

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

- **Indoor Championships I, II, III**
- **Indoor Junior Championships I, II, III**
- **Indoor Club Cup, Trophy & Challenges**

February 2017

EVENT MANUAL AND CHECKLISTS FOR EHF COMPETITIONS INDOOR (SENIOR CHAMPIONSHIPS I-II-III, 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 Indoor Championships I, II, III (Women & Men)
- EuroHockey Indoor Junior Championships I, II, III (Women & Men)
- EuroHockey Indoor Club Cup, Trophy & Challenges (Women & Men)

As well as setting out the detailed obligations of tournament organisers, this Event Manual also includes a useful checklist (*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 EHF, shall prevail.

Separate documents are available for:

- EuroHockey Outdoor Championships I
- EuroHockey Outdoor 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 EHF to the National Association. In the case of Championship tournaments, it is done by EHF Executive Board on the recommendation of EHF Competitions Committee Indoor.

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

Contact with EHF shall normally be through the EHF Competitions Manager, or the Secretary of the relevant Competitions Committee. In all commercial matters, contact with the EHF Director General will be required. In the absence of any of the above, any urgent enquiries should be made direct to the EHF Office. All contact details are available from the EHF website at www.eurohockey.org.

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:

- Sports Arena/Hall 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), Umpires (1), TD and officials (1) and Media/Press (1))
- Hotels
- Transport
- Publicity/Marketing
- Communications - Media/Press
- Programme (editing, advertisements, programme sales)

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

It is strongly advised to only have 1 person from the LOC appointed to communicate IN ENGLISH with the TD and UM(s).

And make sure to start your tournament preparations well in advance of the event!

4. Technical Requirements

Competition

One (1) Tournament which will normally consist of 8 teams - Men's Competition.

One (1) Tournament which will normally consist of 8 teams - Women's Competition.

Number of days for the Tournament

3 (three) 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 EHF.

Dates for the Tournament

The Tournament is to be staged on the dates as specified by EHF.

Tournament Personnel and Local Officials

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 may be 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 local officials to EHF. All nominations must be submitted for approval to EHF at least 6 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;
- *not* be involved in any other organising duties once the tournament starts (other than to act as Liaison Officer to the TD and Judges).

The exact number of officials who will be appointed by the EHF will depend on the tournament.

The EHF officials will be appointed by the EHF Appointments Committee.

All appointments are made through an Automated Web System (AWS). The Host (in most cases the nominated main contact to 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.

To be appointed by Organising Committee:

- (a) Administration: Members of the Organising Committee, secretarial and administrative assistants, liaison officers, internal transport officers.
- (b) Protocol: A dedicated person on the Organising Committee who is responsible for co-ordinating all invitations to functions 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: Ground Manager, Pitch Manager and staff, ball patrol, score board and clock technicians.
- (d) Medical: Local duty doctor (to be present at the pitch during all scheduled matches), stretcher bearers.
- (e) Media: Media Centre Manager for the day to day running of the media centre.
- (f) Security.

Competition Field of Play Inspection

General

- Six (6) months prior to the Event, the Organiser must have satisfied EHF that full compliance with the Technical Requirements can be guaranteed.
- In case of doubt EHF will inspect the facilities/arrangements in terms of the contractual conditions and agree upon a remedial plan and timing thereof, where and when required.
 - One (1) competition field of play with appropriate and acceptable playing surface which maybe either permanent or temporary.
 - The pitch should, wherever possible, be full size (44m x 22m). The minimum size permissible for other tournaments is 40m x 20m.
 - Sideboards made to regulation profile and from appropriate materials must be provided.
 - The pitch surface to continue with the same qualities of materials for a minimum distance of two meters at each end and one meter at each side before any obstruction is encountered (except possibly at the Technical Officials' table). These overrun areas may be used for advertising conforming to the current specifications and conditions.
 - Appropriate field of play markings, confirmed as accurate and complying with the current Rules of Indoor Hockey, and ideally without markings for any other sports.
 - The (dotted) circle line must be clearly visible. In case the circle line is not visible (worn out/faded), make sure this is fixed before the start of the event.
 - Goals with preferably backboards (**NOT** fixed to the pitch and placed behind the goal line) in accordance with the current Rules of Indoor Hockey. The goals are to be without advertising (except on the outside of the goal nets and on the back boards if conforming to the current FIH specifications and conditions). The goals should preferably have something heavy behind it so it sort of doesn't move.
 - 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 if present at either end.
 - Appropriate lighting to minimum standards, and if required, additional lighting for TV requirements, which must be in accordance with FIH standards for the minimum requirements for play and television recording.

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 15 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

If possible, a second pitch to be available for training and readily accessible. It should be properly marked with goals and provided with adequate 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 should be available.

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).
- Colour of the indoor ball has to be orange or yellow, depending of the colour of the floor.
- The availability of practice and pre-match warm-up balls is the responsibility of the participating teams.

