

ASIAN HOCKEY FEDERATION COMPETITION HOSTING GUIDELINES



GUIDELINES AND CHECKLISTS FOR ORGANISATION OF ASIAN HOCKEY FEDERATION COMPETITIONS

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1. INTRODUCTION

These Guidelines indicate obligations of countries who undertake to host AHF Competitions, unless adjusted or supplemented by separate agreements.

A useful checklist is also set out in Appendix A.

2. AUTHORITY AND CONTACT

National Hockey Associations (NHA) who wish to be considered to host a tournament or event must complete and submit the appropriate AHF Offer to Host form to the AHF.

Authority to organise an AHF tournament is the exclusive jurisdiction of the AHF Council.

Contact with AHF shall normally be through the Secretary General, AHF or the Secretary of the AHF Competitions Committee. All contact details are available from the AHF website at www.asiahockey.org

In addition the host NHA must also name a contact person who would be responsible for communication with the AHF.

4. TECHNICAL REQUIREMENTS

The FIH provides an excellent checklist which can be downloaded from their website, www.fih.ch

Further clarification can be sought from the AHF Secretariat or the AHF Competitions Committee.

5. PRACTICE FACILITIES AND REQUIREMENTS

It is an obligation of the host NHA to ensure that a suitable practice venue is available for the duration of the competition, including pre-tournament practice. The competition venue must be available throughout the tournament for the exclusive use of the tournament.

Each participating team must be allowed to practice on the competition pitch for at least 1 hour per day up to the day before the start of competition. The scheduling of practice times are the responsibility of the host NHA.

If there is a cost to hiring the practice or competition venue, the host NHA must provide at least one practice session of at least 1 hour at their own cost. All subsequent practice sessions will be at the cost of the team requesting for the same, unless the host NHA is able to absorb this cost.

Once competition starts, practice sessions can be held at the competition venue only at the discretion of the host NHA in consultation with the Tournament Director. An alternative practice venue must however be made available to participating teams with the respective cost considerations as set out above.

6. HOTEL ACCOMMODATION

6.1 Tournament Officials

All appointed technical officials (Tournament Director, Technical Officers, Umpire Managers, Umpires, Judges, Medical and Media Officers) must be accommodated in the same accommodation. The host NHA is responsible to provide full board (accommodation and meals) for all technical officials.

The Tournament Director shall be entitled to full board from 3 nights prior to the start of competition to breakfast the day after the competition.

All other technical officials shall be entitled to full board from 2 nights prior to the start of competition to breakfast the day after the competition.

For Asia Cups, Asian Champions Trophies and Junior Asia Cups, there may be a separate requirement to accommodate an AHF Representative, which shall be communicated to the host NHA.

Accommodation requirements shall be as follows:

Single rooms for:

- Tournament Director (TD)
- Umpires Manager (UM)
- AHF Representative (if appointed)

Twin rooms for:

- Technical Officers
- Judges
- Umpires
- Media Officer
- Medical Officer

Ideally, all umpires, umpire manager and all tournament officials should be located on the same floor of the hotel where this is possible. The umpire manager will advise the organisers of the room sharing allocation required for umpires.

6.2 Teams

Participating teams are responsible for reserving and paying for their own accommodation and meals. The host NHA shall be required, however, to assist the participating teams by recommending/suggesting suitable hotels. Participating teams are not obliged to accept the host NHA recommendations. However if the accommodation selected by the participating team is found to be unreasonably far from the competition or training venue then the said team will be required to pay for their own internal transportation.

7. TRANSPORT and TRAVEL

7.1 Tournament Officials

The host NHA must provide, at their expense, the following transport/travel arrangements for all technical officials:

- Return travel (economy) for the Tournament Director, Technical Officers, Umpire Managers and Neutral Umpires appointed by AHF
- Airport/Train station/Ferry terminal transfer (from airport to hotel and vice versa)
- Transport from accommodation to competition venue and vice versa

The host NHA shall determine any transport schedule with the Tournament Director and Umpire Manager. It is recommended that the Tournament Director be given a car and driver, unless the cost proves prohibitive to the host NHA.

