zones accessible only with corresponding accreditation pass:

- Field of Play (competition pitch as well as adjacent areas including Team benches and the technical table area);
- Team areas (changing rooms).

The following areas may be controlled zones accessible only with corresponding accreditation pass:

- Host NA and TD / Umpires Manager offices;
- VIP seating and hospitality area(s) (if any).

To facilitate access control, the number of zones should be kept to the minimum.

A plan in PDF format of the Venue and facilities with the defined accreditation zones must be sent to FIH/OHF.

Media: The Host NA shall provide an accreditation control system which shall be devised in such a way as to ensure that certain representatives of the Media may only gain access to specified sectors of the pitch-side by means of a special pass (bib etc.). Media representatives may at no time enter the Field of Play, before, during or after any matches.

Accreditation Matrix

The following categories of Participants should be allocated access to the zones corresponding to their needs and responsibilities:

- Participating Teams;
- Event Officials;
- Media (including Broadcast);
- VIPs;
- OHF Staff (paid, volunteer, contractors) and suppliers.

Below is a sample accreditation matrix, outlining the category of people and the access areas to be controlled during the Event:

ZONES

Category	FOP	Team Areas	Event Office Areas	VIP Areas (if any)	Media Areas (if any)	Broadcast Compound (if any)
Participating Teams	V	V	Team Managers only.	Head of Delegation only.	x	x
Local Organising Committee	As required					
Volunteers	As required according to role					
Event Officials	V	V	V	some	some	x
FIH/OHF Staff	(all access)					
Media	According to need	x	x	x	V	x
Broadcast		x	x	x	V	x (only the Host Broadcaster shall have access)
VIPs	x	x	x	V	x	x
Suppliers	As required according to role					

4.2.7 Spectator Services

Public facilities such as toilets must be available at the Venue for use by the spectators attending the Event.

4.2.8 Catering

User-pay food and beverage service outlets at the Venue should offer a range of cold and hot food and drinks, not only snacks or “fast food”, accessible to all Event Participants.

4.3 Accommodation

4.3.1 General remarks

A hotel should be nominated as the Official Hotel for all the Teams and Event Officials. The Official Hotel should ideally be in close proximity to the Venue and is subject to approval by FIH/OHF.

Two (2) alternative hotels should be proposed to provide cheaper options compared to the Official Hotel – one to be a budget option, for use by the Participating Teams, also in close proximity to the Official Hotel and the Venue and subject to approval by FIH/OHF.

For the hotels offered for Team accommodation, the room rate per night (including breakfast and taxes) must be approved by FIH/OHF and must be lower than AUD150 per room, including breakfast, all applicable taxes and internet access. Room tariffs may vary greatly within Oceania so we need to ensure a balance between cost and safety.

All appointed Event Officials must be accommodated in the Official Hotel. During the allocation of the rooms, best endeavours should be made to accommodate each Team on one floor and the Umpires and Umpire Managers on one floor.

In all cases, the Host NA is responsible for the accommodation cost of the Technical Delegate, Neutral Umpire(s) and Umpire Manager(s) and Medical Officer. The accommodation cost for each of the National Umpire(s), Technical Officer(s) and Judge(s) is covered by their respective Participating National Association in accordance with Section 2.3 Event Officials.

FIH/OHF Staff may be in attendance at an Event. If this is the case, the Host NA is notified in advance and the necessary logistical arrangements shall be provided. The associated costs are FIH/OHF's responsibility.

4.3.2 Hotel Room Summary

The table below shows the room type and cost responsibility for rooms for Event Officials.

OFFICIAL	ROOM TYPE	COST RESPONSIBILITY
FIH/OHF / CF Representative (if any)	Single	FIH/OHF / CF
Technical Delegate	Single	Host NA
Medical Officer	Single	Host NA
Technical Official(s)	Twin	Nominating NA
Umpires Manager(s)	Single	Host NA
Neutral Umpire(s)	Twin	Host NA
National Umpire(s)	Twin	Nominating NA
Judge(s)	Twin	Nominating NA

FIH/OHF is responsible for accommodation costs for FIH/OHF Staff.

