

EVENT MANUAL AND CHECKLISTS FOR EuroHockey Tournaments (Girls and Boys)

- **Youth Championships (U16 Hockey5) I, II, III, IV**
- **Youth Championships (U18) I, II, III IV**

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EVENT MANUAL AND CHECKLISTS FOR EHF COMPETITIONS OUTDOOR (YOUTH NATIONS (U16 Hockey 5 & U18) I, II, III, IV)

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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 Youth (U16 Hockey5) Championships I, II, III, IV (Boys & Girls)
- EuroHockey Youth (U18) Championships I, II, III, IV (Boys & Girls)

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 Championships
- EuroHockey Championships II, III, IV
- EuroHockey Junior Championships I, II, III & IV
- EuroHockey Club Champions Cup, Trophy & Challenges (Women)
- EuroHockey Club Trophy & Challenges (Men)

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 Nations tournaments, it is done by EHF Executive Board on the recommendation of EHF Outdoor Competitions Committee.

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.

EHF will send the contacts of the NAs to the host as soon as possible. It's the host responsibility to contact the teams with a Teams Letter with all important tournament information, such as: accommodation, transport, catering, etc.

COMPLIANCE AND OBLIGATIONS

3. Organising Committee

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

- Chair
- Secretary
- Treasurer

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

- Stadium/field and facilities (including offices, changing rooms, catering facilities, the pitch, ball patrol (if necessary) etc)
- Chief Liaison Officer (who will work through one Liaison Officer or Host appointed for each team (usually 8), 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.

4. Technical Requirements

Competition

One (1) Tournament which will normally consist of 8 teams – Boy's Competition

One (1) Tournament which will normally consist of 8 teams – Girl's Competition

Number of days for the Tournament

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

Dates for the Tournament

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

Tournament Personnel and Local Officials

EHF will appoint the Tournament Director, any Technical Officers required, Neutral Umpires, Umpire Manager and National Umpires. In addition, up to 4 local judges (and depending on the event a local Technical Officer) will 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.

For the Responsibility chart – please click here (but always check EHF website for the latest version!):
Responsibility Chart – Outdoor Championships (Nations)

These officials will be appointed by the EHF Appointments Committee.

All appointments are made through the Automated Web System (AWS). The Host will also be given access to this tournament through the same 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 all 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 EHF Operations Manager and the EHF Communications Manager.
- (c) Technical: Ground Manager, Pitch Manager and staff, match statisticians, 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 and responsible for fan engagement and social media updates.
- (f) Security

Competition Field of Play Inspection

General

- Nine (9) months prior to the Event (Nations), 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 FIH approved (preferably non- sand filled) synthetic surface.
 - The synthetic field of play surface to continue with the same qualities of materials, slope and smoothness for a minimum distance of three metres before any change in that surface occurs and for a further minimum distance of two meters at horizontal surface 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 FIH specifications and conditions.
 - Seating area of appropriate gradient and capacity allowing full viewing capacity as close as possible to field of play (no athletic track).
 - Durable white field of play markings, flush with the surface and clearly visible, either inlaid into the carpet or of waterproof paint, and confirmed as accurate and complying with the current Rules of Hockey.
 - Goals and flags in accordance with the current Rules of Hockey plus one goal and two flags held in reserve. 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).
 - 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 the field is water-based - watering facilities capable of evenly wetting the entire field of play including the overruns within 8 minutes. To ensure that there will be an even distribution of water on all areas of the pitch, it is always advisable to have a hand held hose available in addition to the automatic watering system.

- Where the match schedule requires matches to be played under artificial lighting, this must be in accordance with FIH standards for the minimum requirements for play and television recording (see www.fih.ch *Guidelines to the Artificial Lighting of Hockey Pitches*). The minimum horizontal luminance is 500 lux.
- Always check the lights and watering system shortly before the event if everything works.
- Have emergency numbers available during the event in case of problems with: lights, watering system, electricity, etc.
- For Hockey5 events side-boards are needed around the pitch. EHF can advise Member Associations of these side-boards.

Compliance

- Existing field(s) of play must have a Certificate of Compliance not more than two years old, otherwise the field(s) must be tested at the latest nine (9) months prior to the competition by one of the FIH accredited laboratories and obtain a Certificate of Compliance with the FIH Requirements for Synthetic Surfaces. In case of non-compliance immediate remedial action must be taken. Certified copies of these Certificates should be supplied to the EHF Office.
- Field(s) of play installed less than nine (9) months prior to the competition have to be built under the supervision of one of the FIH accredited laboratories.
In any case the sub-base must be tested prior to the installation of the carpet and a full field test must be conducted to obtain a Certification of Compliance as soon as the field(s) of play has been installed. A certified copy of this certificate should be supplied to the EHF Office.
- The costs of the tests are for the account of the Organiser.

