



PANAMERICAN HOCKEY FEDERATION

PAHF EVENT MANUAL





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I. INTRODUCTION

This Event Manual clearly outlines the requirements of National Associations hosting a PAHF event, as well as provides guidance and other assistance to help plan and deliver the event. A PAHF Event includes but is not limited to Pan American Cups, Pan American Under-21 Tournaments, Central American Development Tournaments, to name a few.

In the manual the technical requirements, competition guidelines and instructions on event services and facilities are laid out in the document. Additionally, a clear division of roles between the PAHF and the host is outlined.

In case of difference with these guidelines, the Tournament Regulations governing any PAHF tournament, or any formal contract between the Organizing Committee and PAHF, shall prevail.



II. CONTENT OF SECTIONS

The Event Manual provides information designed to ensure NAs understand what is needed to deliver the PAHF Events to the appropriate standard.

The Event Manual is structured as follows:

- 1. Organisation and Personnel:** Describes the roles and responsibilities of the Host NA, Local Organising Committee (LOC) and the PAHF. It also addresses how the PAHF, Host NA and LOC collaborate, as well as LOC organisation and structure.
- 2. Competition Management:** Provides information about competition and training, Event Officials and liaison with participating teams.
- 3. Technical Requirements:** Explains the technical aspects needed at the competition pitch.
- 4. Venue and Event Services and Facilities:** Informs the Host NA of the services and facilities (spaces and equipment) needed for the smooth running of the Event.
- 5. Commercial and Marketing:** Covers Event promotion and branding assets and activities including the Event Logo, Event title, promotional/print materials, signage, official programme, ticketing and website, social and digital media, and provides the Host NA with information on the commercial rights allocation for PAHF Events.
- 6. Media and Broadcast:** Covers the services and facilities that are needed to optimise media and broadcast coverage of the Event. In addition to broadcasters, media attending the Event may include written press, photographers and radio journalists.
- 7. Protocol and Hospitality:** Provides information about ceremonies, protocol and hospitality.
- 8. Corporate:** Explains the Event's finance, legal, insurance and sustainability needs.
- 9. Appendices:** Provide supporting material associated with and referenced within the above sections.



III. **USEFUL DOCUMENTS**

It is highly recommended to use the following documents in addition to this Event Manual:

- FIH Rules of Hockey.
- PAHF/ FIH Tournament Regulations.
- FIH Equipment/Pitch specifications (various documents available).
- FIH Medical Specifications (various documents available).

The above documents can be downloaded from the FIH website, Inside FIH section. These documents are updated from time-to-time and should be checked regularly.



IV. TERMINOLOGY

The following table provides explanations of various terms and acronyms used within this Event Manual.

Access Period	The period commencing two days prior to the Event Period and ending one day after the end of the Event Period.
Broadcaster	The Host Broadcaster / Production company and any other broadcasting companies that cover the Event.
Commercial Partners	Collectively, the Presenting Sponsor, Official Sponsors and Official Suppliers that are given certain sponsorship rights in connection with the Event. Commercial Partners consist of PAHF Commercial Partners and Host NA Commercial Partners.
Commercial Rights	All rights of a commercial nature relating to the Event including without limitation, Broadcasting and Media Rights, Website Rights, Ticketing Rights, Data Rights, Merchandising Rights, Sponsorship Rights, Hospitality Rights, Catering Rights and Other Rights.
Continental Federations (CFs)	The continental representative body formed by the Member National Hockey Associations of the FIH within each respective continent.
Event	All the sporting activities (competition and training), the opening and closing ceremonies, press conferences, medal presentations, associated activities and official function relating to the respective PAHF Competitions.
Event Officials	Appointed officials who work at the Event.
Event Period	The period including official competition days and two (2) days prior to the first day of competition and one (1) day after the final competition day.
Field of Play	Competition or training pitch, warm up and adjacent areas, including team benches and the Technical Table area.

FIH – International Hockey Federation	The international governing organisation for the sport of hockey.
Host NA	The National Association hosting the Event.
Hosting Agreement	The legally binding contract jointly signed by the PAHF and the Host National Association containing the terms and conditions under which an event is awarded to the Host National Association.
LOC- Local Organising Committee	The organisation that is established by the Host National Association to plan and deliver the event.
Match Schedule	The timetable of matches to take place during the Event.
Media	Written press, photographers, radio journalists.
NA- National Association	Member associations of the PAHF and FIH.
PAHF	Pan American Hockey Federation.
Team	The athletes of each participating NA including all relevant athlete support personnel.
Venue	The entire facility used for the Event, including the fields of play, stands, changing rooms, warm-up areas, medical areas, media and broadcast areas, parking facilities and any other areas to which spectators, participants, VIPs and any guests are admitted.

V. SUMMARY OF OBLIGATIONS

Organisation and personnel

Collaboration with PAHF, Host NA and LOC	<p>Appoint LOC staff.</p> <p>Nominate a main contact person.</p> <p>Provide guidance and support on event planning and delivery by the PAHF.</p>
Planning	<p>Initial LOC meeting.</p> <p>Monthly conference calls leading up to the Event.</p> <p>Fill in and submit the checklist before each call.</p> <p>Provide report pre, during and post Event.</p>
Operations	<p>Daily meetings during the Event.</p>
Post-Event Reports	<p>Complete and submit report within 2 weeks after the Event.</p>
Local Organizing Committee Organization	<p>Establish a LOC and send the chart.</p>
Competition Management	
Catering	<p>Provide user-pay food and beverage outlets at the venue.</p>
Match Schedule	<p>Provide information on Host team. PAHF CC to draft schedule upon confirmation of teams and submit to the FIH for approval. PAHF to announce schedule and post on website.</p>
Team changing rooms	<p>4 lockable with showers, dry area and toilets.</p>
Umpires' changing rooms	<p>1 separate lockable with showers, dry area and toilets per gender.</p>

Additional facilities	Have fully equipped offices available as per Event Manual. Provide lockable storage space for team equipment if Required.
Event Officials daily allowance	Minimum daily allowance as per PAHF current Per Diem Policy or the amount as agreed with the PAHF, in the event meals are provided.
Technical requirements	
Compliance with FIH Technical Requirements	√
Competition pitch(es)	1 pitch, approved type, available to teams 2 days prior to and during the Event. Pitch certification documentation as per tournament level. Submit pitch rental fees for (if any) additional practice prior to the event outside of the event dates.
Artificial lighting	Must meet FIH lighting requirements.
Hockey balls (competition)	Secure FIH approval of the ball make, model and colour.
Scoreboard and clock	Provide scoreboard and clock.
Goals and flags	Provide goals and flags in accordance with Rules of Hockey plus 1 goal and 2 flags in reserve.
Technical Table	Provide Technical Table as per Event Manual. Have required equipment and documents available for Technical Table 2 days prior to the competition.
Team Benches	Provide Team Benches as per event manual.
Technical briefings and Equipment Checks Meeting room	Provide an appropriate meeting room for equipment check and briefing meetings at no cost (including projector, computer, printer, screen internet and audio). If a course/seminar is run in conjunction with the Event, the same applies.
Venue and Event services and facilities	
Fully functional and operational venue	√
Venue hire and operational costs	√

Compliance with health, safety and regulatory requirements	√
Venue permits	√
Accessible access (i.e. access to wheelchair users etc.)	Recommended
Accreditation	
Produce and distribute accreditation cards/passess or other	Have accreditation available for collection before the first day of the competition.
Anti-Doping	
Fully equipped anti-doping control station and testing	If required: dedicated station at venue, lockable with a joined toilet; Host to send PAHF a copy of the agreement signed with Antidoping authority at least 2 months prior to the Event when testing applies to the tournament.
Catering	
Spectator	User-pays
Pitch-side bottled water and ice	During competition and training period at competition pitch.
Cleaning	
Venue cleaning	Organize relevant cleaning and waste management services at the venue.
Language services	
Services	Signage and announcements in English and native language/s of Host NA. Printed materials in English.
Medical	
Fully equipped first aid room, within venue, close to field of play	√
Medical doctor on duty	Provide Medical Services at Venue for Official Training and during the competition.

Medical and emergency services including ambulance	At venue, and hotel (on call).
Medical emergency Service for spectators	Medical doctor at pitch should only assist players and officials on duty. Needs a different service.
Safety and security	
Event safety and security	Engage the resources of local security to ensure safety.
Security plan and threat assessment	If requested.
Seatings	
Spectator seating (min. 20% covered)	Required.
Signage	
Produce and install	√
Site management, utilities and maintenance	
Venue maintenance and utility services	√
Spectator services	
Public toilets	Provide public facilities at the venue.
Technology	
Internet access	1 LAN and wireless network with at least 2 Mbit upload capacity.
Sound system	Required.
Accommodation	
Official HQ hotel	1 for Technical team and Event Officials.
Official Hotels 2 and 3	3 (more if required), for teams, at lower cost (one must be budget).
Accommodation (single room incl. breakfast and taxes)(but NOT personal phone calls, room service, movies etc)	Event Coordinator, TDs and UMs
Accommodation (twin room incl. breakfast and taxes)	All officials (except for above).

Meeting rooms at officials' hotel during the Event	Available for teams, technical officials and umpires (room with a projector).
Transport	
Local Transport (Dedicated Vehicle/ Driver)	If requested for TD.
Local Transport for Teams	Airport-hotel and hotel-venue (including for official functions, if any and training sessions 2 days before tournament).
Local Transport for other Event Officials, PAHF staff	Airport-hotel and hotel-venue (including for official functions, if any).
Local Transport for teams staying at non-official hotels	Airport-hotel/s and for any official meetings and functions.
Travel	
For Event Officials (Event Coordinator, TD, Neutral Umpire and Umpires Manager)	See PAHF Financial Responsibility Chart. Note that Event Coordinator, TDs and UMS need to arrive 3 days before start of competition.
For Event Officials (Technical Officials and National Umpire(s))	See PAHF Financial Responsibility Chart. Note that all officials (except for above) need to arrive 2 days before the start of competition, minimum 36 hours).
Commercial and marketing	
Event Logo and title	Created and provided by PAHF. Host NA to use in all promotional and marketing materials and activities.
Promotion and Branding	In accordance with the PAHF Promotion and Branding Guidelines (as applicable).
Perimeter boards	Host's discretion.
Ticketing	Host's discretion.
Event website	Website hosted by PAHF; content provided by PAHF Media Officials.
Event literature and printed materials	Host's discretion.
Press conference backdrop	Host's discretion.
Additional branding for Commercial Partners	Website hosted by PAHF.

