



APPENDIX B1

CHECK LIST

TECHNICAL EQUIPMENT AND REQUIREMENTS

FEDERATION INTERNATIONALE DE HOCKEY

INTERNATIONAL HOCKEY FEDERATION

GENERAL CONDITIONS

- Type of surface
- Quality of surface
- To be cut, dried, watered, rolled if a natural grass surface
- To be watered if a synthetic surface
- Goal Areas
- Overruns (3 m of same surface - further horizontal surface of 2 m at each end and of 1 m at each side of the field of play)

More generally

- requirements to have the best conditions of play.

MARKINGS OF FIELD OF PLAY

Side, goal, and back lines

- straight
- length
- width
- correct angles

Centre line & 23 meters lines

- straight
- width
- correct angles with side lines
- correct distance from goal lines

Shooting circles lines / broken lines outside shooting circles

- measurements
- width

Penalty stroke spots

- distance from goal lines (important)
- diameter
- in front of the centre of each goal

Penalty corner marks

- distance from goal posts
- inside the field of play only

Corner marks

- distance from corner flags
- inside the field of play only

Others

- 14,63 meters marks on side lines (inside the field of play only)
- 5 meters marks on centre line and 23 meters lines
- 5 meters marks on back lines

Generally

- marks visible enough or to be remarked
- different markings on same field of play

GOALS

Posts

- rectangular edges
- width
- depth
- vertical
- height
- not extending upwards
- painted white
- position on back line

Crossbar

- rectangular edges
- width
- depth
- length
- horizontal
- not extending sideways
- painted white

Frame

Sideboards

- height
- length
- thick enough
- at correct angle to goal line
- vertical
- not extending width of posts
- well fixed to posts
- well fixed to backboard
- no chocks inside the goal to support
- painted dark

Backboards

- height
- length
- parallel to goal line
- well fixed to sideboards
- no chocks inside the goal to support
- painted dark

Backposts (what kind)

- vertical or not
- dangerous or not
- may stop the ball

Nets

- no holes or bad tears
- meshes not too wide
- firmly fixed or tied at regulation intervals
- to back of posts
- to back of crossbar
- to outside of backboard and sideboards

General rigidity

- fixation of goals to ground (if natural grass surface) or heavy enough to need no fixation
- rigid enough

- goals not easy to move

General

- handles, screw bolts etc., which could either be dangerous or cause the ball to rebound inside the field of play.

FLAG POSTS

At corners

- position
- height
- colour
- flag size
- flag colour
- not too resistant and therefore dangerous.

TECHNICAL OFFICIALS' TABLE/SEATS

Facility

- position (in line with centre line of the field of play)
- that side of the field of play where there is the least annoyance from the sun and/or hindering of viewing for spectators
- on a platform with a height of minimum 25 cm above field of play level
- sides (open to permit easy access to field of play)
- distance from side line (at least 4 metres)
- protective cover against rain, sun, wind and field of play watering
- for safety, there should be no glass cover, windows, etc. that may be exposed to hockey balls accidentally hit from the field of play.

Table

- Appropriate working table seating 4 persons
- The front and two sides of the table must be closed completely from the top of the table to the floor.

Table Equipment

- Office stationery
- Remote control of the score-board and clock
- Electrical power outlet for computer/printer power
- A laptop computer configured with minimum of Windows 2000 operating system, Office 2000 and Adobe Acrobat version 6.0 (or higher).
- A system of communication (telephone, walkie-talkies) that is linked to the Tournament Director, Press Centre and Public Announcer
- Two (2) audible hooters (horns)
- Two (2) stop watches
- One (1) set of official warning cards (green, yellow and red) as used by umpires
- One (1) spare whistle
- Two (2) sets of players substitution boards safe for handing over at high speed, water resistant, not temperature sensitive and marked with numbers from 1 to 32 (approximate sizes 30 cms x 40 cms)
- Two (2) FIH approved stick control rings
- Two (2) captain's arm-bands or ribbons in different colours, and safety pins
- One (1) set of FIH approved templates for checking the goalkeepers' hand protectors and pads (available from the FIH).
- Bottle containing a 80% alcohol solution and 3 pieces of cloth for cleaning blood stained field of play
- Plastic gloves (and waste disposal facility) for use of personnel responsible for cleaning blood stains from field of play.

- Suitable container for carrying the technical equipment

Seats

- Two seats for the technical officials on duty
- Two seats for the IT Administrative Assistant and clock/score board operator
- One seat for the reserve umpire
- Two x two seats for temporarily suspended players on each side of the Technical Officials' table
- Additional seats in the immediate vicinity of the Technical Officials' table for those who have authority to be there (e.g. FIH Representative, Tournament Director, Umpires' Manager, FIH Medical Officer, Local Medical Officer, etc.)
- Seats not too low.

Technical Table Papers

- Match and penalty-stroke competition report sheets, Rules of Hockey booklet, set of FIH Tournament Regulations, card registration forms, etc.