7.2 Teams

The host NHA must provide, at their own expense, the following transport arrangements for all participating teams:

- Airport/Train station/Ferry terminal transfers (from airport to hotel and vice versa)
- Transport from accommodation to competition venue and vice versa (unless the teams accommodation is in an unacceptable location)
- Transport to and from accommodation for first practice session (unless the host NHA budget allows transport for all practice sessions required)

Teams wishing to travel to the competition venue to watch matches must be responsible for the cost of such transportation unless the host NHA budget allows for such an expense.

8. MEDIA/PRESS

The AHF is obligated and committed to provide media coverage of all competitions. In this respect, host NHA must co-ordinate media preparations with the AHF Marketing Committee.

8.1 Media Officer

The Media Officer is an important member of the team of officials and should work in close co-operation with the Tournament Director and the host NHA. He or she shall be responsible for the management all publicity from one day prior to the competition.

8.2 Media Centre (Asia Cup and Asian Champions Trophy only)

To be compliant (as far as possible) with FIH Technical Checklist

8.3 Media Accreditation, Accommodation and Transport

The host NHA shall manage the accreditation of all journalists who wish to attend the competition and report on the same. The Media Officer shall be kept informed of all accreditation issued.

The host NHA may recommend suitable accommodation to members of the press, however responsibility and cost of making accommodation arrangements are that of the individual journalists or their employers.

If sufficient number of members of the press are present at a competition and located at the same accomodation, the host NHA shall try as far as possible to provide transport to and from the competition venue.

8.4 Television

Where applicable sufficient technical facilities must be provided on request for television broadcasters, other than the host broadcaster, intending to do live broadcast and commentary.

8.5 Results Service

The completed match reports of all matches must be sent via fax or email to the FIH and AHF Secretariats.

Arrangements must also be made to ensure that the results are sent to the various press agencies and members of the press to ensure maximum coverage for the competition.

9. MEDICAL & DOPING

Appropriate medical support is essential.

In order to control cost, the AHF controls the appointment of a Medical Officer to a minimum. It is therefore the responsibility of the host NHA to ensure that a local Medical Officer is appointed to manage the medical services available at the competition venue.

As far as possible a doctor should be available at all times when matches are being played. It is mandatory to ensure that an ambulance with a trained first aid team is available at all times during matches to provide immediate treatment to an injured player and the possibility of immediate evacuation to a hospital for further treatment. In this respect participating teams are reminded to ensure that they have the appropriate medical insurance as not all countries provide free emergency medical treatment.

There must be a first aid room at the competition venue.

Doping is now mandatory at all senior and most junior competitions. Host NHAs are to be familiar with the FIH Doping Policy and the number of tests that need to be conducted.

10. COMMERCIAL RIGHTS, PUBLICITY AND PROGRAMME

Commercial rights controlled by AHF will differ depending on the level of competition. The points below apply generally and host NHAs will be informed accordingly by the Secretary General with respect to various rights which are retained by AHF.

10.1 Title Sponsorship

The AHF retains control of all naming rights with respect to all competitions which it controls. Permission must be sought from the Secretary General prior to the conferring of any title sponsorship.

10.2 Host NHA Advertising Rights

Subject to AHF Sponsors being given precedence, the host NHA shall be allowed to sell the following rights to advertise:

- Field of play advertising: overruns, outside goal boards, inside goal boards, outside goal nets, perimeter, pre/post match centre mat;
- Press conference and interview backdrops;
- Directional signage advertising;
- Scoreboard advertising;
- Match results board;
- Public video screen (if any) advertising;
- Advertising throughout the venue;
- Merchandising;
- Hospitality areas;
- Ticket sales;
- Catering areas;
- Tournament website;
- Official programme, posters, accreditations, tickets, posters, leaflets;
- Volunteers outfit;
- Such other activities as agreed between host NHA and the AHF.