4.3.3 Meeting Rooms

Meeting rooms should be available for the Teams and Umpires throughout the Event, equipped with a whiteboard and/or flip chart, a projector, a screen and internet connection.

Meeting rooms should preferably be provided at the Official Hotel(s) but may be provided at the competition venue. There should be a booking process controlled by the LOC in place for these rooms.

4.3.4 Laundry

A next-day laundry service (items ready within 24 hours) for the playing strips of the Participating Teams and Umpires (match kit, i.e. shirts, shorts and socks) must be provided.

4.3.5 Meals

The hotel restaurant must be flexible with regard to meal times, with timings based on the match and training schedules of the Teams in question. Menus must follow sports nutritional guidelines and must consider the special dietary requests of the Participating Teams.

4.4 Transport

The Host NA must provide the transport of all Event Officials, FIH/OHF Staff and Participating Teams between the designated airport (or designated railway station) and their Official Hotel(s) on arrival and departure.

If the event is held in a Regional Centre then the Host is responsible, at their cost, to transport teams from the International Gateway Airport to the Hosting Centre.

The Host NA must arrange the necessary transport between the Official Hotel(s) and the Venue during the Event for the Event Officials, FIH/OHF Staff and the Participating Teams. If the hotel is in very close proximity to the Venue, the provision of transport at all times may not be necessary. This should be discussed and agreed with FIH/OHF in advance.

Should Teams make their own arrangements for hotel accommodation (outside of any of the nominated hotel(s) the Host NA is not obliged to provide transport between the Venue and the hotel(s).

Should the Host NA hold an Official Function, transport to and from this function must be provided for Team Representatives, Event Officials and FIH/OHF Staff.

Provision of local transport for Media and Broadcast is not required.

The Event briefing meetings are held at the Official Hotel or the Venue and the Host NA must provide the necessary transport arrangements to ensure all Team Officials attend the meetings.

4.5 Travel

4.5.1 Air travel

Once the relevant information for the appointed Event Officials is received by the Host NA, the Host NA must provide the following travel arrangements for FIH/OHF appointed Event Officials attending the Event:

- Return travel tickets paid for by the Host NA and provided for the Technical Delegate, Neutral Umpire/s and Umpire Manager/s at least forty-two (42) days in advance of the Event. Schedules for travel are to be mutually agreed with these Event Officials before any booking is made.

The Technical Delegate should arrive two (2) days before the first day of the competition and all other Event Officials at least thirty-six (36) hours before the first match of the Event. An earlier arrival may be required from the Event Officials, subject to request from FIH/OHF. The departure of the Technical Delegate and the Event Officials should be arranged on the last day of competition or early the following day after competition finishes, depending on the completion of Match Schedules and available travel arrangements.

FIH/OHF is responsible for travel costs for FIH/OHF Staff.

4.5.2 Immigration and Customs

In some cases, Event Officials may require assistance with obtaining a visa to visit the host country and the Host NA must provide the required invitation letter and guidance to each Event Official.

The associated visa fees and costs shall, as per the Event Officials nomination process, be the responsibility of the Host NA in the case of the Technical Delegate, Neutral Umpire(s) and Umpire Manager(s).

The visa fees for National Umpires, Judges and / or Technical Officers are at the cost of the respective Participating NA who has nominated the Event Official.

5. Sport Presentation

Sport Presentation is a critical success factor contributing to the positive experience of all Event Participants, from athletes to spectators. The aim is to educate, inform, excite, engage and entertain the audience at the Venue in such a way that it also enhances the experience of the Participants.

Educating spectators is a key component of sport presentation. Not all of them will be familiar with the sport of hockey or with particular Teams and athletes, so provision of information via announcements and video boards about the sport, the rules, Teams, the athletes, umpires, results and the Event itself enhances their experience.

Sport Presentation is not a requirement at future REGIONAL Events. However, should the Host NA decide to implement a sport presentation programme, there is a Sport Presentation Pack available in the FIH/OHF Workroom.

