



F.I.H. BID DOCUMENT

FIH REQUIREMENTS FOR THE ORGANISATION OF THE 2nd WOMEN'S CHAMPIONS CHALLENGE TOURNAMENT, 2003

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SECTION 1

INTRODUCTION

1. Preamble

The International Hockey Federation (FIH) is very pleased that your National Association has expressed interest in hosting the 2nd Women's Champions Challenge Tournament, 2003.

The successful organisation of an FIH World Level event will mean a great promotion for hockey both in the host country and internationally. The FIH has set itself the following objectives for successful events:

- Fair result and satisfied players (with appropriate technical arrangements)
- Promotion for hockey
- Full stands and value for money
- Positive financial result
- Impeccable organisation
- Memorable event

Bidding countries should be aware that the FIH endeavours to ensure that its world level events to the fullest extent possible are successful on all fronts, including a valuable and lasting legacy for the host National Association. An FIH World Level Event should be more than a hockey tournament; it should be a memorable experience, full of excitement, life and atmosphere, both on and off the field of play. In this respect, it is worth noting that the issue of spectators, and therefore, the ticketing strategy, is of particular importance. Spectator stands full of vocal, interested spectators will make the critical difference in achieving an electric ambience.

FIH is fully committed to working in close co-operation and partnership with host countries to ensure success.

About these guidelines:

The main objective of these guidelines is to help bidding countries to present a thorough technical and marketing/commercial strategy and plan for their event bids. At the same time it will assist those responsible for assessing the documents and making recommendations to the FIH Executive Board by ensuring a consistency of content, making the bids much easier to evaluate on a comparative basis.

We wish you all the best in preparing your bid presentation document. If you have any questions or require assistance, please feel free to contact Dennis Meredith, FIH Events Manager at the FIH office in Brussels.

2. Co-operation

The FIH has defined the above objectives for the success of all FIH tournaments and has developed a considerable bank of knowledge in relation to all aspects of the organisation of events. The FIH seeks to work very closely with organisers to give the utmost assistance to ensure the success of the event. In so doing, the FIH seeks to share its knowledge and expertise with all organisers. If required, it will also enable the FIH Events Manager and/or the FIH Marketing & Communications Manager, and any other person who the FIH in conjunction with the Organiser considers may be able to provide assistance, to visit the location of the Event to provide guidance, assistance and advice to the Organiser. The FIH believes it has a great deal to contribute and believes it is able to add real value to the organisation of the event.

3. Offer to Host

See Section 2, *Contractual Requirements* for mandatory pre-requisites for a National Association applying to host this event.

4. Closing Date

The closing date for a National Association to lodge a bid for the events is **Friday, 20 September 2002**.

5. Bid Proposal Document by National Association (Event Bid Criteria Guidelines)

Each National Association applying to host is required to submit a written proposal containing full details in relation to the following:

5.1 Introduction

- Brief summary of your Association's bid
- Details of previously hosted FIH and/or Continental events (if any).

5.2 The proposed host City/Town

- Location (including map showing venue, main transport links, hotels, hospitals, surrounding towns and places of interest).
- Population.
- Climate (at the proposed period of the event).
- International/local transport facilities.
- Leisure/restaurant facilities.
- Experience of the town/city hosting hockey and/or other major sporting events.

5.3 Organising Committee

- Names and experience of those likely to be key members of the Organising Committee, including local expertise, hired consultants (i.e. Media and Public Relations Consultants) and previous organising experience.
- Give an indication of the intended organisational/management structure as well as the human resources (including volunteers) available in preparation for and during the event.

5.4 Proposed Event Dates and Match Programme

- Give your proposed tournament dates
- FIH strongly recommends that all world level events should be staged either between mid-June/mid-September or between mid-November/mid-February.
- If your proposed tournament dates do not comply with these recommended timeframes please provide specific reasons for the variation.
- Provide your provisional match schedule (playing days, rest days, match times).

5.5 Objectives:

- List the objectives of the National Association, both for the event and for the long term legacy for your Association.

5.6 Event Venue

- Total capacity of the stadium (seated and standing).
- Number of fixed seating for spectators (permanent and/or temporary stands).
- Number of spectators able to be accommodated in addition to those in fixed seating.
- Total number of covered seats.
- Details of facilities available at the stadium.
- Stadium layout plan (proposed, if not already in existence or if major modifications are planned).

5.7 Hotel accommodation

- Do you intend to nominate a hotel as the 'tournament hotel', and, if so, the details of the hotel, including anticipated accommodation/meal costs.
- Details of hotels available for teams, including anticipated accommodation/meal costs.
- Details of hotel for technical officials.
- Details of hotel(s) for media, including anticipated accommodation/ meal costs.
- Details of hotels for visiting spectators, including anticipated accommodation/meal costs.

5.8 Marketing Information

Spectators:

- What is the profile and popularity of hockey within the host country?
- Actual number of players.
- Indicate the spectator potential over the period of the event.
- Indicate plans for spectator support activities (i.e. exhibition, entertainment)
- Outline your spectator promotional plans (including details of tournament website, etc) both nationally and internationally.
- Fall-back plan to fill the stands on identified 'potential lower attendance' days.

Commercial:

- Describe your ticket sales strategy:
 - pricing structure (season tickets, day tickets, adults, children, students, pensioners, etc)
 - how will tickets be sold
 - what allocation, if any, will be made to member Clubs
 - sessions per day
 - group rebates
 - advanced booking benefits
 - projected pre-tournament sales per month
- Describe your potential to secure sponsorship/commercial funding.
- Indicate any sponsors already secured that you would expect/intend to have involved.
- Give details on existing stadium franchisees (if any)
- What is your potential to secure other funding?
- What is your potential for local government/local authority/sporting organisation support?
- What is your potential support for promotional activities?
- What is your proposal for merchandising?
- What is your proposal for packaged tours?
- Facilities available for sponsors.

5.9 Media and Television

- Indicate your potential to secure an event host broadcaster (see Section 7, para 2.3).
- Detail the hockey production experience (if any) of your potential broadcaster.
- What is the potential local/state/national media interest (including print and radio) in the event for which you are bidding?

5.10 Event Budget

- Include a detailed breakdown of both income and expenditure (see Attachment 2), including the current financial requirements, detailed in the 'FIH Responsibility Chart', page 7.

5.11 Support Documents

Please supply:

- Letters of support for your bid from appropriate sporting, government organisations, host television broadcaster and/or potential sponsors.
- Location map (see paragraph 5.2 above).
- Photos/layout of the stadium (if in existence).

5.12 Additional activities/offers

Describe any additional activities/offers you intend to undertake over and above the minimum requirements contained in this document.

6. Presentation of Bids

The Executive Board has formed a Bid Evaluation Committee that will be responsible for evaluating the bids and making a recommendation to the Executive Board concerning which offer to host the event should be accepted. As part of this process, the Bid Evaluation Committee may wish to interview representatives of a National Association that has submitted a bid. At this stage it is planned that this will take place in October 2002, at a place and time to be advised. You will be further advised should the Bid Evaluation Committee wish to interview you.

For your information the Bid Evaluation Committee comprises:

- Peter Cohen, Hon. Secretary General, FIH
- Robert Lycke, Hon. Treasurer, FIH
- Steve Jaspan, Chairman, FIH Events/Competitions Committee
- Bob Davidzon, Chairman, FIH Marketing Committee
- Hans Bertels, Executive Director, FIH
- Dennis Meredith, Events Manager, FIH
- Steve Morris, Communications/Marketing Manager, FIH

Check List

It is compulsory for a bidding National Association to fully complete the pro forma Check List provided (see Attachment 1). The purpose of the Check List is to ensure a bidding National Association has addressed all aspects of the bid before submitting its written Bid Proposal to FIH. It will provide assistance to the Bid Evaluation Committee when assessing the bid. The Check List covers the following:

- Contractual Requirements
- Host City/Organising Committee Structure
- Tournament dates/ Provisional Match Schedule
- Objectives for host National Association
- Financial Requirements
- Technical Requirements
- Marketing/Sponsorship Requirements
- Media Requirements
- Television Requirements
- Support Documents

SECTION 2

CONTRACTUAL REQUIREMENTS

1. Bid Proposal Documents

Each National Association applying to host is required to deliver 8 copies of the following documents:

- Detailed Bid Proposal Document (see Section 1, paragraph 5)
- Check List (see Attachment 1)
- Event Budget (see Attachment 2)

2. Offer to Host

Each National Association applying to host is required to deliver with its bid a signed copy of the Offer to Host document (see Attachment 3).

This document may only be signed by the President, Secretary General and/or Executive Director of the bidding National Association.

3. Agreement Governing the Organisation of the Event

At the time of lodgement of the bid a National Association applying to host the event is required to deliver two (2) signed copies of the Agreement to Organise and Conduct the Event (see Attachment 4).

This Agreement may only be signed by either the President, Secretary General or Executive Director of the bidding National Association.

If the bid is accepted the Agreement will be signed by the President, Hon. Secretary General and/or Executive Director of the FIH and one copy will then be returned to the National Association whose offer to host the event is accepted within 7 days of the acceptance by the F.I.H.

4. Payment of Deposit

Each National Association applying to host is required to lodge a deposit equal to 5% of the hosting fee (750 Euros) when lodging its bid. The deposit will be applied as follows:

- If the offer to host is withdrawn at any time before it is accepted, the deposit shall be refunded by the FIH within 30 days of the date the withdrawal is received by the FIH.
- If the offer to host is accepted by FIH the deposit will be applied as a part payment of the hosting fee payable.
- If the offer to host is not accepted by the FIH the deposit will be fully refunded by the FIH to the National Association within 30 days after the date of the award of the organisation of the event by the FIH Executive Board.
- If the National Association withdraws after acceptance by the FIH the deposit shall be forfeited to the FIH.

SECTION 3

FINANCIAL REQUIREMENTS

1. Hosting Fee

- 1.1 Amount: 15,000 Euros
- 1.2 Payment: Deposit of 750 Euros on lodgement of bid and balance not later than three months after the conclusion of the event, be it directly or through the guarantee mentioned above.