10.3 AHF Sponsors

The AHF shall be entitled to advertise at no cost on:

- Umpires uniform (subject to FIH Guidelines);
- Field of play advertising - 4 perimeter advertising boards;
- Front of technical official's table;
- Press conference and interview backdrops;
- Match results board;
- Public video screen (if any) advertising;
- Tournament website;
- Official programme;
- Posters, accreditations, tickets, posters, leaflets;
- Such other activities as agreed between the organiser and the AHF.

10.4 AHF Image and Presentation

The AHF flag must be clearly present and displayed in a prominent position at the competition venue.

11. VIP AND HOSPITALITY (Asia Cup and Asian Champions Trophy only)

The host NHA shall provide a fully catered hospitality lounge for the use of all VIP accredited persons on match days. The guest list is to be co-ordinated with the AHF Representative.

12. FINANCE AND SPONSORSHIP

The host NHA are responsible for ensuring sound fiscal practice in the organising of an AHF Competition. Where sponsor arrangements are in force subject to a separate agreement with AHF, the host NHA is responsible to ensure that the respective payments are made to AHF in a timely manner.

Organisers may retain any income earned from:

- Local sponsorship;
- Entrance fees or "gate money" from spectators;
- Any TV fees they are able to negotiate;
- Perimeter and other advertising at the stadium (except for the free advertising boards for the AHF and its sponsors);
- Programme advertising and programme sales;
- Provision of accommodation
- Tented village & catering.

Details of the financial responsibility for host organisers in terms of the AHF appointed officials are given in the AHF Responsibility Chart. Apart from the cost of transport and travel (see 7 above), the organiser is responsible for full board accommodation of all AHF 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 Tournament Director, Technical Officers, 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. Such re-imburement should (local exchange requirements permitting) be made in United States Dollars.

The organisers are responsible for providing (at their own expense) medals for the winners as required by the AHF Responsibility Chart.

12.1 Hosting Fees

Host NHAs are to be mindful of the respective AHF Hosting fees:

Men's Asia Cup	-	US\$20,000
Women's Asia Cup	-	US\$10,000
Men's Asian Champions Trophy	-	US\$20,000
Women's Asian Champions Trophy	-	US\$10,000
Men's Junior Asia Cup	-	US\$5,000
Women's Junior Asia Cup	-	US\$3,000

The fees as set out above must be paid to AHF prior to the start of the respective competitions.

12.2 Per diem

Notwithstanding that full board is being provided, it is accepted that technical officials would have additional expenses, eg laundry bills and urgent phone calls. A suitable per diem to offset these costs must be paid to each technical official.

13. COMMUNICATION

13.1 With participating teams

As soon as the teams participating in a tournament are known, it is important for the host NHA to have regular communication and exchange of information with them. The host NHA must provide information, inter alia, on:

- the type of pitch or indoor court being used;
- the cost of local hotels and accommodation
- the cost of meals locally
- the cost of local transport

13.2 With Officials and Umpires

The host NHA must initiate communication with the Tournament Director and Umpire Manager immediately upon being informed of the appointment. It may be necessary to communicate also with Technical Officers and Neutral Umpires, whoever reference should be made to the Tournament Director and Umpire Manager.

13.3 With the AHF Competitions Committee

The host NHA must designate a contact person who will be responsible to respond to the AHF Competitions Committee with all details pertaining to the tournament. The full address, email and mobile contact number of this contact person must be made known to the Secretary of the AHF Competitions Committee.

The match schedule should be agreed with the AHF Competitions Committee before seeking approval from FIH. Only the match schedules of qualifying competitions (whether first or second degree) for FIH World level events (eg World Cup, Olympic Games etc) require approval of FIH. The match schedule of all other competitions will be considered final upon the agreement with the AHF Competitions Committee.

