EVENT MANUAL AND CHECKLISTS FOR EuroHockey Tournaments
(Women and Men)

- Championships II, III, IV
- Hockey5s Championships and Tournaments
- Junior Championships I, II, III
- Club Trophy I and II & Challenges (Men)
- Club Trophy & Challenges (Women)

December 2020
EVENT MANUAL AND CHECKLISTS FOR EHF COMPETITIONS OUTDOOR (SENIOR CHAMPIONSHIPS II-III-IV, HOCKEY5S CHAMPIONSHIPS/TOURNAMENTS, JUNIOR CHAMPIONSHIPS I-II-III and CLUBS)

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Important Note: This Event Manual and Checklist should be used in conjunction with the appropriate EHF Competition Regulations
1. **Introduction**

This Event Manual is for Hosts organising the
- EuroHockey Championships II, III, IV (Women & Men)
- EuroHockey5s Championships/Tournaments I, II, III (Women & Men)
- EuroHockey Junior Championships I, II, III (Women & Men)
- EuroHockey Club Trophy I & II & Challenges (Men)
- EuroHockey Club Trophy & Challenges (Women)

As well as setting out the detailed obligations of tournament organisers, this Event Manual also refers to a useful checklist which can be found on the EHF website *(Appendix A)*.

**In case of any differences within this Event Manual, the EHF Regulations for the competition, or any formal licence agreement between the organisers and the EHF, shall prevail.**

Separate documents are available for:
- EuroHockey Outdoor Championships I (EHC)
- EuroHockey Indoor events
- EuroHockey Youth (U16 & U18) Championships

2. **Authority and Contact**

National Associations who wish to be considered to host a tournament or event must complete and submit the appropriate EHF Application to Host form to the EHF by the stated deadline date for that particular competition.

Authority to organise an EHF tournament or EHF approved event is given by the EHF to the National Association. In the case of a Championship tournament, it is done by the EHF Executive Board on the recommendation of the EHF Competitions Committee Outdoor.

**In all cases, National Associations are appointed to host and organise a tournament on behalf of the EHF.**

Daily contact with the EHF shall normally be through the EHF Competitions Manager. In all other matters, see below:

David Voskamp, Competitions Manager – Daily contact
competitions@eurohockey.org

Gráinne Corry, Operations Manager – AWS, Officials, Branding
operations@eurohockey.org

Siobhán Madeley, Communications Manager – Communication & Streaming
communications@eurohockey.org

Jokko De Wit, Partnership Manager – Commercial & Sponsoring
partnerships@eurohockey.org
COMPLIANCE AND OBLIGATIONS

3. Organising Committee

To prepare for and organise a EuroHockey tournament, an Organising Committee/Board will be required and should normally comprise, as a minimum, the following posts:

- Chair;
- Secretary;
- Treasurer.

As well as those named above, the following areas should have people responsible for them:

- Stadium/field and facilities (including offices, changing rooms, catering facilities, the pitch, ball patrol (if necessary) etc);
- Chief Liaison Officer (who will work through one Liaison Officer or Host appointed for each team (usually 8, but could be combined), Officials/umpires (1) and Media/Press (1));
- Hotels;
- Transport;
- Publicity/Marketing/Branding (incl. Programme book, advertisements);
- Communications - Media/Press

As soon as the Organising Committee is appointed, details (with telephone, mobile numbers and email addresses for the Secretary or the main contact person) should be sent to the EHF Competitions Manager.

NB The EHF often experiences that 1 person does approx. 80% of the organisation. We cannot stress enough how important it is to find people around you to whom you can delegate work to.

It is strongly advised to only have 1 person from the LOC appointed to communicate in ENGLISH with the TD and UM(s). Make sure to start your tournament preparations well in advance of the event.

4. Technical Requirements

Competition
One (1) Tournament will normally consist of 8 teams.

Number of days for the Tournament
Championships
Normally Seven (7) days, including rest days.
If joint tournaments are held, this may be extended to 8 (eight) days to allow a staggered start and finish. However, both tournaments will be deemed to start and finish at the same time. Any changes to this have to be agreed between the Organiser and the EHF.

Clubs
Normally Four (4) days.
In the case of joint tournaments (Women and Men) both tournaments will be deemed to start and finish at the same time. Any changes to this have to be agreed between the Organiser and the EHF.
**Dates for the Tournament**
The Tournament is to be staged on dates as specified by the EHF.

**Tournament Personnel and Local Officials**
The EHF will appoint the Technical Delegate (TD)(previously known as Tournament Director), any Technical Officers required, Judges, Neutral Umpires, Umpire Manager and National Umpires. In addition, local judges are required. For precise details, see the Responsibility Chart contained in the EHF regulations for the appropriate competition.

It is the responsibility of the host National Association to select and nominate National-Appointed Judges (local judges) to the EHF. All nominations must be submitted for approval to the EHF at least 8 weeks in advance of the tournament. Brief details of the experience of these officials should be sent with the nominations.

It is important that local officials should:
- be available for the whole period of the tournament, including the pre-tournament briefing meetings (Day 0);
- not be involved in any other organising duties once the tournament starts (other than to act as Liaison Officer to the officials).

The exact number of officials that will be appointed by the EHF will depend on the tournament and can be found in the Responsibility Chart.

The EHF officials will be appointed by the EHF Appointments Committee. All appointments are made through the Automated Web System (AWS). The Host (in most cases the main contact to the EHF) will be given access to this tournament through the system. This will allow the host to have real-time access to appointments and up to date contact details for all officials in order to assist with travel and hotel arrangements.

You as host are responsible for the Full Board accommodation for all Tournament Officials. The officials will be announced in autumn. Some officials might confirm their nomination to the event later and others might withdraw at a certain time.

**NB** Note that you can expect a full set of officials, so reserve the hotel for a maximum number of officials.

To be arranged by the Organising Committee:

(a) Administration: Members of the Organising Committee, liaison officers, internal transport officers;
(b) Protocol: A dedicated person on the Organising Committee who is responsible for co-ordinating all invitations to functions (eg. official dinner/reception) in addition to being responsible for the smooth running of Opening Ceremony (if applicable) and Medal Ceremony (compulsory) in conjunction with the TD and (if present) the EHF Communications Manager;
(c) Technical: Pitch Manager and staff, ball patrol;
(d) Medical: Local duty doctor (to be present at the pitch during all scheduled matches), stretcher bearers;
(e) Media: Media Center Manager for the day to day running of the media center;
(f) Security.
Competition Field of Play

General
- Nine (9) months prior to the Event (Championships) and six (6) months prior to the Event (Clubs), the Organiser must have satisfied the EHF that full compliance with the Technical Requirements can be guaranteed;

- In case of doubt the EHF will inspect the facilities/arrangements in terms of the contractual conditions and agree upon a remedial plan, if required.

- One (1) competition field of play with FIH approved surface, preferably non-sand filled synthetic. For joint events, a second pitch is required.
- It is recommended that Fields are certified to at least the FIH national category, or ideally the Global category. Ideally fields are tested when they are built to verify everything has been done properly. To have a field certified a club/NA should approach one of the FIH accredited test institutes [http://www.fih.ch/inside-fih/fih-quality-programme-for-hockey-turf/contact-a-fih-accredited-test-institute/](http://www.fih.ch/inside-fih/fih-quality-programme-for-hockey-turf/contact-a-fih-accredited-test-institute/).
- The playing surface must continue (to create “run-off” areas) for a minimum of 2 metres at the back-lines and 1 metre at the side-lines with an additional unobstructed 1 metre in each case (that is, a total of 3 metres at the ends and 2 metres at the sides of the field). These are minimum requirements. There should be no obstacles team benches, Technical Officials tables, etc on the run-off.
- Where possible a seating area of appropriate gradient and capacity allowing full viewing capacity as close as possible to field of play.
- Durable (preferably) white field of play markings, flush with the surface and clearly visible, either inlaid into the carpet or of waterproof paint, and confirmed as accurate and complying with the current Rules of Hockey.
- Goals (NOT fixed to the pitch and placed behind the goal line) and corner flags in accordance with the current Rules of Hockey, plus one goal and a corner flag held in reserve. Hosts can have advertising on the inside and outside of the side-boards and back-boards and on the goal posts, to be agreed with the EHF Competitions Manager.
  **NB** The goal nets should not be tight enough to give a rebound.
- Check the nets beforehand and fix any holes in the nets.
- A ball-retaining fence or barrier surrounding the overrun area of the field of play and erected to an extra height behind the goal shooting areas for protection of spectators at either end.
- If the field is water-based - watering facilities capable of evenly wetting the entire field of play including the overruns within 8-10 minutes. To ensure that there will be an even distribution of water on all areas of the pitch, it is always advisable to have a hand-held hose available in addition to the automatic watering system.
  **NB** In case of extreme heat or problems with the watering system, make sure the (local) fire brigade is aware of the event so in case of problems, they could help out.
- Appropriate lighting to minimum standards, which must at least have the minimum requirements for play and streaming (preferably 350 lux is preferred). For the minimum horizontal luminance (lux) see the [FIH website](http://www.fih.ch/). Check the [Lux](http://www.fih.ch/)
- Pitch must be clean.

Warm-up Time
In the absence of a warm-up field of play, at the tournament stadium, the match schedule must accommodate a minimum warm-up time of 25-30 minutes on the field of play. A dedicated location for teams to do their physical warm-up (and cooling down) (with or without stick/ball), is advised to have. Inform the teams and TD about this location beforehand.

**Practice Facilities**
Preferably a full-size training field of play to be available for training and readily accessible. It should be properly marked with goals and corner flags and provided with adequate watering and artificial lighting facilities. The training field of play (if not being the competition field of play) should preferably have the same playing surface as the competition field of play. Changing room accommodation to be available if possible.

**Hockey balls**
- Balls from an FIH approved manufacturer shall be used, to be provided by the host. Make sure to have sufficient balls available (minimum 12-24). *(for events played at sand-based pitches, smooth balls have to be used).*
  - **NB** Teams most likely do not want to play with a completely new ball as new balls do not stick to the stick. A suggestion would be to ask the home team to train with the new balls a few times before used in the event.
- Colour of the ball has to be white or yellow.
- The availability of practice and pre-match warm-up balls is the responsibility of the participating teams.
- In case a host would like to put the event logo on the balls, approval should be sought from the EHF. FIH Regulations do not allow other advertising on balls.

**NB** For events played on water-based pitches, at Senior Championship and Championship II, Junior Championship, EHL and Trophy I and II events Global Approved Balls are required and for all other outdoor events the National Elite Approved Balls are acceptable also.

FIH has two categories of outdoor balls.
Global Category Balls provide the very best levels of performance and are considered suitable for all levels of hockey but are particularly intended for top level international and national competitions and training by elite level players.
National Elite Category Balls provide acceptable levels of performance and are considered suitable for all lower level international and national competitions and training.


**Global Approved Balls**
- **Ball name** Kookaburra Dimple Elite
- **Manufacturer** Kookaburra Sport Pty Ltd.

**National Elite Approved Balls**
- **Ball name** Chingford Gold
- **Manufacturer** Anwar Khawaja Composites
- **Ball name** Kookaburra Dimple Standard
- **Manufacturer** Kookaburra Sport Pty Ltd.
- **Ball name** Select
- **Manufacturer** Grays Hockey

**Advertising on the playing surface**
A host is allowed to put advertising outside the playing surface, beside the goals *(Cam carpet)*.
A host needs to guarantee it won’t affect the playing surface particularly for players/umpires slipping etc. The EHF needs to see the advertising plan in advance for approval.