Advertising on the playing surface

A host is allowed to put advertising on the playing surface.

A host will need to consider the visibility of the ball for players, umpires, spectators and, if relevant broadcasters, when it crosses the advertisement.

A host need to guarantee it won't effect the playing surface particularly for players/umpires slipping etc. EHF need to see it and know the size and location a host proposes for approval.

Benches, Technical Table and Technical Equipment

Team benches (or chairs)

- A team bench (or chairs), to seat 10 people (maximum), shall be located on each side of the Technical Officials' table at a distance of not more than 5m 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.
- A stick storage facility is not required.

Technical Officials' Table

- The facility shall be situated in line with the centre line of the field of play **on the same side** as the team benches where there is least hindering of viewing for spectators.
- The facility must seat 4 persons 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 1 metre away from the side line of the field of play.
- Electrical outlet points for computers, printer and cooling devices (if appropriate) should be available.
- **Internet must be available at the tournament table for use of TMS (Tournament Management System).**
- The table must allow a clear view of the field of play.
- 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 facility must include an appropriate working table. The front of the table shall be closed completely from the top of the table to the floor.
- There must be 4 seats for Technical Officials and the Reserve Umpire.
- 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
- Three stop watches
- Clock and score-board operation panel

- Two audible hooters (air horns)
- Two spare sets of official warning cards (green, yellow and red) as used by the umpires
- Two spare whistles
- Two captain's arm-bands or ribbons in different colours, and safety pins
- Two FIH approved stick control rings 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 blood-stained field of play
- Plastic gloves and waste disposal facility for use of personnel responsible for cleaning bloodstains from field of play
- Stationery and pens/pencils
- Two 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). A 4G-dongle is highly recommended to have as back-up.**
- **A laptop with Google Chrome and a black&white printer.**

Communications

- Host Organiser to provide one local mobile phone (or SIM card) for the TD (x2 if a joint event)

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.

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

Spectator Seating Area Minimum of 300 seats for spectators, players, officials and VIPS

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.

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.

Public Address System

- Clearly audible public address system for match and information announcements.
- A person who can make announcements as required both in English and also in the host nations language and who is neutral!
- The speaker to announce the teams and officials before each match and to announce the goal scorers and possibly the cards given during the match. Where it involves a Championship event and anthems are played, please ask everyone to rise before the anthems are played.
- A DJ is optional to arrange 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)

Match Information

- 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. It may be more convenient to produce and photocopy for players and spectators a daily news-sheet showing the previous day's scores and the pool tables.

- 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.
- For shoot-out purposes it would be recommended (not mandatory) if the scoreboard can have a 6 seconds countdown option as well.

Penalty Corner countdown clock

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 is to provide such a clock so this is visible for players, officials and spectators.

If the venue doesn't have such a clock, an option is to use a PC with a windows application. A dotnetfx installation needs to be downloaded. It will be operated by the Technical Officials on duty. (some halls have a basketball shot clock that could perhaps be used)

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 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.

Spectator Facilities

- Sufficient refreshment facilities should be provided for the purchase of food and drinks by spectators.
- We also recommend that a Trade Village and Children's Play Zone be provided where feasible.
- A fully equipped sound system available for the stadium announcer and for the playing of music as part of the sport presentation programme. Be reminded to only play family friendly music.
- The main language of the announcer will be English and the announcer should have knowledge of the sport of hockey. The EHF reserves the right to provide guidelines for the announcer's script. An announcer needs to be neutral at all times. To cheer up the crowd is great, but this needs to be done for **all** teams.

Changing Rooms

Teams

- Four separate lockable changing rooms located in the hall 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.

Umpires

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

Medical Facilities

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 hall 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.

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 hall, though most are used to improvising and to using a hotel bedroom as their treatment centre.

Teams and officials must be told by the host which is the nearest emergency hospital, its telephone number and how to find it - in case a player has to be taken there by car with a minor injury (such as a fractured finger).

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.

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

In case something happens and a player/umpire should be treated by a dentist, it would be appreciated if the dentist is available ASAP.

Personnel

- A doctor shall be on duty at the competition field of play during all matches. If a doctor can be at the venue (or 'on call') during the training days, that is much appreciated.
- Stretcher (and spinal board) bearers should be available at the competition field of play during all matches.
- Person allocated with responsibility to clean pitch of bloodstains.

Equipment

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

- stretcher
- spinal board (in case of neck / spinal injury)
- wood, aluminium or air splints for fractures of upper or lower limbs
- ice.