Included in this pack:

Match protocols + Milestones

1. Match protocols;
2. Milestone Guidelines;
3. Milestone Form for Players;
4. Milestone Form for Umpires.

DJ + Public Announcer

5. Sport Presentation brief for Public Announcers and DJ;
6. Job description for the Host NA Public Announcer and DJ;
7. Music running order;
8. Music playlist and tracking.

Award details (ceremony + nomination)

9. Award Ceremony Guidelines;
10. Award Ceremony script for Public Announcer;
11. Award Ceremony presenters list;
12. Award Ceremony Plan;
13. Individual award nomination form.

5.1 Pre-match Protocol

It is recommended to have a pre-match protocol at future REGIONAL Events including the playing of national anthems and display of national flags of competing Teams.

The announcers must make the following announcements in English and the Host NA language(s):

- country names of the competing Teams;
- names of the Umpires;
- names of the athletes.

5.2 Post-match Protocol

At the conclusion of each match, the following occurs:

- the final score is announced;

- Team Managers and Match Officials sign the match report;
- All Team members and Team staff exit the Field of Play through the mixed zone for any Media interviews (if any).

6. Commercial Rights

FIH/OHF owns and controls all Commercial Rights of the future REGIONAL Events. Depending on the specific Event, certain rights will be granted to the Host NA in order for them to generate revenue for the Event. These are to be agreed in advance with FIH/OHF and reflected in the Event Hosting Agreement but will include ticketing, catering and hospitality rights. Any and all rights not expressly granted under the Event Hosting Agreement are reserved to and by FIH/OHF and FIH/OHF will be free to exercise and exploit the same.

This section provides the Host NA with information on the Commercial Rights allocation at future REGIONAL Events and explains how the sponsorship rights allocated to the Host NA shall be delivered.

6.1 FIH/OHF Commercial Partners

FIH/OHF will have a number of existing FIH/OHF Commercial Partners and, if requested by FIH/OHF, the Host is required to deliver certain sponsorship activation and related advertising rights to these FIH/OHF Commercial Partners. The cost of the delivery for these branding and advertising rights will be paid by FIH/OHF. Full details of these are provided to the Host NA in advance.

If requested by FIH/OHF, the logos of FIH/OHF and the FIH/OHF Commercial Partners should be included on all marketing and promotional materials.

6.2 Host NA Commercial Partners

After the execution of the Event Hosting Agreement and in the event, that the Host NA is allocated certain sponsorship rights the Host NA can begin to approach potential Commercial Partners for the Event. Before entering into a sponsorship agreement for the Event the Host NA shall provide FIH/OHF with details of the sponsors. The sponsorship agreement will be subject to FIH/OHF written approval.

The Host NA must comply with the following FIH/OHF restrictions on Commercial Partners:

- No Host Commercial Partner shall be active (in whole or in part) in the same industry as a FIH/OHF Commercial Partner (relevant categories to be advised by FIH/OHF). Sponsorship or advertising for tobacco and tobacco-related products or any other industry which may, in the reasonable opinion of FIH/OHF, negatively affect the image of hockey, FIH/OHF or the FIH/OHF Events is not permitted.
- The space assigned to each Host and FIH/OHF Commercial Partner on all branding items must be agreed in advance with FIH/OHF.
- The Host acknowledges that players' uniforms are the property of each respective Participating Team.

6.3 Sponsorship Rights

Generally, the sponsor hierarchy for an FIH/OHF Event is as follows:

1. Title Sponsor;
2. Presenting Sponsor
3. Official Sponsors;
4. Official Suppliers.

The number and nature of sponsor and supplier packages that can be sold by the Host NA will be agreed with FIH/OHF and detailed in the relevant Hosting Agreement.

The information below outlines the rights that can be offered to potential Host Commercial Partners, but subject to the relevant sponsorship rights being allocated in the relevant Event Hosting Agreement to the Host NA. The Host NA should devise packages that include a range of rights which are attractive for a specific sponsor. To help present the future REGIONAL Events to potential Commercial Partners, a generic sponsor presentation template has been created which can be tailored to the specific Host's needs.