**Benches, Technical Table and Technical Equipment**

**Team benches (or chairs)**
- A team bench (or chairs), to seat 12 people (maximum), shall be located on each side of the Technical Officials’ table at a distance of preferably not more than 10m from it. The team benches shall be set back at least the same distance from the field of play side-line as the Technical Officials’ table.
- Benches must allow a clear view of the field of play and have a protective cover against sun, wind, rain and pitch watering.
  - **NB** Provide (if possible) airco in case the team benches become too hot for the teams
- In case of really warm weather, make sure the Medical Doctor places a Thermometer in the dug-out. It will also help to put some cover over the dug-out to try to make it cooler inside.
- A stick storage facility is not required.
- Provide a wastebin beside each team bench.

**Technical Officials’ Table/Dug-out**
- The table/dug-out shall be situated in line with the center line of the field of play **on the same side** as the team benches.
- The table/dug-out must seat 3 persons (Technical Officials and Reserve Umpire) at the table, sides open, preferably on a platform with a height minimum of 25cm above field of play level.
- The front shall be at least 2-3 metres away from the side-line of the field of play.
- Electrical outlet points for computers, printer and cooling/heating devices (if appropriate) should be available. Make sure these electrical outlet points are protected against water.
- The table/dug-out must allow a clear view of the field of play and have a protective cover against sun, wind, rain and pitch watering.
  - **NB** Provide (if possible) airco in case the Technical Table become too hot for the officials.
- The sides must permit easy access to the field of play for officials.
- For safety, there should be no glass cover, windows, etc. that may be exposed to hockey balls accidentally hit from the field of play.
- For safety, any sharp corners/items adjacent to the pitch which can be dangerous to players and umpires, should be covered with foam.
- The table/dug-out must include an appropriate working table. The front of the table shall be closed completely from the top of the table to the floor. A suggestion is to have the event logo or EuroHockey sign printed here, but this is not mandatory.
- Additional seats may be required in the immediate vicinity of the Technical Official’s table for those who have authority to be there (TD, UM(s), Local Medical Officer).
- At least two seats for temporarily suspended players on each side of the Technical Officials’ table.

**Technical Table Equipment**
The following should be available at the Technical table:
- Rules of Hockey, EHF Regulations and FIH Tournament Regulations (not printed, but saved on laptop)
• Two stop watches
• Clock and scoreboard operation panel
• Two audible hooters (air horns)
• One set of official warning cards (green, yellow and red) as used by the umpires
• One spare whistle
• Two captain’s arm-bands (not black) or ribbons in different colours, and safety pins
• A FIH approved stick control ring and a FIH approved stick bow measurer (cathedral)
• Bottle containing non-acid disinfectant surface cleaner or an 80% alcohol solution, and 3 pieces of cloth for cleaning bloodstained field of play
• Plastic gloves and waste disposal facility for use of personnel responsible for cleaning bloodstains from field of play
• Stationery, A4 paper and pens/pencils
• Two clipboards with covers
• Two way radio for communication with the TD, Organiser, Public Announcer as required.
• A (preferably) dedicated hardwired Internet cable for the use of TMS/AltiusRT (in case of wifi, then a strong wifi with password). 4G-dongles are highly recommended to have as back-up.
• A laptop with Google Chrome.
• A black & white printer.

Match Documents
All necessary documents are available on TMS/AltiusRT.
Senior and Junior Championships: tms.fih.ch
Club and youth Events: eurohockey.altiusrt.com

Venue Requirements
For the Junior Championship only (not Junior Championships II-III or club events)
A capacity for a minimum of 3,000 spectators (seated and/or standing). There must be seated accommodation for a minimum of 1,500 spectators.

Spectator Seating Area
• A covered stand is required to be provided for at least:
  o players/technical officials not on duty;
  o media;
  o VIPs, sponsors and official guests;
  o preferably also for paying spectators.

For ALL OTHER tournaments:
It is recommended (but not mandatory) that a Seating Area for players, officials, VIPs and spectators be provided.

Toilets
• Sufficient toilet facilities (including disabled) for use by all spectators should be provided.
• (Temporary) toilet facilities should be provided near to team benches for the use by players and officials if the changing rooms or public toilets are far away from the pitch.
• All toilet facilities must have hand washing/sanitizing stations.
• Remember to make a rota to clean them several times per day.
Parking

- Parking space within or near to the venue, sufficient to accommodate transport for teams, technical officials, VIPs, guests and organisers.
- If teams arrive by own transport, free parking space should be made available close to the venue.
- Space should also be available for any television support vehicles, ambulances or other service vehicles which may need to be in attendance, as well as for VIP cars when not in use.
- Adequate parking for spectators within walking distance from the venue, or the operation of a park and ride scheme using buses. Inform visitors in advance of the event about parking options.

Public Address System (PA-System)

- Clearly audible public address system for match and information announcements. **NB** Mandatory at Senior/Junior Championship events and Club Trophy (I&II) events; recommended at Club Challenge events.
- A person who can make announcements as required both in English and also in the host nation’s language and who is as neutral as possible. To cheer up the crowd is great, but this needs to be done for **all** teams. The announcer preferably should have knowledge of the sport of hockey.
- The speaker to announce the teams, staff members and officials before each match and to announce the goal scorers and possibly the cards given during the match. Where it involves a Senior/Junior Championship event and anthems are played, please ask everyone to rise before the anthems are played.
- Optional: A DJ who can play goal jingles and build a good atmosphere at breaks and before Penalty Corners (please remember it is a family show so decent music (no bad lyrics) to be played).
- Remember that the music should not be too loud during game breaks, as otherwise the players cannot hear the advice of the coaches.

Match Information / scoreboard

- A match result board (or electronic device) that permanently shows the tournament schedule, the results to date of each match and the rankings to date, to be situated at the point where it can be seen by the greatest number of people, preferably at the entry of the venue. This info can be taken/printed from TMS/AltiusRT.
- A scoreboard and clock (electronic timing), indicating the current score of the match and the current (or remaining) playing time to be installed at the competition field of play, to be operable from the technical table and visible from the technical table and from the field of play.
- The time should preferably display seconds (35:00, 34:59, 34:58, etc) instead of only minutes (35, 34, 33, etc). If possible scores of double digits (10, 11, 12, etc) should also be possible to display.
- **When no electronic** scoreboard and/or **electronic** clock is/are present, please inform the EHF Competitions Manager well ahead of the tournament and suggest other solutions.
- For shoot-out purposes it would be recommended (not mandatory) if the scoreboard can have an 8 seconds countdown option as well. Inform the TD about this in advance of the event.

**Penalty Corner countdown clock (Mandatory at all events)**
When a Penalty Corner is awarded, umpires shall (to permit defenders to put on protective gear etc) allow not more than **40 seconds** to pass before allowing the Penalty Corner to commence. The host **must** provide such a clock so this is visible for players, officials and spectators. When installing, think about the sunlight reflection. It will be operated by the Technical Officials on duty.

If the venue doesn’t have such a clock, an option is to use a 2nd laptop (provided by the host) with a windows application. A dotnetfx installation could be downloaded.

A better and easier option is to use the AltiusRT countdown on the 2nd laptop (https://eurohockey.altiusrt.com/shootout). An Internet connection is needed. The time can be adjusted (8 seconds or 40 seconds). For both solutions the screen of the laptop should be faced towards the pitch.

For the AltiusRT countdown time it would be preferable if there would be a cable (HDMI and/or VGA) from this laptop (put sound laptop to mute) to the PA-System so in case of shoot-outs, this system can be used and people hear the automated whistle sound of the system.

You can also put a screen (eg 100 inch) next to the technical table, connected to the 2nd laptop and to the PA-system, so the count-down clock can be better seen.

Make sure to have sufficient electrical outlet points.

**NB** Be reminded that the match time should always be visible during the penalty corner and during these 40 seconds.

**Refreshments and Catering pitch side**

- An adequate supply of cooling ice (for injuries only) must be constantly available free of charge and be provided adjacent to the team benches.
- Teams will have to provide their own drinking water during training and matches. This is not a requirement for the host anymore. The host however still has to provide water / energy drinks for umpires and match officials at the technical table. Where a host decides to provide water for the teams for free anyway, this should be for the duration of the **whole** tournament.
- Inform teams in advance if drinking water in the host’s city is drinkable.
- Suggest to teams where the closest shop to the venue is where team managers can buy water.

**Spectator Facilities**

- Sufficient refreshment facilities should be provided for the purchase of food and drinks by spectators.
- An option is to have a Trade Village and Children’s Play Zone where feasible, of course depending on the size of the event and the available space.

**Changing Rooms**

**Teams**

- Four separate lockable changing rooms located in the stadium for teams. Each changing room to be equipped with an appropriate number of showers with hot and cold water, toilets and preferably a treatment table.
- Teams might ask for ice baths. If you can accommodate this, this is appreciated. Ice will be needed which teams have to buy, preferably through the host.

**NB** Please remember that the ice baths need to be filled with cold water and that the
water needs to be able to run away when the baths are emptied, so only allow them where sufficient drainage is available.

- If the changing rooms are situated at such distance from the pitch to make it impractical for teams to use them at half-time, and players need to get away from bad weather, hot sun or pitch watering, then consider what other temporary shelters (tents) might be necessary near to the pitch.

Umpires

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

Medical Facilities

See the FIH Medical Officers Manual.

Medical-General

It is essential that adequate medical support is available in case of injury. Some teams may have a doctor with them - but certainly not all. A doctor must be available at the stadium whenever matches are being played and should be located near the technical table for each match and in radio contact with the organiser and TD.

It is imperative that a Medical Officer must be present one hour before the first match starts until one hour after the last match each day. Without a doctor present a competition should not proceed.

Not every team will have its own physiotherapist. A locally appointed physiotherapist, who can be called by telephone in case of need, is a good precaution. Anybody using this service should pay the cost of such a physiotherapist if used.

Team physiotherapists will also welcome a physio room or, at least, a physio bench to work on at the stadium. However most are used to using a hotel bedroom as their treatment center.

Teams and officials must be told by the host which is the nearest emergency hospital, including phone number and address. They must also be told which is the nearest dentist, including phone number and address. Moreover they must also be told where local and pharmacies are in relation to both the venue and event hotel(s).

An ambulance doesn’t have to be on site (unless the law or regulations from the city/country require this), but contact with the nearest hospital must be made. When an ambulance is not able to reach the venue quickly when called for, then an ambulance is strongly advised to have on site.

First aid people must be present at the venue for spectators.

Personnel

- A Medical Officer shall be on duty at the competition field of play during all matches from the start of the match, otherwise matches cannot commence. If a Medical Officer can be at the venue (or ‘on call’) during the training days, that is much appreciated but not mandatory. The Medical Officer is a registered medical practitioner in the country in which the event is taking place.
NB In specific cases (to be approved by the EHF Competitions Manager) an ambulance with paramedics can be present instead of a Medical Officer, but when they have to leave due to an emergency, there should be a back-up Medical Officer. A nurse would not be sufficient.