13.4 Visa Requirements

Some participating teams may require visas to enter the host NHA country. This may require a formal letter from the host NHA. It is therefore important that host NHAs should be proactive to communicate with participating teams to inform them of any requirements and to respond promptly with the required letter.

If necessary it would be useful for the host NHA to advise participating teams of the contact details of the appropriate embassy or consulate in their home country where they can obtain visas.

Applications for visas should be dealt with at least a month before the competition. The host NHA must do their best to provide all necessary information and assistance to the teams who will travel to their country to compete. The cost of the visa application with respect to TDs, UMs, TOs and Neutral Umpires can be claimed from the host NHA. The cost of travel from home to airport or train or bus station cannot be claimed from the host NHA.

14. MATCH DOCUMENTS

The standard FIH entry form, match reports, appointment sheets etc are to be used for all competitions. These forms are available from the FIH website.

The host NHA is permitted to use their own logos on these standard documents, however the AHF and FIH logos must appear all the said documents.

15. OPENING/CLOSING (PRIZE GIVING) CEREMONIES AND PROTOCOL

The Opening Ceremony (if any) and the Prize Giving/Closing Ceremony are the responsibility of the host NHA. All arrangements for the same are subject to prior approval by the AHF Representative, or in their absence, by the Tournament Director.

15.1 Opening Ceremony

It is not necessary to hold a full Opening Ceremony at any AHF 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.

Organisers may request a VIP or National Association President to make a short welcome speech before the first match if appropriate.

15.2 Pre-match Protocol

All pre-match protocols must be approved by the Tournament Director.

Consideration should be given to the following:

- Time of teams completing warm-up;
- Time of teams lining up on the sideline in front of their bench prior to entering the pitch for the match;
- Manner of entering the pitch and lining up again prior to start of match;
- Playing of National Anthems (not mandatory);

15.3 Prize Giving/Closing Ceremony

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

In the following order, this ceremony should include:

- Presentation of the Fair Play Trophy;
- Presentation of Sponsors' Awards;
- Presentation of any other player Awards;
- Presentation of the Medals;
- Presentation of Winner's Trophy.

The presentation area must be securely roped off and stewarded.

Appropriate photographers' access must be given and should be co-ordinated by the Media Officer.

Players must be uniformly dressed in either playing attire or track suits.

The AHF Representative, and in their absence the Tournament Director, must be consulted on the persons presenting the respective awards and medals.

APPENDIX A - TOURNAMENT CHECKLIST

A quick checklist of the main points to check when organising an AHF Tournament. However, please note that this list is not exhaustive, and not all points will apply to all tournaments.

Section A - Organisation and Planning

- A1. Upon awarding of hosting, which is confirmed by letter from the AHF, host NHA should establish an organising committee, recruit volunteer organisers, establish key tasks, develop an action plan and establish meetings of the organising committee.
- A2. Liaise regularly with all teams and officials (see below).
- A3. Discuss and agree the match schedule with the AHF Competitions Committee. For events that are qualifying tournaments for world level events, the approval of the FIH must be obtained. Once agreed, circulate match schedule to all teams and tournament officials. The match schedule will also be put on the AHF website.
- A4. Check the appropriate Tournament Regulations.
- A5. Recruit volunteers to assist with the tournament, including team liaison officers, officials liaison officer, secretarial staff, ticket and programme sellers, announcer, pitch manager and assistants, ball patrol etc
- A6. Provide uniform for all volunteers so that they can be identified easily.
- A7. Check that liaison officers can speak the teams own language, or if not, appoint translators as required.
- A10. Arrange appropriate insurance cover, operational licences, safety certificates as maybe required.
- A11. Produce emergency action plan in case of an unexpected emergency in the stadium.
- A12. Arrange appropriate overnight security at the venue if required.

