

APPENDIX 2

WGMA EVENT MANUAL

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WGMA EVENT MANUAL

1. Introduction

The World Grand Masters (WGMA) Event Manual, applies to both men's and women's tournaments.

1.1 Purpose of the Event Manual

The purpose of this manual is to ensure that all Tournaments under the control of WGMA are conducted in a consistent and efficient manner from year to year. The manual clearly outlines the requirements and responsibilities for each of the following groups associated with the Tournaments:

- World Grand Masters Association (WGMA)
- Host Nation Organising Committee (HNOC)
- Tournament Officials
- Competing Teams

There are two (2) important documents which should be read in conjunction with the Event Manual:

1. The current Rules of Hockey authorized by FIH, together with any additions and modifications specifically authorized by WGMA for that Tournament
2. The FIH Tournament Regulations as per **Attachment A** plus Amendments for Grand Masters Hockey as per **Attachment B**. This Event Manual is subject to alterations and amendments by WGMA.

2. Responsibilities of WGMA

2.1 Tournament Roster

HNOC will be given the opportunity to provide their preferred Tournament dates to WGMA in the year preceding the Tournament. WGMA will have the final say on these dates.

2.2 Tournament Director, Umpire Manager and judges

- WGMA will appoint a Tournament Director upon recommendation from the HNOC.
- WGMA will appoint an Umpire Manager upon recommendation from the HNOC.
- WGMA will also appoint an Assistant Umpire Manager where possible upon recommendation from the HNOC.
- The HNOC in consultation with the Tournament Director will appoint judges to assist at each Tournament.

Once the Umpire Manager, and where applicable the Assistant Umpire Manager have been appointed, the HNOC will forward the relevant umpire panel contact list to them. Attending Nations shall arrange the return travel to the Tournament for their umpires. Umpires are normally only required to arrive on the day prior to the start of the Tournament and leave no earlier than the conclusion of the Tournament.

2.3 Notify Hosts of sponsorship servicing requirements

It is the responsibility of WGMA to inform HNOC of their sponsor servicing requirements. Servicing may include erecting sponsor signage at the Tournament venue, acknowledgments in the program and announcements over the public address system during the Tournament.

3. Responsibilities of the Host Nation Organising Committee

3.1 Appointment of the Organising Committee

The Organising Committee is responsible for the overall organisation of the Tournament.

The designated Host Nation shall appoint an Organising Committee, at least nine (9) months prior to the starting date of the Tournament they are hosting, with names to be forwarded to WGMA.

A Chairman of the Organising Committee must be appointed at the outset. The Chairman should not be appointed to the position of Tournament Director or Umpire Manager for the Tournament. It is recommended that the ground manager of the Tournament venue is a member of the Organising Committee.

The Organising Committee shall appoint a liaison officer as the prime point of contact for visiting teams whilst at the Tournament. It may also be appropriate to appoint additional liaison officers to make the visiting teams feel welcome and to ensure their stay is enjoyable.

3.2 Tournament Draw

The HNOC must create a "draft" Tournament draw and submit it to WGMA for approval no later than ten (10) weeks prior to the commencement of the Tournament. WGMA will advise all participating countries when the draw is approved. In preparing the draw the HNOC should adopt the following criteria:

- a) Teams should not play on four consecutive days except in Tournaments of four playing days or less
- b) Teams should be allowed a minimum of 18 hours between games

3.3 Hockey balls

The Host Nation will supply FIH approved hockey balls.

(A minimum ration of 1 ball/two matches i.e. 25 balls for a 50 match tournament, 50 balls for a 100 match tournament, 75 balls for a 150 match tournament etc.)

3.4 Umpire shirts

The HNOC will order and supply sufficient umpire shirts for all umpires officiating at the Tournament.

3.5 Medallions and Player of the Tournament Awards

The HNOC will be responsible for arranging 22 for the first second and third placed teams in all age groups in the Tournament. The HNOC will be responsible for producing a commemorative medallion for all the umpires, and may also consider a commemorative medallion for all other participants in the tournament but this is not obligatory.