Umpire and Technical Official Uniforms	Host's responsibility. Event logo to be provided by PAHF.
Volunteer clothing	Host's responsibility. Event logo to be provided by PAHF.
Official Program	Host's discretion.
Hospitality	Host's discretion.
Media	
Media facilities	Host's Responsibility.
Media services	Host's Responsibility.
Streaming	Arrangements to be made with PAHF regarding rights.
Protocol and hospitality	
Hospitality	Host's discretion.
Opening Ceremony	Not mandatory – if there is to be a ceremony, the date, time, program, location and guest list must be approved by the PAHF.
Closing Ceremony	Not mandatory – if there is to be a ceremony, the date, time, program, location and guest list must be approved by the PAHF.
Flags and flag poles	√
Official function	Not mandatory – if there is an official function, all Event Officials, team representatives, PAHF staff etc. must be invited.
Corporate	
Event insurance	All necessary policies.



C1 ORGANISATION AND PERSONNEL

This section describes the roles and responsibilities of the Host National Association (NA), Local Organising Committee (LOC) and the PAHF. It also addresses how the PAHF, Host NA and LOC collaborate, as well as LOC organisation and structure.

1.1 Collaboration between the PAHF, Host National Association and Local Organising Committee

The PAHF has overall responsibility for all PAHF Events, however the Host NA is responsible for delivering the Event.

To prepare for and organize a PAHF Event, the Host NA must form a LOC for all operational deliverables, while the Host NA retains ultimate responsibility for the obligations. The PAHF provides guidance and support to the Host NA and LOC on event planning and delivery.

The PAHF and the Host NA must establish efficient communication channels and liaise frequently and transparently – during both planning and operations- to ensure that all necessary arrangements for the Event are on schedule, and that the event is delivered as planned.

To facilitate an effective communication channel, the Host NA must inform the PAHF of a main contact person responsible for the overall delivery of the Event. If this is not provided, the default contact person(s) will be Secretary and/or President of the Host NA. As a guide, the main contact person must be the General Manager who is responsible for the delivery of the Event(s).

1.1.1 Planning

Monthly conference calls are arranged between the PAHF and the Host NA. Once appointed, the Technical Delegate (TD) participates during the last call to have all the necessary details before the Event. These calls enable the Host NA to advise of progress and also to ask any questions or request information. The Event Checklist provided in Appendix A is used during these conference calls.

The Host NA must submit the Event Checklist to the PAHF prior to each conference call with the up-to-date information on the preparations.

It is the mission of the PAHF to provide a good level of support to all Host NAs of PAHF Events. Progress reports pre-, during or post-event are requested from the Host NA by the PAHF.

1.1.2 Operations

Although the Host NA is responsible for delivering the Event, the Event remains under the authority and ownership of the PAHF.

From the time of arrival of the PAHF Event Coordinator, or designate, just prior to the commencement of the Event until the day after competition finishes, daily meetings are held between the PAHF and Host NA to monitor the status of last-minute preparations, to address any issues that arise and to ensure that post-event departures are in place. Any issues that arise between these meetings are to be addressed immediately as needed. A full list of additional meetings can be found in section 2.1.2 Pre-event Meetings.

1.1.3 Post-Events Reports

Following the end of the Event, a post-event report must be prepared and completed by the Host NA with all necessary feedback and submitted to the PAHF. Supporting materials such as Event photos and videos can be included in the report sent to the PAHF.

1.2 Local Organising Committee Organisation

It is the responsibility of the Host NA to set up a committee to organise and deliver the Event. It is important to have a clear organisational structure with defined roles and responsibilities for each position. Main roles and responsibilities needed for the organising committee are as follows:

Areas	Responsibilities
General Management	<p>Overall management of the planning and delivery of the Event.</p> <p>Provision of progress reports as required.</p> <p>Main contact person with the PAHF.</p> <p>Budget development, monitoring and reporting.</p>
Competition	<p>Coordination of the competition pre and during the Event.</p> <p>Drafting of match schedule for agreement with PAHF/FIH.</p> <p>Liaising with Event Officials.</p> <p>Management of Ball Patrol.</p>

Venue/ Technical / Equipment	Management of the competition venue pre-, during and post-event (e.g. competition pitch, technical equipment, venue facilities such as offices, changing rooms, catering facilities etc.).
Team Liaison	Provision and management of a team of Team liaison officers (one per team) to liaise with and support each Participating Team on their needs and questions.
Event Officials Liaison	Liaison with Technical Officials (TO), Umpires Managers, and Umpires on all their needs and questions.
Local Medical Officer	Coordination of medical services. Coordination of anti-doping testing (if required).
Accommodation	Management of the overall accommodation requirements.
Transport	Management of the overall transport services.
Marketing	Management of all marketing materials and overseeing marketing activities during the Event. Provision of progress reports as required.
Media	Management of the preparations for all media attending the Event. Provision of the necessary facilities (i.e. in liaison with the competition venue manager). Management of media operations during the Event.
Volunteers	Recruitment of volunteers for all areas of the event. Management of volunteers – clothing, refreshments, assignments, etc.

The above details should be used as a guide when setting up the organising committee. It is at the discretion of the Host NA to establish its needs depending on existing resources and the level of skills necessary. At a minimum, each of the above described roles must have dedicated person(s) to oversee and deliver the Event.

C2 COMPETITION MANAGEMENT

This section provides information about competition and training, Event Officials and liaison with Participating Teams.

2.1 Competition

2.1.1 Match Schedule

The PAHF, through the PAHF Competitions Committee, prepares a draft Match Schedule for agreement with the FIH and also the Host NA.

The draft Match Schedule should follow the standard FIH protocols and reflect local circumstances. For example, a local broadcaster may wish to televise the host team's matches at a certain time or play may be restricted in the early afternoon due to climatic conditions. The draft Match Schedule should take into account the goal of maximising spectator attendance at the event.

The Match Schedule depends on the number of participating teams in the competition and on the Host NA's preferences about the number of competition days. The FIH Match Schedule Protocol is available from the Sport section of the FIH website.

2.1.2 Pre-Event Meetings

Pre-event meetings, as highlighted in Table 1 below, are arranged for the day before the competition is due to start in collaboration with the PAHF and TD. The meeting schedule is communicated to all teams and Event Officials by the PAHF. The Host NA must provide all the equipment and facilities required for the meetings.

Meeting	Led by	Persons to attend	Equipment and facilities
Site familiarization Testing of Internet, clock, scoreboard and audio system. Two days before the start of tournament.	Event Coordinator and LOC	Event Coordinator, Technical Delegate, Umpires Manager	

Umpires Briefing	UM	Technical Delegate, Event Coordinator, Umpires Manager, Umpires, Technical Officials as requested	Meeting room, Classroom set (number of seats TBD), with a data projector and audio. Internet.
Coaches/Umpires Manager meeting	UM	Technical Delegate, Umpires Manager, Event Coordinator, Team Coaches	Meeting room Classroom set (number of seats TBD), projector and audio. Internet.
Equipment and Passport Check	Technical Delegate	Technical Delegate, Team Managers, Technical Officials	A room with tables and chairs as required. Laptop, printer required. Internet.
Team Managers Briefing	Technical Delegate	Technical Delegate, Event Coordinator, Team Managers, Host NA representative, Te- chnical Officials, Um- pires Manager, Local Medical Officer, Host NA representative.	Meeting room with a projector and lap top, audio, Classroom set (number of seats TBD). Internet.
Event Officials Briefing	Technical Delegate	Technical Delegate, Event Coordinator, Technical Officials, Umpires Manager	Meeting room with a projector and lap top, audio, Classroom set (number of seats TBD). Internet.

Note: For Multi-Sports events translation booth English/ Spanish is required in the meeting room.

2.1.3 Pre-match Protocol

The pre-match protocol at PAHF Events must include the playing of national anthems and the display of national flags of competing teams.

The announcers must make the following announcements in English and the Host NA language/s:

- Country names of the competing teams
- Names of the athletes and team staff
- Names of the Umpires
- Names of the Technical Officials

2.1.4 Tournament Results Management

During the Event, the appointed PAHF Communication Officer publishes final scores and match sheets on its website www.panamhockey.org at the conclusion of each match.

Event photos from the competition are posted to PAHF website by the assigned PAHF Communication Officer at the end of each match or competition day.

2.1.5 Changing Rooms

The Host NA must provide four (4) lockable changing rooms for the Participating Teams. The changing rooms should be in close proximity (not more than 100 meters) the competition pitch to ensure Participating Teams have sufficient time during half-time to use the changing rooms and return to the competition pitch on time. Each changing room should be fully equipped with showers (hot and cold water) and toilets, dry area with seats for 18 people, ice bath facilities with the provision of ice. Large tubs or small pools that allow athletes to submerge themselves– to approximately waist depth. Facilities to service a minimum of 3 athletes at one given time are required. Must ensure privacy from the spectators. Ideally, the ice is to be stored on site to allow immediate servicing as required.

A separate lockable changing room with showers dry area and toilets should be provided for the Umpires (separate for Men and Women if it is a joint event).

The strong preference is that change rooms and team benches are located on the same side of the pitch.

2.1.6 Additional Facilities

There should be private lockable offices or space, fully equipped (i.e. tables, chairs, computer, printer, photocopier, electric outlets, A/C, Internet, etc.) with office stationery (pens, paper, bins etc.) provided for the Technical Delegate and Umpires Manager(s) during the entire event period. Toilette.

1 room for the Event Coordinator and PAHF President (desk, chairs, electric outlets, A/C, internet with office stationery (pens, paper, bins etc.)). Toilette.

1 lockable room for media and communications personnel, internet, desks and chairs (view to the pitch). Lockers for equipment.

Relax room for Officials with table and enough chairs as per number of officials at tournament.

Relax space for athletes with weather protection if outdoor space.

In addition, if possible, communal lockable storage space should be provided for team equipment.