- Stretcher (and spinal board) bearers should be available near the competition field of play during all matches.
- Person allocated with responsibility to clean pitch of bloodstains, which is most often the Pitch manager / Floor manager.

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

- Stretcher;
- Spinal board (in case of neck / spinal injury);
- First aid materials;
- Splints;
- Ice / cold packs.

First Aid /Medical Officer room
A First Aid / Medical Officer room (supervised by local doctor on duty) should be located with good and quick access to the field of play and other technical areas and must be equipped with:

- Treatment table;
- Sterile stitching materials;
- Splints;
- Basic medicines;
- Sufficient pain medication (e.g. tramadol/morphine) (noting that these substances are prohibited in sport but can be used in an emergency with a TUE applied for);
- Medical collar;
- Stethoscope;
- Means of disposal of used sharp, sterile and non-sterile equipment;
- Oxygen and means of administering it;
- Automatic external defibrillator (AED).

NB Location of AED must be clearly sign-posted to spectators and teams/officials.

Anti-Doping Facilities
An appropriate room (with toilet) for conducting anti-doping tests (different from the First Aid room) to be available in accordance with the current FIH Anti-Doping Rules.

Most likely the Anti-Doping agency will not visit your event, but they will not inform you or the EHF, hence the requirement to think about this beforehand so you have a space available (or can quickly make available) in case they show up.

NB Where the EuroHockey Junior Championship (not Championship II-III) is a qualifier for the FIH Junior World Cup, the Anti-Doping tests are mandatory.

Care of Umpires
An appropriate facility/ability for physio treatment for the umpiring panel from 1 day before the event. The cost of any treatment is for the account of the umpire.

Tournament Offices
EHF Representative (see Responsibility Chart for which events this counts)
If an EHF representative is appointed to the tournament, then no private office is needed. However if the representative requires a room for a meeting, then that room should be arranged.

**Technical Delegate**
- One private, lockable office shall be provided near to the pitch for the TD (for a joint event, the TD(s) will share the room).
- This room should include:
  - lockable desk and sufficient chairs;
  - printer and Internet access (printer could be shared with UM);
  - office stationery;
  - refreshments and snacks/fruit;
  - wastebin.
- Pigeon holes for team managers are not required anymore.
- For single events where 1 TD and 1 UM are appointed, the TD and UM can share a room as long as the room has 2 desks and sufficient room for 6 chairs.
- For joint events with 2 TDs and 2 UMs, it is not recommended to have only 1 joint office with 4 desks, but it depends on the available rooms at the venue. Please discuss with the EHF Competitions Manager first before informing the TDs/UMs.

**Umpire Manager(s)**
- One private, lockable office shall be provided near to the pitch for the Umpire Manager(s) (for a joint event, the UMs will share the room).
- This room should include:
  - lockable desk and sufficient chairs;
  - printer and Internet access (printer could be shared with TD);
  - office stationery;
  - refreshments and snacks/fruit;
  - wastebin.

**Relax room Officials**
- One room shall be provided near to the TD and UM offices for all other officials (TO, Judges and umpires). This is a quiet space where officials/umpires not on duty can get away from the Field of Play and prepare for their matches.
- This should include:
  - adequate number of desks and chairs (also lounge benches if possible);
  - Internet access;
  - coat rack;
  - refreshments and snacks/fruit.

A Relax room for players is not needed.

Make sure as host to ask all Technical Officials if they bring their own laptop with them. On the day before the tournament starts, have someone with IT-skills available who is able to help the officials connect to the printers and networks.

**Meeting Rooms**
**Pre-Tournament Briefing Meetings**
A meeting room should be available for the pre-tournament TD and UM briefing meetings (including kit and passport checks), preferably located at the competition venue or in the officials’ hotel. This should include:
  o seating for 15-25 persons (joint event 40+ persons);
  o top table and seating for 2 persons;
  o sufficient tables for conducting kit and passport checks;
  o data projector and screen (including possible 15 pin vga adapter to accommodate the connection between laptop and projector);
  o water;
  o Internet.

Most often these meetings will take place during the day before the start of the event. Host to send the pre-tournament meeting schedule (draft to be found at EHF Website) to all Team Managers after consultation with the TD.

**NB** Be reminded that team managers (staying in a designated hotel) plus all officials should be transported to these meetings. No official functions (eg. Welcome reception) should be planned during this evening.

**Team Meetings**
- Meeting rooms should be available for use by teams at the tournament hotel, preferably including a screen and projector from 1 day before the start of the event till the last day.
- Teams are responsible for paying room hire, although this must be kept to reasonable limits.

**Officials Meetings**
A meeting room should be available during the whole event for use by TD and UM at the tournament venue, for meetings with team managers, umpire debriefings etc. If the officials require a meeting room in the tournament hotel, this must be arranged for free also.
This will however not be requested often, if at all, as at most events the officials will find a place at the venue or at the hotel to meet.

**Personnel, Other Equipment and Arrangements**

**Pitch manager/Floor manager**
Make sure to have a dedicated person available for the duration of the tournament who is in charge of the pitch and is pitch-side at every match. This Person knows how the watering system works, how the pitch lighting works, where spare goals/nets/corner flags are, who can clean things on the pitch (blood), who can repair things, etc.

**Ball Patrol**
- A ball patrol of four (4) to eight (8) boys/girls to be provided for each match.
- All ball boys/girls should be provided with training before the start of the competition, and should be dressed in identical uniform (which is a different colour from the shirts of players and umpires).
  **NB** Ball Patrol mandatory at Senior/Junior Championship events and Club Trophy (I & II) events; strongly recommended at Club Challenge events.
- It is advisable that one person should be in charge of this group of persons, to look after their needs and their training, transportation, daily appointments, food, uniform, ceremony procedures, etc.
• Please pay attention to the age of the ball children (12+ at least). They should not be too young as they need to pay attention to the game the whole time. Please see the Ball Patrol Manual on the website.
• For men’s matches, also female ball patrol is possible (and vice versa), so they don’t have to be from the same gender.
• Ball patrol does not walk out with the teams in the line-up. As soon as the teams go to their huddles, the ball patrol can enter the field of play and go to their positions on the pitch.

Umpires
• The hosts must provide 2 shirts for umpires in colours approved by the EHF which shall normally be either bright yellow, bright pink or turquoise blue. It is recommended to ask the teams for their colours (1st and 2nd colours) and discuss afterwards with the UM which colours will suffice.

NB Shirts provided for female umpires should be women’s fit.
• Logos: The EuroHockey logo must be placed in colour on either the left or right sleeve (mandatory). The Tournament logo can be placed on the front left or right chest of the shirt. It is expressly forbidden for the Organiser to print the logo of the Federation/Club on the Umpires’ shirts.
• The host can find sponsors for the umpires shirts and these sponsors can be placed on the shirts as long as they do not exceed the FIH regulations for advertising. http://www.fih.ch/files/Sport/Event%20Management/Uniform%20Advertising.pdf

NB Sponsors to be approved by the EHF Operations Manager.
• Be advised that the EHF has the right to advertise on the umpire shirt (in this case cost of printing the logo is for the EHF). The EHF will advise the host well in advance.
• It is optional to put the umpire’s family name on the back of the shirt. It can also be left blank or the word UMPIRE or the word RESPECT are examples of what hosts have done in the past.
• Tournament Officials are to wear EuroHockey Officials Uniform whilst on duty. They are not allowed to wear any other branded clothing. Local officials will be informed by the EHF what to wear.

NB If a host would like to give the officials/umpires a T-shirt of some kind as a memory of the event, this is of course no problem, but this should not be worn during the event.

Flags and Anthems
• At all Championship tournaments, country flags should be displayed alongside the pitch, one for each participating country, one for the EHF (blue flag) and the host National Association/Club.
• FIH flag only required at Senior and Junior Championship (I-II-III-IV) events; not at club events.
• For all club events it is recommended to have the country flags displayed alongside the pitch, but this is not mandatory. For all club events it is mandatory to display the EHF (blue flag) and the host National Association/Club flag.
• Flag of an Irish participant: ask them to bring their own National Association flag and don’t use the tricolour (green-white-orange) flag. On the EHF website you will find the correct flag.
• For Championship events only: National Anthems should be available and played before the start of each match when teams line up on the pitch (see protocol arrangements). You will receive from the EHF a dropbox with all approved anthems.
• At Hockey5s events, the anthems will only be played before each teams’ first and last match.
• National anthems will not be played at club events.

Team Video Facilities
NB The following is mandatory at Senior/Junior Championship events and Club Trophy (I&II) events; recommended at Club Challenge events:

• A specific platform or area for video operators of participating teams, with full viewing capacity of the field of play from directly behind one (or both) goal(s) must be provided. This facility must not be accessible to the general public and be separate from any TV broadcasters, if any. In case it’s not possible to stand behind the goal due to the setup of the venue, the host has to provide another space and inform the EHF Competitions Manager, TD and teams beforehand.
• In the event of there being demand for use of the video platform or area which exceeds the available space then priority should be given to video operators in the following order:
  o the 2 competing teams in that match;
  o other teams in that pool;
  o teams in the other pool.
• In return for the use of such video facilities, the teams and their video operators agree that the rights in those video recordings belong to the EHF and that they will, if called upon to do so, immediately make available free of charge to the EHF the video, or a full copy of it.
• The platform or area should preferably be covered and needs electrical outlets and some small tables and chairs. Make sure these electrical outlet points are protected against water.

Communications
• As mentioned already, a two-way radio (walkie-talkie) for communication between the TD, Technical Table, Organiser, Public Announcer is useful and recommended to have.

Internet access for Team Managers at venue
• Host Organiser to provide Internet access (for free) at the venue in order for Team Managers to access TMS/AltiusRT.

Security Control
A Security Plan is to be developed by the Organising Committee to ensure reasonable security for all possible eventualities that may arise in respect of the Event.

The Organising Committee shall take all necessary steps in order to keep total security control in the stands, entrances, changing rooms, field of play, offices, Media Center accesses, as well in every other part of the venue.

It should be clear that the level of security depends from event to event, but particular attention should be paid to security around access to the pitch area and access to the changing rooms and offices. It is advised that these areas are controlled by professional security staff rather than volunteers.
**Official function (not mandatory)**

In case an official function (e.g., official dinner/reception) is due to take place, be reminded not to schedule this on the evening before the start of the event due to all meetings taking place. Inform the officials and team managers well beforehand if and when they are invited and what the dress code will be.

It is entirely up to the host to decide who to invite, but from experience it is known that teams (players) most likely want to stay in their hotel to focus on their matches. To invite 1 or 2 staff members is always appreciated.

Don’t forget to invite any VIPs present to this Official function (e.g., Federation or Club Presidents, sponsors, mayor, EHF Board Members).

**Team Accreditation (see also section 8 below)**

For teams, it is recommended to provide accreditation passes (18 players and 5 staff) with free access to the venue (including dressing room area and pitch) and transport. This does help the security people who has access and who doesn’t.

In case the team requests for more passes (above the ones provided), it is up to the host to decide what to do. In case there is no entrance fee to be paid, it is easier for the host to provide the team with more accreditations for extra staff members.

In case there is an entrance fee to be paid, the host can decide if the team needs to pay for the extra accreditation or not. Please use common sense here and if not clear, ask the EHF Competitions Manager for advice.