Below is a list of the main rights that can be packaged for either cash sponsorship (i.e. the sponsor pays the Host NA) or sponsorship in kind (the sponsor receives certain rights in exchange for providing goods and / or services, e.g. a perimeter board in exchange for free bottled water for Teams, a logo on the volunteer shirts in exchange for providing or paying for the shirts, free tickets in exchange for setting up and maintaining the Host NA website etc.).

The branding rights that can be offered by FIH/OHF and the Host to Commercial Partners of the Event are covered in more detail below under the following headings:

- Onsite branding;
- Print materials and online presence;
- Uniforms;
- Tickets and hospitality;
- Other Rights.

The exploitation of these branding opportunities and the overall branding plan is subject to FIH/OHF approval in each case.

If the Host NA is assigned the rights to sell the Title Sponsorship in the Event Hosting Agreement then the sponsor's name or logo may be included in the Event title and logo. FIH/OHF has the same rights in the event that the right to exploit the Title Sponsorship Rights remained with FIH/OHF.

6.3.1 On-site branding

- Perimeter boards around the Field of Play: The sponsors may have the right to place an agreed number of perimeter boards around the Field of Play. Boards can be first tier (i.e. ground-level);
- Goal boards: The Title sponsor' name and /or logo may be printed on the inside of goal boards. The Presenting sponsor's name and/or logo may be printed on the outside of goal boards. If there is no sponsor branding on the goal side and back boards, future REGIONAL Events branding may be used;
- The sponsors may have the right to use and may feature some branding on other on-site elements. Those elements could include, Team benches, technical table, scoreboard, cam carpets, product display, Media backdrops, etc.

6.3.2 Print materials and online presence

- Event literature and printed materials: The sponsors names and/or logos may be included on print items, e.g. the Event poster, flyers, stationery (letterhead, envelopes, business cards etc.), tickets, accreditations, invitations, event advertisements (newspaper / radio / TV), website and social media, press conference and/or interview backdrops, results boards, press releases etc.;
- Event programme: The sponsors may have the right to include an advertisement in the Event programme (this can be a page printed into the programme or a flyer added in) and/or be named on the sponsor recognition page in the programme;
- Ticketing: The sponsors names and/or logos may be displayed on the tickets;
- All print materials and online presence must be approved by FIH/OHF.

6.3.3 Uniforms

- Umpiring shirts / uniforms: The sponsor's name and/or logo may be displayed on the umpiring shirts / uniforms that are worn on the Field of Play. The shirts should also display the Event logo. Any advertisements must comply with the FIH/OHF Uniform Advertising Policy.
- Ball patrol shirts / uniforms: The sponsor's name and/or logo may be displayed on the ball patrol shirts / uniforms. The shirts should also display the Event logo;
- Volunteer shirts / uniforms: The sponsor's name and/or logo may be displayed on the shirts / uniforms event volunteers wear while on duty. The shirts should also display the Event logo;
- A maximum of two (2) sponsor names and / or logos can be displayed on the abovementioned shirts / uniforms (front, back, both sleeves, both collars and both side panels.) unless agreed otherwise with FIH/OHF;

6.3.4 Tickets and Hospitality

- Accreditations and / or tickets: The sponsors may receive an agreed number of accreditations and / or tickets (for regular or VIP seating, and including or excluding hospitality) free of charge and/or has the right to purchase tickets at a discount;
- Parking cards: The sponsors may receive an agreed number of parking cards which allow parking at or near the Venue. (This applies only where parking in or near the Venue is limited);
- Items/give-aways: The sponsors may have the right to distribute items/give-aways at the Venue to spectators, Teams, volunteers etc.;
- Hospitality unit or programme: The sponsors may have the right to put up their own hospitality area and/or bring an agreed number of guests with hospitality privileges to the Event on agreed days;
- Social function invitation: The sponsors may have the right to organise or host a social function for Officials, Participating Teams and selected guests, e.g. end-of-tournament party or barbecue;

6.3.5 Other Rights

- Display / sales stand: The sponsors may have the right to set up and operate a display / sales stand during the Event, e.g. a stand selling hockey equipment, promoting a car brand etc.;
- Award presentation: The sponsors may have the right to have one (1) or more representatives participate in the Closing Ceremony to present awards;
- Transport: The sponsors names and/or logos may be displayed on the official Event transport, e.g. official cars or team buses (subject to the necessary consents being obtained).