2.2 Event Officials

2.2.1 Appointments

Depending on the number of teams participating in the competition, the number of Event Officials varies. These are outlined in Appendix B PAHF Chart of Responsibility. It is important to note that these requirements may be updated from time to time by the PAHF. Host NAs will be informed of any changes.

The number of Event Officials needed for standalone Men's or Women's Events

is different to the number of Event Officials needed for a joint Men's and Women's Event.

A Technical Delegate is appointed by the PAHF / FIH to oversee the running of the entire Event. The PAHF (Appointments Committee) oversees the process of all the other Event Officials appointments.

The nomination and appointment responsibilities for the Event Officials are as follows:

- Should this read, the PAHF Appointments Panel, makes the recommendations to FIH for approval. Once approved by the FIH the host NA will receive full details.

Once the Event Officials are appointed, the Host NA must be in contact with each Event Official informing them of the logistical arrangements. The Host NA should be contact with the officials within 20 days of receiving the approved list of officials from PAHF.

The table below summarises the responsibility for nomination and appointment of Event Officials:

Official	Nomination	Appointment by
Technical Delegate	FIH	FIH
Technical Official	PAHF	PAHF
Neutral Umpire(s)	PAHF/FIH	PAHF
Umpire(s)	PAHF	PAHF
Umpire Manager(s)	FIH	FIH
Medical Officers(s)	PAHF	PAHF
Communication Officer(s)	PAHF	PAHF

2.2.2 Daily Allowance

For all Event Officials participating in the Event, the Host NA must provide a daily allowance as per PAHF current Per Diem Policy (the exact amount is confirmed 12 months prior to start of the Event from the date of arrival until departure. The daily allowance must be paid to the Event Officials on the day of their arrival. The purpose of this allowance is to cover the daily expenses of the Event Officials such as meals, phone calls, laundry and other incidental costs. If the Host NA makes arrangements for full or half board, the daily allowance may be reduced in agreement with the PAHF.

2.3 Participating Teams

2.3.1 Entry Forms

Participating Teams must submit their Team Entry via TMS to the PAHF, as advised the relevant tournament regulations, before the competition starts.

2.4 Liaison with Teams

2.4.1 Information to and from Participating Teams

The invitation for the Participating Teams is finalised by the PAHF. Once all the Participating Teams are confirmed, the final list is sent to the Host NA. The Host NA then must prepare the Team Bulletin document including information on the logistical arrangements to be sent to participating teams as soon as possible and ensure that the requirements of all the Participating Teams are collated.

The following information must be included in the communication to all the Participating Teams:

- Accommodation options
- Transport provided
- Visa requirements (if necessary)

Forms to provide the requested details must be provided with the Team Bulletin document for teams to submit the requested information.

A guideline of the information or forms required for the information to send to all Participating Teams is located in Appendix C. The Host NA should adapt these guidelines to its own needs, depending on the information required.

The Host NA must provide updates, at least monthly, with information received and outstanding from Participating Teams to the PAHF Event Coordinator.

2.5 Training

2.5.1 Pitch Availability

The Host NA must ensure that the competition pitch is available to all teams for official training on the two (2) days prior to the start and during the event.

If matches are to be played under artificial lighting, a minimum of one (1) training slot of one (1) hour under artificial lighting should be arranged for each team in the two (2) days prior to the competition wherever possible.

If a team arrives earlier than the official training period, the Host NA can make the necessary arrangements for a training pitch. The rental fees associated with the training pitch (if any) must be submitted to the PAHF prior to any arrangements.

The Host NA must arrange for the tournament pitch to be available exclusively during the hosting period.

C3 TECHNICAL REQUIREMENTS

This section explains the technical aspects needed at the competition pitch. Detailed guidelines with up-to-date information can be found on the FIH website, under the Sport section.

All the technical specifications outlined in this manual and FIH technical requirements must be met by the Host NA and confirmed to the PAHF at least one (1) month before the start of the Event.

The Host NA must provide one (1) Competition Pitch of an approved type. The competition pitch must be available to all teams for a minimum of one (1) hour for official training on each of the two (2) days prior to the start of and during the Event (outside the Match Schedule and warm-up times).

3.1 Competition Pitch

The Competition Pitch must be in compliance with the FIH technical requirements listed below. If one (1) or more of the requirements outlined in this section cannot be provided by the organising committee, alternative method/adaptation must be proposed to the PAHF in writing for approval.

Guidelines for PAHF Event

For all PAHF Events, the Host NA must have an existing valid pitch certificate for the competition pitch. This must be provided to the PAHF at the submission of bid documents.

A pitch with unfilled synthetic surface (i.e. water-based installation) should not contain any advertising on the playing surface and should be of a type approved by the FIH in the 'global' category.

The pitch must meet the following FIH specifications as laid out in the FIH Pitch Handbook (which can be found on the FIH website, Sport section).

3.1.1 Goals and Flags

Goals and flags provided for the competition must be in accordance with the current Rules of Hockey plus one (1) goal set and two (2) flags held in reserve.

3.1.2 Lighting

Where the Match Schedule requires matches to be played under artificial lighting, the lighting must meet FIH standards set out in the FIH Guide to the Artificial Lighting of Hockey Pitches (which can be found on the FIH website, Sport section).

3.1.3 Hockey Balls

The Hockey balls to be used in the event must be from an FIH approved manufacturer. The type of ball and the colour of the ball to be used at the Event should be advised to all participating teams as soon as possible but no later than four (4) weeks before the start of the Event.

The availability of practice and pre-match warm-up balls is the responsibility of each Participating Team.

3.1.4 Score Board and Clock

A scoreboard should be provided on the Competition Pitch. Where possible this should be operated from the Technical Table, displaying current score, and current or remaining playing time. The clock should have the availability to display the forty second shot clock for penalty corners and goals. If the shot clock is not possible, the Host NA should provide an option, to PAHF for approval.

Ideally, a 12-hour clock should be provided and be visible from the Field of Play, Technical Table and team benches.

3.1.5 Watering

The Host must ensure that there are adequate facilities for wetting of the artificial surface (automated sprinkler system, cannons, hoses). The entire wetting of the field of play and overruns must be done within 8 minutes.

The Host NA must have the ability to remove any pools or excess water from the pitch – use of “Squiggys”.

3.1.6 Technical Table

The Technical Table must:

- Include an appropriate working table, with the front and two (2) sides closed completely from the top of the table to the floor, on a platform with a height minimum of 25cm above the field of play level.
- 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.
- Have seats for four (4) persons at the table, sides open for the Event

Officials and the Reserve Umpire.

- Have its front at least 3 - 4 metres away from the side line of the field of play.
- Have electrical outlet points for computers and printers.
- Allow a clear view of the field of play and have a protective cover against sun, wind, rain and pitch watering.
- Have sides that permit easy access to the field of play for Event Officials.
- Not have glass cover, windows, etc. that may be exposed to hockey balls accidentally hit from the field of play.
- Have additional seats as needed in the immediate vicinity of the Event Official's table for those who have authority to be there (e.g. Technical Delegate, Umpires' Manager).
- Have at least two (2) seats for temporarily suspended players on each side of the Technical Table.

The following equipment and documents must be available at the Event Officials table:

- Clock and information board operation panel.
- Electrical power outlet for computer / printer
- Laptop computer configured with an appropriate Windows operating system and Adobe Acrobat (at a functional version)
- An internet connection (LAN)
- A system of communication (walkie-talkies, mobile telephones) that is linked to the Technical Delegate and other key tournament personnel.
- Official FIH documents (available from the FIH website):
 - Match Report Forms.
 - Yellow / Red Card Report Forms
 - Shoot-out Competition Forms
 - FIH Injury Report Forms
 - FIH Protest Forms
 - FIH Appeals Forms
 - For information and reference - Appointment and Team Colour Sheets, Team Entry Forms, Rules of Hockey, FIH Tournament Regulations.
- Three (3) stop watches.
- Two (2) audible hooters (air horns).
- Two (2) sets of official warning cards (green, yellow and red).
- Two (2) spare whistles.
- Four (4) captain's arm-bands or ribbons in different colours and safety pins (not black).
- Two (2) stick control rings and two (2) stick bow measurers (see FIH Rules of Hockey for device measurement specifications).
- Bottle containing non-acid disinfectant surface cleaner or an 80% alcohol solution, and three (3) pieces of cloth for cleaning blood-stained field of play.
- Plastic gloves and waste disposal facility for use of personnel responsible

- for cleaning bloodstains from field of play.
- Stationery and pens/pencils.
- Two (2) clipboards with covers.

3.1.7 Team Benches

The Host NA must provide:

- A team bench (or chairs) to seat 11 people,
- On each side of the Technical Table.
- At a distance of not more than 7.5 metres from it. The team benches must be set back at least the same distance from the field of play side-line as the Technical Table.
- Benches must allow teams a clear view of the field of play and,
- Have a protective cover against sun, wind, rain and pitch watering (no glass).
- Electrical outlets at the team benches are recommended.
- Medical table for teams 3m².

3.1.8 Mixed Zone

Minimum 40m². Preferable 10m x 4m. Immediately near the exit of FOP, allowing athletes to pass through as they leave the area. Priority area is to be given to the host broadcaster and the rights holder broadcasters, with athletes to then move onto the remaining media. Barricading to separate the athletes and media. Space to erect a backdrop.

3.1.9 Medical

A local doctor must be on duty at the competition Field of Play during all matches. Weather protection and seats for doctor and stretcher bearers.

3.1.10 Sport Presentation

Space 25m². To accommodate 4 people. Ideally centrally located to the FOP with a clear view of the entire pitch, consisting if possible, of a powered booth closed off area from spectators (covered and enclosed) with 4 x chairs, tables to accommodate the electronic equipment required. Electrical and data outlets.





C4 VENUE AND EVENT SERVICES AND FACILITIES

This section informs the Host NA of the services and facilities (spaces and equipment) needed for the Event. Note that information about services and facilities for media, broadcast, protocol, hospitality and finance are found in the sections that follow.

All relevant services and facilities described in this section must be in accordance with the PAHF/ FIH Technical Requirements.

Services, both at the venue and more broadly across the Event, form an integral part of the overall experience of the participants.