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 30 minutes on the field of play.

Practice Facilities

A full-size training field of play to be available for training and readily accessible from a reasonable distance from the stadium. It should be properly marked with goals and flags and provided with adequate watering and artificial lighting facilities. The training field of play should preferably have the same playing surface as the competition field of play. Changing room accommodation should be available.

A training schedule should be made (see regulations) and send to the teams in advance. If teams want to play practise matches, try to arrange umpires for these matches, if possible. Liaise with the UM if the tournament umpires are available to umpire any practise matches.

Hockey balls

- Balls from an FIH approved manufacturer shall be used (*Kookaburra Standard* is sufficient for youth events).
- It's common that each ball child has 2 balls and at least 12 balls are in stock as spare ones.
- The availability of practice and pre-match warm-up balls is the responsibility of the participating teams.

Benches, Technical Table and Technical Equipment

Team benches (or chairs) and stick storage

- A team bench (or chairs), to seat a maximum of 11 people, shall be located on each side of the Technical Officials' table at a distance of not more than 10m from it. The team benches shall be set back at least the same distance from the field of play sideline as the Technical Officials' table.
- Benches must allow a clear view of the field of play and have a protective cover against sun, wind, rain and pitch watering.
- A stick storage facility between the Technical Officials' table and each team bench (or chairs), with a moveable cover for protection against rain and pitch watering.
- Garbage can beside the dug-outs.

Technical Officials' Table/Dugout

- 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 annoyance from the elements and/or 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 3 metres away from the sideline of the field of play.
- Electrical outlet points for computers, printers and cooling devices (if appropriate) should be available.
- The table must allow a clear view of the field of play and have a protective cover against sun, wind, rain and pitch watering.
- 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.
- The facility must include an appropriate working table. The front and two sides 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 (Tournament Director, Umpires' Manager, Local Medical Officers).
- 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:

- Three stop watches
- Clock and score-board operation panel
- Two audible hooters (air horns)
- Two sets of official warning cards (green, yellow and red) as used by the umpires
- Two spare whistles
- Four 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 bloodstained 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 Tournament Director, Organiser, Public Announcer as required.
- **A (preferably) dedicated hardwired (LAN) Internet cable for the use of TMS (in case of wifi, then a strong wifi with password). This is extremely important!**
- A laptop with Google Chrome and a printer.

Venue Requirements

It is recommended that a Spectator Seating Area for spectators, players, officials be provided.

Toilets

- Sufficient toilet facilities (including disabled) for use by all spectators should be provided.
- Temporary toilet facilities should preferably 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.

Garbage

- Sufficient garbage cans at the whole venue. Extra garbage cans besides the dug-outs and in dressing rooms.

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.
- At events where 2 pitches are used, make sure the anthems that are played at one pitch, are hardly to be heard at the other pitch.

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.

Spectator Facilities

- Sufficient refreshment facilities should be provided for the purchase of food and drinks by spectators. We also recommended that a Trade Village and a 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. The stadium announcer will work closely with the operating staff of the Video Display Screen (above).
- 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.

Changing Rooms

Teams

- Four separate lockable changing rooms located in the stadium for teams. Each changing room to be equipped with an appropriate number of showers with hot and cold water, toilets and preferably a treatment table (8 changing rooms when 2 pitches are used).
- Where a Hockey5 event is played with more matches being played at the same time, it is recommended to have more than 4 dressing rooms.
- 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.
- If the changing rooms are situated at such distance from the pitch to make it impractical for teams to use them at half-time, and players need to get away bad weather, hot sun or pitch watering, then consider what other temporary shelters (tents) might be necessary near to the pitch.

Umpires

- One separate changing room 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.

Volunteers

- Remember to have a place available for your volunteers and especially for ball children. This can also be a tent or a reserved place in the clubhouse.

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 stadium whenever matches are being played and should be located near the technical table for each match and in radio contact with the organiser and TD.

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 either at the stadium or at the hotel, though most are used to improvising and to using a hotel bedroom as their treatment centre.

Local officials should know 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).

A contact number for a dentist should also be available.

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
 - wood, aluminium or air splints for fractures of upper or lower limbs
 - ice

First Aid 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
- analgesics (oral and injectable), including morphine, medicines for gastro-intestinal disorder
- means of disposal of used sharp, sterile and non-sterile equipment
- teams may also require ice for ice baths (at their own cost).

Anti - Doping Facilities

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

Care of Umpires

An appropriate facility/ability to treat and care for the umpiring panel, including massage facilities from 2 days before the event.