Please note that it is set out in the Event Hosting Agreement what specific Commercial Rights has been assigned to the Host NA. The above list shall not be deemed as rights granted to the Host NA

6.4 Volunteering assistance for commercial activities

To successfully deliver all on-site sponsor rights to the highest standard, the Host NA should appoint a team of volunteers (exact number TBD) to support the Commercial team by assisting sponsors with on-site activation programmes as well as other on-site promotional activities.

Volunteers in this area assist the Event Manager and/or Commercial Coordinator. Volunteers in this team are required to be dedicated, willing and proactive. A marketing background is a plus as well as being able to be flexible in your work environment.

In advance of the Event FIH/OHF will detail the duties and work force required based on applicable sponsors' activation programmes.

7. Marketing

FIH/OHF has developed a fresh new look for the Future REGIONAL Events together with a comprehensive Branding Guide to provide guidance to Host NAs on the use of branding materials. This Branding Guide can be accessed through the FIH/OHF Workroom.

The Branding Guide provides a step-by-step approach designed to give the Host NA the know-how and tools to successfully promote and brand the Event.

This Guide contains an assortment of branding items for the Host NA, ranging from posters and flyers to perimeter boards and flags. Some of the branding items may be compulsory to be produced for the Event while others will be optional. Further details will be communicated to the Host NA in advance of the Event.

If requested by FIH/OHF, the Host NA must submit a Marketing Plan with details of all the branding items produced and/or promotional activities to be organised for the Event.

7.1 Event Logo and Event Title

Whilst most of the branding assets carry the general future REGIONAL Events logo, a unique logo is created for each Event. This can be used on posters and flyers, website and on any merchandise that the Host NA decides to create.

7.2 Artwork

The ready to-use artwork (the master creative files) for the future REGIONAL Events assets can be found in the FIH/OHF Workroom.

Workroom Address: <http://FIH/OHF.ch/inside-FIH/OHF/FIH/OHF-workrooms/>

Username: Will be provided privately

Password: Will be provided privately

Folder: Future REGIONAL Events

Some of the future REGIONAL Events items need to be adapted with information specific to the Event. Where adaptation is necessary, the artwork is supplied in easy-to-use templates with instructions about what to change and how to change it.

The branding assets, such as perimeter boards and flags do not require adaptation and simply need production by a local agency for use at the Event.

The branding assets, such as posters, flyers, Event programme book do require adaption and need to be personalised by the Host NA.

Different types of artwork including Microsoft Word files that can be adapted on a home or office computer (provided Microsoft Word is installed) as well as Adobe Illustrator CS5 and Photoshop CS5 files are available from the FIH/OHF Workroom. The artwork, along with the Event information, can be taken to a local design / print agency to make the changes and produce the items.

All print materials to be used for the Event (including any artwork) must be approved by FIH/OHF before production. All additional support documents for branding can also be found in the FIH/OHF Workroom.

8. Development

This section outlines the support provided by the FIH/OHF Hockey Academy to hosts the delivery of Education programmes for Umpires, Technical Officials, Managers and Coaches.

Academy courses are run under six (6) principles:

- Role based training with courses designed specifically for each role: Coach, Umpire, Technical Official, Manager;
- Competency based assessment where all the participants are assessed on their competency during the course;
- Quality assurance as all courses follow the same content, delivery method, assessment and certification;
- Flexibility in delivery with modular courses that can be adapted to time constraints and specific education needs;
- Trained and competent workforce as courses are delivered by certified FIH/OHF Hockey Academy Educators who are experts in their field of expertise;
- Joined up delivery with Continental Federations and National Federations.