**NB** Depending on the size of the event, the host can decide not to provide accreditations. Where an entrance fee is requested, an accreditation is mandatory. If no entrance fee, then an accreditation is just recommended.

**However,** for Championship II, Junior Championship and Club Trophy (I & II) events, an accreditation is mandatory, even if no entrance fee for spectators is required.

**Insurance**

The Organiser shall be responsible for insurance of all risks and must take out all appropriate additional insurance cover covering such risks and with such insurer as the EHF may reasonably require. All policies taken out by the Organiser must cover their respective rights and interests.

Event insurance must include, but not be limited to, the following:

- Everything you rent and build at the venue;
- Volunteer drivers and the passengers of cars/vans;
- Public liability insurance;
- Directors liability insurance;
- Group/collective accident insurance when having a Children play zone.

Make sure to speak with your insurance advisor to make sure you are covered for all potential claims.

**‘Home advantage’**

Just to avoid doubt, that during events, teams cannot use their ‘home bench’ for each match as the match schedule will tell which dug-out teams will use. Nor is it allowed having set up facilities for the home team only (e.g., 1 tent for half time talks in the shade). All teams must have access to approximately the same facilities and services where reasonably possible. All teams have to be treated equal.
Ticket sales
In case a host decides to ask spectators to pay an entrance fee, this is acceptable. However the price cannot exceed the one that has been mentioned in the Application to Host survey. The EHF recommends using common sense when determining the prices.

COVID19 Guidelines
Please have a look at our EHF COVID19 Guidelines document on our website.

Hockey5s
- Side-boards or Boundary-boards, ideally with a height in the range of 15cm to (ideally) 25 cm, mark the side-lines and back-lines, but not the goal-lines; the boards are placed against the outside of the lines.
- NEW The total length of the side-boards is 2 x 40 meter and 4 x 10 meter (120 meter). As a goal is 3.66 meter in width, a Hockey5s pitch is 40 x 23.66 meter.
- The 4 corners are not rounded off, but have a 90 degrees angle.
- Side-boards ideally should enable a true rebound in terms of the speed and angle of the ball onto and off the boards. They should be able to be carried and joined together easily, with non-hazardous fixings, such that they are stable structures and give a true rebound along their full length. Their construction should ideally be of materials which are weather-proof and resistant to court watering.
- To help to identify each half of the court, the midline must be a single (or dotted) line. The quarter lines are marked on the boundary-boards (with (black) tape; see picture).
  NB Quarter lines (dotted) are not required anymore on the Field of Play.
  NB Please check with your pitch supplier which kind of paint can be used to mark the lines/spots. As these lines are probably marked on a full size pitch, they need to be removed after the Hockey5s event.
  
  ![Hockey5s image](image)

  - Penalty spots 150 mm in diameter are marked in front of the centre of each goal with the centre of each spot 6.40 metres from the inner edge of the goal-line.
  - Goals are positioned outside the court at the centre of and touching each back-line. This means that, if no existing 11-a-side line is present, the goal line must be painted outside the goal (see picture).
• There should be no bracing structures on the rear of the boards that may cause a trip hazard to players/umpires stepping over the boards.
• The side-boards (including any free standing weights) should be designed so that there are no crushing, shearing, finger entrapment or cutting hazards.

Side-boards can be bought via [http://www.uhercompany.cz/](http://www.uhercompany.cz/) in Czech Republic which cost around € 7,000.
Another option would be to contact Recreational Systems International and ask for a quote ([https://recreationalsystemsint.com/](https://recreationalsystemsint.com/)).
Of course one can also use timber. What is important to mention is that timber will most likely need to be painted with something like linseed oil. This is to protect the timber against weather (rain/sun) and pitch sprinklers so it lasts longer. If you choose timber, your timber provider can explain what material will be the best to protect the timber. Perhaps they can already provide you with oiled/protected timber.

For Uher or timber options it is suggested to use sand bags or something heavy at certain points behind the boards to stabilize the side-boards. But remember these should not be trip hazards.

Other reminders
• When side-boards are white, do not play with a white ball, but use yellow balls.
• Hosts are allowed to advertise on the side-boards. Please always inform the EHF Competitions Manager in advance.
• If 2 Hockey5s pitches are build, remember that each pitch needs to have a scoreboard.
• If you have 1 Hockey5s pitch on a 11-a-side pitch, you either bring the pitch close to the stands so spectators can see it better, or you bring the pitch closer to the existing dug-outs.
  If you chose for option 1, the dug-outs and Technical Table have to be brought forward towards the middle of the pitch.
  If you chose for option 2, it means spectators cannot see the match properly.
  **NB** When you build the Hockey5s pitch, be aware of where the sprinklers are (in case of a water-based pitch).
• If you have 2 Hockey5s pitches on a 11-a-side pitch, which are placed in the length beside each other, a movable fence needs to be placed between the pitches.
5. **Hotel Accommodation**

**Tournament Officials**

**Hotel Accommodation**
All Tournament Officials and Umpires shall be accommodated, in accordance with the Responsibility Chart, in the same Tournament Official Hotel. The Umpire Manager(s) and all Umpires shall preferably be accommodated on the same floor where the size of the Tournament Official Hotel permits. For a joint event all male and female officials should be accommodated in the same hotel.

Officials should be in single or twin rooms, not in triple rooms. They are not to be accommodated in rooms with bunk beds and the rooms must have their own shower and toilet facilities.

A double room for single occupancy should preferably be provided for the EHF Representative and TD.

**NB** An EHF Representative will only visit those events as mentioned in the Responsibility Chart.

**Single** room accommodation shall also be provided at the Organisers cost for the Technical Officers (*), Medical Officer, Media Officer, Umpire Manager(s), EHF Photographer and (if present) Jury of Appeal.

**Twin** room accommodation (not double beds) shall be provided at the Organisers cost for Judges and Umpires provided that the rooms provided contain standard beds of equal size and that the dimensions of the room be at least 25m². If the Organiser is unable to provide accommodation of this nature, please discuss first with the EHF Competitions Manager. If no solution is found, single room accommodation must be provided.

Local judges can stay at their own home if they live close enough to the venue, but this is for the host to decide (and where necessary to agree with its National Association). They are required to attend all functions and meetings as determined by the TD, including dinners.

* In case of an uneven number of judges and TOs in the hotel, then a TO can share a room with a judge, but this has to be agreed in advance with the EHF Competitions Manager. In twin rooms, only people of the same gender are accommodated.

Remember that in principle umpires cannot share a room with Technical Officials.

TDs will make the room allocation for Technical Officials and UMs the room allocation for the Umpires. Where Tournament Officials and/or Umpires are arriving and/or departing on the same day and are scheduled to be in a twin room, it is suggested to discuss with the TD/UM if they can share the room to avoid having to pay for 2 single rooms on the first/last night.

Where officials/umpires arrive early, it would be appreciated if their rooms could be made available sooner although it is understood that this is not always possible when hotels are full.

**NB** Make sure to check, shortly before the event, if all rooms for the officials are booked and paid and if indeed the hotel has reserved twin rooms.

**NB** Any additional costs incurred by an official requesting a single room or bringing an additional person, will be at the officials’ own expense.
**Full Board - Tournament Officials**

Hotel accommodation for all tournament officials should be on a bed and breakfast basis. In addition, the host must provide full board or alternatively they may provide per diems (daily allowance) to technical officials and umpires in order to cover other meals and ancillary costs. The amount of this per diem must be agreed with the EHF Competitions Manager no less than 8 weeks in advance of the tournament.

‘Full Board’ is defined as consisting of the following:

- **Meals:** Breakfast, lunch and dinner.
- **Drinks:** tea, coffee, soft drinks (water/juice).

The EHF recommends that each official is given vouchers for lunch/dinner for the entire Tournament. Lunch and dinner can be at the tournament venue also.

Times for meals need to be agreed with the TD and UM and depends on the match schedule.

Some reminders:

- It is appreciated if there could be a variation in the menu for events longer than 4 days. Even for shorter events a small variation in the menu would already help.
- Remember that officials/umpires could have special diets and/or cultural requests (no pork/meat). Please make sure not to forget this when arranging the meals.
- Remember that officials normally do not have time to go back to the hotel to have lunch there, so make sure to have lunch buffet or lunch packages available at the venue.
- When officials stay 7-9 days at an event, it is appreciated (but not mandatory) if during one of the days they could receive a per diem to have dinner outside of the hotel/club.
- **Day 0** is always a busy day, but don’t forget to arrange the food on this day also.
- Where EHF appoints a Trainee UM, all cost involved is for the account of the National Association the trainee UM represents.
- When there are (also) many teams in the hotel, discuss with the hotel how to make sure people don’t have to wait long for the breakfast buffet as it could happen all teams arrive for breakfast at the same time.
- Suitable and flexible catering arrangements which fits with the match schedule - especially when large numbers of people may want:
  - Early or late breakfast;
  - To all eat at the same time;
  - Late dinner (especially tournament officials who often are the last to return);
  - Offer variety in the offered meals.

**Teams**

Competing teams are responsible for reserving and paying for their own overnight accommodation and meals (see regulations for further information). However, the organisers must assist the participating teams by recommending/suggesting suitable hotels, preferably close to the tournament venue, and in different price ranges to suit the budgets of different teams. Details of these hotels (the designated hotels) must be included on the Application to Host survey submitted to the EHF.

It is normally appropriate to assist teams with making their hotel reservations. Players and team officials should be allocated adjacent rooms under the supervision of the team manager. Teams can book directly at the hotels or via the host.
Teams need single, twin or triple rooms. Please ensure clear communication between host, hotel and teams to avoid misunderstanding of ‘double’ rooms. ie whether this refers to a room with 2 beds or a bed for 2 people.

If the hotel offers a twin room with a double bed plus an extra (sofa)bed, please make sure to inform teams so they know that most probably the quality of the 2nd bed is different.

It is not possible to provide a guide price as this varies significantly from country to country and even from city to city. However, because teams must meet their own travel and hotel costs, some will look for a good standard hotel and not simply a cheap bed, whereas others may want the cheapest accommodation available, such as a hostel or school dormitory.

**NB** Some countries have difficulties paying rooms in advance and will bring the money in cash to the event or can only pay the rooms by bank transfer close to the tournament as they often get the money from their government only days/weeks before they travel. The EHF will ask hosts to discuss these special circumstances with the hotels and ask if there is an option for these teams to pay later. The EHF can issue a guarantee letter, but only when the participating club has requested this to the EHF first and also has sent a guarantee letter to the EHF.

**NB** When you send quotes to the participating teams regarding hotel prices, make sure to clearly mention the prices you/the hotel will invoice them. That means you need to inform them in advance if the total amount is including or excluding VAT.

**Other Requirements at Teams/Officials Hotels**

The following additional facilities are required at tournament hotels:
- Sufficient car parking (for teams and officials arriving by car);
  - **NB** Host to pay parking costs for officials. Teams can be charged for parking in case the hotel doesn’t offer this for free;
- Room for any minibuses to and from the ground to load and unload and wait if necessary;
- A room, which will seat approx. 15-25 people (joint event 40+ persons), for the Event Briefing Meetings (unless at venue);
- Preferably smaller meeting rooms for team meetings during the tournament;
- It is also good to have available flexible coffee shop/buffet type catering for other meals;
- A tournament notice board in the Hotel Reception where tournament information, notices, appointment sheets and transport schedules are displayed;
- Internet for all officials free of charge. For teams, please arrange a reasonable rate, if not already free. Inform the hotel Internet is vital so the speed of the Internet must be sufficient;
- Officials need sufficient space in a closet. Also a safe is highly recommended, as well as a fridge/minibar in the room.

