



**GUIDELINES FOR TEAM MANAGERS OF NATIONAL  
SENIOR AND U21 TEAMS – NON-FIH WORLD  
LEVEL EVENTS**

**August 2009**

**FEDERATION INTERNATIONALE DE HOCKEY**

**INTERNATIONAL HOCKEY FEDERATION**

## 1. Before travelling or arriving at the Tournament

- 1.1 Make sure that all players and officials have a valid passport and visas (as required) and ask your Team Doctor to check whether he has to fulfill local requirements in order to be allowed to practise in the host country.
- 1.2 Make sure that the playing clothing (primary and alternative) of all players is in order, as follows ("alternative" means a complete additional set which must consist of colour(s) completely different from the dominant one(s) in the primary set for shirt, short and socks).
  - primary set to comprise of **at least 80% single colour** per piece
  - goalkeepers shirts must comprise different colour to both primary and alternate colour of playing shirt
  - players with socks of a dark colour, and with shoes of a dark colour but not green
  - goalkeepers with leg guards and kickers of a dark colour but not green
  - if present, advertisement and manufacturers identifications as prescribed by the FIH Tournament Regulations (Appendix 5), i.e.
    - Advertisement on the front of the athlete's shirt/blouse – size not exceeding 350 sq. cm., if approved **in writing** by FIH prior to start of the tournament.
    - Uniforms with sleeves – on the upper arm of both sleeves – size not exceeding 80 sq. cm.
    - Uniforms without sleeves – on both side panels of the shirt/blouse – size not exceeding 80 sq. cm.
    - On the front of the collar – size not exceeding 40 sq. cm.
    - Men's shorts – on the back of the right leg – size not exceeding 100 sq. cm.
    - Women's skirts – on the back below the waistline.
    - A further site, positioned below the collar on the reverse of the shirt/blouse is to be reserved for FIH/tournament use, effective from 1<sup>st</sup> June 2006.
    - There are no restrictions on the size of the national emblem of the team.
    - Manufacturer's identification **once only**, maximum 20 sq. cm., on each piece of clothing, except on shirt where it may be repeated in the one or two figure(s) of the number on the back of the player (no restrictions on equipment, headgear and shoes).
  - two spare sets of clothing (primary and alternative) plus suitable material for numbering in an emergency, for the replacement of blood stained clothing during a match
  - sticks of all players and goalkeepers' leg guards, kickers, hand protectors and headgears in accordance with the rules. In particular, the sticks, including tape added to it, not coloured white or green over the lowest 100 mm, as measured from the lowest part of the flat face of the handle
- 1.3 Make sure that all players have their number in full distinctive figures, not outlined, on the back of their shirt (goalkeepers in the front and on the back), not less than 16 cm and not more than 20 cm in height, and on the front of their shorts/skirt at left thigh level, not less than 7 cm and not more than 9 cm in height.
- 1.4 Make sure that your National Association has informed you about any communication from the FIH and/or your Continental Federation of interest to you regarding the tournament.

## **2. Upon arrival at the Tournament**

- 2.1 At your arrival at the lodging, allocate the rooms and check with your Liaison Officer that the facilities are acceptable.
- 2.2 Check if the financial arrangements are as pre-established.
- 2.3 Check if the transport to the field of play for the team is adequate (match and practice) and if a proper time-table is given by the Liaison Officer.
- 2.4 Check the training schedules and co-ordinate with Liaison Officer.
- 2.5 (If not already done) Supply the Organising Committee with the duly filled Team Entry Form for your team.
- 2.6 Check whether you have received a copy of the current FIH Tournament Regulations, FIH Code of Conduct, FIH Anti-Doping Regulations and WADA List of Prohibited Classes of Substances and Prohibited Methods.
- 2.7 (If not already done) Organise for all team members and officials, including players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff to complete and sign the 'Acknowledgement and Agreement Form' required by the FIH Code of Conduct and FIH Anti-Doping Regulations. These completed forms are to be given to the Tournament Director prior to or at the pre-Tournament Briefing Meeting.

## **3. At the pre-Tournament Briefing Meeting of the Tournament Director**

- 3.1 Attend the meeting with your stand-in manager. (Note: It is not compulsory for the Team Coach to attend this meeting.)
- 3.2 Notify the Tournament Director in writing prior to start of the meeting whether there are any amendments to the Team Entry Form of your team (no further amendments will be accepted after the meeting or less than 24 hours prior to the first match of the tournament, whichever is the later).
- 3.3 Take along samples of the clothing of their field players and goalkeepers (primary and alternate colours) and all playing equipment for approval prior to the commencement of an event. This includes goalkeepers' headgear, hand protectors, leg guards and kickers together with any protective equipment such as face masks and hand protectors worn by field players.
- 3.4 In relation to any requirement in the Rules of Hockey related to 'medical reasons' provide the Tournament Director with a medical certificate setting out nature of equipment to be worn and medical reasons to justify it and obtain the written approval of the Tournament Director prior to wearing of equipment .
- 3.5 Take along the passports of all your players.
- 3.6 Advise the Tournament Director whether you are satisfied with lodging, meals, transport arrangements and training schedules. Notify the Tournament Director of your complaints, if any.
- 3.7 If not already done, take along the 'Acknowledgement and Agreement Form' required by the FIH Code of Conduct and FIH Anti-Doping Regulations. This form must be signed by each individual participant (i.e. all team members and officials, including players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff and all FIH tournament officials) and submitted to the Tournament Director before the end of the meeting.