The Host NAs are invited to discuss their training needs with the Academy in order to identify the most suitable course. This discussion should involve the Continental Federation as there might be the opportunity to invite people from neighbouring NAs and maybe to share costs.

Academy support includes:

- Content pack: course handbook and slides and access to FIH/OHF Hockey Academy video library during the course;
- FIH/OHF Hockey Academy Educator: travel, accommodation and fees (to be discussed with Host NA);
- FIH/OHF Hockey Academy certification for all participants;
- Course administrative support to Host NA.

Decisions on which courses are supported are subject to cost assessment and worldwide education needs.

All Host NAs wishing to benefit from this support must complete the relevant section of the FIH/OHF Bid Manual.

9. Media and Broadcast

9.1 Media

The Media's role is to report on the Event. Any Media, domestic and/or international, present at the Event shall be subject to the Terms and Conditions for Media Representatives at FIH/OHF Events.

The Host NA must ensure there are adequate Media facilities and services at the competition Venue. The Media facilities required depend on the number of Media attending and FIH/OHF shall inform the Host NA in advance, if additional Media facilities and services will be needed.

There is two categories of accredited Media at FIH/OHF Events:

- the accredited written and photographic press (Press); and
- broadcasters (Rights Holder) who have concluded agreements with FIH/OHF, if any, that grant them rights to broadcast the Event.

By delivering good-quality facilities and services to the Media, including Rights Holder through the Host Broadcaster, and the Press, the Host NA enables the best possible Media coverage and reach of the Event and the host city via various outlets including newspapers, internet sites, television, radio and new media platforms.

Facilities such as media centre/work zone, media seating at the competition pitch, a mixed zone and press conference area should be considered as detailed in the table below.

MEDIA FACILITY	PROVISIONS
Media Centre / Work Zone	Work tables, seating, electricity, internet access and refreshments. Print and distribution of starting line-ups and post-match results sheets.
Media Seating	Allocated seating for the media at pitch-side, preferably on centre-line.
Internet	Provision of reliable and fast internet connections for all Media. Preferably one main network with a backup network available. Wi-Fi should be provided in all Media working areas and a number of wired (LAN) connections for use by photographers.
Photographer Positions	Designated positions for photographers around the Field of Play (these should not be behind the circles or in front of Team benches. Photographers should be behind advertising boarding's, where possible).

Mixed Zone	A closed-off area featuring a branded backdrop where post-match interviews take place, preferably in a space on route from the pitch to the changing rooms.
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9.2 Broadcast

FIH/OHF shall inform the Host NA in advance if the Event will be broadcast. In this case FIH/OHF or the Host Broadcaster, as the case may be, shall be liable for all production costs but the Host NA shall be required to assist to provide the necessary unilateral services and facilities. The requirements regarding the delivery of the facilities and services for broadcast are to be supplied to Host Broadcaster, and, where applicable, to the Rights Holder. Regarding facilities required for broadcasting, the infrastructure provided should be of quality and quantities that are accepted as standard in broadcasting practice of such a level of Event. FIH/OHF may issue guidelines in this respect at a later date.

It should also be noted that FIH/OHF is the primary coordinator of all Rights Holders' requirements, policies and procedures applicable to Rights Holders and oversees the allocation of their facilities and services. While FIH/OHF shall be responsible for coordinating, allocating and managing the Rights Holders' requirements, there are certain services and facilities that the Host NA provides directly to Rights Holders. For these services, FIH/OHF shall also act as the coordinator.

If there is no Host Broadcaster then FIH/OHF will expect the Host NA to undertake to broadcast the Event, at its own cost, FIH/OHF and the Host NA shall conclude a separate Media Rights Agreement in this regard.