Refreshments

Adequate supply of cooling ice (only for injuries and not for cooling drinks) constantly available for teams and technical officials near the team benches. As of September 2015 it's not necessary anymore to provide the teams with bottled water during matches. If there is a tap available in the vicinity of the team benches and it's safe to drink, this is preferable, but teams have to arrange their own bottles. Hosts are asked however to provide team managers with a possible location to buy water bottles, close to the venue.

Tournament Offices

Tournament Director

- One private, lockable office shall be provided near to the pitch for the Tournament Director (for a joint event, the TDs can share the room).
- In case of a single event, the TD and UM can share a room.
- This should include:
 - lockable desk and chairs
 - printer and internet access
 - office stationery
 - refreshments and snacks.

Umpire Manager

- One private, lockable office shall be provided near to the pitch for the Umpire Manager (for a joint event, the UMs can share the room).
- This should include:
 - lockable desk and chairs
 - printer and internet access
 - TV monitor and DVD recorder and player
 - office stationery
 - refreshments and snacks.

There must also be a volunteer who can provide secretarial support and has to be available 'on call'. This volunteer must speak and write fluently in English.

At the day before and the first day of the tournament it is helpful to have an IT-person available in order to assist TD/UM/press get connected to printers, etc.

Sometimes it's recommended to have pigeon holes for team managers in a place where they have access. This can be discussed with the TD if it's necessary.

Meeting Rooms

Pre-Tournament Briefing Meetings

- A meeting room should be available for the pre-tournament TD and UM briefing meetings (including kit and equipment checks), preferably located at the competition venue or in the officials' hotel. This should include:
 - seating for approximately 40-50 persons (more when joint event) for the TD meeting (fewer seats are necessary for umpires and officials meetings)
 - top table and seating for 4 persons
 - tables for conducting kit checks
 - data projector and screen
 - Free Internet access.

A pre-tournament meeting schedule needs to be prepared together with the TD and the host should email all teams this schedule so everyone is aware where and when they will be held.

Team Meetings

- Meeting rooms should be available for use by teams at the tournament hotel, preferably including screen and projector from 3 days 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 or in hotel, preferably including a television and DVD playback facilities, for meetings with team managers, umpire debriefings etc.

Social Event

- During youth events the host sometimes want to host a social event with all participants (players, staff and officials). An agreed fee can be charged to all the teams. It is however not mandatory for teams to take part as they are off course preparing for the matches.

Personnel, Other Equipment and Arrangements

Ball Patrol

- A ball patrol of six (6) to eight (8) boys/girls shall be provided for each match. All ball boys/girls should be provided with training before the start of the competition and should be dressed in identical uniform (which is a different colour from the shirts of players and umpires). Remember to provide them (if necessary) with a cap for protection against sun and provide them with drinks at half time. Make sure they are not too young as they have to focus for the duration of the whole match.
- 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.

Umpires

- The host needs to provide the umpires with umpire's shirts. For women's events they should preferably be women's fit. At least 2 colours are necessary of which 1 is yellow and the other one should be light green, turquoise or light blue. Please liaise with the TD which colour he/she thinks is appropriate.
- There is no need to print the names of the umpires on the back, nor is there the need to print the EHF or Tournament logo on the shirt. However, if you do print something, please liaise with the EHF Communications Manager so she can advise.
- If a host want to print a sponsor on the umpire's shirt, please check the [FIH regulations](#) – Appendix 15 for what is and isn't allowed.
- The technical officials will have to wear EHF clothing. The host, if they wish so, can give the technical officials tournament clothing as a gift, but this is not to be worn during the event.

Flags and Anthems

- At Nations tournaments, flagpoles and flags should be provided alongside the pitch, one for each participating country and one each for EHF, FIH and the host National Association/Club. Remember to use the new blue EHF flag. When Ireland is participating in your event, ask them to bring their own flag as they play under their National Association flag (not green-white-orange country flag). Also use this National Association flag in any artwork.
- At events where 2 pitches are used, make sure at both pitches the players can see the national flags during the anthems. Or have ball children carry the flags of the nations during the anthems.
- National Anthems should be available and played before the start of each match when teams line up on the pitch (see protocol arrangements). Each anthem should be around 1 minute. Remember to check with Team Managers before the first day if the anthem you have is the correct anthem!
- For Hockey5 events it is recommended to only have anthems at the first and last match of the event. With 2 matches being played beside each other, the option of anthems should be discussed with EHF.
- At events where 2 pitches are used, make sure the anthems that are played at one pitch, are hardly to be heard at the other pitch.