**Hotel Liaison**

It is essential to have one member of the organisation responsible for dealing with the hotel and hotel management on any issues regarding teams and officials accommodation. The Hotel Liaison Officer should have available a list of room numbers of umpires, officials and team managers - either for distribution or posting on the notice board.

Full details of the meal arrangements in the hotel should be available at the Tournament Information desk, or posted on the notice board.
Appendix A sets out a suggested checklist for those responsible for dealing with the hotel accommodation.

**Group packages**

Some hosts prefer to offer group packages. This isn’t always the best option, because teams can decide not to lunch/dine in the restaurant because of budget issues. So when a host still wants to offer this, it is very important that all individual prices are clearly mentioned.

**NB** Transport cannot be included in this offer when the host has to cover this cost. Where the host is not responsible for the return transport between designated hotel(s)-venue, this can be included in the offer. (See Regulations or Transport Overview)

**General**

In case you have made a deal with a hotel and in that deal, in order to get a better rate, it is mentioned that hotel rooms are not cleaned every day, but eg. every second/third day, please make sure to inform the teams and officials beforehand in order to avoid discussions during the event.
6. Transport

Tournament Officials

Tournament Officials consists of Technical Officials (TD, UM, TO, Judges, EHF Media Officer, Medical Officer, EHF Representative, EHF Photographer) and Umpires.

The Regulations require organisers to provide, at its expense, return transport for umpires and officials from the designated airport(s) or designated inter-city railway station (if an umpire or official chooses to travel by rail) to the Tournament hotel. Organisers shall also provide at its expense return transport from the hotel and the stadium/field throughout the Tournament.

For the Umpires and Umpire Manager(s) it is ideal if a minibus (and volunteer driver) can be provided so that the Umpires’ team is entirely independent with their own transport. However, it is not acceptable to ask the Umpires or Umpire Manager to act as the driver.

Sometimes national umpires travel with the participating team. This however is not always the case. Ask all umpires about their travel details well in advance.

**NB** If officials/umpires do not respond to hosts’ requests, make sure to inform the TD/UM, but also include the EHF Operations Manager who can assist ([operations@eurohockey.org](mailto:operations@eurohockey.org)).

Make sure to arrange the transport very well as this is an **extremely important** factor in the event. Don’t forget to arrange the transport after the tournament also (when people have to leave to the airport/railway station).

**NB** When officials are collected at the designated airports, it is acceptable if they have to wait for other officials/teams before transported to the designated hotel. However they have to be informed beforehand. It has been agreed by the EHF that no later than 2.30hrs after the Estimated Time of Arrival at the airport, an official needs to have left the airport.

Return Travel - Tournament Officials

For the return travel of Tournament Officials you are directed to the EHF Tournament Regulations per event.

Tournament Officials will use the best available economy class air/rail travel. The Organiser is responsible for full travel arrangements and costs for specific Officials (see Responsibility Chart/Regulations) from the port of departure (airport or railway station) in the official’s home country. The travel cost from the official’s home to the port of departure in their home country, and the cost of any entry visa which may be required, is the responsibility of the official’s home National Association.

Where the Organiser is responsible for the costs of an economy class ticket for Tournament Officials, the ticket should include baggage allowance.

In case of officials traveling by their own car, the parking costs at the hotel are for the host and the kilometres need to be paid for at the EHF rate, being €0,19 per km. For advice, email the EHF Operations Manager ([operations@eurohockey.org](mailto:operations@eurohockey.org)).

The host has 2 options regarding the flights they have to pay for:
1. The host asks the flight options the official would prefer and asks the official for passport details and the host books the flight (after mutual agreement that the flight is acceptable) and sends the official the E-ticket.
2. The official will search for flights and asks the host approval for the cost and the official will book it. The official will send the host the invoice and their bank details. Within 2 months of receipt of the booking confirmation, the host needs to have reimbursed the ticket by bank transfer.
   If the official requests a cash payment and the host agrees to this, reimbursement can last longer than 2 months, but not later than at the event.
   Reimbursement of the tickets to officials should be arranged on the first or, at the latest, on the second day of the tournament.

**NB** Bank costs are always for the host to pay.

**NB** When a flight is more than € 350, the host (who has to pay this flight) must contact the EHF Operations manager before making the booking, as the EHF wants to know why the flight is so expensive.

**Internal Transport**
Discuss Transport times with TDs and UMs in advance of the event.

All Tournament Officials must be provided with internal return transport, at the Organiser’s cost, from designated airport/railway station, official tournament hotel(s) and the tournament venue.

Transport must be scheduled to enable Tournament Officials on duty to arrive at the tournament venue normally not later than one hour before their match and to leave the venue not later than one hour after it (unless those appointed wish to attend the venue for longer periods of time either before or after their match).

A regular shuttle bus service to be provided from/to official tournament hotel(s) and the tournament venue for Umpires and Technical Officials not on duty at intervals of not more than two hours apart.

Transport to be provided from/to hotel/tournament venue and places of official functions for Tournament Officials.

Private cars do not have to be available for the EHF Representative and TD. However, when the EHF Representative or TD need to be driven somewhere, a car must be available ASAP.

EHF (VIP) Guests and Media staying in the Official Tournament Hotel should have access to a regular shuttle bus or other transportation to the venue at the cost of the Organiser.

**NB** In case there is an EHF Streaming team (including commentator) at your event (normally 3 persons in total), please make sure to include them in the local return transport (designated airport-hotel and designated hotel-venue).

**Teams**
**NB** Please check the relevant regulations regarding transport and also the Transport Overview document.
Those participating teams responsible for arranging and paying for the costs of their own internal transport (excluding arrival and departure), either because the regulations provide for that or because the team chooses to stay in a hotel other than the officially designated hotels provided by the organisers, may need help from the organisers to recommend, from their local knowledge:

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

Where the host is requested to arrange transport (whether or not paid for by the teams/host) and 2 teams can be in the same bus together, please make sure to inform both teams beforehand that this is the case. Especially during classification matches this matter can be more sensitive. Best is if both teams agree to this.

NB Spectators of teams sometimes join teams in their transport (airport-hotel and/or venue-hotel). Only where this does not affect the transport, a host could accept this, but of course a host does not have to pay extra for this transport.

In cases where there is a direct metro line from the airport to the hotel, then the host can use this option instead of booking a bus. The host must provide the teams/officials with a return ticket for the metro.

In cases where there is a good train connection from the airport to the host city then the host can use this option instead of booking a bus. The host must collect the teams from the train station in the host city to bring them to the hotel.

In both cases there must be someone at the airport to guide the persons to the platform and hand over the tickets. This option must be explained in advance and preferably with a time table of the metro/train.

When a club team stays in a hotel eg. 100 meters from a designated hotel and they walk to the designated hotel to claim ‘free transport’, this is not allowed. Free transport (if available) only counts for teams staying in a designated hotel.

When a club team books themselves in a designated hotel and doesn’t book via the host, then the team is entitled to free transport as they stay in the designated hotel. It is up to the host to arrange the best deal for the teams in the designated hotel, so technically it shouldn’t be possible that teams find better rates.

**Hotel within walking distance**

When a host has secured a designated hotel for the event, it can be that the distance would be acceptable for club teams and officials to walk from hotel to the venue. This depends first on the weather. When it is raining/snowing, club teams and officials will most likely not walk and want to use the transport from the host. So back-up transport should always be available.

NB For Championship events the transport is always paid for by the NAs so they can request transport always, but have to pay for it.

When the hotel is approximately between 0 - 1,5 km distance away, which means approx. 15-20 minutes walking, one could ask teams and officials to walk, but this should be informed in the
Teams/Officials Letter beforehand. What is important to arrange is transport for the GK bags, balls, physio equipment of the teams so 9-person vans should always be available.
7. **Media/Press**

The number of journalists accredited for an event will ultimately dictate the required facilities, and this of course will depend on the level of the event and the country in which it is played.

Organisers of the Junior Championship should allow for approx. 5-10 print/on-line media and approx. 5 photographers. For all other events the numbers would probably be between 0-5 print/on-line media and approx. 0-5 photographers.

It should be noted that the TV production/streaming crew (if present) is not included in this number.

Close co-ordination must take place between the organiser’s Media Center Manager and the EHF Communications Manager and/or the appointed Media Officer for the tournament.

The EHF, in conjunction with the organiser, is entitled to control media access at the tournament venue and has the right to deny access to the venue and all media facilities to unauthorised persons.

**NB** For Senior Championship II, Junior Championship and Club Trophy (I&II) events it is more likely that (more) media will visit so a (small) Media Center and Mixed Zone is required. For other events this is less important.

**The below information is for events with a Media Centre**

**Media Officer (EHF appointed or Local)**

The Media Officer’s responsibilities are as follows:

- to ensure that the tournament media operation and facilities are delivered in accordance with this Manual and that all elements are managed effectively by the organiser’s Media Center Manager;
- to act as liaison between the media and the EHF tournament representatives and, where appropriate, provide the necessary communications/PR advice;
- Ensure media aspects of the participation agreement and FIH/EHF Code of Conduct are being adhered to by teams;
- Liaison between production staff, host broadcaster, distribution agents and the TV Co-ordinator (if necessary);
- Approve all English press releases and proofread daily news bulletin (on-line) (if any);
- Manage any Mixed Zone of athletes/coaches and media.

**Media Center Manager**

The day to day running of the media center is the responsibility of the organiser’s Media Center Manager, including the distribution of team information to the media, including media not in attendance. It is the aim to make a Media Centers as ‘paper free’ as possible, so we encourage all media to log into the TMS/AltiusRT – this log in will be provided by the EHF in advance of the event and will include; match schedule, starting line-ups, live scoring, final match report, pools, rankings and appointments. An iframe link or widget will be given to the Organisers to add to their website (if there is an event website).
**Staff**
On-site management of the Media Team volunteer staff, dedicated to working with the EHF Media Officer (only at the Junior Championship).

Responsibilities:
- This volunteer staff (to be provided by the Organiser) will work with the organisers to provide English content for the Tournament website;
- Responsible for recording and publishing on-line video interviews with athletes and coaches;
- Working with the EHF appointed official photographer to upload photographs onto EuroHockey and local social media channels on a daily basis;
- Responsible for Social Media content during the event.

**Media Center**
A spacious area, in close proximity to the competition field of play and with easy access to the viewing area, should be identified to serve as the event tournament Media Center. The size required will be determined by the number of journalists who attend, so all points listed below should be based on the requirements for a particular tournament.

All-day provision of complimentary hot and cold refreshments (coffee, tea, water, soft drinks) as well as snacks, sandwiches, and fruit on match days.

**Media Center Hours of Operation**
The Center should be operational by the evening prior to the start of your event. The Center should be open at least one hour before the start of the first match of the day and should remain open at least two hours after the final match of the day, or until all members of the media have completed their work.