TEAM BENCHES

- Team bench (or chairs) to seat nine persons per team
- One on each side of the Technical Officials' table enclosure
- Not more than 7.5 metres from it and at the same distance from the side line of the field of play as the Technical Officials' table
- Protected against rain, sun, wind and field of play watering
- Storage stick facility available for each team and protected by a moveable cover against rain and field of play watering.
- Electrical outlet points for cooling or warming devices (if appropriate) and for team electronic equipment.

OTHER EQUIPMENT OF GROUND TO CHECK

Score board

Clock and (electronic) timing device, indicating the current playing (or remaining) time - Preferably operable from the Technical Officials' table

Permanent match results and classification boards - Preferably at a point of the stadium where it can be seen by the greatest number of people

Flags and poles (for each participating country and for F.I.H.)

Sound equipment, if any - If so

- what announcements ?
- anthems ?

Floodlights, if any - If so

- to have a trial
- to assess the lighting warm up period

Watering (entire wetting of field of play and overruns within 8 minutes)

Anything to retain the balls (nets)

Warm up place near the field of play, if any

General installation of stands, seats and accesses

- stands and seats separated from ground
- separate areas for F.I.H. and local officials, technical officials not on duty, players of participating countries not playing, spectators, press, broadcasting and TV people

Organisation of ball boys (6 up to 8)

Catering

First aid

- local doctor on duty at the field of play
- stretcher, spinal board as well as wood, aluminium or air splints for fractures of upper and lower limbs near the Technical Officials' table
- adequate supply of ice and water constantly available
- duly equipped room for first aid treatment at proximity of the field of play
 - two treatment tables
 - adequate lighting
 - facilities for suturing cuts
 - sterile and non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tape
 - basic medicines
 - analgesics (oral and indictable), including morphine, medicines for gastrointestinal disorders
 - oxygen and means of administering it
 - intravenous equipment and sterile fluids for treatment of severe heat exhaustion (in tropical zone)
 - 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 nearest hospital

Dope test room

- Appropriate room with required material and availability of refreshments
- Should comprise a waiting room, a drug control room and a toilet facility.
- Area must be secure, private and reserved solely for drug testing purposes.

(a) Waiting Room

The waiting room should contain:

- seating for athletes, athletes representatives, and chaperones.
- facility for sealed drinks (esky/cool box or refrigerator)
- garbage bin

(b) Drug Control Room

This room must be highly secure and lockable. Ideally the room is to be adjacent to the waiting room and the toilet. The Drug Control room should contain:

- Lockable fridge
- Table and three (3) chairs (Drug Control Official, athlete, athlete's representative)
- Forms to notify athletes
- Laboratory collection forms of acknowledgement
- Trained personnel (including Dope Collection Officer) to monitor and chaperone the athlete selected to be tested
- Sufficient collection bottles/kits

(c) Toilet

The toilet should be large enough for the chaperone to be able to directly observe the competitor providing the sample. A disabled person's toilet is ideal but not essential.

SECURITY CONTROL

- Stands
- Print journalists' seats
- Camera crews and photographers
- Entrances
- Changing rooms
- Secretariat - offices - media/medical Centres

BALLS

- Kind of balls (F.I.H. approved)
- Number of balls available (at least 6 new balls and adequate number of replacement balls of the same brand available at start of match)
- According to field of play & weather

CHANGING ROOMS

For players

- location
- number (minimum 4)
- size
- cleanness
- showers with hot and cold water
- toilets
- massage table
- lockable safe
- security
- electrical outlet for machines e.g. ultrasound

For umpires (separate from players)

- size
- cleanness
- showers
- toilets
- lockers
- half time refreshments
- security

For judges/umpires' manager

- possible changing facilities

SECRETARIAT OFFICE

Place not far from field of play

Size

Furniture

Lockers

Messenger

Equipment

- adequate numbers of desks and chairs
- office stationery
- official documents for tournament (Match and penalty-stroke competition report sheets, appointment sheets, entry forms, liaison officers' list, Rules of Hockey booklet, set of FIH Tournament Regulations, FIH Anti Doping Policy document, injury report forms, card registration forms, etc.)
- telephone and telefax with facilities for local, national and international calls and connections
- data processing system with word and data processing facilities and a computer literate administrative assistance, able to speak and write English fluently
- photocopy machine(s)
- notice board
- individual boxes for mail to the Managers of participating teams, FIH Representative, Tournament Director, Technical Officers, Umpires' Manager, Umpires, Judges, FIH Marketing Representative and FIH Medical Officer
- refreshments and snacks should be readily available

TOURNAMENT OFFICES:

F.I.H. OFFICE

One private office for the F.I.H.:

- Place not far from the field of play
- Size
- Furniture
- Toilet facilities
- Lockers
- Privacy
- Equipment
 - 2 desks
 - office stationery
 - table for discussion seating 6 persons (see Option 1 below)
 - telephone with facilities for local, national and international calls and connections
 - security cabinet for personal property and for official documents
 - refreshments and snacks to be readily available

TOURNAMENT DIRECTOR'S OFFICE

- Place not far from the field of play
- Size
- Furniture
- Lockers
- Reasonable privacy
- Messenger
- Equipment
 - desk
 - table for discussion seating 6 persons (see Option 1 below)
 - office stationery
 - official documents for tournament
 - telephone with facilities for local, national and international calls (analogue line)
 - security cabinet for personal property and for official documents
 - refreshments and snacks readily available

UMPIRES' MANAGER'S OFFICE

- Place not far from the field of play
- Size
- Furniture
- Lockers
- Reasonable privacy
- Refreshments readily available
- Equipment
 - desk
 - office stationery
 - table for discussion seating 6/8 persons (see Option 1 below)
 - security cabinet for personal property and for official documents
 - TV with video and access to feed of internal circuit, if any (video set if no internal TV circuit).
 - refreshments and snacks readily available

Option 1: Size of offices for FIH, TD and UM could be smaller if a 'stand alone' meeting room at the stadium is provided and is available to be shared by FIH, TD, UM and organising committee for meetings.

Option 2: Shared office by TD and UM provided appropriate meeting room is also available.

MEDIA CENTRE

Facilities / Equipment

A well-organised media centre would be split into 5 zones:

(1) Reception area with media centre staff work zone

- 'greeting desk' (as the initial point of contact for the media seeking credentials or help)
- work tables (with space to cope with needs of local media manager, FIH Marketing Representative and FIH Internet staff. Ideally, there should be two offices with one set aside solely for FIH use, with computer and internet access).
- photocopier
- fax machine and computer printer
- secure telephone line (which would take calls answering queries from outside the stadium)
- lockable filing cabinet
- office stationery and supplies
- facilities for on-the-spot accreditation
- easy and quick access to other equipment as may be needed (extension cords, phone adapters, power converters, etc)
- media staff speaking English fluently
- technical personnel on call to handle problems with office equipment, phones, etc.

(2) Print media work zone

- work tables with seating and electrical power (at every position)
- Telephones with computer ports, with local, national and international calling capabilities, payable by credit card (10 lines minimum) with facility to make reverse charge calls and to receive incoming calls. No surcharges are permitted, only the cost of national and international calls (and local calls, if applicable) may be charged. The Media Centre manager will be responsible for recovering all charges incurred by individual members of the media and the FIH will be in no way responsible.

- television with sound taking the live feed at events that have television coverage
- Internet terminals (2 minimum)
- pigeon-hole filing cabinet for team sheets and result sheets
- notice board
- rubbish bins

Photographers' facilities

- Lockable storage space of a sufficient size to cater for long lenses.
- Photographers bibs.

(3) Press Conference Room

A separate area in close proximity to the Media Centre and with convenient access for players and team representatives must be identified to serve as the event Press Conference Room.

To be equipped with:

- A head table large enough for four people seated behind, on a raised platform for those being interviewed.
- FIH press backdrop must be used
- Adequate sound system for size of the room.
- Microphones (2 –minimum) in conjunction with the sound system
- Adequate seating for the Media (seats as needed).
- (optional) splitter box to allow recording for radio and Internet

(4) Media Lounge area (optional, strongly recommended for major FIH tournaments >50 accredited media)

- Lounge area with provision for hot and cold refreshments (coffee, tea, water, soft drinks) as well as snacks. (Local climate and custom may dictate what is provided.)

(5) Viewing area - Field of Play

A dedicated field-of-play viewing area, whenever possible with a "press only" entrance, for print and radio journalists and must have the following:

- Unobstructed tabled seating with cover to sufficiently accommodate accredited journalists and Media Staff.
- Electrical outlets, 1 for every seat, evenly distributed in viewing area.
- Phones with same capabilities as in Media Centre (3 minimum).
- Dedicated telephone facilities for those making special requests (i.e. radio journalists), handled on a case-by-case basis with costs being covered by individual making request.
- Dedicated ISDN line with IDD capability or broadband access for FIH website use.

TV/BROADCASTING

- Specific covered platform for video operators of participating teams, with full viewing capacity of the field of play from behind one (or both) goals, not accessible to the general public, separate from TV broadcasters. Power is to be available for video and computer equipment. Preferably two tables and chairs to be available for use of video analysts of the participating teams of match in progress.
- TV and radio technical facilities for live broadcasting and commentaries
- Interview and conference rooms(s) with facilities for TV and radio broadcasting.

MEETING ROOMS

Pre-Tournament Meeting:

- 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/officials.
- This room must seat thirty (30) persons and is to be set up in the form of a lecture room, with a table and chairs for five (5) people at the head, and further additional tables and chairs to seat twenty five (25) people.

Meeting Rooms during Tournament:

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

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