3.6 Tournament trophies

Prior to the Tournament, WGMA will contact the holders of the relevant perpetual trophies, to ensure that the trophies are available for presentation at the Tournament and engraving is up to date. The HNOC is responsible for providing commemorative (non-returnable) trophies for first, second and third placed teams in all age groups.

Arrangements should be made for the presentation of the trophies immediately after the completion of the Tournament.

3.7 Liaison with competing teams

It is important to liaise with the primary contact from competing teams, at the earliest possible time, with regard to accommodation and travel bookings, transport suggestions, training requirements and player information.

An Invitation and Team Registration Form should be sent by WGMA to competing teams as early as possible with a registration deadline no less than six months ahead of the Tournament commencement date. WGMA will advise the HNOC of the teams registered for the Tournament and the HNOC will then be responsible for providing information about the conduct of the Tournament, facilities available and arrangements made, which should be forwarded to competing teams and to WGMA on a regular basis leading up to the commencement of the Tournament. To ensure good communication with participating teams the HNOC should establish its own tournament website as early as possible – see guidelines in **Appendix 3**.

A final newsletter can be given to teams and officials when they arrive and should restate all relevant event information (This information may instead be included in the programme for the Tournament).

Content suggestions:

- Accreditation procedure
- Car parking
- Catering
- Ceremonies (opening, closing, presentation)
- Dates and times of play – match schedule
- WiFi facilities
- Functions, banquets, receptions, parties
- Help / information desks
- Hotel names, phone and fax numbers, and details of which each team is staying in.
- Laundry
- Local practices / customs (e.g. appropriate dress or activities)
- Maps of city centres, hotels and halls
- Merchandise / souvenirs
- Names of key personnel, including the Tournament Director
- Physiotherapy plans and location
- 'Pigeon' hole location
- Places of religious worship
- Practice schedules
- Public transport
- Result services
- Safety and security including details of areas to avoid when outside hotels, and advice on food hygiene when eating out.
- Seating in stadium
- Sightseeing and tours
- Shuttles
- Team liaison (officers/hostesses)
- Team Managers' meeting (venue, time and date)
- Technical Officials, Judges and umpires meetings (venue, time and date)
- Telephone numbers
- Tickets for spectators
- Venue map
- Videoing
- Transport arrangements and requests
- Weather / climate information

3.8 Tournament venue

The HNOC must provide a suitable venue for all matches of the Tournament. Minimum venue standards are as per current FIH standard requirements. Contingency plans should be made to enable the Tournament to be completed should any ground or venue become unsuitable for play.

3.9 Accommodation

The HNOC shall be responsible for:

- Suggesting suitable accommodation for competing teams. However, it is the responsibility of the individual nations to book their own accommodation
- Booking, but not necessarily paying for, accommodation for the Tournament Director, Umpire Manager / Assistant Umpire Manager if necessary.

3.10 Local transport during Tournament

The HNOC shall be responsible for:

- Suggesting suitable, competitively priced transport options for teams. For example a list of hire bus companies, including their rates is useful for visiting teams.
- Booking, but not necessarily paying for, suitable local transport for the Tournament Director, Umpire Manager and Assistant Umpire Manager where necessary.

3.11 Training requirements

The HNOC shall:

Make arrangements for training facilities and times to be made available to teams participating in the Tournament.

Advise each competing team of the training schedule at least two (2) weeks prior to the start of the Tournament.