**Facilities/Equipment**
The requirements below are based on a EuroHockey Junior Championship tournament.

The Media Center should be organised into 3 zones as follows:
- Reception area with media center staff work zone;
- Media work zone (recommended to designate two separate specific working areas for print (written) and visual media (photographers and television);
- Good viewing area at field of play (as close to the center line as possible).

**Reception Area** *(this can be scaled down due to the number of Media) * are essentials
Reception area with media center staff work zone. This zone, preferably at the entrance of the media center, needs to be staffed at all times. It requires:
- greeting desk (as the initial point of contact for the media seeking accreditation or help);
- work tables (with space to cope with needs of local media manager and Media Officer; *
- the EHF Media Officer is to be provided with a desk, with good Internet access and access to a printer;
- photocopier or printer; *
- office stationery and supplies; *
- facilities for on-the-spot accreditation; *
- easy and quick access to other equipment as may be needed (extension cords, phone adapters, power converters, etc); *
- notice board for display of event information and messages; *
- individual secured storage space (lockers) for media;
- media center staff able to speak fluent English;
- technical personnel on call to handle problems with Internet and printers. *

Print media work zone  
(this can be scaled down due to the number of Media) * are essentials  
This zone requires:
- work tables with seating and electrical power (at every position); *
- a wireless Internet hub should be installed covering the Media Center and other parts of the venue, including the pitch side Press Viewing Area; *
  
  *This must be a high capacity system capable of serving the requirements of journalists, photographers and web media.*  
- wastebins and recycling facilities (eg. paper/cups, etc.); *  
- newspapers - local, national and (if possible) international - provided on a daily basis.

Photographers’ work zone  
(this can be scaled down due to the number of Photographers) * are essentials  
In this zone:
- it is best practice to have LAN cables for photographers;  
- it is also best practice to have a separate area for photographers and print media;  
- there should be lockable storage space of a sufficient size to cater for long lenses (daily and overnight storage);  
- there should be (preferably numbered) photographers bibs/vests. *

Viewing area - field of play  
A well-positioned, dedicated and easily accessible field of play viewing area, whenever possible with a ‘press only’ entrance, must be provided for print and radio journalists and must have the following:
- unobstructed, good sized, tabled seating to sufficiently accommodate accredited journalists and media staff;  
- electrical outlets, 1 for every 2 seats, evenly distributed in viewing area;  
- wireless Internet access;  
- access to ISDN lines if there are live Radio Broadcasters;  
- separate access for press only (away from public access area).

Mixed Zone
- mixed zone for players and media to be provided between pitch and changing rooms (players and coaches must move through this area as soon as possible after matches are completed and before any warm down);  
- the best location is part of the natural pathway back to the changing rooms for the players and coaches;  
- no spectator access;  
- in the absence of a Media Officer, this area should be agreed with the TD.

Press Information Pack
A comprehensive Press Information Pack should be compiled and emailed to each member of the media upon accreditation.
The pack should contain:
- a letter of introduction with names and contact numbers of media center personnel;
- days and hours of operation, and detailed information on all media center facilities;
- official tournament programme (pdf version or printed version on arrival) (if available);
- team listings for all participating countries and available background information (this will be in the TMS/AltiusRT link);
- photographers’ guidelines (including where they are allowed to enter the pitch and stand/sit).

The EHF Communications Manager can assist with compiling this document if necessary.

Media Accreditation

The organiser is responsible for the management of the media accreditation process, subject to EHF approval where there is doubt over an applicant’s qualification. The EHF Communications Manager will assist with verification of the status of international media representatives, upon request from the Organiser.

If the organiser is using an on-line accreditation system, it is imperative that checks are made to ensure the validity of the journalists and photographers who apply for accreditation before the accreditation is issued.

**NB** Parents of players cannot be accredited as photographers.

Media Accommodation

If requested, the organiser should assist Media with accommodation in the designated hotel(s) (for the account of the Media).

Media Transport

For Media staying in the designated hotel(s), free transport must be made available.

Results Service

The EHF office will provide the Organisers with the iframe or widget for the TMS/AltiusRT System which can be added to the event website.
8. **VIP and Hospitality**

It is good to consider a catered VIP area for your sponsors, any local/national Government officials who come to the event and the VIPs within the hockey community. Of course this completely depends on the size of the event.

The following outlines the level of accreditation and hospitality to be given to VIPs and Officials at the tournament. Note that it is very unlikely that all of the FIH/EHF officials listed below will be present at most tournaments. For many tournaments very few of the persons listed will be able to be present but the following guidance on accreditation may be helpful to organisers. The EHF will confirm with the organisers the accreditation requirements.

For the Junior Championship and Club Trophy (I & II) events it is most likely that approx. 10-15 of the below mentioned VIP and General Accreditations will be needed. For Championship II-III-IV, Junior Championship II-III, EuroHockey5s Championships/Tournaments and Club Challenge events, this number will most likely be between 0-5.

**VIP Accreditation (access VIP stand + hospitality area)**
- EHF Executive Board members + 1 partner (access all areas)
- EHF Staff (access all areas)
- EHF Members of Honour
- EHF Competitions Committee Outdoor members
- EHF guests (maximum 20 per day)
- National Federation or Club Presidents of participating teams

**General Accreditation (access general stands only)**
- EHF Groups (eg UDP, U4E, C4E, etc) (maximum 40 per day)

**Teams and Officials Accreditation (access general/player stands, playing area, changing rooms)**
- All participating teams x 23 people (18 players, 5 staff)
- Appointed tournament officials (incl. EHF Official Photographer (if present))

**Media Accreditation (access press stands, press center)**
(NB No access to playing area except photographers)
- Accredited Media
- EHF TV/streaming crew (if present)

**Car park passes**
- Organiser to provide 5 daily car park passes in the official car park for the EHF to use.
- Organiser to provide a reasonable amount of daily car park passes for the Accredited Media.

**NB** Any of the above persons who do not have a partner accredited may purchase the relevant accreditations at a rate to be agreed by the Organiser and the EHF.
9. Communication

**Competing teams**

As soon as the host organiser has been appointed and the teams participating in a tournament are known, it is important to have regular communication and exchange of information between them.

All contact details of the teams will be sent to the host by the EHF Competitions Manager.

Remember that the teams rely on the organiser to provide all information about the tournament. The teams will not receive local information from the EHF.

Shortly after having been awarded the event, the host is required to send the participating teams a short email welcoming to the event to make the first contact.

In the Host Award Letter from the EHF the host can find the deadline when the Teams Letter needs to be sent.

If teams do not reply, send them reminders and copy the EHF Competitions Manager in.

Teams have to pay a fine if they do not communicate well enough, but please also try to answer teams as soon as possible as the same counts for hosts.

**Technical Officials and Umpires**

The organiser must also communicate with the Tournament Officials (TD, TO, Judges, Umpires Manager, Umpires, Media Officer, Medical Officer, EHF Photographer (if present)). All contact details are available on the Appointments Web System (AWS). The Organiser will be sent a link to AWS at the appropriate time.

Organisers must give these officials details of tournament arrangements and obtain information on their travel plans, hotel requirements etc. Officials and umpires will have already confirmed acceptance of their appointments to the EHF.

Remember that these officials will not receive local information from the EHF. It is important that organisers and officials establish and maintain contact with each other as early as possible.

Shortly after having been awarded the event, the host is required to send the officials a short email welcoming to the event to make the first contact.

In the Host Award Letter the host can find the deadline when the Officials Letter needs to be sent.

If officials do not reply, send them some reminders and copy the EHF Operations Manager in.

**EHF Competitions Manager**

Most information regarding the tournament should have been included in the original Application to Host form submitted to the EHF before the tournament is awarded to a host.

This should include:

- Details of the organiser’s contact telephone numbers and email for communication from the EHF, participating teams and officials before the tournament;
- Proposals for accommodation for the participating teams and officials (the designated hotels);
- Venue details;
- Details of designated airport(s) (international) and rail station (inter-city) of arrival of teams and officials;
- Spectators entrance fees (if any).

The following matters need to be agreed with the EHF Competitions Manager:
- The agreement of the match schedule. The organiser will receive a proposed match schedule from the EHF Competitions Manager but can make proposals for the timing of each match, subject to the approval of the EHF Competitions Manager, to allow for local conditions, spectators, local TV requirements etc.;
- Copies of any circular letters sent to all teams or officials requesting or sending information (but not individual letters to teams and officials) about their particular arrangements should be sent to the EHF Competitions Manager, so that he is aware of what general communications have been sent out by the organiser. **NB** These 2 template letters can be found on the EHF website and must be sent to the EHF Competitions Manager first before being sent to the teams in order to make sure the content of the letter is correct;
- Daily allowance amount (per diem) if applicable.

**Visa Requirements**
Teams and officials from some countries may require visas to enter your country, and also possibly transit visas if they are travelling through other countries by road, rail or air.

**It is vital that visa invitation letters are send to the teams and officials at least 2 months prior to the start of the event.**
**NB** Some countries require that the Visa Invitation letter is also send by regular post and not only by email.

In order to obtain visas, teams and officials will often require a formal letter of invitation from the tournament organisers and/or the host National Association. This letter is required to name the individuals who will be in the travelling group. The EHF Competitions Manager will not send any visa letters to teams, but an example of such letter can be found of the EHF website.

The EHF can only send a Letter of Support to the teams and officials who require Visa, but the official Invitation letter has to come through the host club/host National Association.

Organisers should discuss with teams and officials if they require visas, but it is for the teams and officials themselves to arrange this **AS SOON AS POSSIBLE.** It is the organisers’ duty to provide all necessary information and assistance to the teams who will travel to their country to compete. If there are any problems then please contact the EHF Competitions Manager.

Where a visiting club/nation requests to add accompanying spectators on the Visa Invitation Letter (beside the players and staff names), it would be appreciated if a host could add them to the list, but note that this is not mandatory to do.

**EHF Operations Manager**
The following matters need to be agreed with the EHF Operations Manager, operations@eurohockey.org.
Names of proposed National Appointed Judges (local Judges). These are submitted by the host National Association and must be approved by the EHF in advance. They will not be mentioned in AWS.
Event Promotion and Presentation

10. Obligations Relating to Broadcast

There is no requirement for full coverage of all matches at your event. However, in accordance with the Licence Agreement if you are planning to produce matches, then these matches MUST be streamed on www.eurohockeytv.org.

However, if the host secures television/Internet broadcast then the section below sets out the general requirements in relation to television production and broadcast. Any plans with regard to TV and Internet broadcast must be discussed with the EHF at least 6 months prior to the event. The EHF endeavors to work with its hosts to maximize the coverage and profile of the game through its events.

The EHF assigns all domestic television, across all platforms including mobile, pay/cable and satellite TV to the Organiser.

Internet broadcast rights in the host Organiser territory are assigned to the Organiser on the basis that the Internet broadcast is geoblocked to the Organiser’s territory. Where the organizer requires technical assistance to provide the feed (live, delayed or highlights) to their domestic broadcast partners, the EHF may charge a technical fee for this technical assistance.

The EHF retains all international television broadcast rights, across all platforms including mobile, pay/cable and satellite TV.

The EHF retains the non-exclusive right to conduct interviews with players, officials, supporters and volunteers and to upload video footage of these interviews via the Internet.