Team Video Facilities

Unless otherwise agreed with the EHF the following applies.

- A specific platform for video operators of participating teams, with full viewing capacity of the field of play from directly behind one (or both) goals should be provided. This facility must not be accessible to the general public and be separate from any TV broadcasters.
- In the event of there being demand for use of the video platform which exceeds the available space then priority should be given to 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 tower should preferably be covered and 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.

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.

5. Hotel Accommodation

Tournament Officials

Hotel Accommodation

All Tournament Officials, umpires, EHF Media Officer and EHF Medical Officer shall be accommodated, in accordance with the responsibility chart, in the same Tournament Official Hotel. The Umpires' Managers 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 Organiser's cost for the Tournament Director. Please note that if rooms are of reasonable space, a single room is sufficient and has to be agreed with the EHF Competitions Manager.

Single room accommodation shall be provided at the Organiser's cost for the Technical Officers, EHF Medical Officer, EHF Media Officer, Umpires' Managers.

Twin room accommodation shall be provided at the Organiser's cost for Judges (10) and Umpires (10 men and 10 women) provided that the rooms 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.

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

Local TO and judges can sleep at their own house if they live close by in order to reduce costs. They should however be able to have dinner with the TD if the TD requires this necessary and this will be at the account of the host. Local officials should be available the whole day prior to the start of the tournament.

At youth event the payment of accommodation and Food & Drinks of the national umpires, is a responsibility of their own National Association. The umpires however cannot stay with their own team and has to stay in the Officials hotel. It is recommended that the host informs the NA of the umpire in advance of the tournament about the costs of a room (50% of a room when used as twin room) and costs of Food & Drinks. This amount should be transferred by bank before the start of the event.

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 above for the entire Tournament at the pre-Tournament briefing meetings.

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 - 50 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 for breakfast when large numbers of people may want:
 - Early or late breakfast
 - To all eat at the same time
 - Late dinner (especially tournament officials who often are the last to return);
- It is also good to have available flexible coffee shop/buffet type catering for other meals;
- A tournament welcome/information desk (preferably) staffed by volunteers who can assist teams and officials with tournament information or local enquiries;
- A tournament notice board in the Hotel Reception where tournament information, notices, appointment sheets and transport schedules can be displayed.
- Decent wifi internet, preferable free of charge.
- The host is responsible to pay for internet for TD and UM if the internet is not free or only limited access.

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 their expense, transport for umpires and officials from and to the designated airport (which will be the nearest airport with international or major domestic air services) 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 their expense transport from and return to the hotel and the stadium/field throughout the Tournament.

For the Umpires and Umpire Manager 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.

Return Travel - Tournament Officials

Tournament Officials:

- (i) Tournament Director(s):
Organiser will arrange and fund travel provision. Entitled to arrive from mid-day 2 days 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.
- (ii) 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 2 days 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.
- (iii) 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.
- (iv) 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.

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 (see Appendix D - Responsibility Chart).

Where appropriate, Organiser will purchase an economy class ticket for Tournament Officials at the best available price.

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.

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 Technical Officials.

Private car to be provided for the Tournament Director. Ask the TD in advance if he/she needs the car and at which times.

The host National Association shall make arrangements for transport for all participating teams (if required) to/from the designated airport or railway station and the team's accommodation, and to/from the accommodation and the stadium/playing ground(s), including practice ground(s). Participating teams are responsible for the full cost of their own local transport (airport-hotel vice versa and hotel-venue vice versa).

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

Participating teams are responsible for arranging and paying the costs of their own internal transport, but may need help from the organisers to recommend, from their local knowledge:

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

If the host can arrange the transport for the teams, that will help them. Teams will

TD

The organiser should make a car/cars with drivers available for the TD.

7 Media/Press

Read the Media Guidelines on the EHF website, and make a promotional plan for before, during and after the event.

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

Essential Media items:

- Good internet access (in the media room and pitch side)
- A reserved area at the pitch, where possible this should be covered and must have power supply
- A safe place for equipment (lockers or a staffed room)
- They work long days so provide basic refreshments, water, tea, coffee and sandwiches
- Photographers may need car park passes for their equipment
- High visibility vests for the photographers
- Public access to the AltiusRT system (EHF will provide the link)
- A staff (3/4 volunteers) that will be available for all games to tweet, post onto facebook and video links, or make short interviews with players.