2. Return Travel – Technical Officials

- 2.1 FIH Representative to be provided with return travel tickets (on the basis of best available economy intra-continental or business class inter-continental) at their choice of airline company and itinerary.
- 2.2 Technical Officials to be provided with return travel tickets (on the basis of best available economy class) for arrival as follows:
 - (i) Tournament Director:
Entitled to arrive reasonably earlier, at his/her full discretion.
 - (ii) Umpires Manager, Umpires and FIH Media Officer:
On the third day preceding the first day of the tournament.
 - (iii) Technical Officers, Judges and FIH Medical Officer:
On the second day preceding the first day of the tournament.

If the tickets for the Technical Officials are not received 28 days prior to commencement of the event, the FIH will make the appropriate travel arrangements, and must be reimbursed by the Host National Association in US\$ before the start of the event.

- 2.3 Technical Officials shall not be forced to arrive more than 48 hours (Umpires' Manager and Umpires not more than 72 hours) prior to the start of the tournament or to leave more than 24 hours after its end. If these conditions are not fulfilled, the FIH shall be permitted to either arrange their travel schedule on the Host National Association's account (same procedure of reimbursement as above) or to agree upon the travel arrangements as proposed by the Host National Association, who will then have to meet all their additional accommodation and full board expenses, if any.
- 2.4 In case of an emergency appointment or replacement of a Technical Official by the FIH less than 28 days prior to the start of the tournament, the FIH is always entitled to arrange the travel at the cheapest conditions on the Host National Association's account (same reimbursement procedure as above).

3. Hotel Accommodation

- 3.1 Preferably, all Team Parties and Technical Officials should be accommodated in the same hotel. If this is not possible, Team Parties in one hotel and Technical Officials all together in another hotel within walking distance.
- 3.2 Each team party shall be accommodated on the same floor. The Umpires' Manager and all Umpires shall be accommodated on the same floor.
- 3.3 Single room accommodation shall be provided for all FIH appointed technical officials (i.e. the FIH Representative (1), Tournament Director (1), Technical Officers (2), Medical Officer (1), Media Officer (1), Umpires' Manager (1), Umpires (9) and Judges (4)).

4. Full Board – Technical Officials

- 4.1 While breakfasts should be included in the accommodation, per diems (daily allowance) must also be provided to technical officials in order to cover other meals and ancillary costs. The amount of these per diems should reflect local costs and be sufficient to cover at least two meals. The per diems are to be agreed between the FIH and the host National Association at least 28 days before the commencement of the event.

- 4.2 The responsibility of the host organiser commences:
- (a) For the Media Officer, Umpires' Manager and Umpires, with dinner on the 2nd night preceding the first day of the tournament and ends with breakfast on the day following the last day of the tournament.
 - (b) For the other Technical Officials with dinner on the penultimate day preceding the first day of the tournament and ends with breakfast on the day following the last day of the tournament.

5. Internal Transport

- 5.1 All Team Parties and Technical Officials must be provided with internal transport, free of charge, from/to airport/railway station, official tournament hotel(s) and venue.
- 5.2 Team Parties must be provided with internal transport, free of charge, from/to hotel and training field(s) of play during the two days preceding the start of the tournament and during their respective rest days. Any additional transport costs for training prior to the two days preceding the start of the tournament are at the account of the individual team(s).
- 5.3 Transport to be scheduled to enable Team Parties playing and Technical Officials on duty to arrive at the venue not later than one hour before their match and to leave the venue not later than one hour after it. In the event of a team(s) not staying at an officially designated tournament hotel(s) any additional transport costs are at the account of the individual team(s).
- 5.4 Regular shuttle bus service to be provided from/to official tournament hotel(s) and venue for Team Parties and Technical Officials not on duty at intervals of not more than two hours apart.
- 5.5 Regular shuttle bus service to be provided from/to official tournament media hotel(s) and venue for accredited media personnel.
- 5.6 Transport to be provided from/to hotel/venue and places of official functions for Team Parties/Technical Officials.
- 5.7 Private cars to be provided for FIH Representative and Tournament Director.

6. Training Facilities

- 6.1 The official tournament field of play to be made available, free of charge, for all teams during the six days prior to the start and during the tournament, including training times under lights if the match schedule provides for night matches.
- 6.2 If required, an additional training field of play to be made available, free of charge, for all teams during the six days prior to the start and during the tournament.
- 6.3 Training costs prior to the six days preceding the start of the tournament are at the account of the individual team(s).
- 6.4 Training times are to be allocated to all teams on a fair and equitable basis.

7. Insurance

The FIH shall be responsible for insurance covering travel, accidents and civil liability of the officials appointed by it and, if required, will produce a copy of its current policy to the host National Association.

The host National Association shall be responsible for insurance of all risks and must take out all appropriate additional insurance cover covering such risks and with such insurer as the FIH may reasonable require. All policies taken out by the host National Association must be in the joint names of the FIH and the host National Association covering their respective rights and interests.

The host National Association must send a copy of the proposed insurance policy or policies to the FIH for its approval.

FIH RESPONSIBILITY CHART

In force as from: 1 July 2002 for any event for which host country has not yet to be selected

COMPETITION	No. of Teams	FIH Representative	Tournament Director	Technical Officers	Umpires' Managers	Umpires	Judges	Media Officer	Medical Officer	Medals	Hosting Fee in EUR (Euros)	
World Cup Men & Women	12	1 TT + FB	1 T + FB	3(1) T + FB	2(1 *) T + FB	15(1) + or 12(1) ++ T + FB	4(1) + or 6(2) ++ T + FB	1 T + FB	1 T + FB	22x3	M 117,000 W 77,000	
World Cup Qualifier Men & Women	12	1 TT + FB	1 T + FB	3(1) T + FB	2(1 *) T + FB	15(1) + or 12(1) ++ T + FB	4(1) + or 6(2) ++ T + FB	1 T + FB	1 T + FB	22x3	M 40,000 W 40,000	
Olympic Games Qualifier Men	12	1 TT + FB	1 T + FB	3(1) T + FB	2(1 *) T + FB	15(1) + or 12(1) ++ T + FB	4(1) + or 6(2) ++ T + FB	1 T + FB	1 T + FB	Nil	M 40,000	
Olympic Games Qualifier Women	10	1 TT + FB	1 T + FB	3(1) T + FB	2(1 *) T + FB	12(1) T + FB	4(1) T + FB	1 T + FB	1 T + FB	Nil	W 40,000	
Champions Trophy Men & Women	6	1 TT + FB	1 T + FB	2(1) T + FB	1 T + FB	9(1) T + FB	4(1) T + FB	1 T + FB	1 T + FB	22x3	M 77,000 W 40,000	
Champions Challenge Men & Women	6	1 TT + FB	1 T + FB	2(1) T + FB	1 T + FB	9(1) T + FB	4(1) T + FB	1 T + FB	1 T + FB	22x3	M 15,000 W 15,000	
Junior World Cup Men & Women	16	1 or 2 TT + FB	1 T + FB	5(1) T + FB	2(1 *) T + FB	20 up to 22(1) T + FB	6(2) T + FB	1 T + FB	1 T + FB	22x3	M 10,000 W 10,000	
<i>If less than 16 teams number of officials to be determined</i>												
Continental Cup Men & Women	12	FIH : 1 CF : 1 TBD	1 1 T + FB	3(1) T + FB	2(1) T + FB	Neutrals	NA Umpires	4(1) + or 6(2) ++ BB	1 BB	1 TBD	TBD by C.F. FB	M 11,600 W 11,600
						4 T + FB	11(1) + 8(1) ++ FB					
<i>If less than 12 teams number of officials to be determined</i>												

KEY

TBD	To be determined
TT	Return travel (inter-continental business class; intra-continental economy class)
T	Return travel (economy class)
FB	Full board (Single Room accommodation, Bed and Breakfast + daily allowance to be agreed with FIH)
BB	Bed and breakfast
12(1)	12 people, of whom 1 may be from the host country
Nil	No provision to be made by the host country
*	(1) being the Assistant Umpires' Manager
+	6 matches per day
++	Maximum 4 matches per day
CF	Continental Federation

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SECTION 4

TECHNICAL REQUIREMENTS

1. Competition

One (1) Women's Tournament of six (6) teams (18 matches).

2. Number of days for the Tournament

Nine (9) days.

3. Dates for the Tournament

Tournament to be staged in 2003. The FIH Executive Board has resolved that, where possible, all FIH world level events should be staged between either mid-June/mid-September or mid-November/mid February. If the proposed dates are not within either of these timeframes please provide in your Bid Proposal full details of the specific reasons for the variation.

4. Tournament Personnel

4.1 To be appointed by FIH:

- (a) FIH Representative (1)
- (b) Tournament Director (1)
- (c) Technical Officers (2) – one (1) of whom may be nominated by host National Association for appointment by FIH
- (d) Umpires Manager (1)
- (e) Umpires (9) – with at least one (1) umpire appointed by FIH from the host National Association, subject to requisite standards
- (f) Judges (4) – one (1) of whom may be nominated by host National Association for appointment by FIH
- (g) FIH Media Officer (1)
- (h) FIH Medical Officer (1)

4.2 To be appointed by Organising Committee:

- (a) Administration: Members of the Organising Committee, secretarial and administrative assistants, liaison officers, internal transport officers and other assistance in this field.
- (b) Technical: Ground Manager, ground watering operators, match statisticians, ball boys/girls, score board and clock technicians.
- (c) Medical: Local duty doctor, stretcher bearers.
- (d) Security: See paragraph 14.

5. Field requirements

5.1 Competition field of play

- One (1) competition field of play with non-sand filled synthetic surface, without advertising, of a type approved by the FIH, as conforming to the requirements of the FIH specifications and having a Certificate of Compliance issued by FIH. (See also paragraph 17)
- The synthetic field of play surface to continue with the same qualities of materials, slope and smoothness for a minimum distance of three meters before any change in that surface occurs and for a further minimum distance of two meters at horizontal surface at each end and one meter at each side before any obstruction is encountered (except possibly at the Technical Official's table). These overrun areas may be used for advertising conforming to the current FIH specifications and conditions.
- Stands of appropriate gradient and capacity allowing full viewing capacity. As close as possible to field of play (no athletic track).
- Durable white field of play markings, flush with the surface and clearly visible, either inlaid into the carpet or of waterproof paint, and confirmed as accurate and complying with the current Rules of Hockey and the Certificate of Compliance.

