



**GUIDELINES FOR TEAM
MANAGERS**

**COAL INDIA HOCKEY INDIA
LEAGUE
OCTOBER 2016**

1. Preparing for the Tournament and travelling to each Venue

- 1.1 Make sure that players and officials have a valid passport and visa and ensure that all medical staff are fully equipped to provide adequate services for the team.
- 1.2 Make sure that the playing clothing (primary and alternative) of all players is in order, as follows (alternative means a complete additional set which must consist of colour(s) completely different from the dominant one(s) in the primary set for shirt, shorts and socks)
 - Primary set to comprise of at least 80% single colour piece
 - Goalkeepers shirts must comprise different colour to both primary and alternate colour of playing shirt
 - if present, advertisement and manufacturers identifications as prescribed in Appendix 4 of the Coal India HIL Tournament Regulations
 - two spare sets of clothing (primary and alternative) plus suitable material for numbering in an emergency, for the replacement of blood stained clothing.
 - sticks of all players and goalkeepers leg guards, kickers, hand protectors, knee pads and headgears are in accordance with the Rules of Hockey and Tournament Regulations.
- 1.3 Make sure that all players have their number in full distinctive figures, not outlined, on the back of their shirt (goalkeepers in the front and on the back), not less than 16 cm and not more than 20 cm in height, and on the front of their shorts at left thigh level, not less than 7 cm and not more than 9 cm in height.

2. At the pre Tournament Briefing with the Tournament Director

- 2.1 Attend the meeting with your stand in manager. It is not compulsory for the Team Coach to attend this meeting.
- 2.2 Notify the Tournament Director in writing prior to start of the meeting whether there are any amendments to the Team Entry Form of your team (no further amendments will be accepted after the meeting).
- 2.3 Take along samples of the clothing of their field players and goalkeepers (primary and alternate colours) and all playing equipment for approval prior to the commencement of an event. This includes goalkeepers' headgear, hand protectors, leg guards and kickers together with any protective equipment such as face masks and hand protectors worn by field players.

- 2.4 In relation to any requirement in the Rules of Hockey related to 'medical reasons' provide the Tournament Director with a medical certificate setting out nature of equipment to be worn and medical reasons to justify it and obtain the written approval of the Tournament Director prior to wearing of equipment .
- 2.5 Take along the passports of all of your players.
- 2.6 Take along the signed 'Acknowledgement and Agreement Form' required by the HI/ Coal India HIL Code of Conduct, Coal India HIL Anti-Doping Regulations, and Coal India HIL Anti-Corruption Policy, if you have not already forwarded them. This form must be signed by each individual participant (ie all team members and officials, including players, managers, coaching and support staff (including video operators/analysts) and medical and para-medical staff as well as all FIH tournament officials) and submitted to the Tournament Director before the end of the meeting.
- 2.7 If not already done so, deliver also to the Tournament Director before the close of the meeting the duly signed statement that you have received all necessary tournament papers and that you will be responsible for the settlement of the accounts of your team party before you leave each venue (form B attached to this document).

3. Before a Match

- 3.1 Make sure that your transport schedule allows your team to be at the field of play in due time.
- 3.2 Deliver to the Tournament Director's office at the agreed time during the pre-tournament briefing meeting the numbers of the players, whose names appear on the Team Entry Form, (excluding any player who has been suspended from playing in the match by the Tournament Director), who will be either on the field of play (maximum of 11) or seated on the team bench at the commencement of the match excluding any player who has been suspended from playing in the match by the Tournament Director. This means that the number of players eligible to play is reduced according to the number of players suspended.
- 3.3 Make sure that your team is dressed in the correct colours, as indicated on the Appointment Sheet for every match.
- 3.4 Make sure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the Tournament Director.