Below are necessary if you have a large number of media attending:

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 and only to Championship I)

The Media Officer is an important member of the EHF team of officials and should work in close co-operation with the Tournament Director 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 Code of Conduct are being adhered to by teams
- Liaison between production staff, host broadcaster, distribution agents and the TV Co-ordinator
- Approve all English press releases and proof read daily news bulletin (on-line)
- Conducting Press conferences in conjunction with Media Centre Staff

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

Staff:

On-site management of 3 Media Team volunteer staff, dedicated to working with the EHF Media Officer. This group of volunteer staff (to be provided by the Organiser) will work with the organisers to provide English content for the Tournament website, tweeting, updating the Results on the EHF site and any daily news bulletins. In addition to video interviews to be uploaded on EuroHockey and Tournament website. Updating EuroHockey website and working with the EHF appointed official photographer to upload photographs onto EuroHockey communications 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 at least one day prior to the start of a major European tournament

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. The Media Centre should be open a minimum of four hours on rest days (if applicable).

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
- Media lounge area;
- Viewing area at field of play.

Reception Area

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 (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 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 pitchside Press Viewing Area. This must be a high capacity system capable of serving the requirements of journalists, photographers and web media.
- Unless the venue has an excellent open system, it is recommended to have a closed (password protected) wifi internet hub for just the 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 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 (note large sizes to wear over jackets in bad weather).

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 dedicated and easily accessible covered 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;
- dedicated telephone facilities for those making special requests (i.e. radio journalists), handled on a case-by-case basis with costs being covered by the individual or organisation making the request;
- wireless internet access;
- 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);
- no spectator access;

Press Information Pack

A comprehensive Press Information Pack should be compiled and distributed 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;
- team listings for all participating countries and available background information;
- photographers' guidelines (including where they are allowed to enter the pitch and stand/sit);
- transportation information;
- tourist 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 and Transport

The organiser should recommend a choice of two hotels (3* and 4*) offering safe, comfortable and affordable accommodation. The hotels should be equipped with standard facilities found in a business centre (telephones, fax machines, photocopiers, etc.) to allow journalists to continue their work from the hotels. 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.

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.

8. VIP and Hospitality

It is good to consider a VIP area for your sponsors, any local/national Government officials who come to the event and the VIP's within the hockey community.

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

- EHF officers (President, Vice Presidents, General Secretary, Treasurer)
- Chairman, EHF Competitions Committee
- 8 participating teams x 26 people (18 players, manager, assistant manager, coach, assistant coach, doctor, 2 physiotherapists, video operator)
- Appointed tournament officials
- EHF Competitions Manager
- EHF Communications Manager
- EHF Operations Manager
- EHF Official Photographer

Press Accreditation (access press stands, press centre, interview room) (note: no access to playing area except photographers)

- EHF officers (President, Vice Presidents, Director General, Treasurer)
- Tournament Director
- EHF Competitions Manager
- EHF Communications Manager
- EHF Operations Manager
- Other EHF Staff (on request)
- Chair, EHF Competitions Committee
- Official press badge holders

Car park passes

- Organiser to provide 5 daily car park passes in VIP car park for EHF

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 the host will receive from 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, except the organiser's contact details.

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 the 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 (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;
- 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 well in advance
- 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.

Visa Requirements

Teams 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 will often require a formal letter of invitation from the tournament organisers and/or the host National Association. Sometimes this letter is required to name the individuals who will be in the travelling group.

Organisers should advise teams if they need visas, and should provide contact details of the appropriate embassy or consulate in their home country where they can obtain visas. Organisers should communicate with these teams at the earliest possible time, and it may also be helpful to make direct with the appropriate embassy in advance.

Applications for visas should never be left until the week before a 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.

Event Promotion and Presentation

10. Obligations Relating to Broadcast

There is no requirement for full coverage or 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 coordinator, (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 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 Coordinator, 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.