First Aid Room/Medical Doctor room

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

- treatment table
- facilities for suturing cuts
- sterile/non-sterile bandages (eg: elastic bandages), slings, band-aid type dressings, tape
- basic medicines
- Strong painkiller (e.g. tramadol/morphine) (noting that these substances are prohibited in sport but can be used in an emergency with a TUE be applied for)
- analgesics (oral and injectable), including morphine, medicines for gastro-intestinal disorder
- means of disposal of used sharp, sterile and non-sterile equipment
- oxygen.
- Automatic external defibrillator (AED)

Anti - Doping Facilities

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

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

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

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) can share the room).
- This should include:
 - lockable desk and chair (plus 4 extra chairs)
 - printer and internet access
 - office stationery
 - refreshments and snacks.
- A volunteer who can provide secretarial support to the TD(s) and UM(s), has to be 'on call'. This person will most likely hardly be needed, so please make sure to give him/her other tasks as well. The volunteer must have the ability to write and speak fluently in English.
- Sometimes it is requested by the TD to have pigeon holes for team managers. To be discussed with the TDs if they require this.
- 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 4 chairs.

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 can share the room).
- This should include:
 - lockable desk and sufficient chairs
 - printer and internet access
 - office stationery
 - refreshments and snacks.

Relax room Officials

- One room shall be provided near to the TD and UM offices for all other officials (TO, Judges and umpires).
- This should include:
 - adequate number of desks and chairs (also lounge benches if possible)
 - internet access
 - coat rack
 - refreshments (water, coffee, tea, sweets and cookies)

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 official's hotel. This should include:

- seating for 30-50 persons (joint event than at least 60)
- top table and seating for 2 persons
- tables for conducting kit and passport checks
- data projector and screen (including possible 15 pin vga adapter to accommodate the connection between a small new laptop and the projector)
- water
- 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 plus all officials should be driven 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.
- Free Internet access

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.

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. This Person knows how the pitch lighting works, where spare goals/nets/corner flags are, who can clean things on the pitch, who can repair things, etc.

Ball Patrol

- A ball patrol of four (4) boys/girls to be provided for each match, however this is optional. 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).
- 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. 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.

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 is to be placed on the left sleeve (mandatory). The Tournament logo can be placed on the front left or right chest of the shirt; no other logos are permitted (except manufacturer's logo). 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 umpire's 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>
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). 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.

Flags and Anthems

- At tournaments, country flags should be provided alongside the pitch, one for each participating country, one for EHF (blue flag) and the host National Association/ Club. (FIH flag only required at Senior and Junior Championship events)
- 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.
- 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 EHF a dropbox with all approved anthems.
Mostly at indoor events the anthems are played for the teams' first match and the teams' last match.
- National anthems will not be played at club events.

Team Video Facilities

- 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) goals must be provided. This facility must not be accessible to the general public and be separate from any TV broadcasters. 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.
- 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:
 - the 2 competing teams in that match
 - other teams in that pool
 - teams in the other pool
 - any other accredited observers or outside agencies.
- In return for the use of such video facilities, free of charge, the teams and their agents agree that the rights in those video recordings belong to the EHF and that they will, if called upon to do so, immediately make available free of charge to EHF the video, or a full copy of it.
- The platform or area needs electrical outlets and some small tables and chairs.

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 must ensure that EHF, through its nominated representative, is provided at all reasonable times on a strictly confidential basis, with access to such plan and all law enforcement agencies responsible for security within the country of the Organiser.

The Organising Committee shall take all necessary steps in order to keep total security control in the stands (including print journalists' seats, camera crews and photographers), entrances, changing rooms, field of play, secretariat, offices, press centre and medical centre accesses, as well in every other part of the venue.

Particular attention should be paid to security around access to the pitch area and access to the changing rooms. (It is recommended that these areas are controlled by professional security staff rather than volunteers.)

Official function

In case an official function (dinner or small drink) 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 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.

Team Accreditation

For teams, it is recommended to provide accreditation passes (12 players and 6 staff) with free access to the venue (including dressing room area, pitch and transport access). 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.

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 EHF may reasonable require. All policies taken out by the Organiser must cover their respective rights and interests.

Think about insurance for eg:

- Everything you rent and build at the venue
- Volunteer drivers and the passengers of cars/vans
- Liability insurance of LOC
- Group/collective insurance when having a Children play zone

5. Hotel Accommodation

Tournament Officials

Hotel Accommodation

All Tournament Officials, umpires, EHF Media Officer, Medical Officer, Jury of Appeal (if present) and EHF Photographer (if present) shall be accommodated, in accordance with the responsibility chart, in the same Tournament Official Hotel. The Umpire Manager(s) and all Umpires shall 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.

Executive room accommodation shall be provided at the Organisers cost for the EHF Representative and TD. Please note that if rooms are of reasonable space, a single room is sufficient for the EHF Representative and TD.

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

Twin room accommodation 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, single room accommodation must be provided.

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

* In the case of an uneven number of judges and TO's in the hotel, than a TO can share a room with a judge, but this has to be agreed with the EHF Competitions Manager.

Full Board - Tournament Officials

Hotel accommodation for all tournament officials should be on a bed and breakfast basis. In addition, the host (National Association) 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 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 at the pre-Tournament briefing meetings. Lunch and dinner can be at the tournament venue also.