3.12 Tournament Programme

The production of a programme by the host nation, providing information about the particular Tournament is compulsory. The programme should include the following details:

- A foreword or official welcome to the Tournament by the WGMA President and by a representative of the host nation.
- The WGMA logo together with those of the FIH and any other official bodies
- A listing of current WGMA office bearers and officials
- A listing of the HNOC.
- A listing of the host nation office bearers and officials and host liaison officers
- A listing of the Tournament officials, the Tournament Director, Umpire Manager, Assistant Umpire Manager and judges/technical officials
- A listing of umpires officiating at the Tournament
- A listing of medical and health services available, including contact addresses and contact numbers
- A listing of the teams participating in the Tournament including the names of players and officials. The list should also include the shirt number to be worn by each player
- A program of events and functions during the Tournament
- The draw for the Tournament giving details and times of all matches
- A listing of previous Tournament winners
- A score sheet for recording the results of matches and points awarded to each team.

- Major sponsors of WGMA
- Such other information as is considered appropriate

Each team participating in the Tournament is required to forward, in writing, details of the names of its players and team officials, the shirt number allotted to each player of that team. This information must be forwarded as the Team Registration Form to the HNOC at least four (4) weeks prior to the commencement date of the Tournament in electronic form (e-mail).

3.13 Finance

It is the sole responsibility of the HNOC to ensure that all safety precautions for the tournament (medical services, adequate insurance cover etc) are in place. WGMA is willing to support the HNOC in achieving these objectives, e.g. by providing a comprehensive check list and giving advice, if requested.

The HNOC shall manage all tournament costs other than social functions out of the registration fees paid by the participating teams and from any sponsorship that the HNOC may be able to secure. Any additional request to participating teams for further payments must be referred to WGMA for approval and will only be allowed in exceptional circumstances. In the case of social events at any tournament, the HNOC must submit proposals to WGMA for any event which will form part of the main programme, and any additional costs/ticket prices must be approved by WGMA before any such events are finalised by the HNOC.

3.14 Official functions

The inclusion of appropriate official functions at the Tournament is at the discretion of the host state. Consideration may be given to the following:

- An Opening Ceremony
- A Closing Ceremony and Presentation of Trophies
- A Special Event (eg. Tournament Dinner/Informal Evening)

In deciding to hold such ceremonies, the host state should have regard to the timing of the event in relation to match schedules, team warm-ups and fixed team arrangements, such as flight departures so that all teams can attend.

These occasions should be as brief as is appropriate, whilst providing an opportunity to publicly thank sponsors, players and officials.

3.15 Hospitality

The HNOC should provide suitable hospitality facilities for sponsors. Refreshments should also be supplied to officiating umpires, umpire managers, assistant umpire managers, judges, the Tournament Director and other VIP guests each day for the duration of the Tournament.

3.16 Meetings

The HNOC shall set aside suitable times and arrange venues for the following pre- Tournament meetings:

- Team Managers Meeting - with the Tournament Director, Umpire Manager / Assistant Umpire Manager and HNOC.
- Umpires' Meeting - with the Umpire Manager & Assistant Umpire Manager, Tournament Director and HNOC.
- Judges' and Tournament Officials Meeting - with the Tournament Director.

The HNOC must also provide such meeting rooms as appropriate for WGMA use.

3.17 Tournament office

A Tournament office located at the Tournament venue greatly assists the conduct and organisation of a Tournament. Installation of a telephone, internet service, a computer/printer and photocopying services are essential.

3.18 Media responsibilities of the host association

It is the responsibility of the HNOC to promote the Tournament to the nation's media, and to arrange distribution of results to news agencies and papers around the nation.

The production of a media kit can be of assistance to media who attend matches, but is not essential. The media kit should include player profiles, match draw, accommodation, contact and travel details plus past tournament winners and team training times prior to and during the Tournament.

Media attending matches must be allowed entry (free of charge), provided a seat in a good viewing and working area, given access to players and coaches for interview purposes, and access to power/phone facilities as required.

3.19 Sponsorship

The Host Nation/HNOC may gain sponsorship for a Tournament, provided that prior written consent from WGMA. A Tournament sponsor must not conflict with the national sponsors of WGMA or FIH.