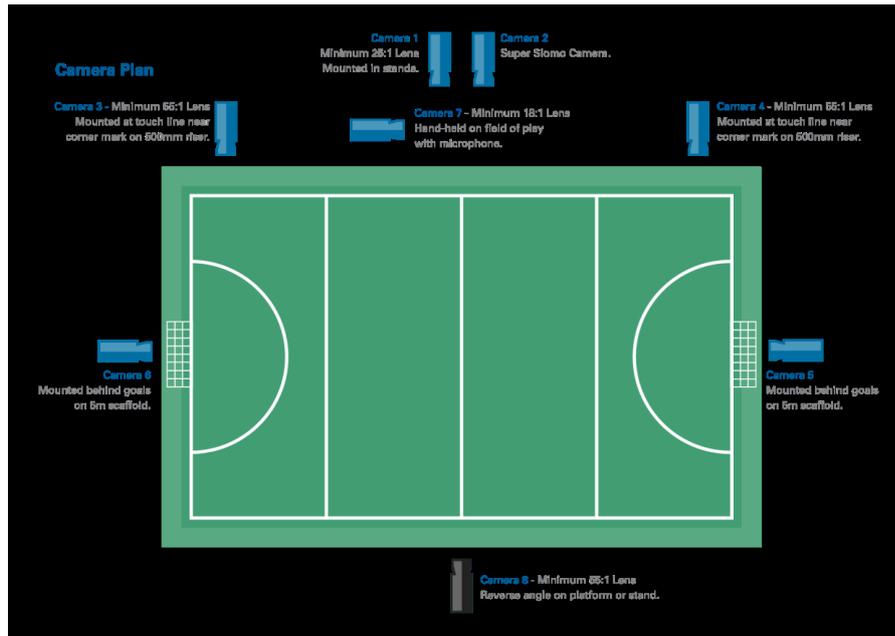
Coverage

- 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



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, Azpetrol and AstroTurf. 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.

The Licence Fee is in the Responsibility Chart. Not all events carry a licence fee but all events require a signed Agreement.

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.

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 Astroturf 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 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 agreed official title of the event must be used on:

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

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;
- Press conference and 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);
- Press conference and interview backdrops (EHF and EuroHockey branding);
- Match results board;
- 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.

Event logo

The EHF will provide the Event Logo in good time before the event. This is the ONLY logo that is permitted to be used.

There is a place holder for a title sponsor, any title sponsor to be included MUST have EHF approval

Tournament Website

The EHF will provide you with a link to a basic website to be used for the event.

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 one-year 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 EHF flag 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) (see 4.2);
- The lobby of main hotel(s) (see 4.2);
- At the closing ceremony;
- The press/media centre;

- The press conference and interview rooms. The press backdrop and table cover must be approved by the EHF in advance;
- On promotional/printed materials (press releases, programmes, informational updates, posters, tickets, accreditation's etc.);
- The EHF flag must be displayed in prominent positions in the stadium.

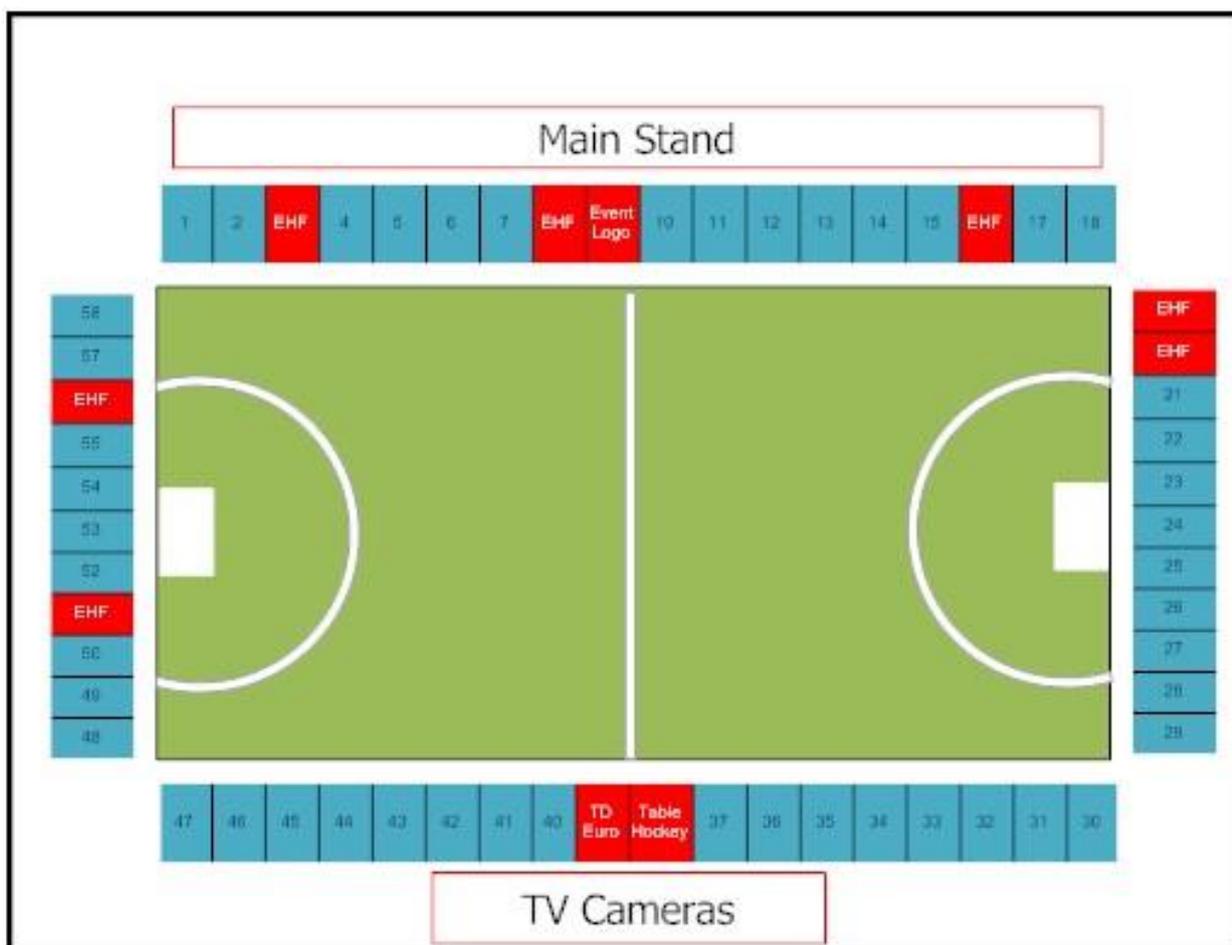
EHF or EuroHockey logos cannot be modified in any way and can only be used in accordance with the EHF Branding & Media Guidelines available from the EHF website.