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

For all Tournament Officials the responsibility of the host Organiser for the accommodation and per diem costs commences with dinner on the night of arrival and ends with breakfast on the day following the last day of the tournament.

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 form submitted to 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.

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 simply want the cheapest accommodation available, such as a hostel or school dormitory.

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);
- Room for any minibuses to and from the ground to load and unload and wait if necessary;
- A room, which will seat 40 - 45 people, for the Tournament Briefing Meetings;
- Smaller meeting rooms for team meetings during the tournament;
- Suitable and flexible catering arrangements which fit with the match schedule - especially when large numbers of people may want:
 - o Early or late breakfast
 - o To all eat at the same time
 - o Late dinner (especially tournament officials who often are the last to return);
- 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 to put their stuff. Also a safe is highly recommended, as well as a 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.

6 Transport

Tournament Officials

The Regulations require organisers to provide, at its expense, transport for umpires and officials from and to 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 and to 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.

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)!

Return Travel - Tournament Officials

Tournament Officials:

- TD(s):
Organiser will arrange and fund travel provision. Entitled to arrive from mid-day 1 day prior to the first day of the Event, or the previous evening if travelling from another continent or if travel time is greater than 8 hours door to door.
NB. If the TD requires to arrive 2 days before the event as (s)he feels this is beneficial for the tournament or because travel options on the day before the start of the event are difficult to get there in time, the EHF Competitions Manager should be asked by the TD if this is acceptable. After approval from EHF, the TD will inform the host and the host should allow this early arrival.
- Technical Officers, Umpires Manager(s), Neutral Umpires, EHF Media Officer and Medical Officer:
Organiser will arrange and fund travel provision. Entitled to arrive from mid-day 1 day prior to the first day of the tournament, or the previous evening if travelling from another continent or if travel time is greater than 8 hours door to door.
NB Only for Indoor Championships the host has to pay for the travel of the TO. For Indoor Junior Championships or Indoor Club events, the TO's own NA has to pay his/her travel.
NB. If the UM requires to arrive 2 days before the event as (s)he feels this is beneficial for the tournament or because travel options on the day before the start of the event are difficult to get there in time, the EHF Competitions Manager should be asked by the UM if this is acceptable. After approval from EHF, the UM will inform the host and the host should allow this early arrival.
- National Umpires:
Travel costs are the responsibility of their home National Association. Entitled to arrive from mid-day 1 day prior to the first day of the tournament, or the previous evening if travel time is greater than 8 hours door to door.
- Judges:
Travel costs are the responsibility of their home National Association. Entitled to arrive from mid-day 1 day prior to the first day of the tournament, or the previous evening if travel time is greater than 8 hours door to door.
- EHF Photographer:
Flights/Trains are the responsibility of the photographer, to the arrival at the designated Airport/Train station. The host is responsible for all internal travel to/from the airport/train station and to/from the venue. Entitled to arrive from mid-day 1 day prior to the first day of the Event.

Tournament Officials will use the best available economy class air/rail travel. The Organiser is responsible for full travel arrangements and costs 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 appropriate, Organiser will purchase an economy class ticket for Tournament Officials at the best available price (including baggage allowance).

Tournament Officials shall not be forced to arrive more than 72 hours prior to the start of the tournament or to leave more than 24 hours after its end.

For officials who arrive by car, the parking at the hotel must be paid for by the host. Moreover the kms need to be paid for at a reasonable rate.

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 Eticket.
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 its bank details and is reimbursed by bank transfer as soon as possible.

NB When a flight is more than € 400, the host (who has to pay this flight) must contact EHF before making the booking, as EHF wants to know why the flight is so expensive.

NB As host, make sure to arrange the full reimbursement of tickets to officials on the first or, at the latest, on the second day of the tournament!

Internal Transport

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

Transport must be scheduled to enable Technical Officials on duty to arrive at the tournament venue 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.

A regular shuttle bus service to be provided from/to official tournament media hotel(s) and tournament venue for accredited media personnel.

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

Private cars to be provided for the FIH Representative, EHF Representative and TD.

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

Teams

NB. Please check the relevant regulations regarding transport!

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 hall, 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.
- At some tournaments it is necessary for the organiser to provide, at its cost, transport for all participating teams between the designated hotel and the hall, including practice venues (please refer to the relevant regulations for details). Where it is required to provide such transport, it shall be available up to 2 days before and up to 1 days after the tournament dates. Any transport requirement outside these dates is the responsibility of the team concerned.

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In case there is a direct metro line from the airport to the hotel, than the host can ask EHF for approval to use this option instead of booking a bus. The host must provide the teams/officials with a return ticket for the metro in case EHF has approved this option.

For teams who arrive by car, the host is not responsible for the cost of parking at the hotel. However a reasonable event rate must be arranged for the teams.