3.20 Ground Announcers

The HNOC may arrange for a ground announcer to be available for each match during the Tournament. The duties of a ground announcer include:

- Operating the public address system
- Announcing the teams and umpires for each match
- Announcing goal scorers, half time, full-time scores and any other items of interest and public appeal. Announcement of match event will be done in liaison with the tournament officials on the bench
- Broadcasting advertisements for sponsors and any other information considered appropriate.

If national Anthems are to be played the HNOC should ensure these are available.

3.21 Appoint other personnel

The HNOC should appoint other personnel as required, such as:

Security, gatekeepers, programme sellers, canteen attendants.

3.22 Invitations to Tournament

The HNOC should issue invitations to attend the Tournament to sponsors and other special guests as directed by WGMA. They are to consult the WGMA for a list of invitees. Invitations may be extended either on a formal basis or informally, as considered appropriate by the HNOC.

3.23 Admission fee and tickets

It is the responsibility of the HNOC to set the admission fee, if any, to the Tournament venue. The HNOC is responsible for production of admission tickets and the promotion of ticket sales.

3.24 Season passes, programs and invitations to functions

The Tournament Director, Umpire Manager, Assistant Umpire Manager, tournament officials, WGMA officials, umpires, team management and each member of the teams participating in the Tournament shall receive:

- A seasonal pass to the Tournament, entitling the holder to free admission to the Tournament venue
- The Tournament Program
- Invitations to functions as applicable

3.25 Appreciations

At the conclusion of the Tournament it is appropriate to publicly thank or forward letters of appreciation to sponsors, persons and associations providing services, or outstanding contributions to the Tournament and its organization

4. Host ground requirements

4.1 Ground markings

The ground shall be properly marked in accordance with the rules of the game with clear and well-defined markings which are maintained throughout the Tournament.

4.2 Playing surface

Where and when applicable, the playing surface should be watered, cleaned and otherwise maintained so as to provide the best possible playing surface. Watering should be arranged in liaison with the Tournament Director.

4.3 Goals

The Tournament venue must supply goals in accordance with the rules. Goal posts, boards and nets must be maintained in good order and condition throughout the Tournament.

4.4 Corner flags and sideboards

The ground must have flag posts in accordance with the rules of the game.

4.5 Lighting

If night matches are scheduled, a minimum standard lighting of 500 maintenance lux applies. It is important for player safety that this minimum standard is strictly adhered to.

4.6 Warm Up Area

An area for teams to warm-up prior to their scheduled match should be provided, preferably adjacent to the main ground.

Where circumstances are such that it is not feasible to provide a suitable separate warm-up area for the teams then a sufficient time interval between matches should be provided in order to allow teams to warm-up on the main ground after the completion of the previous match.

5. Ground facilities and services required

The following ground facilities and services are required at the Tournament venue:

5.1 Medical

It is essential that the minimum level of medical facilities, Level A as per **Appendix 4**, should be provided at every event. Additional facilities listed as Level B are highly recommended.

5.2 First Aid / Medical Room

A medical room must be provided at the playing venue as per the guidelines in **Appendix 4**.

5.3 Dressing rooms

Dressing and changing-rooms, including seating, showers and toilet facilities, for the teams and umpires participating in the Tournament are mandatory.

Provision should be made for the security of the dressing rooms whilst in use but not actually occupied by the participating teams. Ideally, change rooms should be provided so that the teams participating in the following match do not interfere with the teams participating in the match in progress.

5.4 Technical bench

The technical bench shall be located opposite or adjacent to the centre line of the playing field, clear of the sidelines and spectators and should ideally be under cover. The bench must have adequate seating for the use of Tournament officials and judges. Timekeepers and Ground Announcer should be situated within close proximity of the technical bench.

5.5 Players' bench

The team benches should be located on either side of the technical bench and should ideally be under cover and have adequate seating for interchange players and team support personnel.

5.6 Seating for temporarily suspended players

Seating for temporarily suspended players should be provided adjacent to the technical bench.