Section B - Team and Officials Information

- B1. Obtain contact details of the participating teams and AHF appointed tournament officials from AHF.
- B2. Send information to teams and officials as required (with copy to AHF), which should include as a minimum (this information should be sent at least 2 months before an event):
 - Hotel details including prices of rooms, meals, location from tournament venue etc
 - Visa information (if appropriate) - see below
 - Travel information, port of arrival, local travel arrangements
 - Availability of practice facilities and times available
 - Match schedule (once approved)
 - List of tournament officials
 - Details of requirements and deadlines for tournament book/programme
 - Time and venue for TD briefing meetings
 - Details of any social or civic functions
 - Any other useful local information, city maps, stadium plans, lists of restaurants etc
- B3. Agree with TD and UM the venue for tournament briefing meetings and any equipment required, such as computer, data projector, screen etc.
- B4. Produce accreditation passes for all teams, officials and volunteers as required.
- B5. Produce practice schedule for all teams
- B6. Liaise with UM regarding any umpire fitness test requirements.
- B7. Appoint Tournament Doctor/Medical Officer, and also a Media Officer if required.
- B8. Arrange tournament shirts for umpires and officials.
- B9. Provide welcome pack for all teams and officials on arrival.
- B10. Advise teams of all financial arrangements - what they must pay for and which items the hosts/organisers are providing. Advise teams in advance of the type and price of any entrance tickets available for any supporters travelling with them.
- B11. Provide maps and details of facilities at the Stadium or in the vicinity.
- B12. Provide details of stadium emergency procedures (eg. for evacuation in case of fire).
- B13. Advise (if known) if there will be any anti-dope testing procedures at the tournament.
- B14. What medical support is available - doctor, physiotherapist, treatment room.

- B15. Establish if any of the teams require visas, and if so, what documents do they require from the organisers in support of their visa applications. The important thing is to maintain close contact with those teams and to ensure that any applications for visas are made in good time.

Section C - Transport

- C1. Appoint a Transport Co-ordinator.
- C2. Liaise with all teams and officials regarding their travel arrangements to the host city.
- C3. Arrange transport from arrival airport/railway station to hotels for:
- AHF Representative (by car)
 - All teams
 - TD and UM (by car)
 - All other technical officials and umpires
- C4. Advise all concerned of arrival times, meeting points, names of liaison officers, drivers etc, and give a contact telephone number in case of emergency or last minute changes to travel plans.
- C5. Arrange daily transport from hotels to playing venue for AHF Representatives, TD, UM, technical officials and umpires.
- C6. Arrange daily transport from hotels to playing venue for teams as required by them, including practice sessions.
- C7. Arrange transport for any social or civic activities, tournament dinner etc.
- C8. Produce a daily transport schedule for distribution to all concerned.
- C9. Produce a schedule of departures and advise all concerned of their pick-up times and location.

Section D - Hotel Accommodation

- D1. Appoint a Hotel Co-ordinator.
- D2. Select a small number of hotels to be offered to teams (the designated hotels). Agree which hotel will be used for officials and VIPs.
- D3. Liaise with all teams and officials regarding their accommodation requirements.
- D4. Make bookings for all tournament officials as required. Ensure that superior rooms are booked for AHF Representative, TD, UM and any other VIP guests. Check that twin rooms meet minimum size requirement for umpires and technical officials. Confirm umpire room sharing arrangements with UM in advance of arrival.
- D6. Check with teams if they have made their hotel bookings and liaise with hotel regarding bookings
- D5. Set up tournament information desk in the hotel lobby.
- D6. Arrange for a tournament notice board in hotel lobby.
- D7. Produce a list of all the hotel room numbers of tournament officials (including umpires) and hotel and room numbers for team managers for the use of TD and UM.

Section E - Catering Arrangements

- E1. Arrange for appropriate public catering outlets at the venue for spectators, teams and officials.
- E2. Provide private catering as required for tournament officials, VIPs and invited guests.
- E3. Provide catering for all volunteer workers.
- E4. Adequate supplies of bottled water should be available for the teams during matches.
- E5. Ensure that there is always enough ice available pitchside (including bags for the ice).