Poster/Programme – the EHF will send you a template for the Programme

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 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.

Field of Play Advertising



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 an 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, such flag should be obtained from the host National Association. (Nations Tournaments only)

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

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 importance of the event, ensuring at all times that they provide added value to the event. All arrangements are subject to prior approval by the EHF Representative, or in their absence, by the Tournament Director.

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.

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

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.

To be conducted as soon as possible after the final match and be completed within 1 hour of the end of the final match.

Medals

The artwork for medals (the front of the medals will display the EHF (triangle) Logo) must be approved by the EHF prior to production.

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

In the following order, this ceremony should include:

- Presentation of the Fair Play Trophy; (not compulsory)
- Presentation of Sponsors' Awards; (not compulsory)
- Presentation of any other player Awards; (not compulsory)
- Presentation of the Medals; (compulsory)
- Presentation of Winner's Trophy.

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 etc., if any) 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 medallions are then presented in reverse order. 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 (3).
- The Winner's Trophy is presented to the Captain of the winning team by the EHF Representative who, at his/her discretion, may invite a VIP/Civic or National Dignitary to make the presentation. In the absence of an EHF Representative, the Tournament Director 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

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 (Appendix D of the regulations). 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

A quick checklist of the main points to check when organising an EHF Tournament. However, please note that this list is not definitive, and not all points will apply to all tournaments. Please also refer to the detail contained in these Guidelines and also the appropriate EHF Competition Regulations.

Section A - Organisation and Planning

- A1. Submit EHF Application to Host through the National Association office by the deadline stated on the entry forms and included in the appropriate EHF Competition regulations. Include all details regarding the venue, hotels and other information required.
- A2. Once the tournament is awarded to the host, which is confirmed by letter from the EHF, host organisers should establish an organising committee, recruit volunteer organisers, establish key tasks, develop an action plan and establish meetings of the organising committee.
- A3. Liaise regularly with all teams and officials (see below).
- A4. Discuss and agree the match schedule with EHF. Once agreed, circulate match schedule to all teams and tournament officials. The match schedule will also be put on the EHF website.
- A5. Check the appropriate Tournament Regulations which are available from the EHF website.
- A6. 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. Prepare duty rota depending on people's availability and ensure that all volunteers are fully briefed on their duty and function.
- A7. Provide uniform for all volunteers so that they can be identified easily.
- A8. Check that liaison officers can speak the teams own language, or if not, appoint translators as required.
- A9. Arrange appropriate insurance cover, operational licences, safety certificates as maybe required.
- A10. Produce emergency action plan in case of an unexpected emergency in the stadium.
- A11. Arrange appropriate overnight security at the venue if required.
- A12. Arrange ambulance and medical staff

Section B - Team and Officials Information

- B1. Obtain contact details of the participating teams and EHF appointed tournament officials from EHF.
- B2. Send information to teams and officials as required (with copy to EHF), which should include as a minimum:
 - 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. Teams will need to have the schedule once this has been finalised. In particular, they will need to know the time of their own practice sessions and of any transport to the practice venue.
- B6. Liaise with UM regarding any umpire fitness test requirements.
- B7. Approach host National Association for the names of appointed local officials.
- B8. Appoint Tournament Doctor/Medical Officer, and also a Media Officer if required.
- B9. Arrange tournament shirts for umpires.
- B10. Provide welcome pack for all teams and officials on arrival.