The Host NA must ensure that the venue and all related infrastructure is fully functional and operational, and that it is used exclusively for the PAHF Event during the entire Access Period.

The Host NA is responsible for all venue hire and operational costs.

It is the responsibility of the Host NA to work with the public authorities to ensure that the venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied and the relevant and necessary approvals, grants, consents, authorities, clearances and licences obtained from the necessary authorities (including all relevant health and safety certificates and liquor licences) to enable the Event to take place.

It is recommended that all venue facilities be accessible to people with limited mobility, including people in wheelchairs, people with baby strollers etc.

4.1 Competition Venue

4.1.1 Accreditation

Access to specific areas within the venue must be controlled to allow all participants to function efficiently according to their role. The map of the venue and facilities should be used to determine the different zones and identify access points. Following this process, the categories of participants

(as listed below) should be allocated access to each zone depending on need. The access to each zone can be defined with a colour-coded accreditation badge, with numbers or wrist bands.

The following areas must be controlled zones accessible only with corresponding accreditation pass:

- Field of Play (competition pitch as well as adjacent areas including team benches and the Event Officials table area).
- Team areas (changing rooms).
- Press and mixed zone.

The following areas may be controlled zones accessible only with corresponding accreditation pass:

- Host NA and TD/Umpires Manager offices.
- VIP seating and hospitality area(s) (if any).

To facilitate access control, the number of zones should be kept to the minimum.

A plan in PDF format of the venue and facilities with the defined accreditation zones must be sent to the PAHF.

4.1.1.1 Accreditation Matrix

The following categories of participants should be allocated access to the zones corresponding to their needs and responsibilities:

- Participating Teams
- Event Officials
- LOC
- Media
- Broadcast
- VIPs
- Staff (paid, volunteer, contractors) and suppliers

Below is a sample accreditation matrix, outlining the category of people and the access areas to be controlled during the event:

Category	Zones					
	FOP	Team Areas	Event Office Areas	VIP areas (if any)	Media Areas (if any)	Broadcast Compound (if any)
Participating teams	√	√	Team Managers only	Head of Delegation only	x	x

Local Organising Committee	As required					
Volunteers	As required according to role					
Event Officials	√	√	√	Some	x	x
PAHF Staff	(all access)					
PAHF Executive Board	(only President all access)					
Media	√	x	x	x	√	
Broadcast		x	x	x	√	√
VIPs	x	x	x	√	x	x

4.1.1.2 Accreditation Card



4.1.2 Anti-Doping Testing

In accordance with FIH Anti-Doping Regulations, testing may be required at PAHF Events. The minimum testing requirement is defined by WADA and FIH Regulations and depends on the number of teams participating at each Event.

If anti-doping testing is required, the Host NA must liaise with the relevant National Anti-Doping Organisation (NADO) to arrange the testing and provide the necessary facilities required at the venue. If anti-doping testing takes place at a PAHF Event, the Host NA covers all related costs.

The FIH Anti-Doping Regulations may be updated from time to time. Any updates on the number of testing required will be communicated to the Host NA. In case of conflict between the information provided above and the FIH Anti-Doping Regulations, the FIH Anti-Doping Regulations will always prevail.

4.1.2.1 Doping Control Station

An air-conditioned or well-ventilated area at the venue is required for a Doping Control Station. It must comprise a waiting room, sample collection room and a toilet facility, ideally adjacent.

The Doping Control Station must be secure (with keys only available to the Doping Control Officer), private and reserved solely for doping control purposes on testing days. Only individuals involved with testing are permitted entry.

The waiting room must have:

- Air conditioning or a fan
- Seating for athletes, athletes' representatives, interpreters (if necessary) and chaperones
- Water or sports/soft drinks in sealed containers:
- Drinks must not be over-chilled as this can cause illness if consumed in large quantities
- Water must be still, not fizzy:
 - Drinks containing caffeine (e.g. cola beverages, energy drinks) must not be offered
 - Water containers must be small (e.g. 0.5 litre) because once opened, it can only be used by the athlete who opened it
 - Drinks must not be in conflict with any Event Commercial Partners, e.g. if a particular beverage company is an Event sponsor or Event supplier, then drinks must be from that company
 - Refrigerator or cooler for keeping refreshments cold.
- Garbage bin.

Ideally, magazines and/or a television are provided in the waiting room.

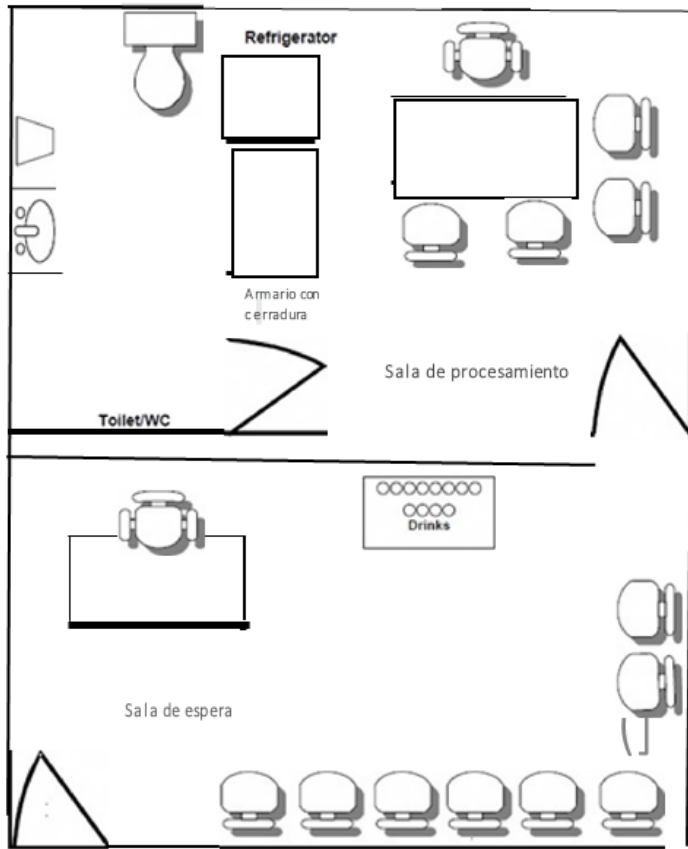
The sample collection room must have:

- Lockable fridge for temporary storage of samples.
- Gloves, scissors, paper towels, sanitising solution, garbage bin.
- Forms to notify athlete.
- Specimen collection forms.
- Laboratory collection forms of acknowledgement.
- Table and four (4) chairs (Doping Control Officer, athlete, athlete's representative).
- Trained personnel (including Dope Collection Officer) to monitor and chaperone the athlete selected for testing.
- Sufficient collection bottles / kits.
- Water and sink/faucet.

The toilette must have:

- Sufficient space for the chaperone to be able to directly observe the athlete providing the sample.
- Exclusive use for doping controls.

Typical layout of a Doping Control Station is shown in the diagram below.



Doping Control Station Layout

4.1.3 Catering

User-pay food and beverage outlets at the venue should offer a range of cold and hot food and drinks, not only snacks or “fast food”, accessible to all event participants.

4.1.4 Cleaning and Waste

To ensure the consistent presentation of the venue throughout the event period, there should be good level of cleaning services provided at and around the venue.

4.1.5 Medical

Medical and emergency services must be provided for all event participants. All medical and emergency service facilities must be clearly sign-posted.

It is recommended that emergency service is available to the general public. A contact number for a dentist should be available.

4.1.5.1 On venue

The Host NA, in liaison with a local doctor and a Local Medical Officer, is responsible for organising and providing the medical facilities and services

for the duration of the Event from the arrival of the first teams and/or Event Officials to their final departure. This includes ensuring the arrangements for hospital, ambulance, specialist care, medical coverage of every match played, sufficient availability of medication and access to these as well as relevant communications.

The Host NA must provide medical support services to teams at the venue during competition and official training. Furthermore, a contact person to assist the teams must be dedicated in case medical services are required both to arrange any medical assistance required and for translation (as required).

The Host NA must ensure an adequate supply of ice for injury treatment and bottled water is constantly available for teams and Event Officials during competition period and two (2) days before the start of the event during the official training period and be provided adjacent to the team benches.

4.1.5.1.1. First Aid

A fully equipped First Aid Room (supervised by a local doctor on duty) is required. The room must be close to and with good access to the field of play, be well lit and lockable. It must have a sink with hot and cold water, soap and towels. Two (2) treatment tables and chairs are required, and a dedicated area and desk for the local doctor.

Ideally, a toilet should be located in a room off the First Aid Room or nearby.

The following basic treatment equipment is required in the First Aid Room:

- Two Treatment tables
- Adequate lighting
- Suture kits
- Splints
- Spinal board
- Sterile/non-sterile bandages (e.g. elastic bandages), slings, adhesive dressings, tape
- Basic medicines
- Oxygen and means of administering it
- Intravenous equipment and sterile fluids for treatment of severe heat exhaustion (in tropical zone)
- Automatic external defibrillator (AED)
- Heavy painkiller (e.g. tramadol/morphine) (note that these substances are prohibited in sport but can be used in an emergency if a TUE is applied for)
- Stethoscope
- Means of disposal of used sharp, sterile and non-sterile equipment
- Efficient ambulance service with access to the field of play for evacuation of seriously incapacitated players to the nearest hospital.

The following are highly recommended:

- Medicines for gastrointestinal disorders
- Cold packs

- Medical collar
- Sterile wound-dressings
- Sterile disposable gloves
- Blood pressure device

The following are preferable:

- Otoscope
- Aspirix (or a suitable equivalent for treating insect bites)
- Emergency tracheotomy device
- Wheel chairs
- A scale for weighing athletes

The highly recommended and preferable levels are not requirements for PAHF Events but are good practice. Where possible, the PAHF therefore encourages the Host NAs to provide these additional levels of medical services.

4.1.5.2 Pitch-Side

Pitch side services during all matches must include a doctor and sufficient medical equipment. The doctor and medical ambulance must be present one (1) hour before the first match starts until one (1) hour after the last match each day. Without a doctor and medical ambulance present, a competition must not proceed. A team of doctors could be rostered to provide this cover.