Section F - Pitch

- F1. Pitch booked for duration of tournament, including practice days. Book second pitch if required.
- F2. Goals and nets - in good condition, spare nets available.
- F3. Pitch markings - as required by the current Rules of Hockey.
- F4. Corner flags and posts, spare flags available.
- F5. Pitch watering arrangements, timing and personnel/rotas - it will be vital for the personnel to be ready and in position if the pitch needs watering at half-time. Also, during watering will some additional protection or covering be needed to protect the technical table and team benches?
- F6. Perimeter advertising - including the positioning of advertising boards - are they a danger to players?
- F7. Team benches

- F8. Technical officials table
- F9. Provide appropriate technical equipment
- F10. Provide sufficient FIH approved match balls.
- F11. Weather/water protection for team benches/officials table.
- F12. Provide stick bins beside team benches.
- F13. Provide additional chairs for suspended players beside technical table.
- F14. Arrange equipment - podiums, ropes etc. - for the prize giving and medal ceremonies.

Section G - Stadium

- G1. Results board showing match schedule and daily results.
- G2. Match scoreboard and clock - check that it works. Power supply or spare batteries.
- G3. Team names for scoreboard.
- G4. Public address or loudspeaker system - install and test.
- G5. Positioning and installation of any merchandise or food sales stands.
- G6. Spectator barriers, safety tape, bollards etc.
- G7. Protection for spectators - protective netting behind the goals.
- G8. Reserved seating area for VIPs, guests, officials and teams who are not playing.
- G9. Arrange any marquees, tents or portable cabins which might be required.
- G10. Direction signage.
- G11. Temporary toilet facilities.
- G12. Changing rooms - including allocation to teams and umpires. Cleaning (between use by different teams as well as at the end of the day), and security (lockable).
- G13. Programme sales desk or programme sellers on foot. Sufficient volunteers and cash float.
- G14. Tournament Director's and Umpire Managers offices and equipment.
- G15. Secretariat office, equipment and staff.
- G16. Relaxation rooms for officials and players.
- G17. Office for AHF Representative.
- G18. Video platform for teams to set up video cameras.
- G19. Rooms and equipment for medical facilities (and anti-doping if required). Liaise with the Tournament Doctor or the person in charge of medical facilities
- G20. Is 24 hour service available during the tournament to deal with mechanical or electrical faults, which may occur at the stadium or on the equipment, such as the watering equipment or the electrical supplies or equipment?

Section H - Media and Commercial

- H1. Appoint a Media Co-ordinator.
- H2. Media facilities.
- H3. Media accreditation, photographers bibs, system of recording attendance.
- H4. Reserved media seating area.
- H5. Obtain sponsorship and/or perimeter advertising for the tournament. Liaise with AHF regarding commercial opportunities for sponsors, including naming rights.
- H6. Discuss tournament with national and local television, radio and newspapers.
- H7. Arrange local publicity campaign.
- H8. Decide ticket prices, and print tickets if required.
- H9. Develop and agree a tournament logo with AHF which can be used on posters, programmes and other publicity and tournament information.
- H10. Design and produce a tournament programme book. Obtain local advertisements, team and officials information and photographs, together with EHF information and advertisements.

Section I - Miscellaneous

- I1. Provide trophies and medals as required by AHF Responsibility Chart.
- I2. Obtain national anthems of competing teams.
- I3. Obtain flags of competing countries and AHF.
- I4. Arrange ambulance and medical staff.
- I5. Check with appropriate authorities regarding anti-dope testing. Provide facilities if required.
- I6. Hire two-way radio network for TD, volunteers.
- I7. Send invitations to VIPs, Sponsors and Civic Guests.
- I8. Arrange any social events or programme for teams and/or officials.