- Goals and flags in accordance with the current Rules of Hockey plus one goal and two flags held in reserve. The goals are to be without advertising except on the outside of the goal nets and back boards if conforming to the current FIH specifications and conditions.
- A ball retaining fence or barrier surrounding the overrun area of the field of play and erected to an extra height behind the goal shooting areas for protection of spectators.
- Watering facilities capable of evenly wetting the entire field of play including the overruns within 8 minutes.
- Where the match schedule requires matches to be played under artificial lighting, this must be in accordance with FIH standards for the minimum requirements for play and television recording. (see *Guidelines to the Artificial Lighting of Hockey Pitches*):
 - Horizontal illuminance minimum 500 lux
 - Television recording vertical illuminance 1,000 lux

5.2 Warm-up field of play

- One (preferably) full size warm-up field of play which replicates closely the playing surface of the competition field of play and located within walking distance of it. In the absence of a warm-up field of play, the match schedule must accommodate a minimum warm-up time of 30 minutes on the field of play.

5.3 Training field of play

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

5.4 Hockey balls

- Only balls from an FIH approved manufacturer shall be used, and participating countries shall be advised of the selection at least six months prior to commencement of the competition.
- The availability of practice and pre-match warm-up balls is the responsibility of the participating countries.

5.5 Team benches (or chairs) and stick storage

- A team bench (or chairs), to seat nine (9) people, shall be located on each side of the Technical Officials' table at a distance of not more than 10 m from it. The team benches shall be set back at the same distance from the sideline of the field of play as the Technical Officials' table. It must have a protective cover against sun, wind, rain and field of play watering and allow the overseeing on the field of play (free sight lines).
- There shall be a stick storage facility between the enclosure of the Technical Officials' table and each team bench (or chairs), with a moveable cover for protection against rain and field of play watering, sufficient to accommodate 16 large stick bags.
- Electrical outlet points for cooling or warming devices (if appropriate).

6. Technical Officials' table and equipment

6.1 Technical Officials' Table

- Facility seating 4 persons at the table, sides open, on a platform with a height minimum of 25 cm above field of play level.
- The front shall be at least 4 meters away from the sideline of the field of play.
- The facility must have a protective cover against rain, wind, sun and field of play watering.
- The sides must permit easy access to the field of play.
- For safety, there should be no glass cover, windows, etc. that may be exposed to hockey balls accidentally hit from the field of play.

The facility shall be situated in line with the centre line of the field of play on that side where there is least annoyance from the sun and/or hindering of viewing for spectators.

The facility will include:

- An appropriate working table. The front and two sides of the table shall be closed completely from the top of the table to the floor.
- Two (2) seats for the Technical Officials on duty and a third seat for the Reserve Umpire. Additional seats in the immediate vicinity of the Technical Official's table for those who have authority to be there (e.g. FIH Representative, Tournament Director, Umpires' Manager, FIH Medical Officer, Local Medical Officer, clock/score board operator, if any).
- Two seats for temporarily suspended players on each side of the Technical Officials' table.

6.2 Table Equipment

- Office stationery
- The remote control of the score-board and clock
- Electrical power outlet for computer/printer power
- A laptop computer and laser printer to provide an 'electronic score sheet'
- A system of communication (telephone, walkie-talkies) that is linked to the Tournament Director, Press Centre and Public Announcer
- Two (2) audible hooters (horns)
- Three (3) stop watches
- Two (2) sets of official warning cards (green, yellow and red) as used by umpires
- Two (2) spare whistles
- Two (2) sets of players substitution boards safe for handing over at high speed, 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
- Four (4) captain's arm-bands or ribbons in different colours, and safety pins
- Two (2) FIH approved templates for checking the goalkeepers' hand protectors and pads (to be supplied by FIH).
- Bottle containing an 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.

6.3 Official FIH Papers

- Match and penalty-stroke competition report sheets, appointment sheets, entry forms, liaison officers' list, Rules of Hockey booklet, set of FIH Tournament Regulations, FIH Doping Policy document, injury report forms, card registration forms, etc.

7. Venue requirements

- 7.1 The venue must have a capacity for a minimum of 2,500 spectators (seated and/or standing). There must be seated accommodation for a minimum of 1,000 spectators.
- 7.2 A covered stand (capacity 200-250) is required to be provided for at least:
- Media People
 - Players/Technical Officials not on duty
 - VIP's, sponsors and guests
 - Preferable, spectators
- 7.3 Sufficient sanitary/toilet facilities.
- 7.4 Parking space within or near to the venue, sufficient to accommodate transport for teams, Technical Officials, guests and organising people.
- 7.5 Adequate parking for spectators within walking distance from the venue.
- 7.6 Clearly audible address system for announcements, national/FIH anthems and audio effects at the competition field of play.

- 7.7 A Match Result Board (or electronic device) that permanently shows the comprehensive programme, the results to date of each match and the rankings to date, to be situated at the point where it can be seen by the greatest number of people, preferably at the entry of the venue.

The same information is to be made available on a daily basis in print for the Tournament Director, Teams, Technical Officials and the Media Centre.

- 7.8 Score Board

A Score Board and clock (electronic timing), indicating the current score of the match and the current (or remaining) playing time to be installed at the competition field of play, to be operable from the Technical Officials' table. A 12-hour clock also to be visible from the competition field of play, the Technical Officials' table and the team benches.

8. Changing Rooms

- 8.1 Teams

- Four (4) separate lockable changing rooms for teams located in the stadium. Each changing room to be equipped with an appropriate number of showers with hot and cold water, toilets, massage table, and electrical outlets for equipment (e.g. ultrasound).

- 8.2 Umpires

- One (1) separate changing room with the same equipment (except massage table) as for the teams. Where possible, the umpires' changing rooms should be located away from those of the teams.

9. Medical Facilities

- 9.1 Personnel

- A doctor shall be on duty at the competition field of play during all matches.
- Stretcher bearers shall be on duty at the competition field of play during all matches
- Person allocated with responsibility to clean pitch of blood stains.

- 9.2 Equipment

The provision of the following equipment is required beside the competition field of play:

- stretcher at or near the Technical Officials' table
- seating for stretcher bearers
- spinal board
- wood, aluminium or air splints for fractures of upper or lower limbs
- ambulance service (fully equipped, with unobstructed access).

- 9.3 First Aid Room

A First Aid Room (supervised by local doctor on duty) shall be set up and equipped with:

- dedicated area and desk for FIH Medical Officer
- two treatment tables
- adequate lighting
- facilities for suturing cuts
- sterile / non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tape
- basic medicines
- analgesics (oral and injectable), 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).
- adequate splints and availability of morphine are essential.
- means of disposal of used sharp, sterile and non sterile equipment.

9.4 Dope Testing Facilities

An appropriate room for doping tests (preferably different from the First Aid room) shall be available, with refreshments as well as with the required material as mentioned in the operative FIH Doping Policy document at the date of the competition. (A copy of the current FIH Doping Policy may be obtained from the FIH office.)

- Lockable fridge
- Forms to notify athlete
- Specimen collections forms
- 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

9.5 Care of Umpires

An appropriate facility/ability to treat and care for the umpiring panel, including massage facilities.

10. Refreshments

Adequate supply of cooling ice and drinkable water constantly available for teams and technical officials near the team benches.

11. Tournament Offices

11.1 One private office for the FIH:

This office shall be lockable and located in the stadium. It shall be equipped with:

- 2 desks
- office stationery
- table for discussion seating 6 persons
- telephone, telefax and data connections for local, national and international calls and internet access.
- security cabinet for personal property and for official documents
- Refreshments and snacks to be readily available

11.2 One private office for the Tournament Director:

This office shall be lockable and located in the stadium and preferably looking over the field of play. It shall be equipped with:

- desk
- office stationery
- table for discussion seating 6 persons
- official documents for tournament
- telephone with facilities for local, national and international calls
- security cabinet for personal property and for official documents
- refreshments and snacks to be readily available

11.3 One private office for the Umpires' Manager:

This office shall be lockable and located in the stadium. It shall be equipped with:

- desk
- office stationery
- table for discussion seating for 6/8 persons
- security cabinet for personal property and for official documents
- TV with video (and access to feed of internal circuit, if any)
- refreshments and snacks to be readily available

11.4 One Secretariat Office for Organising Committee

This office shall be lockable and located in the stadium near (preferably next) to the Tournament Directors' office. It shall be equipped with:

- adequate numbers of desks and chairs
- office stationery
- official documents for tournament
- telephone and telefax with facilities for local, national and international calls and connections
- data processing system with word processing facilities and a typist, 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 Directors, Technical Officers, Umpires' Manager, Umpires, Judges, Media and Medical Officers
- refreshments and snacks should be readily available

11.5 Hospitality area(s) for teams, technical officials, VIP's and guests.

- refreshments and snacks should be readily available

12. Meeting Rooms

The following meeting rooms are to be made available:

12.1 A room for the pre-tournament briefing meetings prior to the competition preferably located at the competition venue or in the hotel of the Officials/participating teams.

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 (20) people.

12.2 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, seating 25 persons.

13. Personnel, other equipment and arrangements

13.1 A local assistant, with appropriate video equipment and, preferably experienced in umpiring matters, in order to assist the Umpires' Manager.

13.2 A video tape must be made available to the Tournament Director for technical analysis within 30 minutes of the completion of each match.

13.3 Six (6) to eight (8) Ball Boys/Girls shall be provided for each match. All ballboys/girls should be provided with training prior to the start of the competition.

Note: It is advisable that one person should be in charge of this group of persons, to look after their needs and their training, transportation, daily appointments, food, uniform, ceremony procedures, etc. The colour of their attire shall always be different from those of the attire of players and umpires.

13.4 Flags and flag poles, one each for the participating countries and one for the FIH.

13.5 National anthems of the countries of all the teams.

13.6 Separate and reserved seating arrangements in the main stands for players and officials not on duty.

13.7 Catering facilities at the stadium (food and drinks).

13.8 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.