Equipment required beside the competition field of play is:

- Stretcher
- Spinal board
- First aid materials
- Wood, aluminium or air splints for fractures of upper or lower limbs
- Seating for a doctor and stretcher bearers.
- AED

The equipment (and related personnel) must be located as centrally as possible in the technical area without interfering with the technical table and team benches.

There must also be personnel allocated with responsibility to clean pitch of bloodstains.

4.1.5.3 Ambulance

A medical ambulance is also a requirement for PAHF Events. The ambulance should be positioned near the field of play with unobstructed access to the field and exit from the venue. The ambulance must be at the pitch one hour before the match until 1 hour after the match.

4.1.5.4 Personnel

Well-equipped and experienced first aid personnel who can work with the local doctor should also be available, if possible.

If a Participating Team does not have its own doctor, the local doctor must be prepared to assist the team more intensively.

4.1.5.5. Off venue

Off-venue medical provision for Teams must include contact to the Local Medical doctor (or a panel of doctors) and the nearest medical facilities Official Team Hotels. If Teams are not staying at the Official Hotels, they must be provided a contact number to call should they require medical support.

A hospital must be designated close to the venue for specialist emergency care and hospitalization, if needed. It is important for the Host NA to inform the hospital of the competition taking place, so the hospital staff can be aware of possible injuries.

An emergency dentist must be on call, if required, by teams or Event Officials.

4.1.5.6 Information

In consultation with the local doctor, the following information must be compiled and provided to teams:

- Location of and services available at hospitals; if necessary, a combination of hospitals should be researched to ensure that the full range of facilities
- Potentially needed is available
- Availability of on-call dental services including emergency treatment outside normal hours
- Local and opening hours of pharmacies in relation to both the venue and event hotels
- Possibilities for sterilising equipment
- Telephone numbers and addresses related to the above and to the local doctor

The liabilities for paying for treatment and services must be set out clearly together with the method of payment and any implications for identification and insurance.

This information should be compiled at least one (1) week before the Event starts. It should be available in a hand out for all teams and officials.

Various relevant documents are included in the medical folder on the FIH website, Sport section including:

- Medical Officers Event Manual
- Various reports and forms used at events

4.1.6 Meeting Rooms

4.1.6.1 Pre-Tournament Meeting

The Host NA is required to provide:

- A room for the pre-tournament briefing meetings prior to the competition preferably located at the competition venue or in the hotel of the participating teams / event officials.
 - This room must seat (number of people TBD and is to be set up theatre-style, with a table and chairs for five (5) people at the head, and further additional tables and chairs to seat (number of people TBD)
 - Audio, Screen, projector and Internet are required.
 - (Simultaneous translation at Multi-Sports Events).

4.1.6.2 Meeting Rooms during the Tournament

The Host NA is required to ensure that the nominated hotels can provide at least:

- Two meeting rooms (for teams and umpires) in the hotel throughout the competition equipped with a whiteboard, flip chart and multimedia facilities, comfortably seating 25 persons.

4.1.7 Safety and Security

The safety and the security of the persons attending the event should be ensured at the venue. The Host NA needs to assess the necessary security levels and engage the resources of the local police force and/or private security contractors to ensure the Event is staged safely, in accordance with any applicable health and safety legislation and regulations.

A key part of securing the venue is to control access to certain areas in line with the accreditation plan detailed in section 4.1.1 above.

4.1.8 Seating

The Host NA is encouraged to provide seating (temporary and/or additional, including wheelchair access) for spectators. It is recommended that at least 20% of these seats be covered if possible.

The stands and/or spectator areas should be of an appropriate gradient and capacity to allow full viewing capability and be as close as possible to field of play (e.g. no athletic track between the spectators and the pitch).

4.1.9 Site Management

Sufficient level of maintenance and utility services must be provided at the venue during the competition. In case of problems with the lighting, pitch or any other venue facilities during the Event, contact details of the necessary persons with technical knowledge should be readily available.

4.1.10 Spectator Services

Public facilities such as toilets must be available at the venue for use by the

spectators attending the event.

4.1.11 Sport Presentation

To create the BIG, BOLD and PACKED Event, sport presentation is a must at PAHF Events. The PAHF will provide Host NA with specific PAHF guidelines for presenting the event. The Host NA is required to organize and implement the sports presentation in line with PAHF guidelines.

4.1.12 Technology

Internet access must be provided at the venue, either one (1) LAN and wireless network with at least 2 Mbit upload capacity. It is important that the capacity of the internet provides all users with uninterrupted service at high speed.

4.2 Accommodation

4.2.1 Hotels

A hotel should be nominated as the official hotel for all the Teams and Event Officials. The official hotel should ideally be in close proximity to the venue and is subject to approval by the PAHF.

Three (3) alternative hotels should be proposed to provide a good standard of accommodation. The options provided should also be in close proximity to the tournament venue. As a recommendation, a cheaper option compared to the official hotel – should be presented as an option to the Participating Teams.

It is not possible to provide a price guide as prices vary from country to country and from city to city, however the hotel options presented should provide breakfast, internet access, and meeting room facilities

All appointed Event Officials must be accommodated in the official hotel. During the allocation of the rooms, best endeavours should be made to accommodate each team on one floor and the Umpires and Umpire Managers on one floor.

In all cases, the PAHF Chart of Financial Responsibility identifies the responsibilities of the Host NA, PAHF with respect to accommodation costs for the Event Officials.

PAHF staff or FIH personnel may be in attendance at an Event. If this is the case, the Host NA is notified in advance and the necessary logistical arrangements are required. The associated costs are the PAHF's / FIH's responsibility.

4.2.1.1 Hotel Room Summary

The table below shows the room type and cost responsibility for rooms for Event Officials.

Official	Room type	Cost responsibility
FIH/PAHF Representative (if any)	Single	FIH/PAHF

PAHF Event Coordinator (if any)	Single	PAHF Financial Chart of Responsibility
PAHF Technical Delegate	Single	
Technical Official(s)	Twin	
Umpires Manager(s)	Single	
Neutral Umpire(s)	Twin	
National Umpire(s)	Twin	

4.2.2 Meeting Rooms

Meeting rooms should be available for the teams and Umpires throughout the Event, equipped with a whiteboard and/or flip chart, projector, screen and Internet. Meeting rooms should preferably be provided at the official hotel(s) but may be provided at the competition venue. There should be a booking process controlled by the LOC in place for these rooms.

4.3 Transport

The Host NA must provide the transport of all Event Officials, PAHF staff and Participating Teams between the designated airport (or designated railway station) and their hotel(s) on arrival and departure.

Note that the designated airport or railway station is the nearest airport with international or major domestic air services.

A dedicated vehicle and a driver must be provided for the Technical Delegate, if requested, for the duration of their stay.

The Host NA must arrange the necessary transport between the official hotel(s) and the venue during the Event for the Event Officials, PAHF staff and the Participating Teams. In the event that the hotel is in very close proximity to the venue, the provision of transport at all times may not be necessary. This should be discussed and agreed with the PAHF in advance.

The Host NA, in its communication to teams, would specify the maximum number of persons that they can cater to for transport during the Access Period. For numbers greater than the maximum limit, the participating team would be responsible for transportation needs of the excess numbers.

Should teams make their own arrangements for hotel accommodation (outside of any of the nominated hotel(s)), the Host NA is not required to provide transport between the venue and the hotel(s).

Should the Host NA hold an Official Function, transport to and from this function must be provided for Team representatives, Event Officials and PAHF staff.

Provision of local transport for media and broadcast is not required.

The Tournament briefing meetings are held at the official hotel or the venue and the Host NA must provide the necessary transport arrangements to ensure all team officials attend the meeting.

4.4 Travel

4.4.1 Air travel

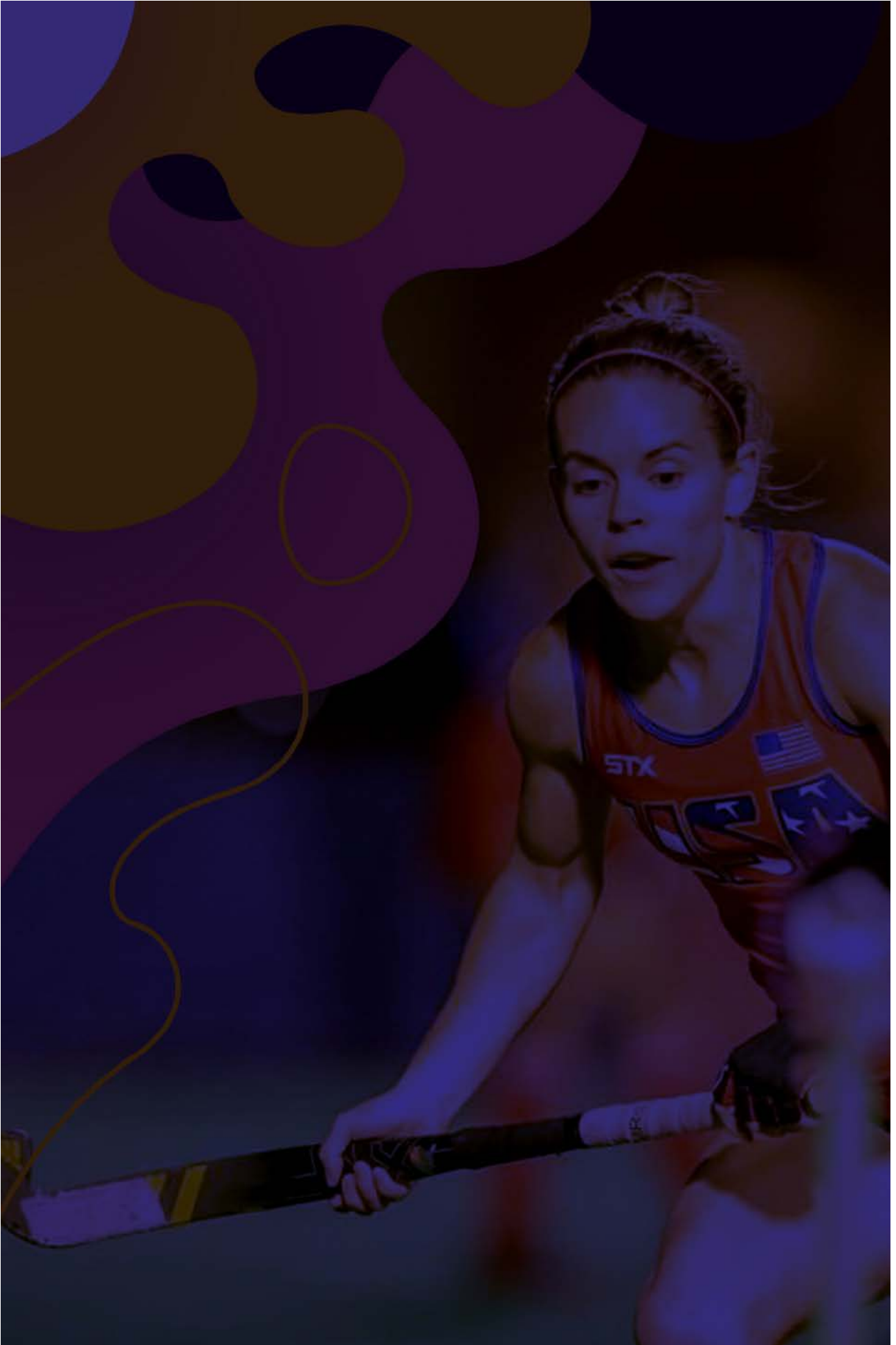
Once the relevant information for the appointed Event Officials is received by the Host NA, the Host NA must provide the following travel arrangements for the Event Officials attending the Event:

- The Financial Chart of Responsibility will identify the parties responsible for air travel costs.
- For return travel tickets paid for by the Host NA and provided for the Technical Delegate, Neutral Umpire/s and Umpire Manager/s at least 42 days in advance of the Event. Schedules for travel are to be mutually agreed with these Event Officials before any booking is made.

The Technical Delegate should arrive at least three (3) days before the first day of the Event and all other Event Officials 2 days (36 hours minimum) before the first match of the Event. The departure of the Technical Delegate and the Event Officials should be arranged on the last day of competition or early the following day after competition finishes, depending on the completion of Match Schedules and available travel arrangements.

4.4.2 Immigration and Customs

In some cases, Event Officials may require assistance with obtaining a visa to visit the host country and the Host NA must provide the required invitation letter and guidance to each Event Official.



C5 COMMERCIAL AND MARKETING

Promotion and branding are at the heart of the vision to make hockey big, bold, packed and loud. Hockey Promotion and Branding Guide provides a step-by-step approach designed to give the Host NA the know-how and tools to successfully promote and brand the event.

The Branding Manual contains an assortment of Hockey promotion and branding items for the Host NA, ranging from posters and flyers to perimeter boards and flags. Some of the promotion and branding items must be produced for the event while others are optional. The Host NA must ensure that the compulsory promotion and branding items are produced for the Event. The PAHF may provide financial assistance to contribute to these compulsory items. Further details will be communicated to the Host NA in advance of the Event.

If requested by PAHF, the Host NA must submit a Marketing Plan with details of all the promotional and branding items produced and/or promotional activities to be organised for the Event.

5.1 Event Logo

A unique logo is created for each Event. This can be used on posters and flyers, website and on any merchandise that the Host NA decides to create.

Presenting Sponsor logo may also be included in the Event logo. (subject to PAHF agreement in the event that the Host NA exploits the Presenting Sponsorship rights).



5.2 Slogan

"MAKE YOUR MARK" is the slogan for Hockey World League and can be

adopted for other Events pending PAHF/ FIH approval. It is about inviting everyone to get involved whether they are a fan, a player, a volunteer or an Event Official. It's about testing boundaries and inspiring those involved to see how far they can go.

For players – what mark will they leave? Can they go all the way from the Event to the next Event? Can they score the best goal of the season?

For fans – can they upload the best fan video? Create the most original fan celebration? Make the most noise?

For Event Officials – will they be remembered for their faultless performance?
For the Host NA- can you deliver the best Event?

5.3 Artwork

The branding assets, such as perimeter boards and flags do not require adaptation and simply need production by a local agency for use at the Event.

The branding assets, such as posters, flyers, official program book do require adaption and need to be personalised by the Host NA.

All promotional and print materials to be used for the Event (including any artwork) must be approved by the PAHF before production.

5.4 Promotion and branding

There are ten easy steps to promoting and branding the event listed below.

Ten easy steps to promoting and branding the Event:

- Know to whom you want to speak
- Identify the channels available
- Create a web presence for the Event
- Adapt the promotional artwork supplied
- Work with local media
- Keep everything in a simple promotional plan
- Check the Hockey branding assets
- Brand the event using the artwork
- Print and use the check-list

5.5 Commercial Rights

This section provides the Host NA with information on the Commercial Rights allocation at the Event and explains how the sponsorship rights allocated to the Host NA should be delivered.

Depending on the specific Event, certain rights will be granted to the Host NA in order for them to generate revenue for the Event. These are to be agreed in advance with the PAHF and reflected in the Event Hosting Agreement but will include ticketing, catering and hospitality.

5.5.1 PAHF Commercial Partners

The PAHF will have a number of existing PAHF Commercial Partners and, if requested by the PAHF, the Host is required to deliver certain sponsorship and related advertising rights to these PAHF Commercial Partners. The cost of the delivery for these branding and advertising rights will be paid for by the PAHF. Full details of these are provided to the Host NA in advance.

If requested by the PAHF, the logos of the PAHF and the PAHF Commercial Partners should be included on all promotional and print materials.

5.5.2 Host NA Commercial Partners

In the event that the Host NA is allocated certain sponsorship rights in the signed Event Hosting Agreement the Host NA can then begin to approach potential Commercial Partners for the Event. The Host NA must provide the PAHF in advance of entering into a sponsorship agreement for the Event with details of the sponsors. The sponsorship agreement will be subject to PAHF written approval.

The Host NA must comply with the following PAHF restrictions on Commercial Partners:

- No Host Commercial Partner shall be active (in whole or in part) in the same industry as a PAHF Commercial Partner (relevant categories to be advised by PAHF but will include at least the two-wheeled vehicles industry and governments or government-related entities).
- Sponsorship or advertising for tobacco and tobacco-related products or any other industry which may, in the reasonable opinion of PAHF/FIH, negatively affect the image of hockey, the PAHF/FIH or the PAHF/FIH events is not permitted.
- The space assigned to each Host and PAHF Commercial Partner on all branding and promotional items must be agreed in advance by the PAHF.
- The Host acknowledges that players' uniforms are the property of each respective team.

5.5.3 Sponsorship Rights

Generally, the sponsor hierarchy for a PAHF Event is as follows:

- Presenting Sponsor.
- Official Sponsor.
- Official Suppliers.

The number and nature of sponsor and supplier packages that can be sold by the Host NA will be agreed with the PAHF and detailed in the relevant Hosting Agreement.

The information below outlines the rights that can be offered to potential Host Commercial Partners subject to the relevant sponsorship rights being allocated to the Host NA. The Host NA should devise packages that include a range of rights which are attractive for a specific sponsor.

Below is a list of the main rights that can be packaged for either cash sponsorship (i.e. the sponsor pays the Host NA) or sponsorship in kind (the sponsor receives certain rights in exchange for providing goods and/or services, e.g. a perimeter board in exchange for free bottled water for teams,

a logo on the volunteer shirts in exchange for providing or paying for the shirts, or free tickets in exchange for setting up and maintaining the Host NA website).

The branding rights that can be offered by the PAHF and the Host to Commercial Partners of the Event are covered in more detail below under the following headings:

- Association rights
- Onsite branding and promotion
- Print materials and online presence
- Tickets and hospitality
- Other Rights

The exploitation of these branding opportunities and the overall branding plan is subject to PAHF approval in each case.

5.5.3.1 Association Rights

If the Host NA is assigned the rights to sell the Presenting Sponsorship in the Hosting Agreement then the sponsor's name or logo can be included in the Event title and logo. The PAHF has the same rights in the event that it exploits the Presenting Sponsorship Rights.

5.5.3.2 Onsite branding and promotion



Ejemplo del logo Patrocinador

Perimeter boards or banners around the Field of Play: The sponsors may have the right to place an agreed number of perimeter boards or banners (preferably solid boards) around the Field of Play. Boards and banners can be first tier (i.e. ground-level) and/or higher up (e.g. on the fences behind the goals).



Example of perimeter board

Goal boards: The sponsors names and/or logos may be printed on the inside and/or outside of goal boards. The design must ensure that the goal boards are not predominantly of a light colour (e.g. the background must not be white or another light colour).



Example of goal side and back boards

Team benches and Technical Table: The sponsors names and/or logos may be displayed on the team benches (on the roof top, outside back wall, inside back wall above the bench or similar).



Example of a team bench with event and sponsor branding

Scoreboard: The sponsors names and/or logos may be displayed on the information board.



Example of a scoreboard with Event and sponsor branding

5.5.3.3 Print materials and online presence



Example of a program book cover

Event literature and printed materials: The sponsors names and/or logos may be included on print and promotional items, e.g. the Event poster, flyers, stationery (letterhead, envelopes, business cards etc.), tickets, accreditations, invitations, event advertisements (newspaper/radio/TV), website and social media, press conference and/or interview backdrops, results boards, press releases etc.

Program Book: The sponsors may have the right to include an advertisement in the Event program book (this can be a page printed into the program or a flyer added in) and/or be named on the sponsor recognition page in the program.

Ticketing: The sponsors names and/or logos may be displayed on the tickets.



Example of a ticket design

5.5.3.4 Other Rights

Umpiring shirts/uniforms: The sponsor's name and/or logo may be displayed on the umpiring shirts/uniforms that are worn on the field of play. The shirts should also display the Event logo.



Example of umpiring shirts/uniform

Ball patrol shirts/uniforms: The sponsor's name and/or logo can be displayed on the ball patrol shirts/uniforms. The shirts should also display the Event logo.

Volunteer shirts/uniforms: The sponsor's name and/or logo may be displayed on the shirts/uniforms event volunteers wear while on duty. The shirts should also display the Event logo.

A maximum of two (2) sponsor names and/or logos can be displayed on the abovementioned shirts/uniforms (one on the front and one on the back) unless agreed otherwise with the PAHF/FIH.