9.3 Written and Photographic Press

Provide the Media facilities, services and technology requirements for the written and photographic press at the Venue. For Photographic Press clearly identified photo positions, each with an unobstructed and direct view of the sports/athletes on the Field of Play, power and fast internet connection to meet the needs of the international sports and news photographers.

To promote the sport of hockey, the competition/Event and/or your Venue/City nationally and internationally FIH/OHF highly recommends the Host NA to hire a photographer. The Host NA shall ensure FIH/OHF access to the images free of charge.

9.4 Event website and social media

FIH/OHF will provide an international Event website including the following content (where applicable):

- Match information;
- News (to be supplemented by any content supplied by Host NA);
- Match photography (the Host to supply);
- Videos (if available);
- Fan information (the Host NA to supply).

Guidance on how to promote your Event using social media such as Facebook, Twitter, YouTube etc. can also be found in the Branding Guide.

The future REGIONAL Events artwork to be used on social media platforms can be found in the FIH/OHF Workroom. The usage of FIH/OHF Intellectual Property shall be in accordance with the FIH/OHF Event Manual and FIH/OHF Guidelines.

10. Ceremonies and Hospitality

10.1 Ceremonies

10.1.1 Opening and Closing Ceremony

In the event that the Host NA wishes to hold an opening and closing ceremony, at its own cost, the Host NA must develop and submit to FIH/OHF a proposal for the creation and management of the Opening Ceremony.

The Opening Ceremony should be entertaining and add value to the Event. We do not insist on Teams being part of the Opening Ceremony. It can be organised during or before the first day of the Event.

The Closing Ceremony is a celebration of the Event and all its participants and a fitting acknowledgement of the winning Teams.

It should be entertaining and promote the success of the Event. It should take place on the last day of the Event immediately after the Awards Ceremony.

10.1.2 Awards Ceremony

The Closing Ceremony, including the presentation of individual awards and trophies must be held on the competition pitch and start no later than 10 minutes after the end of the last match.

FIH/OHF provides the ceremony protocol and the Host NA manages the running.

All awards and trophies are provided by FIH/OHF. No additional awards, medals and / or trophies shall be presented unless approved by FIH/OHF.

10.2 Hospitality

10.2.1 Official Function

While not required, the Host NA may choose to hold an Official Function for the Event by inviting all Event Officials and at least two (2) representatives from each of the Participating Teams, as well as any local dignitaries, sponsors and FIH/OHF Staff present. If held before the Event starts, this can be used as an Opening Ceremony.

10.2.2 VIP Hospitality

While not a requirement, the Host NA may choose to provide VIP facilities (seating and / or a hospitality area). If such facilities are provided, FIH/OHF may request access for FIH/OHF Commercial Partners, FIH/OHF Staff and selected Event Officials.

11. Corporate

This section explains the Event's legal and insurance needs.

11.1 Legal

The Host NA shall sign the Hosting Agreement with FIH/OHF.

The Host NA must take a note of all the legal requirements included in the Hosting Agreement and provide these accordingly.

11.2 Insurance

Once the Hosting Agreement is signed, the Host NA must ensure to have all the relevant Event specific insurance policies in place to host a future REGIONAL Event:

Public liability insurance from an internationally reputable insurer for an amount of no less than 1.5 million Swiss Francs. The policy should include cover for bodily injury, property damage; consequential financial loss an amount for pure financial loss and any deductible or excess should be approved by FIH/OHF.

Specific cancellation, rescheduling relocation cover for the Host NA in case the Event is cancelled, rescheduled or relocated.

The insurance policy must be in the name of the Host NA and FIH/OHF.

Copies of all the insurance policies must be sent to FIH/OHF in advance of the Event start date.

The FIH/OHF may provide the Host NA with the details of the FIH/OHF insurance broker in order to find out further information about the specific requirements to be included in the insurance policies.

If the event is broadcast the Host NA should hold the appropriate music and promotional licenses.