- 13.9 Video platforms and allocation for video operators for non-participating countries to be at the sole discretion of the Organising Committee. Non-participating National Associations wishing to have such videoing facilities to negotiate with Organising Committee.

14. Media Facilities

- 14.1 See Sections 6 and 7.

15. Security Control

- 15.1 A Security Plan is to be developed by the Organising Committee to ensure maximum security for all possible eventualities that may arise in respect of the event. The Organising Committee must ensure that the FIH, through its nominated representative, is provided at all reasonable times on a strictly confidential basis with access to such plan and all law enforcement agencies responsible for security within the country of the Organiser.
- 15.2 The Organising Committee shall take all necessary steps in order to keep total security control in the stands (including print journalists' seats, camera crews and photographers), entrances, changing rooms, field of play, secretariat, offices, press centre and medical centre accesses, as well in every other part of the venue.

16. Statistics

- 16.1 The statistics to be recorded throughout the event shall be as agreed by the FIH and the Organising Committee.
- 16.2 The Organising Committee shall arrange for an adequate number of local personnel (maximum 3 per game) for the recording of the statistics.

17. Inspection

17.1 General

- Six (6) months prior to the tournament, the Organising Committee must have satisfied the FIH that full compliance with the Technical Requirements can be guaranteed.
- In case of doubt the FIH will inspect the facilities/arrangements in terms of the contractual conditions and agree upon a remedial plan and timing thereof, where and when required.

17.2 Competition field of play

- Existing field(s) of play must have a Certificate of Compliance not more than two years old, otherwise the field(s) must be tested at the latest six (6) months prior to the competition by one of the FIH accredited laboratories and obtain a Certificate of Compliance with the FIH Requirements for Synthetic Surfaces. In case of non-compliance immediate remedial action must be taken.
- Field(s) of play installed less than six (6) months prior to the competition have to be built under the supervision of one of the FIH accredited laboratories.

In any case the sub-base must be tested prior to the installation of the carpet and a full field test must be conducted to obtain a Certification of Compliance as soon as the field(s) of play has been installed.

- The costs of the tests are for the account of the Organising Committee.

SECTION 5

MARKETING, SPONSORSHIP AND ADVERTISING

1. Introduction

In the long-term interests of hockey, it is still the aim of the FIH to obtain a multi-year, global sponsor(s) for future world level events, including this particular tournament. By obtaining substantial sponsorships, future event organisers will benefit from the certainty of guaranteed support in advance, thus making tournament hosting more practicable.

The FIH is actively pursuing global sponsorships. If successful, the FIH will consult with the National Association whose bid is accepted to conclude an agreement in relation to the event – see paragraph 3.1.

2. Host National Association Commercial Rights and Obligations

Subject to paragraph 3 below, the following commercial rights and obligations belong to the host National Association:

2.1 Official title of the event

The host National Association retains all official naming rights for the event. The official title of the event must be used on:

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

The host National Association may not sign away the title sponsorship of the event without the prior written approval of the FIH, which approval will not be unreasonably withheld.

2.2 Advertising

Subject to paragraph 3 below, the host National Association retain all rights to advertising on:

- Field of play advertising: overruns, outside goal boards, outside goal nets, perimeter, pre/post match centre mat
- Title arch at the main entrance to the venue
- Press conference and interview backdrops
- Directional sign advertising
- Scoreboard advertising
- Match results board
- Big video screen (if any) advertising
- Advertising throughout the venue
- Merchandising
- Hospitality areas
- Ticket sales
- Catering
- Tournament website
- Official programme, posters, accreditations, tickets, posters, leaflets
- Volunteers outfit
- Such other activities as mutually agreed between host organisers and the FIH

2.3 Any sponsorship or advertising for tobacco and tobacco-related products is not permitted for FIH events.

2.4 Event logo:

The event logo must first be approved by the FIH.

3. FIH Commercial Rights and Obligations

3.1 The FIH is entitled to secure commercial rights for the Event including title sponsorship (see paragraph 1 above). The FIH will advise the host National Association of the rights that are in existence at the time when the contract has to be signed by it. All subsequent rights may only be obtained by the FIH in consultation with the Organiser.

3.2 Advertising Rights

The FIH shall be entitled to advertise at no cost on:

- Umpires' uniforms
- Ballboys/girls
- Field of play advertising – minimum 4 standard size perimeter boards in TV arc (1 perimeter board per goal line / side-line + 4 FIH logo boards)
- Front of technical official's table (event title and FIH logo)
- Press conference and interview backdrops
- Match results board
- Big video screen (if any) advertising
- Tournament website
- Official programme, posters, accreditations, tickets, posters, leaflets
- Such other activities as mutually agreed between host organisers and the FIH

4. FIH Options

Subject to consultation with the host National Association, the FIH may exercise the following options:

4.1 To have display and/or sales area(s) at the venue. Suitable areas should be provided free of charge by the host National Association but the cost of construction shall be borne by the FIH.

4.2 To have hospitality area (s) at the venue.

- Host National Association to provide a fully catered hospitality lounge of at least 150 m².
- Suitable area (s) to be provided free of charge by the host National Association but the cost of construction shall be borne by any FIH global sponsor(s) concerned.
- The level of catering to be mutually agreed in advance, for the duration of the event and for account of the global sponsor(s) concerned.

4.3 To buy VIP tickets/parking tickets and general admission tickets at face value.

4.4 To buy perimeter boarding advertising at face value.

4.5 To buy advertising space at face value.

5. FIH Image and Presentation

5.1 FIH flags and logos, to be supplied by FIH, must be clearly present and displayed in a prominent position, including;

- Within the rest areas for players, guests and officials
- Within the venue (display screens)
- Within the lobby of main hotel(s)
- In the opening and closing ceremony
- Within the press centre
- Within the press conference and interview rooms
- On promotional/printed materials (press releases, programmes, informational updates, posters etc.)
- The FIH flag must be displayed in a prominent position in the stadium

(Note: The FIH logo was redesigned in 1997. The current FIH logo is available from the FIH office.)

5.2 FIH logo cannot be modified in any way.

SECTION 6

MEDIA REQUIREMENTS

The number of journalists accredited for an event will ultimately dictate the required facilities, and this of course will be a function of the level of the event and the country in which it is played. The following are considered the minimum requirements for a world level event. However, adjustments may be made for this event if prior FIH consent is given.

Close co-ordination must take place between the host National Association's Media Centre Manager and the FIH Marketing and Communications Manager and/or the appointed FIH Media Officer for the tournament.

1. FIH Media Officer

The FIH Media Officer's responsibilities are as follows:

- 1.1 The FIH Media Officer is an important member of the FIH team of officials and should work in close co-operation with the Tournament Director.
- 1.2 The FIH Media Officer's main responsibility is to ensure that the tournament media operation and facilities are in accordance with FIH guidelines and that all elements are being managed effectively by the host Media Centre Manager.
- 1.3 The FIH Media Officer should also act as liaison between the media and the FIH tournament representatives and, where appropriate, provide the necessary communications / PR advice.

The day to day running of the media centre is the responsibility of the host National Association's Media Centre Manager including routine press conferences following matches.

2. Media Centre

A spacious, well lit area, in close proximity to the competition field of play and with easy access to the viewing area, should be identified (or constructed) to serve as the event Media Centre.

2.1 Hours of Operation

An event Media Centre should be operational at least two days prior to the start of a world level event. The Media Centre should be open at least one hour before the start of the first match of the day and should remain open at least two hours after the final match of the day, or until all members of the Media have completed their work. The Media Centre should be open a minimum of four hours on rest days.

2.2 Facilities/Equipment

The Media Centre should be equipped with the following for use by both the media and Media Centre personnel:

- Telephones for the media 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 Host National Association will be responsible for recovering all charges incurred by individual members of the media and the FIH will be in no way responsible.
- Telephones for Media Centre staff with local, national and international calling capabilities (2-3 minimum). A mobile phone for the host Media Centre Manager is highly recommended.
- All phone lines must have the facility for use of laptop computers for transmission (locally, nationally and internationally) of press reports.
- Facsimile machines (2 minimum) for use by the press.
- Facsimile machine (1 minimum) for use by Media Centre staff.
- Contemporary computer system, for generation of event statistics, and word processing duties, by Media Centre staff
- Word processing systems, with printers and internet access (2 minimum) for use by media.
- Photocopier for media and staff use (1 minimum).
- Sufficient electrical outlets distributed evenly throughout the Media Centre in both the Media and Media Centre staff work areas. (Keep in mind additional requirements due to fax machines, photocopiers.)

- A spacious tabled work area with chairs for the Media (seats as needed). Tables should be approximately 70 cm or 28 inches high.
- An adequate work area with telephone, electricity, etc., for the FIH Media Officer. Access to fax, photocopy and other Media Centre facilities/supplies as needed and at no cost must also be made available.
- A spacious, tabled work area with chairs for Media Centre staff, located in a central spot for easy Media access and constructed so as to serve as information desk.
- In addition to phones and equipment previously mentioned (fax machines, computers, photocopier), Media Centre staff work area must be stocked with all necessary office stationary and supplies (i.e. folders, paper, pens, staplers, etc.) for their own use and in anticipation of Media requests.
- File cabinet and other storage area for Media Centre staff (as needed).
- Individual secured storage space for media.
- Pigeon hole system for dissemination of information (or similar system to serve the same purpose).
- Notice board for display of event information and messages.
- Newspapers - local, national and (if possible) international - provided on a daily basis.
- 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.
- Lounge area sufficiently removed from work area so as not to disturb working members of the media.
- Bar/refrigerator 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.)

2.3 Photographers Facilities

- Lockable storage space of a sufficient size to cater for long lenses.
- Additional work area in Media Centre for photographers (i.e. to review, organise photos, slide, etc.).
- Photographers bibs.

2.4 Press Information Pack

A comprehensive Press Information Pack should be compiled and distributed to each member of the Media upon accreditation.

The pack should contain:

- A letter of introduction with names and contact numbers of Media Centre personnel.
- Days and hours of operation, and detailed information on all Media Centre facilities (including phone, fax, etc).
- Official tournament Programme.
- Team listings for all participating countries and available background information.
- Photographers' guidelines.
- Transportation information.
- Tourist information.