Example of ball patrol shirts/uniform and volunteer shirts/uniforms

Accreditations and/or tickets: The sponsors may receive an agreed number of accreditations and/or tickets (for regular or VIP seating and including or excluding hospitality) free of charge and/or has the right to purchase tickets at a discount.

Parking cards: The sponsors may receive an agreed number of parking cards which allow parking at or near the venue. (This applies only where parking in or near the venue is limited).

Display/sales stand: The sponsors may have the right to set up and operate a display/sales stand during the event, e.g. a stand selling hockey equipment, promoting a car brand etc.



Example of display/sales stand

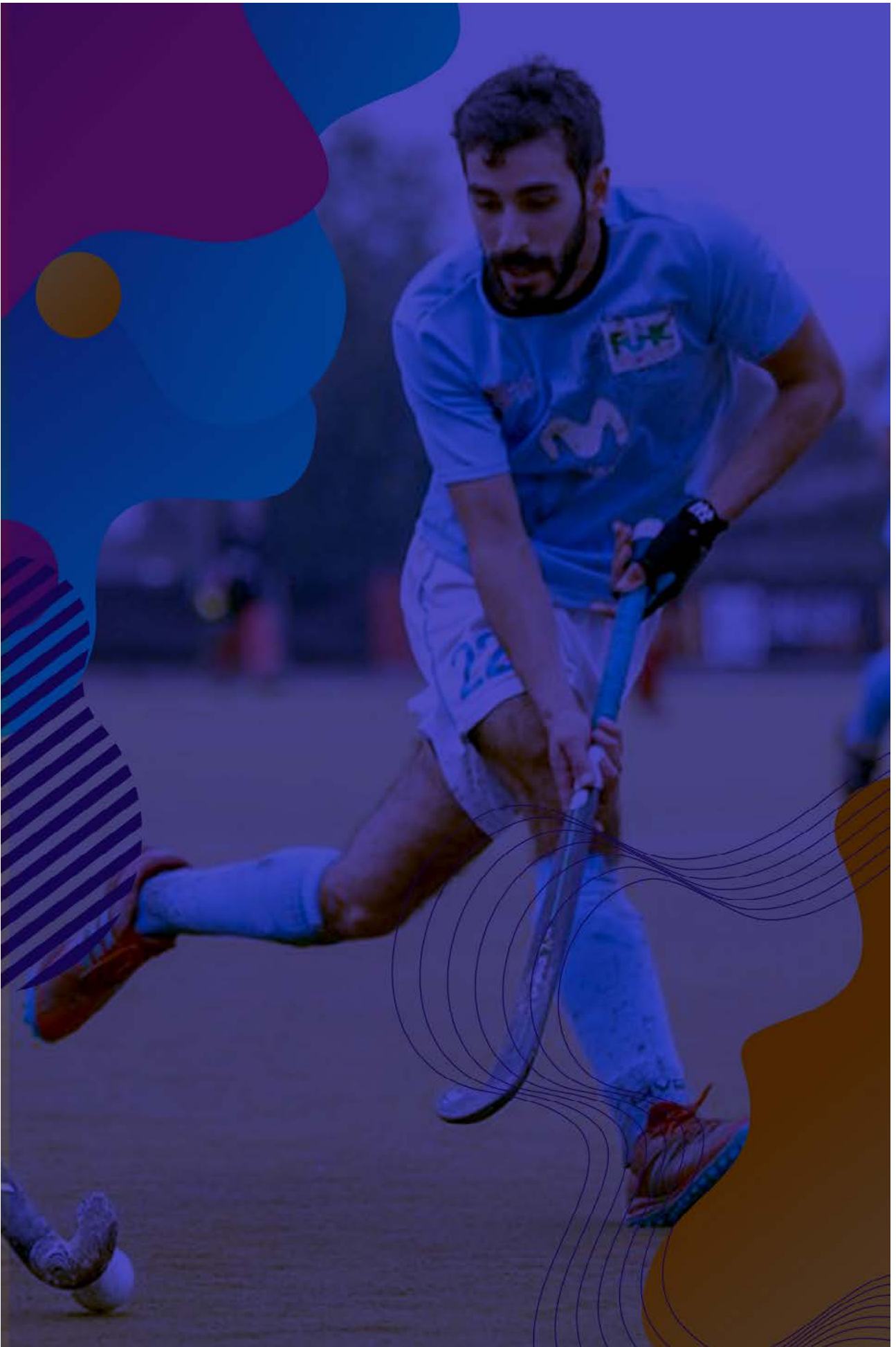
Promotional items/give-aways: The sponsors may have the right to distribute promotional items/give-aways at the venue to spectators, teams, volunteers etc.

Hospitality unit or program: The sponsors may have the right to put up their own hospitality area and/or bring an agreed number of guests with hospitality privileges to the Event on agreed days.

Social function invitation: The sponsors may have the right to organise or host a social function for officials, teams and selected guests, e.g. end-of-tournament party or barbecue.

Award presentation: The sponsors may have the right to have one (1) or more representatives participate in the closing ceremony to present awards.

Transport: The sponsors names and/or logos may be displayed on the official Event transport, e.g. official cars or team buses (subject to the necessary consents being obtained).



C6 MEDIA AND BROADCAST

6.1 Press

The Host NA must ensure there are adequate media facilities and services at the competition venue. In some instances where there is a particular need and interest from international media, additional media facilities may be requested by the PAHF. The media facilities required depend on the number of media attending and must be agreed with the PAHF in advance.

Facilities such as media centre/work zone, media seating at the competition pitch, a mixed zone and press conference area should be considered as detailed in the table below.

Media Facility	Provisions
Media Centre/Work Zone	Work tables, seating, electricity and internet.
Media Seating	Allocated seating for the media at pitch-side, preferably on the half way line .
Mixed Zone	An area closed off near the competition pitch-side for player interviews post-match.
Press Conference area	A room with adequate number of seating and a head table with a press backdrop behind.
Photographer Positions	Designated positions for photographers around the field of play.

6.2 Broadcast

The PAHF will inform the Host NA in advance of the Event if there is a requirement for the Event to be broadcasted.

If there is no broadcast requirement from the PAHF for the Event, it is optional for the Host NA to broadcast the event, at its own cost, for domestic terrestrial production only. The Host NA must inform the PAHF of any such broadcasting plans before concluding an agreement and, subject to approval of the PAHF, can then provide the necessary information and guidelines required, such as technical facilities, camera positions etc.

6.3 Photographer services

The appointed PAHF Communication Officer(s) is responsible for taking photographs of the matches, events and the venue.

The PAHF Communication Officer(s) will post the photographs taken to the PAHF website and social media sites.

Each Host NA is encouraged to have photography done of the event, to promote and market the sport and the event to its followers.

6.4 Event website and social media

The appointed PAHF Communication Officer(s) operate the PAHF Event page as part of the PAHF website.

Host NAs are encouraged to use websites and social media platforms to promote the event in line with the social media guidelines established by PAHF.

C7 PROTOCOL AND HOSPITALITY

7.1 Protocol

7.1.1 Closing Ceremony

All arrangements of the closing ceremony must be submitted to the PAHF Event Coordinator (if present) or the Technical Delegate for approval no later than 5 days before the final match

The organisation of the closing ceremony presentations to the winners on the final day must be organised and managed by the Host NA.

The closing ceremony must include the presentation of the team awards provided by the Host NA and may include further presentations as outlined below if desired by the Host NA.

The trophies, medals and team award/s are provided by the host and are presented during the official closing ceremony, unless otherwise advised. Trophies, medals and awards design must be approved by PAHF not later than 90 days prior to the start of the event.

In the case of a joint Event, the closing ceremony for each competition may take place after the corresponding final, i.e. the men's ceremony takes place after the men's final and the women's ceremony after the women's final, in order to not make teams wait unnecessarily. In the case when a presentation after the final is not possible because of the early departure of a team, the award for that team shall be presented after the team's last match in the competition (if it is certain that they have qualified for the next round), otherwise it shall be sent to them by the PAHF by mail after the Event has ended.

For the presentation of the team award(s), the team(s) in question shall line up on the field of play. The presenter(s) used are representatives of the PAHF, the Continental Federation, the Host NA, local dignitaries and/ or sponsors. The line-up of the presenters shall be agreed with the PAHF Event Coordinator (if present) or TD prior to the ceremony.

Immediately after the presentation of the award(s), the national anthem of the winning team should be played. This can be the extended version of the anthem, which has been approved by the team as a correct and complete

version of their anthem.

The ceremony is also a good moment to take the team photo(s) with the PAHF Event board (moveable or perimeter board), if available, the team should stand behind or close to the board, so that the board is visible in its entirety.

7.2 Further Presentations

To present individual award(s) is not obligatory, but each Host NA may choose to present one (1) or more individual award(s) to honour outstanding performances (e.g. Best Player, Best Goalkeeper, Top Scorer, Most Promising Player).

If so, the Host NA must provide the corresponding award or gift. The PAHF communications officer will organise the voting procedure.

Any individual award(s) are presented at the beginning of the closing ceremony before the official team award(s), by the representatives of the PAHF, the Host NA, local dignitaries and/or sponsors as agreed with the PAHF Event Coordinator (if present) or TD prior to the ceremony.

7.3 Hospitality

7.3.1 Official function

While not required, the Host NA may choose to hold an Official Function for the Event by inviting Event Officials and at least two (2) representatives from each of the Participating Teams, as well as any local dignitaries, sponsors and PAHF staff present.

7.3.2 VIP Hospitality

While not a requirement, the Host NA may choose to provide VIP facilities (seating and/ or a hospitality area). If such facilities are provided, the PAHF may request access for PAHF Commercial Partners, PAHF Staff and selected Event Officials.

C8 CORPORATE

8.1 Legal

The Host NA must sign the Hosting Agreement and the PAHF Chart of Financial Responsibility with the PAHF.

The Host NA must take a note of all the legal requirements included in the Hosting Agreement and provide these accordingly.