- 3.8 If not already done, deliver also to the Tournament Director before the close of the meeting the duly signed statement that you have received all necessary tournament papers and that you will be responsible for the settlement of the accounts of your team party before you leave the host city.

#### **4. Before a Match**

- 4.1 Make sure that your transport schedule allows your team to be at the field of play in due time.
- 4.2 Deliver to the Tournament Director's office at the agreed time during the pre-tournament briefing meeting the numbers of the players, whose names appear on the Team Entry Form, (excluding any player who has been suspended from playing in the match by the Tournament Director), who will be either on the field of play (maximum of 11) or seated on the team bench (up to 5) at the commencement of the match excluding any player who has been suspended from playing in the match by the Tournament Director (Regulation 2.3 (c)). This means that the number of players eligible to play is reduced according to the number of players suspended, i.e. if one player is suspended a team is only allowed to use 15 players, if two players are suspended a team is only allowed to use 14 players, etc.
- 4.3 Make sure that your team is dressed in the correct colours, as mentioned on the Appointment Sheet, for every match.
- 4.4 Make sure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the Tournament Director.
- 4.5 Remember that a suspended player may not enter the field of play or the technical facilities areas (including the team bench, coach's box and video tower) surrounding the same during the match(es) until the match(es) is/are finished.
- 4.6 Make sure that your 17<sup>th</sup> and 18<sup>th</sup> players, if any, leave the field of play not later than 10 minutes prior to the scheduled start time of the match, and then go and stay outside the technical areas surrounding the field of play during regulation time and rest times.
- 4.7 Report to the Technical Official's table 10 minutes prior to the start of the match for stick and goalkeepers' hand protectors/leg guards/headgears check.
- 4.8 Check that your captain wears an arm band or ribbon.
- 4.9 Check that your players are properly dressed at all times during the match:
- all players must be uniformly and neatly dressed at all times during a match;
  - with any additional items of clothing of the same colour specified for the adjoining piece of clothing.
- 4.10 When the match is about to start, sit on the end of the bench which is closest to the Technical Officials' table, and make sure that, including yourself, there are no more than eight persons, plus the team doctor if registered on the entry form, making a total of maximum nine persons seated on the bench.

#### **5. During a Match**

- 5.1 Remember that you are the only one responsible for the behaviour of the persons seated on the bench. Ensure that all persons remain seated and that there is no vocal communication directed at the Technical Officials at the table, the umpires and players of the opposing team.
- 5.2 Remember that your captain is responsible for the behaviour of your player on the field of play, even if seated on the bench.

- 5.3 Remember that, when play is interrupted for an incapacity, only the registered team medical doctor and/or physiotherapist are allowed to enter the field of play, when authorized by one of the umpires, to assist and remove the player concerned as soon as it safe to do so. If your team does not have such registered officials, then you are allowed to enter the field of play together with the on-duty tournament doctor. The team coach may not enter the field of play at any time under any circumstances.
- 5.4 Remember that no treatment for incapacity is allowed on the field of play.
- 5.5 Remember in the case of an injury to a field player, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or team manager, to enter the field of play to assist and remove the player concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.
- 5.6 Remember in the case of an injury to a goalkeeper, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or team manager, to enter the field of play – with material for treatment – to assess and as appropriate provide brief treatment or remove the goalkeeper concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.
- 5.7 Remember that if any person from the team bench and/or the on-duty doctor enters the field of play to attend to a player other than a goalkeeper, that player must leave the field of play and return to the team bench area for a minimum of two minutes. The two minute period will be managed by the technical officials on duty. The player required to leave the field may be substituted.
- 5.8 Remember that a player having sustained an injury which caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned.
- 5.9 Remember that any player wishing to take refreshment during a match, including during time stoppages, must leave the field of play and is permitted to re-enter it but not within the 23 meters lines and the back lines (a goalkeeper may re-enter the field of play adjacent to the goal).
- 5.10 Remember that you are responsible for the proper application of the players' substitution procedure.
- players entering the field of play in the frame of a substitution, after having been given a board bearing the number of the player coming off, must go in the vicinity of the centre line of the field of play, not more than 3 meters from the Technical Officials' table and, if a field player, attract the attention of the player to be substituted or, if a goalkeeper, attract the attention of one of the umpires, who will stop the time ;
  - a substitute player is allowed to enter the field of play only when the substituted player has left it ;
  - there must be an appointed captain or an acting captain on the field of play at all times during a match, who must wear a distinctive arm band or ribbon.
- 5.11 Remember that, during half-time, team officials and players may leave the field of play only with prior permission of the Technical Officer on duty and, in doing so, players must leave their sticks and goalkeepers their hand protectors and headgears at the team bench and must return not less than two minutes before the match is due to be restarted.