3. Press Conference Room

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

The Press Conference Room must be equipped with the following:

- A head table, preferably on a raised platform, for those being interviewed. (An appealing backdrop or the FIH logo and table cover should be provided and such may be done in conjunction with a sponsor.)
- Adequate sound system for size of the room.
- Microphones (4 minimum) in conjunction with the sound system – including a wireless for questions.
- Adequate seating for the Media (seats as needed).
- Separate area appropriate for conducting individual television and radio interviews.

4. Viewing area - Field of Play

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

- Unobstructed tabled seating with cover to sufficiently accommodate accredited journalists and Media Staff.
- Electrical outlets, approximately 1 for every 4 seats, 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 for FIH use. Calls to be billed to FIH at standard rates.

5. Media Accreditation

The Host National Association is responsible for the management of the media accreditation process, subject to FIH approval where there is doubt over an applicant's qualification. The FIH is eager to assist with verification of status of international media representatives, upon request from the Host National Association.

The FIH has published guidelines to assist national associations with accreditation of internet media representatives, available from the FIH office.

The host National Association is to provide the FIH with a list of accredited media at regular intervals in the run up to the event, with the final list of accreditations submitted within 14 days of the event.

6. Media Accommodation and Transportation

The Host National Association should reserve sufficient space for the Media in a choice of two hotels offering safe, comfortable and affordable accommodation. The hotels should be equipped with standard facilities found in a business centre (phones, facsimile machines, photocopiers, etc.) to allow journalists to continue their work from the hotels. Accommodation must be well priced to encourage media attendance, and should be located in close proximity to the event venue.

Regularly scheduled local transport for Media should be provided between the Media hotel(s) and the event venue at no cost. Transport scheduling must take into account media working requirements and service should extend to two hours after the finish of the last match each day.

7. Television

Sufficient technical facilities must be provided on request for television broadcasters, other than the host broadcaster, intending to do live broadcast and commentary. Specific details are provided in Section 7.

SECTION 7

TELEVISION BROADCAST POLICY AND REQUIREMENTS

There is no **international** television obligation for this tournament. However, should the organiser decide to have television coverage of the tournament the quality requirements set out hereunder should be adhered to.

However, one camera coverage is required for **all matches** for international news feed and disciplinary purposes.

The main aims of the FIH for the television production and broadcast are:

- high quality production (technically);
- giving maximum exposure (both nationally and internationally);
- presenting the event attractively (promotional); and
- to be financially viable, and potentially profitable.

Four key partners are involved in realising these goals: (1) the host National Association, (2) the host broadcaster (assigned by the host National Association), (3) the FIH and (4) its television representatives Octagon/CSI.

FIH and its television representatives will assist National Associations where required with the contractual arrangements with the Host Broadcaster.

1. FIH/Octagon CSI Rights and responsibilities

Broadcast rights

- 1.1 All broadcast rights to the programme of the tournament, including all forms of television (existing and to be developed), as well as broadcast via the Internet ("webcasting"), are the property of the FIH, except as specifically granted to the host broadcaster.
- 1.2 FIH shall have the right to include, as it elects, any portion of the host broadcaster coverage (clean feed and/or programme), in any programme and/or highlights film, that may be distributed by FIH or its designee live or on tape-delayed basis.
- 1.3 The host National Association will be granted certain television broadcast rights (see Host National Association Rights and Responsibilities below) The FIH retains and sells the remainder of the rights, with the FIH and the host National Association receiving a pre-arranged percentage of the net TV revenue (where net revenue = gross revenue - technical cost - agent's commission)
- 1.4 The FIH will use its best endeavours to maximise international sales revenue, in partnership with its exclusive sales agents Octagon/CSI and will keep the Host National Association informed of sales forecasts at regular intervals.

Video Rights

- 1.5 The video rights belong to the FIH. This excludes team videos, which are for private, technical use by the respective teams only.

Production quality

- 1.6 If deemed so necessary, the FIH reserves the right to supplement the host broadcaster's production in order to meet FIH minimum standards of television production. Additional costs in this respect will be the responsibility of the host National Association. (Quality improvement support over and above the minimum requirements are for the account of the FIH)
- 1.7 The FIH reserves the right to make adjustments to post-event financial returns, (i.e. revenue from international television sales) should the host National Association and/or their appointed host broadcaster not meet the required and agreed FIH standards of television production.

Access to Venue

- 1.8 It is material to this relationship that neither the host National Association nor the host broadcaster allows any television camera or camera team, to the venue without FIH's express prior written consent. FIH's consent will not be unreasonably withheld for other TV stations for news purposes only.

2. Host National Association Rights and Responsibilities

- 2.1 FIH authorises the host National Association to license the domestic television rights for the tournament to the host broadcaster as follows:
- (a) Terrestrial free to air rights only, unless otherwise agreed with the FIH.
 - (b) Such rights to be exclusive (i.e. not granted to any other terrestrial broadcaster) for first run live rights only unless otherwise agreed with the FIH.
- 2.2 The FIH will be flexible with respect to other television broadcast rights (digital, cable, etc.) within the territory of the host country. Assignment of such other rights to be negotiated on a case-by-case basis between the host National Association and the FIH.
- 2.3 The host National Association will secure an event host broadcaster who will provide television production of the event as outlined in this document. Host National Associations must describe the likely TV arrangements, including production plan, the availability of the international signal for international use and the possibility of the production of a highlights programme for domestic and international transmission on a daily basis.
- 2.4 The host National Association must ensure a minimum amount of domestic television broadcast (excluding news coverage) within the host country territory (suggested minimum: daily highlights and/or all host country matches).
- 2.5 The host National Association must secure or have a written commitment from a host broadcaster 12 months in advance of the event. The FIH reserves the right to reassign the tournament in the case that a host broadcaster has not been secured, or if it appears insufficient progress has been made in this respect.
- 2.6 In the event that the host National Association does not arrange the production of a programme of the event, then the host National Association agrees to provide FIH or its designee with such access to the site and to all existing power and available facilities as may be necessary for FIH or FIH's designee to produce its own programme and/or highlights film for distribution anywhere in the world. Production costs remain the responsibility of the host National Association.
- 2.7 The host National Association is required to liaise and consult fully with FIH's television production representatives and the FIH in regard to the appointment of a host broadcaster, and in relation to ensuring the host broadcaster complies with the terms of the FIH Television guidelines.

3. Host Broadcaster Responsibilities managed by the Host National Association

The host National Association will procure that the host broadcaster provides/ensures the following to FIH or to FIH's television designee:

Access

- 3.1 Free and unencumbered access to television coverage (i.e. audio/visual) of the Event (i.e. signal access will be provided free of charge), including provision of the continuous live clean signal, delivered to the nearest international gateway, unless otherwise requested. The live clean signal to include international sound and commentary on separate tracks, the commentary preferably in English, or in national language of the host country.

Coverage

- 3.2 One camera coverage is required for all matches, for international news feed and disciplinary purposes

The producer shall implement any and all reasonable requirements and instructions of the FIH in the production of the television coverage.

Production

- 3.3 Multi-camera coverage with slow-motion replay and graphics capability, of a standard expected and required by the international television market.
- 3.4 A production plan, prepared by or in conjunction with the host broadcaster, should be submitted to the FIH. The plan should be submitted at the time the host broadcaster is secured, but no later than six (6) months prior to the event being organised. The plan to include, as a minimum, camera positions, number of VTR machines, type of graphics system to be used, etc.

3.5 An acceptable framework, based on current practice, could consist of:

- 6 cameras (3 with 50.1 lenses);
- 2-3 VTR machines for replays; and
- Graphics capability enabling team and score statistics.

Presentation

3.6 The host broadcaster is required to:

- Present the game of hockey and the event in its best fashion, in accordance with recommendations to be made by the FIH.
- Use the title of the event in full, including a title sponsor's name where applicable.
- Provide clean graphics (i.e. not featuring any form of advertisement or sponsor branding) unless requested by the FIH to include the title sponsor's name in such graphics.
- Acknowledge that commercial signage will appear at the venues which will conform to any national/international regulation and advertising laws (e.g. if tobacco and/or alcohol are not permitted to appear then this will be respected).
- Agree to carry an event logo or the FIH logo, incorporating a sponsor name/logo, if applicable.
- Ensure that all credits for timing and computer companies secured by the FIH (if and when available), and in conformity with international broadcasting regulations, should also be carried.
- Supply a copy of its commercial format, if applicable, as soon as it is established

Additional facilities

3.7 Beta SP PAL or Digi Beta master recording of each match with international sound for despatch or editing purposes, provided free of charge. The tapes must be recorded on-site to ensure the minimum possibility of technical faults and be available immediately for despatch or editing purposes.

3.8 The FIH will be given, at no additional charge reasonable and timely access to such on-site facilities necessary to allow it or its designee to produce and play out a daily news feed.

3.9 All facilities reasonably necessary to allow for the exploitation of tournament television rights by international client broadcasters, at the site of the tournament, including but not limited to: unilateral camera for in-vision presentation, editing facilities, ENG cameras, play out facilities, match recording facilities, commentary positions to full technical specifications for two commentators and 'observer' positions, including phone and fax line, etc. Such international broadcaster will be charged no more than published, current rate prices for the use of such facilities and personnel.

3.10 Host broadcaster must publish a rate card of facilities for the FIH and its clients, to be agreed in consultation with the FIH and its television production consultants. The rate card should include, at minimum, rates for all items listed in paragraph 3.9.

Broadcast sponsorship/advertising

3.11 The host broadcaster acting as broadcaster in the host territory shall not include any enhancements or labelling in the form of sponsorship, sponsors' messages, product placements, signs or logos or commercial credits (together - "Broadcast sponsorship") in its broadcast of the event without first offering the event sponsors and/or other FIH sponsor(s) the first opportunity to purchase broadcast sponsorship.

3.12 In any event, no entity which conflicts in product or business category with the event sponsors or other FIH sponsors, shall be granted broadcast sponsorship rights without the prior written approval of the FIH.

3.13 The host broadcaster must further ensure that the right to purchase commercial airtime (if available) around and during the transmission of the event should be given to the title/event sponsors on the basis of a right of first refusal and – if possible – product exclusivity.