7 Media/Press

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

Organisers should allow for approx. 10 print/on-line media and approx. 5 photographers. It should be noted that any TV production crew (if present) is not included in this number.

Close co-ordination must take place between the organiser's Media Centre 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.

Media Officer (if appointed)

The Media Officer is an important member of the EHF team of officials and should work in close co-operation with the TD and the EHF Communications Manager. The Media Officer's responsibilities are as follows:

- to ensure that the tournament media operation and facilities are in accordance with EHF Event Manual (see below) and that all elements are managed effectively by the organiser's Media Centre 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 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 proof read daily news bulletin (on-line) (if any)
- Conducting Press conferences in conjunction with Media Centre Staff (if any)
- Manage any Mixed Zone of athletes/coaches and media

Media Centre Manager

The day to day running of the media centre is the responsibility of the organiser's Media Centre Manager, including routine press conferences following matches and the distribution of match reports and team information to the media, including media not in attendance. It is our aim to make our Media Centres as 'paper free' as possible, so we encourage all media to log into the TMS – 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 2 Media Team volunteer staff, dedicated to working with the EHF Media Officer.

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 tweeting games and results as instructed by the EHF.
- 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 or local social media channels on a daily basis.

Media Centre

A spacious, well-lit area, in close proximity to the competition field of play and with easy access to the viewing area, should be identified (or constructed) to serve as the event tournament Media Centre. 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.

Hours of Operation

An event Media Centre should be operational by the evening prior to the start of your event.

The Media Centre 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 Championship tournament.

The Media Centre should be organised into 5 zones as follows:

- Reception area with media centre staff work zone;
- Media work zone (recommended to designate two separate specific working areas for print (written) and visual media (photographers and television));
- Press conference room with wireless microphone (if applicable)
- Media lounge area; (this can also be an area in the clubhouse)
- Good viewing area at field of play. (as close to the centre line as possible)

Reception Area

(this can be scaled down due to the number of Media) * are essentials

Reception area with media centre staff work zone. This zone, at the entrance of the media centre, needs to be staffed at all times. It requires:

- greeting desk (as the initial point of contact for the media seeking credentials 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 wifi access and access to a printer.
- photocopier or decent printer (high speed - large capacity) with backup and emergency maintenance call out; *
- lockable filing cabinet for media centre staff;
- 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 centre staff able to speak fluent English;
- technical personnel on call to handle problems with office equipment, telephones, etc. *

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)*
 - television with sound taking the live feed at events that have television coverage;
 - A wireless internet hub should be installed covering the Media Centre 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***
- pigeon-hole filing cabinet for team sheets and result sheets;
 - rubbish bins *
 - 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

This zone requires:

- It is best practice to have LAN cables for photographers with wifi for print media. It is also best practice to have a separate area for photographers and print media *
- lockable storage space of a sufficient size to cater for long lenses (daily and overnight storage);
- additional work area for photographers to review and organise material; (see above) *
- high visibility numbered photographers bibs *

Media Lounge

An area/room with provision of all day complimentary hot and cold refreshments (coffee, tea, water, soft drinks) as well as snacks, sandwiches, and fruit on match days.

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;***

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 centre personnel;
- days and hours of operation, and detailed information on all media centre facilities;
- official tournament programme; (pdf version or printed version on arrival)
- team listings for all participating countries and available background information; (this will be in the TMS link)
- photographers' guidelines (including where they are allowed to enter the pitch and stand/sit);
- transportation information;

The EHF Office 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 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.

Media Accommodation

The organiser should recommend and block rooms in a choice of two hotels (3* and 4*) offering safe, comfortable and affordable accommodation;

The chosen hotels should offer free or heavily discounted internet access for members of the media. Accommodation must be well priced to encourage media attendance, and should be located in close proximity to the event venue wherever possible;

As soon as media are accredited then they can be given the booking code for this hotel;

Rooms can be released by the hotels set deadlines so there is no penalty to the organiser.

Transport

Regularly scheduled local transport dedicated for the media should be provided between the media hotel(s) and the event venue at no cost to accredited personnel;

Transport scheduling must take into account media working requirements and service should extend to two hours after the finish of the last match each day;

It should also take into account that media will often have expensive and fragile equipment to transport, especially photographers.

Results Service

The EHF office will provide the Organisers with the iframe or widget for the TMS System which can be added to the event or EHF website

This will provide real time results for:

Press Agencies

Media at the venue

Media not at the venue



Other centres where EuroHockey events are taking place

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.

The following outlines the level of accreditation and hospitality to be given to VIPs and Officials at the tournament. Note that it is 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. A cut-off date for the take-up of Accreditations will be agreed in advance.