Appendix

Appendix A: Event Officials Nomination

					Type of Appointments							
Type of Event	No. of Teams	No. of Matches per day	FIH/OHF Rep	FIH/OHF Event Co.	TD	TOs	Judges	MOs (Medical)	MOs (Media)	UMs	Neutral Umpires	National Umpires
Future REGIONAL Events												
Single Events	3	1	-	-	1	1	1	-	-	1	1	3
	4	2	-	-	1	1	2	-	-	1	1	4
	5	2	-	-	1	1	2	-	-	1	1	5
	6	3	-	-	1	1	3	-	-	1	2	6
	7	3	-	-	1	1	3	-	-	1	2	7
	8	4	-	-	1	1	3	-	-	1	2	8
Joint Events	3 + 3	2	-	-	1	1	1 + 1	-	-	1	1	3 + 3
	4 + 3	3	-	-	1	1	1 + 1	-	-	1	1 + 1	4 + 3
	4 + 4	4	-	-	1	1 + 1	1 + 1	-	-	1	1 + 1	4 + 4
	5 + 4	4	-	-	1	1 + 1	1 + 1	-	-	1	1 + 1	5 + 4
	5 + 5	4	-	-	1	1 + 1	1 + 1	-	-	1	1 + 1	5 + 5
	6 + 4	5	-	-	1	1 + 1	2 + 1	-	-	1 + 1	2 + 1	6 + 4
	7 + 4	5	-	-	1	1 + 1	2 + 1	-	-	1 + 1	2 + 1	7 + 4
	6 + 5	5	-	-	1	1 + 1	2 + 1	-	-	1 + 1	2 + 1	6 + 5
	5 + 8	6	-	-	1	1 + 1	2 + 2	-	-	1 + 1	1 + 2	5 + 8
	6 + 6	6	-	-	1	1 + 1	2 + 2	-	-	1 + 1	2 + 2	6 + 6
KEY		Nominational proposals: FIH/OHF						Nominational proposals: National Associations				
		Approvals: FIH/OHF Appointments						Approvals: FIH/OHF Appointments Committee				

Appendix B: Cost Responsibility Brief

Appointment	Appointed by	Flight	Accommodation (bed and breakfast)	Per Diem*
TD	FIH/OHF	Host	Host	Host
TO	CF/FIH/OHF	Participating Teams	Participating Teams	Host
Umpires Manager	FIH/OHF	Host	Host	Host
Medical Officer	FIH/OHF	Host	Host	Host
Judges	CF/FIH/OHF	Participating Teams	Participating Teams	Host
Neutral Umpires	FIH/OHF	Host	Host	Host
National Umpires	CF/FIH/OHF	Participating Teams	Participating Teams	Host
FIH/OHF Events Coordinator	FIH/OHF	FIH/OHF	FIH/OHF	FIH/OHF

* Per Diem:

- Or 50AUD/day/official

- Or 15AUD/day/official + Breakfast, lunch and dinner

Appendix C: Practice Schedule Template Example

Training Schedule					
Monday 9 October					
Pitch 1			Pitch 2		
8:00am	Australia Women		8:00am	Tonga Men	
9:00am	8.00am - 9.30am		9:00am	8.00am - 9.30am	
10:00am	New Zealand Men		10:00am	Fiji Women	
11:00am	10am - 11.30am		11:00am	10.00am - 11.30am	
12:00pm	Solomon Islands Men		12:00pm	Tonga Women	
1:00pm	12.00pm - 1.30pm		1:00pm	12.00pm - 1.30pm	
2:00pm	Australia Men		2:00pm	Fiji Men	
3:00pm	2.00pm - 3.30pm		3:00pm	2.00pm - 3.30pm	
4:00pm	New Zealand Women		4:00pm	Samoa Women	
5:00pm	4.00pm - 5.30pm		5:00pm	4.00pm - 5.30pm	
6:00pm	PNG Women		6:00pm	SI Women	
7:00pm	6.00pm - 7.30pm		7:00pm	6.00pm - 7.30pm	
8:00pm	Samoa Men		8:00pm	PNG Men	
9:00pm	8.00pm - 9.30pm		9:00pm	8.00pm - 9.30pm	
10:00pm			10:00pm		