The Organiser shall have the right to include, as it elects, any portion of the host broadcaster coverage (clean feed and/or programme), in any programme and/or highlights film, that may be distributed by EHF or its designee live or on tape-delayed basis.

The main aims of the EHF/ the Organiser for the television production and broadcast of this event are:

- high quality production (technically);
- giving maximum exposure (both nationally and internationally);
- presenting the event attractively (promotional);
- to be financially viable, and potentially profitable.

In this regard it is recognized that it may be beneficial to all parties to amend this annex depending on the arrangements that are agreed so that they can maximize the above.

Three key partners are involved in realizing these goals: (1) EHF Communications Manager, (2) the Organiser, (3) the host broadcaster (assigned by the Organiser).

Organiser’s Responsibilities
Should the Organiser secure an event host broadcaster (the “Host Broadcaster”) they will provide television production of the Event as outlined below. The Organiser must describe the likely TV
arrangements, including production plan, the availability of the international signal for international use by a date to be agreed with the EHF.

**Host Broadcaster Responsibilities managed by the Organiser (if relevant)**
The Host will ensure that the Host Broadcaster provides/ensures the following to the EHF or to EHF's television designee:

**Coverage**
Full coverage of all matches and all Events, including the Prize Giving Ceremony, suitable in all respects for international broadcast purposes and fully cleared for international exploitation (including, payment of all fee such as mechanical copyright fees in regard to all commentary and music material).

All pictures to be broadcast in 16:9 Standard definition format (unless specified otherwise).

**The Host Broadcaster shall implement any and all reasonable requirements and instructions of the EHF in the production of the television coverage.**

**Match footage Rights**
- The match footage rights and commercial rights are split as follows:
  - Domestic rights to the Organiser;
  - All International rights to the EHF.

This excludes team videos, which are for private, technical use by the respective teams only. However the EHF has the right to be given a full set of all matches, which can be used by the EHF for internal promotional and development purposes.

**Production quality**
- If deemed so necessary, the EHF reserves the right to supplement the host broadcast’s production in order to meet EHF minimum standards of television production as indicated by the camera plan. Additional costs in this respect will be the responsibility of the Organiser. (Quality improvement support over and above the minimum requirements are for the account of the EHF)

- EHF authorizes the Organiser to license the domestic television rights for the tournament to the host broadcaster as follows:
  1..1.1 Terrestrial free to air rights only, unless otherwise agreed with the EHF.
  1..1.2 Such rights to be exclusive (i.e. not granted to any other terrestrial broadcaster) for first run live rights only unless otherwise agreed with the EHF.

- The Organiser may secure an event host broadcaster who will provide television production of the event as outlined in this document. Organisers must describe the likely TV arrangements, including production plan, the availability of the international signal for international use and the possibility of the production of a highlights programme for domestic and international transmission on a daily basis.

- The Organiser may seek a minimum amount of domestic television broadcast (excluding news coverage) within the host country territory (suggested minimum: daily highlights and/or all host country matches).
The Organiser is required to liaise and consult fully with the EHF Communications Manager, where appointed, in regard to the appointment of a host broadcaster, and in relation to ensuring the host broadcaster complies with the terms of the EHF Television guidelines.

Access to venue:
It is material to this relationship that neither the EHF nor the host broadcaster allows any television camera or camera team; to the venue without the Organisers express prior written consent.

Host Broadcaster Responsibilities managed by the Organiser
The Organiser will procure that the host broadcaster provides/ensures the following to EHF or to EHF’s television designee:

Access
- Free and unencumbered access to television coverage (i.e. audio/visual) of the Event (i.e. signal access will be provided free of charge), including provision of the continuous live clean signal, delivered to a mobile uplink facility at the venue. The mobile uplink facility (SNG) and any associated licenses required by national governments are the responsibility of the Organiser. The signal will commence a minimum of fifteen (15) minutes before the start of a match and finish no less than fifteen (15) minutes after the final whistle of the match. The live clean signal to include international sound and commentary on separate tracks, the commentary preferably in English, or in national language of the host country.

Coverage
- Full coverage of all matches, including the award or closing ceremony, suitable in all respects for international broadcast purposes and fully cleared for international exploitation.
- The producer shall implement any and all reasonable requirements and instructions of the Organiser in the production of the Television coverage.

Production
- Multi-camera coverage with slow-motion replay and graphics capability, of a standard expected and required by the international television market.
- Production plan, prepared by or in conjunction with the host broadcaster, should be submitted to the EHF and the Organiser. The plan should be submitted at the time the host broadcaster is secured, but no later than six (6) months prior to the event being organized. The plan to include, as a minimum, an explanation of all companies or broadcasters involved in the production of the equipment and key personnel that will be utilized, camera positions, number of VTR machines, type of graphics system to be used, etc. Approval of this plan will not be unreasonably withheld by the EHF.
- An acceptable framework, based on current practice, could consist of:
  - 8 cameras (in line with the approved production plan as per 2.4 above) located and with lens specifications as described in the FIH TV camera plan and including provision of at least one super slomo camera.
  - Digital replay capability allowing for isolated recording of all camera angles. All machines to be fed by a router with access to all camera, including isolated audio.
- EHF / Tournament logo style graphics and a system capable of displaying a minimum of team and individual player information, score and scorers “action” statistics collection and a clock that counts down.

**Recommended Camera Plan**

![Camera Plan Diagram]

**Presentation**

The host broadcaster is required to:

- Present the game of hockey and the event in its best fashion, in accordance with recommendations to be made by the EHF.
- Use the title of the event in full, including a title sponsor’s name where applicable.
- Provide clean graphics (i.e. not featuring any form of advertisement or sponsor branding) unless requested by the EHF to include the title sponsor’s name in such graphics.
- Acknowledge that commercial signage will appear at the venues, which will conform, to any national/international regulation and advertising taws (e.g. if tobacco and/or alcohol are not permitted to appear then this will be respected).
- Agree to carry a Tournament logo or the EHF logo, incorporating a sponsor name/logo, if applicable.
- Ensure that all credits for timing and computer companies secured by the EHF (if and when available), and in conformity with international broadcasting regulations, should also be carried.
- Supply a copy of its commercial format, if applicable, as soon as it is established.

**Additional facilities**

- At the end of the Tournament, Host Broadcaster will make available to the EHF all matches in hard disc in broadcast quality.
- All facilities reasonably necessary to allow for the exploitation of tournament television rights by international client broadcasters, at the site of the tournament, including but not limited to: unilateral camera for in-vision presentation, editing facilities, ENG
cameras, play out facilities, match recording facilities, commentary positions to full technical specifications for two commentators and 'observer' positions, including phone and fax line, etc. Such international broadcaster will be charged no more than published current rate prices for the use of such facilities and personnel.

- Host broadcaster must publish a rate card of facilities for the Organiser and other clients, to be agreed in consultation with the EHF and its television production consultants. The rate card should include, at minimum, rates for all items listed in up to and including 2.12.

Broadcast sponsorship/advertising
- The Organiser must account for the incorporation of any EHF partner, if present. Should new partners be signed before the tournament they have to be declared.

- According to FIH Statutes, any sponsorship or on-screen advertising (i.e. during the event broadcast) for tobacco-related is prohibited for ALL events.

Streaming
If the EHF will decide to stream the event, the following requirements have to be thought of:

Production provided by the EHF:
- 1 x HD Broadcast camera & experienced hockey camera operator;
- 2 x HD minicams, with wireless connection;
- 1 x mixing desk with director;
- 1 commentator (for the final weekend);
- Full REPLAYS of all key incidents, including highlights;
- Integration of TMS/AltiusRT overlay graphics, controlled by director on second laptop;
- Ability to add adverts, logos etc in stream when required;
- Local recording of full matches in mp4 format, to provide to whomever immediately upon completion of match (via FTP server).

Required from the host and at hosts costs:
- **Wired** 12mbs Internet speed (upload speed);
- Raised platform (covered for weather purposes) / balcony at the centre line of the court Electrical sockets / extensions near the camera;
- Camera position centrally located;
- Go-pro cameras located behind the goals;
- Raised platform to accommodate commentator;
- 2 small tables for equipment and director 2 chairs;
- 1 table and chair for the commentator;
- Drinks and snacks during game days for the 3 person team;
- Collection to and from the designated airport for the 3 person team (bear in mind that they will have a lot of ‘gear’ to be transported);
- Collection to and from the venue from the hotel for the 3 person team;
- Meals as part of the Technical team.

Required from host but at cost of Streaming company/commentator:
- Three single rooms Hotel booking in the Official hotel.
11. Commercial Rights, Publicity and Programme

Organisers should contact the EHF Director General for clarification on any points that they are unclear about with regard to their own event.

License Fee, if applicable, is in the Schedule of the Agreement. Not all events carry a license fee, but all events require a signed Agreement which will be provided by the EHF.

Title Sponsorship
It is the aim of the EHF to allow the Organiser to obtain a presenting / title sponsor, supporting sponsors and advertisers for this tournament. The organiser may not engage in negotiations with a title sponsor of the event without the prior written approval of the EHF Partnership Manager. Any sponsorship or advertising for tobacco and tobacco-related products is not permitted for EHF events. Any proposed alcohol advertising needs to be approved by the EHF first.

The Organiser may grant title sponsorship category for all categories except the categories that existing EHF partners currently occupy. The EHF will advise the Organiser of the categories of its current partners. Current EHF categories are: Clothing & Hockey Equipment / Sport retail / Lighting / Pitches / Executive Search / Hotels. The Organiser may not sign away the title sponsorship of the Event without the prior written approval of the EHF Partnership Manager, which approval will not be unreasonably withheld. A sponsor's name may only be used in front of the name of the competition or tournament if the specific approval of the EHF Partnership Manager has been obtained by the organiser in advance.

Commercial Rights
Proposal: Organiser and the EHF will seek equal partnership exposure at all events. The EHF currently has 6 partnerships, meaning the organiser can have 6 partners/sponsors as well and they are treated equally on all exposure, branding and advertising options. If a title sponsor is in place, after EHF approval, that sponsor will be entitled 20% of the commercial rights. Leaving 80% to be equally shared between the Host and the EHF and assigned to the Organiser on signing this Agreement. There is no other sponsor category exclusivity unless otherwise agreed by the EHF. The EHF reserves the right to add three sponsor categories accepting that reasonable notice must be given to the Organiser and that the Organiser has not already secured and had approval of a sponsor in that category.

Summary commercial rights division:
If a title sponsor is in place for the event: 20% of commercial rights for Title Sponsor / 40% for the Host (6 partners) / 40% for the EHF (6 partners)
If no title sponsor is in place: 50% for the Host / 50% for the EHF, 6 partners each.

EuroHockey Event logo
The EHF will provide the Official EuroHockey Event Logo in good time before the event. There is a place holder for a title sponsor, any title sponsor to be included MUST have EHF approval.

The official Event logo of the event must be used on:

- programme cover;
- event website;
- posters;
• match results board;
• all printed materials (tickets, passes, accreditation, press releases etc); and in the media center;
• appropriate venue dressing and branding.

Branding materials (programme cover, poster templates and venue dressing & branding) are available in the specific tournament Branding Dropbox, which you will receive the link to.