VIP Accreditation (access VIP stand + hospitality area)

- EHF Executive Board members + 1 partner (access all areas)
- EHF Members of Honour + 1 partner
- EHF Competitions Committee members (Indoor)
- EHF Hall of Fame inductees
- EHF VIP guests (maximum 5 per day)
- EHF Competitions Manager (access all areas)
- EHF Communications Manager (access all areas)
- EHF Operations Manager (access all areas)
- Other EHF Staff (access all areas on request)
- FIH Representative (if any)
- TDs

General Accreditation (access general stands only)

- EHF guests (maximum 10 per day)
- EHF Groups (eg UDP, U4E, C4E, etc) (maximum 40 per day)

Official Accreditation (access general/player stands, playing area, changing rooms, interview room)

- 8 participating teams x 20 people (12 players, manager, stand-in manager, coach, assistant coach, doctor, 2 physiotherapists, video operator)
- Appointed tournament officials
- EHF Official Photographer

Media Accreditation (access press stands, press center) **(note: no access to playing area except photographers)**

- Official press badge holders

Car park passes

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

Note: 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 EHF.

9. Communication

With 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 receive no local information from EHF.

With Officials and Umpires

The organiser must also communicate with the tournament officials (TD, TO, Judges, Umpires Manager and Umpires). All contact details are available on Appointments Web System (AWS). The Organiser will be sent a link to the 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 EHF. However, the organiser must remember that these officials receive no local information from EHF. It is important that organisers and officials establish and maintain contact with each other as early as possible.

With the EHF Competitions Manager

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

- Details of the organiser's contact telephone numbers and email for communication by 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.

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 but are encouraged to make proposals for the timing of each match, subject to the approval of EHF, to allow for local conditions, spectators, local TV requirements etc.;
- Details of telephone number for communicating with the EHF during the tournament;
- Copies of any circular letters or bulletins sent to all teams or officials requesting or sending information (but not *individual* letters to teams and officials) about their particular arrangements should be sent to the EHF Competitions Manager, so that he is aware of what general communications have been sent out by the organiser.
- Daily allowance amount or other arrangement how the host would propose this.

The following matters need to be agreed with the EHF Operations and Partnership Coordinator, Yamila Conill yamila@eurohockey.org:

- Names of proposed local Judges, Media Officer and Local Medical Officer. These are normally submitted by the host National Association and must be approved by EHF in advance

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 or rail.

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 on the EHF website.

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 NA.

Organisers should advise teams and officials if they need visas, but it is for the teams and officials themselves to arrange this **AS SOON AS POSSIBLE**. Applications for visas should never be left until the week before a

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tournament is due to take place. 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 office or the EHF Competitions Manager.

It is vital that visa invitation letters are sent to the teams and officials at least 2 months prior to the start of the event!

Event Promotion and Presentation

10. Obligations Relating to Broadcast

There is no requirement for full coverage of all matches at this event.

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 and internet broadcast rights, across all platforms including mobile, pay/cable and satellite TV to the Organiser.

Simulcast internet broadcast rights are assigned to the Organiser on the basis that the internet broadcast is geoblocked to the Organiser's Territory.

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); and
- 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 TV Co-ordinator, (2) the Organiser, (3) the host broadcaster (assigned by the Organiser).

EHF TV Coordinator

The EHF may assign a dedicated TV Coordinator who will liaise with the Organiser and Host Broadcaster (as defined below) regarding all matters concerning:

- content and delivery of the international feed
- camera positions
- recording and transmission logistics
- replay facilities
- co-ordination of international feeds
- production of daily news highlights.
- video umpire (as required)

Organiser's Responsibilities

The Organiser will secure an event host broadcaster (the "**Host Broadcaster**") who 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.

- The Organiser must secure or have a written commitment from a Host Broadcaster by a date to be agreed with the EHF. The EHF reserves the right to appoint a Host Broadcaster in the case that a Host Broadcaster has not been secured, or if it appears insufficient progress has been made in this respect.

Host Broadcaster Responsibilities managed by the Organiser

- The Host will procure that the Host Broadcaster provides/ensures the following to EHF or to EHF's television designee:

Coverage

- Full coverage of all matches and all Events, including the award or closing 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.

Video / DVD Rights

- The video/dvd rights and the 2. and 3. commercial rights belong to the Organiser. 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 DVD copies of all matches (see below), which can be used by the EHF for internal promotional and development purposes.
- The EHF has the right to produce a highlights promotional DVD (not for commercial sale). This can be made in conjunction with the Organiser.
- The Host Broadcaster will make available to the EHF 4 DVD's or USB memory sticks of the TV coverage immediately post **each match** for technical analysis and referral, at no cost to the EHF. 1 DVD of the match will be made available post each match for each of the Teams, at no cost to the Teams

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 will 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 must ensure 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 TV Co-ordinator, 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.