5.7 Water / ice

The provision for adequate supplies of clean water and ice, for injury/medical purposes, in close proximity of the players' bench is mandatory (this does not include provision for ice baths).

5.8 Match scoreboard and clock

A scoreboard should be located, preferably at all venues, in a prominent position, and large enough to enable spectators and the players participating in a match to read whilst the match is in progress. The venue should have a clock or digital presentation, signifying the elapsed time or time played.

An electronically operated scoreboard and time clock is preferred. If not available, then the scoreboard should be manually operated. For manually operated scoreboards an attendant must be appointed.

5.9 Daily scoreboard

A daily scoreboard, including daily match results, goal scorers and an up-to-date competition table, should be placed in a prominent position at the ground.

5.10 Siren or hooter

A siren or hooter, which can be heard all over the ground at the venue, is required to signal when time has elapsed. A back up siren, hooter or bell should also be available in case of malfunction.

5.11 Public address system

A quality sound system is required, capable of amplifying announcements, music, national anthems and advertisements to teams, officials and spectators at the venue.

5.12 Toilet facilities

Adequate toilet facilities for supporters and spectators attending the Tournament are necessary.

5.13 Canteen / food and drink outlets

The venue must make provision for the supply of adequate refreshments for players, officials and spectators, for the duration of the Tournament.

5.14 Flag poles

Flag poles are desirable for the flags of the states participating in the Tournament, as well as any other flag considered appropriate during the event. The HNOC will be responsible for the provision of flags for all the competing countries (but may seek this provision from the competing countries).

6. Ground Manager's responsibilities

A Ground Manager must be in attendance for all matches throughout the Tournament and is responsible for the following:

6.1 Control of the Tournament venue

The Ground Manager shall ensure that ground equipment and facilities are in a satisfactory condition (as outlined in Sections 4 & 5). The Ground Manager should have a number of assistants immediately available and exclusively under his/her direction, to attend to any problems or requests that may arise during the Tournament.

6.2 Blood Rule

The Ground Manager must ensure that any spilt blood on the playing surface is washed off with warm water containing household disinfectant/detergent. The affected area must then be hosed down with cold water. Also, a box of rubber gloves must be available for medical staff to attend bleeding players.

6.3 Changing rooms

The Ground Manager is responsible for the allocation and servicing of changing-rooms. It is desirable to provide signs indicating which changing-rooms have been allocated to each team.

6.4 Sponsor signage

Sponsor and team signage must be erected as required.

7. Responsibilities of the Technical Officer/judge

7.1 Prior to the commencement of any match

Arrival of Technical Officer/judge

- The appointed Technical Officer and judges should be in attendance at least forty (40) minutes prior to the scheduled commencement time.

Watering

- Check that ground watering is proceeding to the agreed schedule.

Warm up time (if applicable)

- On arrival at the technical bench ensure the game clock has been set to the agreed warm up time allowed for teams.

Start the clock to ensure that it will finish the warm up period at the time agreed (usually five (5) minutes) for the teams to leave the warm up area before the match.

Daily Team Lists

- The Technical Officer or judges should obtain the daily team lists from both teams thirty (30) minutes prior to match commencement time. The team lists should be checked for completeness (including indication of goalkeepers and captain) or any obvious errors and then passed to the ground announcer.

Uniform and Equipment Inspection

- Prior to the scheduled starting time the judges, Technical Officer or Tournament Director should inspect playing uniforms and equipment. Any rejected equipment should be taken into custody by the judge for the duration of the match. After the first day of competition, uniform and equipment checks will be carried out at random at the direction of the Tournament Director. Any dispute on the acceptability of equipment should be referred to the Tournament Director.

15-minute prior check

- Approximately fifteen (15) minutes prior to the scheduled match commencement time, the judges should check that all preparations for the game are proceeding satisfactorily, such as; ensuring umpires, timekeepers and other officials are in attendance, that sufficient balls are available, that there are two (2) complete sets of substitution boards numbered 1-32 and that any necessary ground and equipment repairs have been completed.