Advertising Rights - Organiser
The organiser shall retain rights, as described in the commercial rights paragraph (equal partnership) to advertising on:
- Field of play advertising: overruns, outside goal boards, inside goal boards, outside goal nets, perimeter;
- Interview backdrops;
- Directional signage advertising;
- Scoreboard advertising;
- Match results board;
- Public video screen (if any) advertising;
- Advertising throughout the venue;
- Merchandising (which may be joint EuroHockey merchandising subject to agreement with the Organiser and the EHF);
- Hospitality areas;
- Ticket sales;
- Catering areas;
- Tournament website;
- Official programme, posters, accreditations, tickets, posters, leaflets;
- Volunteers uniform;
- Such other activities as agreed between host organisers and the EHF.

Advertising Rights - EHF
The EHF shall be entitled to advertise at no cost on:
- Umpires uniform (subject to FIH Guidelines);
- Field of play advertising - 6 perimeter advertising boards and 2 EuroHockey or EHF partner advertising boards (6m x 1m) (NB At Senior Championship II, Junior Championship and Club Trophy (I & II) events only, the EHF will most likely send advertising banners to be placed around the pitch);
- Where a Host decides to use an LED Board system then the time allocated to EHF partners should be equivalent in nature and agreed with the EHF.
- Front of technical official’s table (event logo or EHF logo);
- Interview backdrops (EHF and EuroHockey branding);
- Match results board; (see Branding Dropbox for Template)
- Public video screen (if any) advertising - 6 advertisements;
- Tournament website;
- Official programme - 6 Full page advertisements;
- Official programme - 1 Full page detailing all Tournament Officials (including National Appointed Officials), EHF Executive Board and the EHF Competitions Committee Outdoor;
- Posters, accreditations, tickets, posters, leaflets;
- Such other activities as agreed between the organiser and the EHF.
Tournament Website
The EHF recommends hosts to create an event page on the clubs/Nations site.

If the Organiser is producing an event page on its website, the event page must at least be in English.

The following must be included:

- direct link to the EHF website;
- incorporation of the TMS/AltiusRT iframe or widget (this is the Official Match Schedule);
- direct link to ticket sales;
- capacity for a minimum 2,000 visits per day;
- promotion of the Tournament (ticketing, team news etc);
- daily news from the Tournament during the event (in English);
- photographs to be uploaded on a daily basis during the tournament;
- video feed from EHTV;
- links to current EHF partners (please check with EHF Operations Manager);
- Social Media plugins;
- content plan to be approved by the EHF in advance.

EHF Options
Subject to consultation with the organiser, the EHF may exercise the following options:

- The EHF has the right to supply preferred uniform to the umpires and technical officials. The EHF will advise the organiser if it will be exercising this right six months in advance of the tournament.
- The organiser to provide a display and/or sales area(s) in the tournament village, minimum area 50m². This area to be provided free of charge by the organiser but the cost of fitting out will be borne by the EHF.
- The EHF has the right to share or purchase additional adjacent areas with its partners.
- The EHF has the right to decide in consultation with the organiser the location of its display and/or sales area prior to these areas being sold to other retailers.
- The EHF shall also be entitled to erect other promotional material or display stands (including logos of EHF’s partners) at: VIP areas, welcome desks in all official hotels, official tournament receptions, welcome desks at the venue and other locations as agreed with the organiser.
- To have hospitality area(s) at the venue.
- To buy additional VIP tickets/parking tickets and general admission tickets at face value.
- To buy additional perimeter boarding advertising at face value.
- To buy other advertising space at face value.

EHF Image and Presentation
The blue EHF flag (the National Federation has it) must be displayed in a prominent position in the stadium.

EHF logos (including EuroHockey derivatives), to be supplied by EHF, must be clearly present and displayed in a prominent position, including:

- the rest areas for technical officials, VIP’s and guests;
- the venue (display screens);
- the lobby of main hotel(s);
- at the closing ceremony;
- the press/media center;
- the mixed zone;
- on promotional/printed materials (press releases, programmes, informational updates, posters, tickets, accreditation’s etc).

EHF or EuroHockey logos cannot be modified in any way and can only be used in accordance with the EHF Branding Guidelines available from the EHF website.

**Programme**

Programme books are not mandatory to produce. You can contact the EHF Operations Manager to discuss alternatives.

If a programme book is produced, the design and content of the programme is a matter for the organiser **BUT** the programme must conform to the relevant competition regulations and include (all of the below is provided in the Branding Dropbox):

- Front cover;
- The President’s message;
- The photograph of the President of the EHF and the EHF logo;
- One-page advertisements to which each of the official EHF partners are entitled free of charge, in each programme.

A list of EHF Technical Officials for the tournament, members of the EHF Executive Board and the relevant Competitions Committee. A list of technical officials is available on AWS and details of Executive Board and Committee members are available from the EHF website. **NB** Remember that the National Appointed Judges (local judges) should be added to the list of Technical Officials.

Organisers should make early contact with the teams to obtain details of their players (and perhaps pen pictures or team photographs or a history of the team). However, it will always be difficult to obtain accurate details of which players will be in a team’s squad far in advance. Organisers will usually need the information, to allow time for printing the programme, before regulations require each team to send its final list of players to EHF. Printing arrangements will dictate the date by which organisers need to have this information. If a team fails to send a team photograph by the copy deadline, then it is suggested that this should be replaced by a hockey action photo (any hockey action photo) or a nations/club logo rather than leave a blank on the page.

Programmes should be available (free of charge) for team managers, officials and umpires either at the Tournament Information Desk in the hotel or at the Event Briefing Meeting.
12. Opening and Prize Giving Ceremonies and Protocol

**Representation of the EHF**
The EHF Representative or the EHF Director General shall represent the EHF at the event. Or in their absence, one Official formally designated by the EHF (often the TD) takes this role.

**EHF and FIH Flags**
The EHF has provided a **blue** EHF flag to all National Associations. If a National Association lost this EHF flag, contact info@eurohockey.org.

The FIH flag should be obtained from the host National Association and should **ONLY** be displayed at all **Championship Tournaments (Senior, Junior and Hockey5s)**. If your National Association doesn’t have this FIH flag, obtain it via the FIH.

**Opening & Prize Giving Ceremony**
It is not necessary to hold an Opening Ceremony at any EHF Tournament. In general, players and coaches are not in favour of this, especially when it interrupts their preparation, or involves the players marching onto a pitch and standing for long periods.

The Opening Ceremony (if held) and the Prize Giving Ceremony are the responsibility of the organiser. They shall be conducted in an appropriate way in accordance with the **Sports Presentation document**.

It is strongly recommended not to have speeches during the Prize Giving Ceremony, but in case this is required by the host (and agreed by the EHF Competitions Manager), the length should be as short as possible, being not more than 2 minutes.

Prize Giving Ceremony to be conducted within 10 minutes after the final match.

**Medals & Trophy**
The organisers are responsible for providing (at their own expense) medals for the winners as required by the appropriate competition regulations. (see Branding Guidelines for Templates)

Make sure the EHF Operations Manager has approved the medals before they are made.

A host is not required to arrange a trophy for the winner (or any other team(s)), but is allowed to do this. However, where a perpetual trophy is provided by the EHF (see below), the host is not allowed to arrange a winner’s trophy.

For the winners of the EuroHockey Championship II, EuroHockey Junior Championship and EuroHockey Club Trophy (I & II) the EHF has perpetual trophies.

The EHF Office will make sure hosts will receive this trophy in time.

**Announcer’s text/Prize Giving Ceremony Script – [click here]**
In the following order, this ceremony should include:

- Presentation of Individual Awards;
- Presentation of the Medals;
- Presentation of Winner’s Trophy (if any).

*No other awards are allowed during the Official Prize Giving Ceremony.*
Above subject to TV requirements and in all matters, final approval of the EHF.

The presentation area must be securely roped off and stewarded and must, if possible, include an appropriate podium for teams to stand on.

Appropriate photographers’ access must be given and should be co-ordinated with the EHF/Local Media Officer.

Players must be uniformly dressed and wear tracksuit tops or formal team uniform.

Procedure to be followed subject to any other agreements between the Organiser and the EHF:

- Individual player awards (best player, best goalkeeper, top scorer certificate, U21 Talent Award (optional)). The Local Organiser has full jurisdiction on who presents these prizes. The EHF Representative or TD is to be informed as to whom these persons are. Gold, Silver and Bronze medals are then presented in reverse order (or only Gold medal(s) at club Challenge events). The EHF Representative, if present, shall decide, after consultation with the Chair of the Organising Committee, at his/her discretion who will present the Medals on behalf of the EHF. The Local Organising committee can also have a person per medal. It is recommended to have the medals either on a stick or on a plate ready for the presenter.
- As it is possible to have multiple top scorers, each winner must receive the top scorer Certificate (which should be framed and printed in colour) which can be found in the dropbox. Therefore no special top scorer award should be produced by the host.
- For all Championship tournaments, the National Anthem of the winning country is played while, whenever possible, the flags of the three medal winning teams are being raised. **NB** The anthem is played before the winner will receive its trophy.
- The Winner’s Trophy (if any) is presented to the Captain of the winning team by the EHF Representative who, at his/her discretion, may invite a VIP or National Dignitary to make the presentation. In the absence of an EHF Representative, the TD should make the final presentation.

It is important that during the Event Briefing Meeting a host gives the team managers the voting papers and ask them to hand them over in time. Voting papers can be found on the website.

**Sports Presentation**

The TD is ultimately responsible for everything that happens on the pitch. Please make sure as host to inform the TD on everything beside matches and trainings that will happen on the pitch:

- Before games
- During breaks
- After games
- In between games (eg other non-event practise matches)

Examples of things happening on the pitch are: delivery of the match ball, delivery of the flags (via skydivers), mascots, a singer, special anthem performers, cheerleaders, crowd entertainment, etc.

Where players are accompanied by children during the pre-match line-up, make sure that both teams are accompanied by children and not only one team.
Start of Match Protocol

Click here for details

The EHF is to be recognised when announcing a match.

**Entrance to pitch**
At EHF events it is not allowed that children play at the tournament pitch before games, during breaks or shortly after games in order to protect the players, officials, photographers and advertising (LED-)boards.
13. Finance and Sponsorship

The financial responsibilities of the organiser are laid down in the regulations for the relevant competition.

All participating teams must pay the competition entry fee which the EHF will receive via the National Associations. Organisers are not permitted to charge participating teams any additional entry fee to help finance the costs of the tournament.

Organisers may, however, retain any income earned from:

- Sponsorship;
- Entrance fees or "gate money" from spectators;
- Perimeter/LED Boards as agreed above and other advertising at the stadium (except for the free advertising boards for the EHF and its sponsors);
- Programme advertising and programme sales;
- Tented village & catering.

Details of the financial responsibility for host organisers in terms of the EHF appointed officials are given in the appropriate competition regulation Responsibility Chart. Apart from the cost of transport the organiser is responsible for full board accommodation of all EHF appointed officials.

If the organiser has any special arrangements with travel agents or national airlines which may enable them to obtain airline tickets (for the TD, Neutral Umpires or Umpires Manager) for less than these officials are likely to pay if they purchased the tickets themselves, then the organiser should contact these officials immediately their appointment is known. Otherwise, the officials may have already bought their ticket to ensure a booking on a convenient flight.
APPENDIX A
Tournament Checklist

The Event Manual Checklist can be found on the EHF website as a separate document.