- 5.12 If during the match you are requested by the Technical Officials seated at the table to correct some points, do this immediately in accordance with the given instruction.

**6. At the end of a Match (or Penalty Stroke Competition)**

- 6.1 Sign the Match Report (and Penalty Stroke Competition Report, if relevant) and, in case of a protest, proceed in accordance with the Tournament Regulations.
- 6.2 After the match (or Penalty Stroke Competition, if relevant), ensure that your team leaves the team bench area as soon as possible in order to make room for the next team arriving.
- 6.3 Remember that a player selected for a dope control after a match must remain under the supervision of the escort and must report within sixty minutes to the Dope Testing Centre.

**7. During the Tournament at the Hotel**

- 7.1 Inquire where the notice boards are located and carefully check the day to day notices.
- 7.2 Always check the Appointments Sheet for every match to ensure that you organize the correct colours for your players.
- 7.3 Check for social events and make sure that your team is correctly dressed for the occasion. Check with the Liaison Officer, if you have any doubts.

**8. Before leaving the Tournament**

- 8.1 Ensure that any Medical Forms distributed to the team prior to the start of the tournament are completed and delivered to the FIH Medical Officer at the completion of the tournament.
- 8.2 Remember that it is your responsibility that all financial matters of your team are settled. Ask for your account on the penultimate date of the tournament and pay the remainder upon departure.

**Note:** Any reference put into words in the masculine also includes the feminine

August 2009

**To be delivered to the Tournament Director  
not later than at the pre-Tournament Briefing Meeting**

I, the undersigned, confirm that each one the team party, namely, players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff involved and participating in the below-mentioned tournament has agreed to observe the F.I.H. Statutes and Bye-Laws, the Rules of Hockey, the FIH Tournament Regulations, the FIH Anti-Doping Regulations, the FIH Code of Conduct and the directives brought to their notice.

Attached are individual signed copies of the Acknowledgement and Agreement Forms for the FIH Code of Conduct and FIH Anti-Doping Regulations completed by each participant (players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff).

Title of Event: \_\_\_\_\_

Venue \_\_\_\_\_

Country \_\_\_\_\_

Dates of Event \_\_\_\_\_

Team Manager \_\_\_\_\_  
(Name of Team Manager – BLOCK LETTERS)

Team \_\_\_\_\_  
(Name of Team – BLOCK LETTERS)

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**To be delivered to the Tournament Director**

**not later than at the Tournament Director's pre-Tournament briefing meeting**

Title of Event: \_\_\_\_\_

Venue \_\_\_\_\_

Country \_\_\_\_\_

Dates of Event \_\_\_\_\_

Team Manager \_\_\_\_\_

(Name of Team Manager – BLOCK LETTERS)

Team \_\_\_\_\_

(Name of Team – BLOCK LETTERS)

herewith confirms

1. To have received a copy of the
  - FIH Tournament Regulations, dated August 2009 (which incorporates FIH Code of Conduct, Code of Conduct; Guidelines of Offences and Penalties and Guidelines to TDs on Process for Hearing and Determining any Reported Offence)
  - Acknowledgement and Agreement Forms (dated August 2009) for each participant for the FIH Code of Conduct and FIH Anti-Doping Regulations.
  - FIH Anti-Doping Regulations, dated January 2009
  - The World Anti-Doping Code: The 2009 Prohibited List International Standard
  - WADA – 2009 Monitoring Program
  - WADA Prohibited List, 2009 – Summary of Major Modifications
  - WADA – Q&A: Prohibited List, 2009

and to be responsible for the adherence to these by the team party (players, managers, coaching and support staff (including video operators/analysts), medical and para-medical staff;

2. To have received a copy of the FIH Guidelines for Team Managers of National Teams (Senior and Under 21) – FIH Non-World Level Events, dated August 2009;
3. That the information contained in the submitted Entry Form is correct ;
4. That the Organising Committee of the tournament will be indemnified for all damages and claims caused by members of the team party ;
5. That the account of the team party will be settled on the penultimate day of the tournament, and the remainder upon departure ;
6. To be supportive to making the tournament a PROMOTION FOR HOCKEY.

Date: \_\_\_\_\_ Signature \_\_\_\_\_