Leave warm-up area

- At an agreed time the teams shall be asked by the judges to leave the warm-up area to return to their respective benches.

Umpires call captains together to toss for the choice of ball or direction of game.

Teams are then to line up to enable starting line ups to be checked by the technical bench. The Technical Officer/judges may be required to urge team managers to complete this within the allowed time frame.

Entry to field of Play

- It is the responsibility of the judges to ensure ball persons, umpires and teams proceed onto the field in an orderly manner ready to start the match at the scheduled time.

7.2 Technical Officer /judge's responsibilities during the match:

Uniforms

- The Technical Officer/judge must ensure that each player entering the field of play has the correct shirt number, and each team is uniformly and neatly attired.

Match Report

- The Technical Officer/judge should record the minute in which goals, interchanges and cards occur. With regard to interchange players, it is only necessary to record the players' first entry into the game on the Match Report.

Players and officials behaviour

- A Technical Officer/judge should closely monitor the behaviour of managers, coaches and players on the team benches, bringing to the notice of the manager any undesirable or improper practice or behaviour.

First aid attendants

- A Technical Officer/judge should inform medical or first aid attendants when they are able to enter the field, as indicated by the on-field umpire.

Substitution

- If a team manager or coach wishes to replace a player, the judge shall follow the substitution procedures as prescribed in the current edition of the Rules of Hockey.

Suspensions

- A Technical Officer/judge must ensure that any temporary or permanent suspensions are properly observed. A temporarily suspended player should have the availability of a seat alongside the technical bench, and may be provided with additional clothing/drink.
- A permanently suspended player should remain on the team bench where his behaviour can continue to be monitored by the Technical Officer / judge.

Time-off

- The Technical Officer/judge responsible for timekeeping must ensure there is no break down in communication between the umpires and timekeeper, particularly as to the duration of time-off periods.
- They need to liaise with umpires before the start of each game to ensure they clearly signal the technical bench for every stoppage and re-start. Each half should finish on the siren, not on the umpire's whistle.
- Where there is a breakdown in operation of a scoreboard clock the judge will ensure that team benches are frequently advised of remaining playing time (every five (5) minutes).

Unauthorised entry on to the field of play

- It is the responsibility of the Technical Officer/judge to control any unauthorised entry on to the field of play. In the case of injuries, only one person is allowed to enter the field of play, such as, the manager, physiotherapist or doctor. On no account will the coach be permitted to enter the field.

Half time warning

- During the half-time break, the Technical Officer/judge should give a warning to teams at least two (2) minutes prior to the scheduled restarting time.

7.3 Technical Officer / judges' responsibilities at the conclusion of a match

Complete Match Report

- The Match Report is not complete until signed by the umpires, team managers and the Technical Officer/judges. Then, together with the daily team lists, card record sheet, the completed match report should be handed to the Tournament Director.

Progressive score sheet

The results of the match just completed will be entered in the progressive score sheet.

8. HNOG Report to WGMA

The HNOG shall be responsible for a report on the conduct of the Tournament which should be directed to WGMA within fourteen (14) days of the completion of the tournament.

9. The Umpire Manager's responsibilities

Pre Tournament

- Contact point for umpire panel.
- Obtain umpire shirt requirements for HNOG and distribute uniforms
- Responsible for all pre-tournament location arrangements
- Check stadium facilities, meeting rooms, changing facilities, – and inform umpires panel
- Supply necessary information such as weather conditions
- Arrange/ confirm meeting times (e.g. Manager's Meeting)

During the Tournament

- Primary responsibility is the coaching of umpires
- Discuss match appointments with Tournament Director.
- Communication with team coaches when required and/or requested

After the Tournament

- Provide the Technical Director of WGMA with a summary report on the umpires' performance within fourteen (14) of completion of the tournament