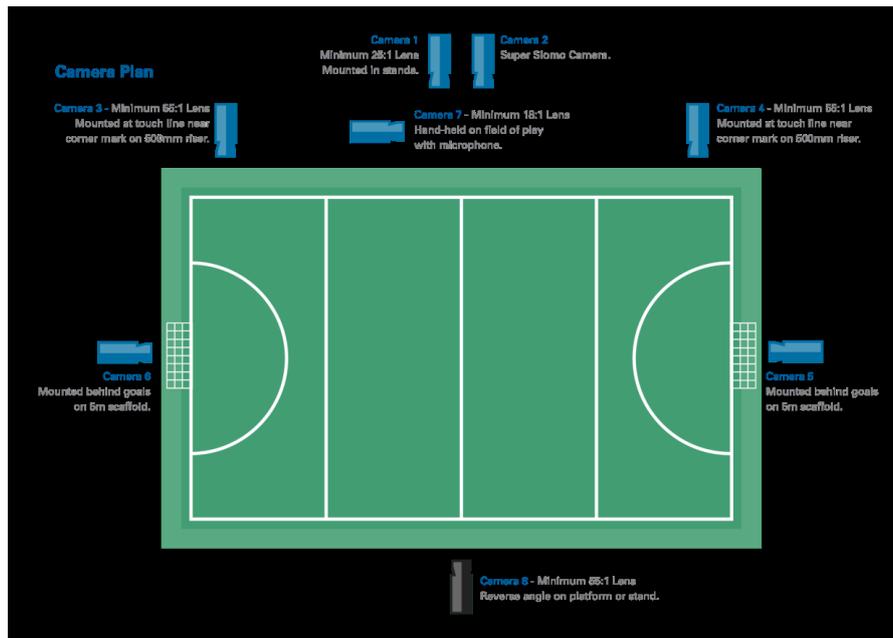
Coverage

- 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.

Minimum Camera Plan



***Please note the requirement may be for less cameras for an indoor event.**

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 laws (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

- Host Broadcaster will make available to the EHF 4 DVD's or USB memory sticks of the TV coverage immediately post each match for technical analysis and referral, 1 DVD of the match will be made available post each match for each of the Teams, at no cost to the Teams.
 - 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 the EHF partners Musco, Polytan and Barrington Sports. 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 senior and junior events.

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 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

All commercial rights, outside of the EHF partner categories outlined below (the EHF will supply the Organiser with its current list of partners) are assigned to the Organiser on signing this Agreement. It is the aim of the EHF to allow the Organiser to obtain a presenting / title sponsor, supporting sponsors and advertisers for this tournament.

There is no other sponsor category exclusivity unless otherwise agreed by the EHF

The organiser may not engage in negotiations with a title sponsor of the event without the prior written approval of the EHF. 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 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)

The Organiser may not sign away the title sponsorship of the Event without the prior written approval of the EHF, which approval will not be unreasonably withheld.

The Organiser acknowledges and agrees that no sponsor be active (in whole or in part) in the **artificial turf** industry. Where a pitch is being laid specifically for the Championships the Organiser must allow **Polytan** to tender.

The Organiser acknowledges and agrees that no sponsor be active (in whole or in part) in the **floodlighting** industry. Where the lighting system is being replaced or upgraded then the Organiser must allow **Musco Lighting** to tender.

The Organiser acknowledges and agrees that no sponsor be active (in whole or in part) in the **clothing** industry. Where the host is looking for clothing for umpires and volunteers then the Organiser must allow **Barrington Sports** to tender.

The EHF reserves the right to add three further industries 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.

A sponsor's name may only be used in front of the name of the competition or tournament if the specific approval of EHF has been obtained by the organiser in advance.

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

- programme cover; (see Branding Dropbox)
- event web site;
- posters; (see Branding Dropbox)
- match results board;
- all printed materials (tickets, passes, press accreditation, press releases etc); and in the media centre;
- appropriate venue dressing and branding. (see Branding Dropbox)

Advertising Rights - Organiser

Subject to above, the organiser shall retain all rights to advertising on:

- Field of play advertising: overruns, outside goal boards, inside goal boards, outside goal nets, perimeter, pre/post-match centre mat;
- 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 EHF);

- Hospitality areas;
- Ticket sales;
- Catering areas;
- Tournament website;
- Official programme, posters, accreditations, tickets, posters, leaflets;
- Volunteers outfit;
- 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 - 4 perimeter advertising boards and 2 EuroHockey or EHF partner advertising boards (6m x 1m);
- Where a Host decides to use a 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 title and EHF logo);
- Interview backdrops (EHF and EuroHockey branding);
- Match results board; (see Branding Dropbox for Template)
- Public video screen (if any) advertising - 5 advertisements;
- Tournament website;
- Official programme - 5 Full page advertisements;
- Official programme - 1 Full page detailing all Tournament Officials, EHF Executive Board and the appropriate EHF Competitions Committee (Indoor or Outdoor);
- Posters, accreditations, tickets, posters, leaflets;
- Such other activities as agreed between the organiser and the EHF.

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

Tournament Website

The EHF reserves the right to produce an English page Tournament website in conjunction with the Organiser. The EHF will advise six months in advance of the Tournament if it is taking up this right.