8.2 Insurance

Once the Hosting Agreement is signed, the Host NA must ensure to have all the relevant Event specific insurance policies in place to host a PAHF Event:

- The host NA is responsible for and must take out and maintain all necessary insurance policies in respect of the Event specified by the PAHF from time to time covering such risks and with an agreed insurer as the PAHF may reasonably require. The policy should include cover for bodily injury, property damage; consequential financial loss an amount for pure financial loss and any deductible or excess should be approved by the PAHF.
- Specific cancellation, rescheduling, abandonment cover for the Host NA in case the event is cancelled, rescheduled or abandoned.
- The insurance policy must be in the name of the Host NA and the PAHF.

Copies of all the insurance policies must be sent to the PAHF at least two weeks before the Event start date.

C9 APPENDIX A: EVENT CHECKLIST

SECTION	TASK	RESPONSIBLE PARTY	STATUS/ COMMENTS
1. ORGANISATION AND PERSONNEL			
1.1 Collaboration PAHF, Host NA and LOC	Establish LOC.	Host NA	
	Nominate a main contact person.	Host NA	
	Provide guidance and planning and delivery support on event.	PAHF	
1.1.1 Planning	Confirm receipt of the username and pass- word for the relevant Workroom.	PAHF, Host NA	
	Monthly conference calls leading up to the Event.	PAHF, Host NA or LOC	
	Fill in and submit the checklist before each call.		
	Provide report pre, during and post event.	Host NA or LOC	
1.1.2 Operations	Daily meetings during the event.	PAHF, Host NA or LOC	
1.1.3 Post-Event Reports	Complete and submit report within 2 weeks after the Event.	Host NA or LOC	
1.2.1 Local Organising Committee Organisation	Establish a LOC and send the chart.	Host NA	

2. COMPETITION MANAGEMENT			
2.1.1 Match Schedule	Prepare draft, submit match schedule (upon confirmation of participating Teams and consultation of relevant stakeholders).	PAHF in collaboration with Host NA	
	Approve and announce match schedule.	PAHF/FIH	
2.1.2 Pre-Event Meetings	Prepare and submit meeting schedule.	Host NA/ PAHF	
2.1.3 Pre-match Protocol	Follow pre-match protocol.	Host NA	
2.1.4 Tournament Results Management	Nominate a dedicated person.	Host NA	
	In accordance with the PAHF results management system, provide results and publish final scores.	Host NA/ PAHF	
2.1.5 Changing rooms	Provide 4 lockable changing rooms for teams.	Host NA	
	Provide changing room for umpires.	Host NA	
2.1.6 Additional facilities	Have fully equipped offices available as per Event Manual.	Host NA	
	Provide lockable storage space for team equipment if required.	Host NA	
2.2.1 Appointments (Event Officials)	Appoint TD, UM, Neutral Umpires	FIH / PAHF	
	Appoint National Umpires, Technical Officials	PAHF	
	Provide Event Officials' contact details to Host NA.	PAHF	
	Send briefing information and request forms to Event Officials.	Host NA	
2.2.2 Daily Allowance	Provide daily allowance as per PAHF Per Diem Policy or agreed with the PAHF, in the event meals are provided.	Host NA	
2.3.1 Entry Forms (Participating teams)	Send invitation to enter.	PAHF	
2.4 Liaison with Teams	Upon confirmation of participation from PAHF, send Team Briefing information and Team Logistics requests to teams.	Host NA	
2.5.1 Pitch availability	Pitch available 2 days prior the start and during event.	Host NA	

3. TECHNICAL REQUIREMENTS			
3.1 Competition Pitch	Inform PAHF of rental fees (if any) for approval.	Host NA	
	Provide a competition pitch.	Host NA	
	The pitch must be compliant with technical requirement of FIH.	Host NA	
3.1.1 Goals and Flags	Provide goals and flags in accordance with Rules of Hockey plus 1 set of goals and 2 flags in reserve.	Host NA	
3.1.2 Lighting	Provide lighting that meets FIH standards if required.	Host NA	
3.1.3 Hockey Balls	Seek PAHF/ FIH approval of the ball make, model and colour.	Host NA	
3.1.4 Scoreboard and Clock	Provide scoreboard and clock as per Event Manual.	Host NA	
3.1.5 Technical Table	Provide Technical Table as per Event Manual.	Host NA	
	Have required equipment and documents available for Technical Table 2 days before the competition.	Host NA	
3.1.6 Team Benches	Provide Team Benches as per Event Manual.	Host NA	
4. COMPETITION MANAGEMENT			
4.1.1 Accreditation	For PAHF Events, make name and photo requests to participating teams for Accreditations.	Host NA	
	Have accreditations available for collection before the first day of the competition.	Host NA	
4.1.2 Anti-Doping	If testing is required, confirm the arrangement of testing during the competition.	PAHF, Host NA	
	Provide Doping Control Station as per Event Manual if required.	Host NA	
4.1.3 Catering	Provide user-pay food and beverage outlets at venue.	Host NA	
4.1.4 Cleaning and Waste	Organise relevant cleaning and waste management services at the venue.	Host NA	

4.1.5 Medical	Send medical information to teams within the Team Briefing Information 4 weeks in advance of the Event.	Host NA	
	Provide Medical Services at Venue for Official Training.	Host NA	
	Provide Medical Services and ambulance at Venue during competition.	Host NA	
	Provide ice and bottle of water for training and competition.	Host NA	
4.1.6 Safety and Security	Ensure safety plan.	Host NA	
	Engage the resources of local security contractors to ensure safety.	Host NA	
4.1.7 Seating	Provide seating as per event manual.	Host NA	
4.1.8 Site management	In case of problem, provide contact details of a technical person.	Host NA	
4.1.9 Spectator Services	Provide public facilities at the venue (such as WC).	Host NA	
4.1.10 Sport Presentation	Submit presentation plan before the start of the Event.	Host NA	
4.1.11 Technology	Provide Internet at venue.	Host NA	
4.2.1 Hotels	Nominate 1 official hotel and 3 alternative hotels (1 budget), and submit for approval.	Host NA	
4.2.2 Hotel Room Summary	Book rooms for Event Officials as per Event Manual.	Host NA	
	Reserve rooms for teams, media and broadcasters.	Host NA	
	Arrange the cost responsibilities for the Event Officials as per Event Manual.	Host NA	
4.2.3 Meeting Rooms	Provide meeting rooms for teams and officials as per the Event Manual.	Host NA	
4.3 Transport	Provide airport transfers and local transport from official hotels for all teams, officials and PAHF staff.	Host NA	
	Provide transport for team briefing meetings and function if any for team management and officials.	Host NA	
4.4 Air travel	Provide travel arrangements for Event Officials as per Event Manual.	Host NA	

4.4.2 Immigration and Customs	Provide assistance with obtaining visa to teams and Event Officials as required.	Host NA	
5. COMMERCIAL AND MARKETING			
5.1 Event Logo	Provide Event logo.	PAHF	
5.2 Slogan	Provide the slogan for the Event and guidelines on use, if desired.	PAHF	
5.3 Artwork	Submit artwork before production of any work done (Event Official Jerseys, banners, etc.).	Host NA	
	Produce all compulsory and any additional promotional and branding items (as required) for the Event.	Host NA	
5.5 Commercial rights	If requested by the PAHF, the logos of the PAHF Commercial partners should be included on all promotional and branding items.	Host NA	
5.5.1 PAHF Commercial Partners	Advise PAHF in advance before entering sponsorship agreement.	Host NA	
5.5.2 Host NA Commercial rights	Comply with the PAHF restrictions on Commercial Partners.	Host NA	
5.5.3 Sponsorship rights	Identify the available sponsorship rights as agreed in the hosting agreement.	Host NA	
	Devise sponsorship packages and devise a plan to attract sponsors for the Event.	Host NA	
	Approach sponsors with the sponsorship rights packages and negotiate a deal.	Host NA	
6. MEDIA AND BROADCAST			
6.1 Press	Ensure there are media facilities and services at venue.	Host NA	
6.2 Broadcast	If requested by PAHF, PAHF makes arrangements with Broadcaster.	PAHF	
	If requested Assist with regards to venue facilities and access.	AN anfitriona	
	Host NA must inform PAHF if any broadcasting plan before concluding agreement.	AN anfitriona	
	Provide information and guidelines	PAHF / FIH	

6.3 Photographer services	If requested, provide event photos and facilities photos.	PAHF	
6.4 Event website and social media	Operate a web page as part of the NA website. Social media coverage.	PAHF	
7. PROTOCOL AND HOSPITALITY			
7.1.1 Closing Ceremony	Submit all arrangements to TD and/or PAHF Event Coordinator.	Host NA	
	Provide Awards.	Host NA	
7.2.1 Official Function	Confirm if an official function will be organised.	Host NA	
7.2.2 VIP Hospitality	Confirm if a VIP hospitality will be organised.	Host NA	
8. CORPORATE			
8.1 Legal	Sign hosting agreement & PAHF Chart of Financial Responsibility.	Host NA	
8.3 Insurance	Provide copies of insurance policies.	Host NA	

APPENDIX B: PAHF CHART OF RESPONSIBILITY

Attached.

APPENDIX C: TEAM BULLETIN CONTENT

We are pleased to inform you the [event] will be held in [city, country] on [dates].

This document is created to provide you with useful information on the event. Please read through the details carefully and return the attached forms to the [Host NA] by no later than [date].

We look forward to working with you.

- Match Schedule
- Venue name, address and location
- Surface of the pitch
- Type of ball to be used
- Visa requirements (if any)
- Accommodation (official hotel + budget option) and Catering:
 - Hotel(s) Address(es)
 - Costs for Bed and Breakfast only
 - Costs for Bed and Breakfast including one (1) meal
 - Costs for Bed and Breakfast including two (2) meals
- Conditions for booking:
 - Any cancellation policy.
 - Deadlines for confirmation.
 - Payment structure: include note on the payment for the teams and the officials.
- Meeting room
- Transport
- Training sessions
- Ice bath
- Goal jingle (if applicable)
- Documents enclosed:
 - Form # 1 Notice of Receipt

- Form # 2 Team accommodation
- Form # 3 Travel details
- Form # 4 Accreditation
- Form # 5 Practice
- Form # 6 Goal Jingle

You can create as many forms as you may need for an optimal correspondence with the teams.



PANAMERICAN HOCKEY FEDERATION

PAHF EVENT MANUAL

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