3.14 According to FIH Statutes, any sponsorship or on-screen advertising (i.e. during the event broadcast) for tobacco and tobacco-related products is prohibited for senior and junior events.

SECTION 8

PROTOCOL REQUIREMENTS

1. Representation of the Federation

The FIH President or the FIH Hon. Secretary General according to FIH Statutes 9 (a) and 11(e) as at 21 April, 2001. In their absence, one official formally designated by the FIH.

The FIH Representative will meet with other representatives, agencies and sponsors as required.

2. FIH Flag

2.1 Size of the flag: 150 cms high and 225 cms wide.

2.2 The flag is divided horizontally into two equal parts. The upper part is in green (colour pantone n°369c) while the lower part is (green pantone n°367c). The FIH Logo is centred in the middle of the flag (same colours as above, plus (pantone warm red c) and (gold pantone 118c)

2.3 The host National Association will provide an appropriate location for flying the FIH flag at the venue, no less prominent than any other.

2.4 The FIH flag (or other identifying object, for example an FIH logo panel/poster) will be provided by the FIH and shall be prominently displayed in the venue as well as the conference and interview areas.

3. FIH Anthem

3.1 The Author of the FIH anthem is the late Spanish Maestro Roma from Barcelona. Following an agreement with his family, a written musical transcription has been undertaken in a modern arrangement of 1½ minutes.

3.2 Any host National Association of an FIH tournament will be provided with a musical score and a tape recording of the anthem.

4. Opening and Closing Ceremonies

These Ceremonies are organised by the host National Association. They shall be conducted in an appropriate way according to the importance of the event ensuring at all times it provides added value to the importance of the event. All arrangements are subject to prior approval by the FIH Representative, or in their absence by the Tournament Director.

4.1 Opening Ceremony

This should include:

- A gathering or a parade of the participating teams (either at the stadium or elsewhere).
- A welcome address by an official of the host country and by the FIH Representative.
- Raising of the FIH flag with the optional support of the short version of the FIH Anthem.
- The duration of the ceremony should be, whenever possible, limited to 15 minutes. Great care should be given to the timing and scheduling of the ceremony. The maximum time players should be expected to participate (including waiting time) should be no longer than 30 minutes. If applicable, at least 30 minutes warm up time should be given to teams participating in the match immediately following the ceremony.

4.2 Closing Ceremony

(a) In the following order, this ceremony should include:

- Presentation of the Fair Play Trophy
- Presentation of Sponsors' Awards or Other Agencies
- Presentation of Other Awards
- Presentation of the Medals
- Presentation of Winner's Trophy
- Optional - lowering of the FIH flag

- (b) The presentation area must be securely roped off and stewarded.
- (c) Appropriate photographers' access must be given and should be co-ordinated with the FIH Media Officer.
- (d) Procedure:
 - (i) The Fair Play Trophy (if any) is presented. *The FIH Representative shall, after consultation with the Chair of the Organising Committee, decide at his/her discretion, who will present the Fair Play Trophy.*
 - (ii) Award from sponsors or other agencies (if any) for which prior approval has been secured from the FIH, are then presented.
 - (iii) Any other awards (if any) for which prior approval has been secured from the FIH, are then presented.
 - (iv) Gold, Silver and Bronze medallions are then presented simultaneously. *The FIH Representative shall decide, after consultation with the Chair of the Organising Committee, at his/her discretion who will present the Medals.* The National Anthem of the winning country is played while, whenever possible, the flags of the three first teams are being raised.
 - (v) The Winner's Trophy is presented to the Captain of the winning team by the F.I.H. Representative who, at his/her discretion, may invite a dignitary (e.g. Head of State) to make the presentation.
 - (vi) Optional - the short version of the FIH Anthem may be played and the FIH Flag is lowered.

5. Presentation of the Teams

Prior to the start of each match, the two teams concerned will assemble in front of the Technical Officials' Table and then, under the direction of the umpires, will enter the field of play by walking on both side of the centre line. Upon arrival at the centre of the field of play, the teams will face the main stand, lining up on both sides of the umpires who themselves will remain on the centre spot. It is recommended that the national anthems be played at this time.

If the national anthems are not played, the above mentioned procedure will still apply.

The FIH is to be recognised when announcing a match. For example:

"The FIH and (organisers) have pleasure in presenting ..."

or:

"This event is being staged under the authority of the International Hockey Federation."

6. Accreditation

6.1 Official FIH Tournaments

Accreditation cards to be issued to:

- FIH Representative (1)
- Tournament Director (1)
- Technical Officers (2)
- Umpires' Manager (1)
- Umpires (9)
- Judges (4)
- FIH Medical Officer (1)
- FIH Media Officer (1)
- FIH Staff (as nominated by FIH)
- Local Officials as determined by the Organising Committee

6.2 Team Delegations

Participant cards to be issued to:

- Head of Delegation (1)
- Players (18)
- Team Manager (1)
- Team Coaches (2)
- Team Doctor (1)
- Team Physiotherapists (2)
- Team Video operators (2)

6.3 FIH Members of Honour, non-officiating FIH Executive Board Members, FIH Committee Members, Members of Continental Federations, Council Members of National Associations.

These members to request accreditation from the host National Association at least two months prior to the event. Their accreditation only entitles access to the venue and hospitality area.

6.4 Media

- See Section 6 – Media Requirements.

7. Access

7.1 To Official Functions

Access to Official Functions is open to the persons mentioned under paragraph 6.1 (above) and also for FIH guests and VIPs.

Participating delegations must be represented; the number of invitations being at the discretion of the host National Association.

7.2 To Stand (in addition to the main official block)

- See Section 4 – Technical Requirements (paragraph 6.1).

8. Tickets

8.1 FIH Guests

The FIH will receive up to 25 passes per day, free of charge, for the VIP stand, including access to hospitality and parking areas. The FIH will provide details of named guests. Additional passes should be made available at cost.

8.2 Observers

The host National Association will make available two free season tickets for any non-competing member country observers on request (e.g. video operators) provided that an appropriate application is made not less than two months prior to the start of the event.

8.3 Holders of FIH Identity Cards

The FIH Identity Cards are not valid for this event.

ATTACHMENT 1

CHECKLIST

2nd WOMEN'S CHAMPIONS CHALLENGE TOURNAMENT, 2003

TO BE COMPLETED IN FULL BY BIDDING NATIONAL ASSOCIATION

The following Check List must be completed and submitted with the Bid Proposal. Simply complete the 'Yes/No' Column. If you answer 'Yes' no further detail is required. If you answer 'No' please complete the 'Comment' Column.

Requirement	Yes/No	Comment (especially if answer is 'No')
-------------	--------	--

Contractual Requirements

Signed Offer to Host submitted with Bid.		
Signed Agreement Governing Organisation of the Event submitted with Bid.		
Payment of Deposit		

Proposed host City/Town

Location		
Population		
Climate		
International/local transport		
Leisure/restaurant facilities		
Previous experience of hockey and/or major sporting events		

Organising Committee

Experience and structure		
Previous Tournament Experience		

Dates for Tournament/Match Programme

Proposed Dates		
If applicable, reasons for proposed dates outside recommended time-frames.		
Provisional Match Schedule		

Objectives

Objectives of NA for the event		
Objectives of NA for long term		

Financial Requirements

Event Budget		
Travel Arrangements – Technical Officials		
Internal Travel		
- Teams		
- Technical Officials		
- Media		
Hotel Accommodation		
- Teams		
- Technical Officials		
- Media		
Insurance		

Technical Requirements

Stadium layout plan		
Competition field of play		
- Type of surface		
- Date of installation		
- Artificial lighting (lux)		
- Watering facilities		
Warm up field of play		
Training field of play		
Venue requirements		
- Minimum Capacity 2,500 spectators		
- Minimum 1,000 seats		
- Covered Stand (200-250 capacity)		
- Parking (teams and officials)		
- Parking (public)		
- Public Transport to venue		
- Public Address System		
- Match Result Board		
- Score Board		
Changing Rooms		
- Teams (4 required)		
- Umpires (1 required)		
Medical Facilities		
- Arrangements for local doctor		
- Equipment – field of play		
- First Aid Room		
- Dope Testing Facilities		
Tournament Offices		
- FIH		
- Tournament Director		
- Umpires' Manager		
- Secretariat		
- Hospitality areas		
Meeting Rooms		
Local assistant, with appropriate video equipment to assist Umpires' Manager		
Ballboys/girls		
Catering facilities at stadium		
Platform for Video Operators		
- For participating teams		
- For non-participating teams		
Security Plan		
Tournament Statistics		

Marketing, Sponsorship and Advertising

Spectators		
- Profile/popularity of hockey within host country		
- Actual number of players		
- Spectator potential for event		
- Plans for spectator support activities		
- Spectator promotional plans		
- Fall-back plan to fill stands on identified lower attendance days		
Ticketing		
- Pricing structure		
- Method of sale of tickets		
- Allocation to Clubs		
- Sessions per day		
- Group rebates		
- Advanced booking benefits		
- Projected pre-tournament sales per month		
Sponsorship/Funding		
- Potential to secure sponsorship		
- Sponsors already secured		
- Existing stadium franchises (if any)		
- Potential to secure other funding		
- Support for promotional activities		
- Proposal for merchandising		
- Proposal for packaged tours		
- Facilities available for sponsors		

Media Requirements

Press Centre		
- Facilities and Equipment		
- Lounge area		
- Photographers Facilities		
- Press Conference Room		
Staff/Technical support		
Viewing area for media – Field of Play		
Media Accreditation		
Potential media interest (television/print/radio)		

Television

One (1) Camera Production – all matches		
Host broadcaster (if any)		
Hockey production experience (if any)		
Production		
- Number of cameras proposed		
- Slow motion replay		
- Graphics package		
- Delivery to international gateway		
- Domestic broadcast schedule		
- FIH news editing facility		
Facilities for television broadcasters (non host broadcaster)		

Appendices

Letters of support (sporting, government, host television broadcaster, potential sponsors, etc)		
Photos/layout of the stadium		
Location map		