- B11. Provide appropriate gifts and mementoes to EHF, TD, UM, officials, umpires and teams.
- B12. 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.
- B13. Provide maps and details of facilities at the Stadium or in the vicinity.
- B14. Provide details of stadium emergency procedures (e.g. for evacuation in case of fire).
- B15. Advise (if known) if there will be any anti-dope testing procedures at the tournament.
- B16. What medical support is available - doctor, physiotherapist, treatment room.
- B17. 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. Liaise with the host National Association and EHF regarding visa applications.
- B18. The Organisers will need to know from the teams and officials as early as possible:
 - The number of players and officials in each team's squad and details of any others attending with them
 - Time and place of arrival and departure
 - Details of the players' names and a team photograph for the programme book
 - The address and telephone number of the hotel they have arranged (if not in the designated hotel) and the method of transport which they have booked
 - Practice times requested before and during the tournament

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:
 - EHF/FIH 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 TD, UM, technical officials and umpires.
- C6. Arrange daily transport from hotels to playing venue for teams as required by them, including practice sessions (check regulations for host obligations).
- 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. Negotiate rates with chosen hotels and make provisional bookings.
- D4. Liaise with all teams and officials regarding their accommodation requirements.
- D5. Advise teams of the details of their accommodation, including location, costs, payment terms, booking procedure and any other information on facilities available in the hotel or nearby (shops, taxis, laundry, medical centre, public transport etc.).
- D6. Make bookings for all tournament officials as required. Ensure that superior rooms are booked for EHF/FIH 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.
- D7. Liaise with the hotel over breakfast arrangements - a buffet style always works best. The hotel will need to know of any special requirements for early or late breakfasts or when the busiest time for breakfast is going to be.

- D8. Likewise, they will need to know of any late dinners for teams, or tournament officials, especially if the match schedule means players and officials do not return until late in the evening.
- D9. Arrange meeting rooms in the official hotel as required for briefing meetings or team meetings.
- D10. Set up tournament information desk in the hotel lobby and organise a rota of volunteers to operate it (starting from the day before the tournament begins, or even 2 days before depending on the arrival times of teams and umpires and officials).
- D11. Arrange for a tournament notice board in hotel lobby.
- D12. Provide list of alternative hotels for spectators and guests.
- D13. 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 organisers, TD and UM.
- D14. Arrange to check that teams and spectators using the hotel have settled their accounts before leaving and that those for whom the organisers pay the hotel room (officials) have settled their extras account when they check out.

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. Ensure that there is always enough ice available pitch side (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. Consider also the position of the pitch in respect to any TV requirements. Will the lines need remarking during the Tournament? If so, what arrangements need to be made?
- 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? Are any permanent advertising boards acceptable to (a) the tournament sponsors, (b) EHF, and (c) television. Are EHF and sponsors' advertising boards in place (where supplied)?
- 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. Kit or baggage store for teams at the stadium - to secure bags when they are not in the dressing rooms, and especially on the last day.
- G14. Programme sales desk or programme sellers on foot. Sufficient volunteers and cash float.
- G15. Tournament Director's and Umpire Managers offices and equipment - see Appendix A.
- G16. Secretariat office, equipment and staff - see Appendix A.
- G17. Relaxation rooms for officials and players.
- G18. Video platform for teams to set up video cameras.
- G20. Rooms and equipment for medical facilities (and anti-doping if required). Liaise with the Tournament Doctor or the person in charge of medical facilities - see Guidelines section 9.
- G21. 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 who connects with the EHF Communications Manager/ EHF Media Officer
- H2. Media facilities
- H3. Media accreditation, photographers numbered bibs, system of recording attendance.
- H4. Media team for website and social media updates
- H4. Reserved media covered seating area.
- H5. Obtain sponsorship and/or perimeter advertising for the tournament. Liaise with EHF 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. Use the Tournament logo on posters, programmes and other publicity and tournament information.
- H10. Develop a tournament website and include all appropriate tournament information.
- H11. Design and produce a tournament programme book. Obtain local advertisements, team and official's information and photographs, together with EHF information and advertisements.
- H12. Plan a promotional campaign
- H13. Plan Sports Presentation to add to the ambience of the event, remembering that all pitch activity must be approved by the TD in advance.

Section I - Miscellaneous

- I1. Provide trophies and medals as required by EHF regulations.
- I2. Obtain national anthems of competing teams (nations tournaments) and check with announcer.
- I3. Obtain flags of competing countries, EHF and host National Association.
- I4. Check with appropriate authorities regarding anti-dope testing. Provide facilities if required.
- I5. Hire two-way radio network for TD, volunteers.
- I6. Send invitations to VIPs, Sponsors and Civic Guests.
- I7. Arrange any social events or programme for teams and/or officials.

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