If the Organiser is producing the website:

The tournament website url address must start with the word 'EuroHockey' and must first be approved by the EHF.

However for some events the EHF will allow a page to be created on the clubs/Nations site so please contact the EHF Communications Manager in advance.

The tournament website will be presented in English.

It must be "live" at least six (6) months prior to the start of the tournament and it shall include:

- direct link to the EHF website
- incorporation of the TMS iframe or widget
- direct link to ticket sales
- capacity for a minimum 20,000 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 streaming in conjunction with the EHF Communications Manager, please discuss your plans well in advance
- links to current EHF partners (please check with EHF Communications Manager)
- the EHF Communications Manager will have access to upload news onto the tournament website
- Social Media plugins
- all content to be approved by EHF in advance

(*) Note: live ticker/real time commentary is to be arranged by the Organiser with a team of volunteers. In addition this team will conduct and upload interviews with players/volunteers/officials and supporters for uploading onto the EHF homepage. This team will be under the direction of the EHF Media Officer.

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. Should the EHF supply preferred uniform then the organisers will have the right (at its cost) to have the tournament logo on the preferred uniform.
- 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

One blue EHF flag (your National Federation has it) and various 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 centre;
- The mixed zone On promotional/printed materials (press releases, programmes, informational updates, posters, tickets, accreditation's etc);
- The blue EHF flag must be displayed in prominent position in the stadium.

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

Programme

Contact the EHF Communications Manager if you have decided not to produce a traditional programme book and decisions will be made as to alternatives.

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:

- Front cover – Template is in the Branding Dropbox
- The President's message, which will be provided by the EHF office;
- The photograph of the President of the EHF and the EHF logo. This and the artwork for the EHF/FIH logos are available from EHF and FIH websites respectively;
- One-page advertisements to which each of the official EHF partners are entitled free of charge, in each programme. The appropriate advertisements can be downloaded from the EHF website at www.eurohockey.org;
- 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.

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 much 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

EuroHockey

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) 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 TD Briefing Meeting.

12. Opening/Closing (Prize Giving) Ceremonies and Protocol

Representation of the Federation

The EHF President or the Director General. In their absence, one official formally designated by EHF (the EHF Representative).

The EHF Representative will meet with other representatives, agencies and sponsors as required.

EHF and FIH Flags

The EHF has provided a blue EHF flag to all National Associations to be used and may advise on an appropriate location for flying the EHF flag at the venue, no less prominent than any other. It will similarly advise on the flying of the FIH flag (Championship Tournaments Senior and Junior only), such flag should be obtained from the host National Association.

The EHF flag and/or logo and or panel/poster shall be prominently displayed in the venue as well as the mixed zone interview area.

Opening Ceremony

It is not necessary to hold a full Opening Ceremony at any EHF Tournament. In general, players and their coaches are not in favour of this, especially where 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/Closing Ceremony are the responsibility of the organiser. They shall be conducted in an appropriate way in accordance with the EHF Sports Presentation Manuals.

It is recommended not to have speeches during the Prize Giving/Closing Ceremony, but in case this is required by the host, the length should be as short as possible.

Start of Match Protocol

[Click here for details](#)

The EHF is to be recognised when announcing a match.

Prize and Medal Giving/Closing Ceremony

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)

To be conducted as soon as possible after the final match.

Medals

See Branding Guidelines. Make sure the EHF Communications Manager has approved the medals before they are made!

Announcer's text/Prize Giving Ceremony Script – [click here](#)

In the following order, this ceremony should include:

- Presentation of Sponsors' Awards;
- Presentation of any other player Awards;
- Presentation of the Medals;
- Presentation of Winner's Trophy (if any).

No other awards are allowed during the Official Prize and Medal 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 include an appropriate podium for teams to stand on.

Appropriate photographers' access must be given and should be co-ordinated with the EHF 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 EHF:

- Other player awards (best player, best goalkeeper, top scorer). The Local Organiser have full jurisdiction on who presents this prize. The EHF Representative is to be informed as to whom the person is. Gold, Silver and Bronze medals are then presented in reverse order (or only Gold medal(s) at club Challenge events). The EHF Representative 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.
- The topscorer of the event should **not** receive an award, but a **Certificate** which can be found on the website. In case the event has multiple topscorers, all topscorers should receive a Certificate and should be on a photograph together.
- 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.
- 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.

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 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.

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.

Commercial Aspects

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 to the EHF. 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.

In order to avoid confusion, organisers should never buy travel tickets for the officials for whom they are responsible without liaising with the official first. Occasionally, for example for a Neutral Umpire coming from a country with currency problems, host/organisers may actually be asked to buy an airline ticket and send it to them. More usually, however, the TD, Neutral Umpires and Umpires' Manager will make their own travel arrangements and the organisers repay them when they arrive at the tournament.

APPENDIX A Tournament Checklist

The Event Manual Checklist can be found on the EHF website

EHF Office February 2017