Additional activities/offers

ATTACHMENT 2

EVENT BUDGET

2nd WOMEN'S CHAMPIONS CHALLENGE TOURNAMENT, 2003

TO BE COMPLETED IN FULL BY BIDDING NATIONAL ASSOCIATION

PROPOSED EVENT BUDGET

To be completed IN FULL by the candidate host country and returned with its bid

1. Itemised Expenditure

1.1 Hosting Fee

Detail	Local Currency	Euros
FIH Hosting Fee		15,000
SUB-TOTAL		15,000

1.2 Stadium

Detail	Local Currency	Euros
Hire of Stadium (Seating capacity =)		
Hire of additional seats/stands		
Practice grounds		
Containers (office, toilets, etc.)		
Cleaning & Sanitary		
Stadium equipment (signs, scoreboard, watering, etc.)		
Energy supplies (water, electricity)		
Stewarding & Security		
Material (balls, flags, goals, etc.)		
SUB-TOTAL		

1.3 Local Transport

Detail	Local Currency	Euros
Teams (coaches)		
Officials (mini-bus)		
VIP's (cars)		
Hotel/Venue Shuttle		
Public Shuttle (parking)		
Committee Members		
SUB-TOTAL		

1.4 Travel

Detail	Local Currency	Euros
FIH Representative		
Tournament Director		
Technical Officers		
Umpires' Manager		
Umpires		
Judges		
Media Officer		
Medical Officer		
SUB-TOTAL		

1.5 Accommodation/Meals

Detail	Local Currency	Euros
FIH Representative		
Tournament Director		
Technical Officers		
Umpires' Manager		
Umpires		
Judges		
Media Officer		
Medical Officer		
SUB-TOTAL		

1.6 Administration

Detail	Local Currency	Euros
Secretariat assistance, casual staff, personnel		
Office equipment (computer, typewriter, photocopier)		
Telecom installation (telephone, fax, walkie-talkies, video)		
Technical Table (laptop PC, laser printer, etc.)		
Printing & Postage (tickets, passes, parking)		
Catering		
Insurance		
Staff outfit		
Medical services		
Trophies, medals, gifts		
Volunteers (travel, meals, accommodation, etc)		
SUB-TOTAL		

1.7 Communication

Detail	Local Currency	Euros
Press		
- Conferences		
- Casual staff and personnel		
- Press facilities (room, stand, etc).		
Promotion		
- Web-Site		
- Material		
- Promotion actions		
• Video tape		
• PR activities		
- On site activities		
Media		
- Advertising		
- Technical costs		
- Posters		
SUB-TOTAL		

1.8 Functions, Meetings, etc.

Detail	Local Currency	Euros
Opening/Closing ceremonies		
Technical meetings		
Official dinner (if any)		
Hospitality area(s)		
Official receptions (if any)		
Entertainment of competition Officials & VIP's (if any)		
SUB-TOTAL		

1.9 Commercial Costs

Detail	Local Currency	Euros
Servicing of Sponsors		
SUB-TOTAL		

1.10 Television Requirements

Detail	Local Currency	Euros
Production Costs – 1 camera (news feed + disciplinary) – Compulsory		
International Signal Production Costs – Optional		
Domestic Broadcast Costs – Optional		
SUB-TOTAL		

1.11 Miscellaneous/Other Contingencies

Detail	Local Currency	Euros
SUB-TOTAL		

2. Itemised Income

2.1 Ticket Sales

Detail	Local Currency	Euros
Season Tickets – Adults		
Season Tickets – Children		
Season Tickets – Family		
Daily Tickets – Adults		
Daily Tickets – Children		
Other		
SUB-TOTAL		

2.2 Grants/Guarantees

Detail	Local Currency	Euros
National/Federal/State Government		
National Sports Council/Commission		
National Olympic Committee		
Local Government		
Regional Government		
Other		
SUB-TOTAL		

2.3 Sponsorship

Detail	Local Currency	Euros
Naming Rights Sponsor		
Minor Sponsorship		
Ground Signage		
Hospitality units		
Value-in kind supplies		
SUB-TOTAL		

2.4 Sales and Licensing

Detail	Local Currency	Euros
Expo Fees		
Revenue/Commission on merchandising		
Revenue/Commission on catering		
Programme advertising and sales		
SUB-TOTAL		

2.5 Television Rights

Detail	Local Currency	Euros
Domestic		
International		
SUB-TOTAL		

2.6 Miscellaneous

Detail	Local Currency	Euros
SUB-TOTAL		

3. **Budget Summary**

3.1 **Total Expenditure**

	Detail	Local Currency	Euros
1.1	Hosting Fee		15,000
1.2	Stadium		
1.3	Local Transport		
1.4	Travel		
1.5	Accommodation/Meals		
1.6	Administration		
1.7	Communication (press, media, promotion)		
1.8	Functions/Meetings		
1.9	Commercial Costs		
1.10	TV Requirements		
1.11	Miscellaneous/Other Contingencies		
	TOTAL		

3.2 **Total Income**

	Detail	Local Currency	Euros
2.1	Ticket Sales		
2.2	Grants/Guarantees		
2.3	Sponsorship		
2.4	Sales and Licensing		
2.5	Television Rights		
2.6	Miscellaneous		
	TOTAL		

3.3 **Projected Profit / (Deficit)**

	Detail	Local Currency	Euros
	Profit / (Deficit)		

ATTACHMENT 3

OFFER TO HOST

2nd WOMEN'S CHAMPIONS CHALLENGE TOURNAMENT, 2003

TO THE INTERNATIONAL HOCKEY FEDERATION

Chemin des Charmettes 7, Lausanne
SWITZERLAND

1. Offer to Host

The National Association named and described in Part 1 of the Schedule ("the Offeror") hereby offers to the International Hockey Federation ("FIH") to organise and conduct the event described in Part 2 of the Schedule ("the Event") on the terms and conditions contained in:

- (a) The agreement annexed hereto ("the Agreement"); and
- (b) The National Association's Bid Proposal Document ("the Bid");

both of which are delivered with this offer ("the Offer").

2. Documents

Delivered with the Offer are the following:

- (a) Two (2) signed copies of the Agreement.
- (b) Eight (8) copies of the detailed Bid Proposal Document.
- (c) Eight (8) copies of the fully completed Checklist
- (d) Eight (8) copies of the fully completed Event Budget
- (e) Payment to the International Hockey Federation of the amount specified in Part 3 of the Schedule ("the Deposit").

3. Deposit

If the Offer:

- (a) Is withdrawn by the Offeror at any time before it is accepted the deposit shall be refunded by the FIH to the Offeror within 30 days of the date the withdrawal is received by the FIH
- (b) Is not accepted by the FIH the deposit shall be refunded in full by the FIH to the Offeror within 30 days after the date of the award of the organisation of the event by the FIH Executive Board.
- (c) Is accepted by the FIH, the deposit will be applied in part payment of the hosting fee payable under clause 4 of the Agreement.
- (d) Is withdrawn by the Offeror after acceptance by the FIH the deposit shall be forfeited to the FIH

4. Acceptance of Offer

- (a) The Offeror may withdraw this offer by written notice to the FIH at any time before it is accepted by the FIH
- (b) The FIH may accept this offer by signing one copy of the Agreement delivered by the Offeror under clause 2(a) and forwarding it to the Offeror at its address set out in Part 1 of the Schedule and thereupon there shall be constituted a binding legal agreement between the Offeror and the FIH for the organisation and conduct of the Event on the terms and conditions set out in the Agreement subject to any variations effected in accordance with paragraph (d) of this clause.
- (c) The date of acceptance of the offer is the date upon which the Agreement is signed on behalf of the FIH

- (d) The FIH may:
 - (i) Accept or decline the offer in its sole and absolute discretion;
 - (ii) Negotiate with any other National Association regarding variations to the terms and conditions of the Agreement;
 - (iii) Accept any offer with such variations to the Agreement as may be agreed upon between the FIH and any other National Association without any obligation on the part of the FIH to advise the Offeror of such variations; and
 - (iv) Accept any offer even if it does not strictly comply with these conditions and the terms and conditions contained in the Agreement.
- (e) If the Offer is not accepted, the FIH will advise the Offeror within 7 days after the date of the award of the organisation of the event by the FIH Executive Board.

5. Governing Law

This agreement is governed by Swiss law.

Any dispute arising from or related to the present Agreement will be submitted exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland, and resolved definitively in accordance with the Code of Sports-related Arbitration.

DATED this _____ day of _____ .

SIGNED for and on behalf of the Offeror by:

.....
Signature

.....
Full Name

.....
Title

.....
Signature

.....
Full Name

.....
Title

SCHEDULE TO OFFER TO HOST

PART 1

Offeror: *[Insert name and address of National Association]*

PART 2

Event: 2nd Women's Champions Challenge Tournament, 2003

PART 3

Deposit: 750 Euros

ATTACHMENT 4

AGREEMENT GOVERNING THE ORGANISATION OF THE 2nd WOMEN'S CHAMPIONS CHALLENGE TOURNAMENT, 2003

AGREEMENT GOVERNING THE ORGANISATION OF THE 2nd WOMEN'S CHAMPIONS CHALLENGE TOURNAMENT, 2003

PARTIES

THIS AGREEMENT is made on the date set out in Part 1 of the Schedule between the International Hockey Federation whose registered office is located at Chemin des Charmettes 7, Lausanne, Switzerland ("FIH") of the one part and the National Association named and described in Part 2 of the Schedule ("the Organiser") of the other part.

RECITALS

Whereas

- A. The FIH is a non profit international federation of national associations which governs the sport of hockey worldwide on behalf of its members.
- B. The FIH is the exclusive holder of all rights in relation to the event described in Part 3 of the Schedule ("the Event").
- C. The Organiser has made an offer to the FIH to organise and conduct the Event in close co-operation with the FIH at the location described in part 4 of the Schedule ("the Location") between the dates specified in Part 5 of the Schedule ("the Dates") and otherwise on the terms and conditions hereinafter contained.
- D. The FIH has decided to accept the offer of the Organiser to organise and conduct the Event on the terms and conditions hereinafter contained.

OPERATIVE PART

NOW IT IS HEREBY AGREED AS FOLLOWS

1. Grant of Rights

- (a) The Organiser **hereby offers** to organise and conduct the Event at the Location between the Dates and otherwise on the terms and conditions hereinafter contained and the FIH **hereby accepts** such offer and grants to the Organiser the rights to organise and conduct the Event on such terms and conditions.
- (b) The FIH shall accept the offer of the Organiser to organise and conduct the Event on the terms and conditions herein contained by inserting the date in Part 1 of the Schedule, signing this Agreement and forwarding the same to the Organiser at its address set out in Part 2 of the Schedule and this Agreement shall be deemed to commence on the date the Organiser receives the copy of this Agreement dated and signed by the FIH
- (c) The Organiser may sub-contract all or any part of the organisation of the Event but the Organiser remains solely responsible to the F.I.H. for compliance with the terms and conditions of this agreement.

2. Requirements

The Organiser must at its own cost and expense absolutely:

- (a) Organise and conduct the Event in all its aspects adopting and maintaining the highest possible standards of quality;
- (b) Observe in their totality all the conditions specified in the annexures hereto which are hereby incorporated in and form an integral part of this agreement; and
- (c) Carry out and perform the conditions contained in the bid documents submitted as part of its offer to organise and conduct the Event and any agreements subsequently made.

3. Organiser's Responsibility

The Organiser acknowledges and agrees that:

- (a) The rights hereby granted to organise and conduct the Event are for its own account and, without prejudice to any of the matters set out in the Financial Requirements contained in the annexures hereto, are at its sole risk and under its full and exclusive responsibility and liability including, without limiting the generality of the foregoing, all legal and administrative obligations and all liability whether in contract or tort to third parties including but not limited to all participants, teams, officials (whether appointed by the FIH or the Organiser), employees, contractors, agents, members of the public and all authorities whether national or local;
- (b) It shall and does hereby indemnify and agree to keep indemnified the FIH from all claims suits actions demands damages or costs whatsoever and howsoever arising out of or in any manner relating to the organisation and conduct of the Event by the Organiser;
- (c) The FIH shall have no liability for any failure of the Organiser to comply with any agreement between the Organiser and any third party or with any other obligation of the Offeror.

4. Hosting Fee

- (a) In consideration of the FIH granting to the Organiser the rights to organise and conduct the Event, the Organiser agrees to pay to the FIH the fee set out in Part 6 of the Schedule ("the Hosting Fee").
- (b) Unless otherwise mutually agreed, the Organiser must pay the Hosting fee to the FIH as follows:
 - (i) By a deposit of the amount set out in Part 7 of the Schedule; and
 - (ii) The balance not later than three (3) months after the conclusion of the Event.
- (c) All payments must be made to the FIH to the credit of Account N° 285.172.00 Q at the Union Bank of Switzerland in Geneva, Switzerland.

5. Default of Organisation

- (a) If the FIH in its reasonable judgement determines that it is likely that the Organiser will be unable to organise and conduct the Event according to the terms and conditions of this Agreement, the FIH may terminate this agreement forthwith by written notice to the Organiser and this Agreement and the rights hereunder shall cease and determine immediately upon such notice being delivered to the Organiser but without prejudice to the rights of the FIH in accordance with the following provisions of this clause.
- (b) A notice sent by the FIH under paragraph (a) must be sent in accordance with clause 12 and must state the grounds upon which the FIH has reached its determination.
- (c) If this Agreement is terminated by the FIH in accordance with the provisions of paragraph (a), the Organiser agrees and acknowledges that it shall not and shall not be entitled to claim any damages or compensation from the FIH as a result of such termination.
- (d) If the FIH terminates this Agreement, it may in its sole and absolute discretion:
 - (i) Cancel the Event; or
 - (ii) Reassign the organisation and conduct of the Event to another National Association on such terms and conditions as the FIH may in its sole and absolute discretion determine; and
 - (iii) In either case may require the Organiser to immediately transfer the Hosting Fee to it without prejudice to any right which the FIH may have to claim compensation or damages from the Organiser but the FIH acknowledges that it shall have no right to claim compensation or damages if the termination under paragraph (a) is caused by reason of *force majeure*.
- (e) The FIH may also terminate this Agreement and exercise the rights specified in paragraph (d) if the Organiser fails to observe or perform any of its material obligations hereunder and does not remedy such failure within thirty (30) days after the FIH serves a written notice on the Organiser specifying the failure.

6. Insurance

- (a) The Organiser is responsible for and must take out and maintain all necessary insurance policies in respect of the Event specified by the FIH from time to time covering such risks and with such insurer as the FIH may reasonably require.

- (b) All policies taken out by the Organiser must be in the joint names of the FIH and the Organiser covering their respective rights and interests.
- (c) Forthwith after the commencement of this Agreement, the Organiser must send a copy of the proposed insurance policy or policies to the FIH for its approval and upon approval being given must take out such policy or policies at such time or times as the FIH specifies.
- (d) The Organiser must promptly pay all premiums from time to time due in relation to the insurances taken out in accordance with this clause and at the request of the FIH produce the receipts for the premiums so paid.
- (e) The Organiser must ensure that it develops a plan to ensure the maximum security for all possible eventualities that may arise in respect of the Event and must ensure that the FIH, through its nominated representative, is provided at all reasonable times on a strictly confidential basis with access to such plan and all law enforcement agencies responsible for security within the country of the Organiser.

7. Reports

- (a) The Organiser must submit a written update report to the FIH at least once every three months providing details on all aspects of the progress of the organisation and conduct of the Event in such form and format and containing such details as may be required by the FIH.
- (b) Within three (3) months after the conclusion of the Event the Organiser must submit a detailed written report of all aspects of the organisation and conduct of the Event and provide such recommendations that may assist with the organisation of future events.
- (c) At the request of the Hon. Secretary General of the FIH, the Organiser must present its report in person to the Executive Board or any committee appointed by it.
- (d) The FIH will regularly inform the Organiser on all aspects of its involvement in the staging of the event.

8. Co-Operation

- (a) The FIH has defined objectives for the success of all FIH tournaments and has developed a considerable bank of knowledge in relation to all aspects of the organisation of tournaments. The FIH seeks to work very closely with the Organiser to give the utmost assistance to ensure the success of the event. In so doing, the FIH seeks to share its knowledge with all Organiser. The FIH believes it has a great deal to contribute and believes it is able to add real value to the organisation of the event.
- (b) The FIH may appoint a person ("the FIH Representative") to represent the FIH and to liaise with the Organiser on all aspects of the organisation and conduct of the Event.
- (c) The involvement of the FIH Representative shall in no way replace or reduce the full and exclusive responsibility of the Organiser.
- (d) The FIH Representative is entitled to attend all meetings of the organising board but, unless otherwise decided by the Executive Board of the FIH, the number of visits shall be limited to two per year.
- (e) The FIH shall pay for the travel costs and the Organiser for the accommodation costs of the FIH Representative.
- (f) The FIH will make its knowledge and expertise available to the Organiser, including:
 - (i) By providing relevant resource material in relation to the successful staging and hosting of world level events, and
 - (ii) By enabling the FIH Events Manager and the FIH Marketing & Communications Manager, and any other person who the FIH in conjunction with the Organiser considers may be able to provide assistance, to visit the location of the Event to provide guidance, assistance and advice to the Organiser. The FIH shall pay for the travel costs and the Organiser for the accommodation costs incurred.

9. Commercial Rights

- (a) All commercial rights to the Event belong to the Organiser.

- (b) The FIH is entitled to secure commercial rights for the Event including title sponsorship. All such rights, which are in existence at the date hereof, are specified in Part 8 of the Schedule. All subsequent rights may only be obtained by the FIH in consultation with the Organiser.
- (c) The title of the Event is set out in Part 9 of the Schedule. The title is definitive and may not be modified or altered in any way by the Organiser without the prior written consent of the FIH.
- (d) If the FIH secures a title sponsor, it may incorporate the name of the sponsor in the title to the Event. If the FIH does not provide a title sponsor for the event, the Organiser must obtain the prior written approval of the FIH if it wishes to incorporate a sponsor's name in the title to the event.

10. Coaching/Umpiring Course

The Organiser agrees that, if requested by the Executive Board, it will assist with the preparation and conduct of an FIH Coaching and/or Umpiring course to be held in conjunction with the Event.

11. Governing Law

- (a) This agreement is governed by Swiss law.
- (b) Any dispute arising from or related to this Agreement will be submitted exclusively to the Court of Arbitration for Sport in Lausanne, Switzerland, and resolved definitively in accordance with the Code of Sports-related Arbitration.
- (c) The Panel will consist of three arbitrators, unless the parties hereto agree to designate a single arbitrator.
- (d) The language of the arbitration will be English.

12. Notices

- (a) Any demand, notice, consent, document or other communication by either party to the other must be:
 - (i) In writing:
 - (ii) Signed for or on behalf of the party by its President, Hon. Secretary General and/or Executive Director; and
 - (iii) Addressed to the party to be served at the address of that party specified in paragraph 12(b) or such other address as that party may have substituted by written notice (given in accordance with this clause) to the other.
- (b) All demands, notices, consents, documents or other communications authorised or required to be given by or pursuant to this agreement must be sent by registered mail with postage pre-paid, by hand delivery or by facsimile transmission or e-mail as follows:

The FIH:

Address: Avenue des Arts, 1 bte 5
1210 Bruxelles – Belgique

Fax No: + 32 2 219.27.61

E-Mail: FIH@FIHockey.org

National Association:

Address:

Fax No:

E-Mail:

- (c) Demands, notices, consents, documents or other communications authorised or required to be given by or pursuant to this agreement shall be deemed to have been duly given or made:
 - (i) If posted by registered mail, seven business days after being posted;
 - (ii) If delivered by hand, immediately when delivery is effected; or
 - (iii) If sent by facsimile or e-mail, when transmission is satisfactorily effected.

SIGNED for and on behalf of the Organiser by:

.....
Signature

.....
Full Name

.....
Title

.....
Signature

.....
Full Name

.....
Title

SIGNED for and on behalf of the FIH by:

.....
Signature

.....
Full Name

.....
Title

.....
Signature

.....
Full Name

.....
Title