- 3.5 Remember that a suspended player may not enter the field of play or the technical facility areas (including the team bench, coaches box and video tower) surrounding the same during the match(es) until that match(es) is / are finished.
- 3.6 Check that your captain wears an armband or ribbon.
- 3.7 Check that your players are properly dressed at all times during the match:
 - all players must be uniformly and neatly dressed at all times during the match;
 - with any additional items of clothing of the same colour specified for the adjoining piece of clothing.
- 3.8 When the match is about to start, sit on the end of the bench which is closest to the Technical Officials table, and make sure that, including yourself and franchise representative (if present), there are no more than the number of personnel permitted by the Tournament Regulations seated on the bench.

4. During a Match

- 4.1 The designated Team Manager for a particular match is the only one responsible for the behaviour of the persons seated on the bench. It must be ensured that all persons remain seated and that there is no vocal communication directed at the Technical Officials at the table, the umpires and players of the opposing team.
- 4.2 The captain is responsible for the behaviour of your players on the field of play, even if seated on the bench.
- 4.3 When play is interrupted for an incapacity, only the registered team medical doctor and/or physiotherapist are allowed to enter the field of play, when authorized by one of the umpires, to assist and remove the player concerned as soon as it safe to do so. If your team does not have such registered officials, then the designated Team Manager is allowed to enter the field of play together with the on-duty tournament doctor. The team coach may not enter the field of play during regulation playing time but may do so during a Shootout Competition as specified in the tournament regulations.
- 4.4 No treatment for incapacity is allowed on the field of play.
- 4.5 In the case of an injury to a field player, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or designated team manager, to enter the field of play to assist and remove the player concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.

- 4.6 In the case of an injury to a goalkeeper, the umpire may authorise the registered team medical doctor and/or physiotherapist, or, if a team does not have such registered officials, the on-duty doctor and/or designated team manager, to enter the field of play – with material for treatment – to assess and as appropriate provide brief treatment or remove the goalkeeper concerned from the field of play as soon as it is safe to do so. The umpire may also authorise, if necessary, the stretcher bearers to enter the field of play.
- 4.7 If any person from the team bench and / or the on-duty doctor enters the field of play to attend to a player other than a goalkeeper, that player must leave the field of play and return to the team bench area for a minimum of two minutes. The two minute period will be managed by the technical officials on duty. The player required to leave the field may be substituted.
- 4.8 A player having sustained an injury which caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned.
- 4.9 Any player wishing to take refreshment during a match, including during time stoppages must leave the field of play and is permitted to re-enter it but not within the 23 metres lines and the back lines (a goalkeeper may re-enter the field of play adjacent to the goal).
- 4.10 The designated Team Manager is responsible for the proper application of the players' substitution procedure;
- players entering the field of play in the frame of a substitution, must go on in the vicinity of the centre line of the field of play, not more than 3 metres from the Technical Officials' table and, if a field player, attract the attention of the player to be substituted or, if a goalkeeper, attract the attention of one of the umpires, who will stop the time;
 - a substitute player is allowed to enter the field of play only when the substituted player has left it;
 - there must be an appointed captain or an acting captain on the field of play or team bench at all times during a match, who must wear a distinctive arm band or ribbon;
 - a replacement captain must be appointed when a captain is suspended.
- 4.11 During half-time, team officials and players may leave the field of play only with prior permission of the Technical Officer on duty and, in doing so must return not less than two minutes before the match is due to be restarted.
- 4.12 If during the match you are requested by the Technical Officials seated at the table to correct some points, do this immediately in accordance with the given instruction.

5. At the end of a Match (or Shoot-out Competition)

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

6. During the Tournament

- 6.1 Keep in constant contact with the ATD's at your venue and the Competitions Director to ensure all required information is communicated.
- 6.2 Always check the appointments sheet for every match to ensure that you organise the correct colours for your players.

7. At the completion of the Tournament

- 7.1 Ensure that all Medical information as required by the Tournament Medical Officer is completed and delivered accordingly.
- 7.2 Remember that it is your responsibility that all financial matters of your team are settled.



Declaration Form A - Code of Conduct

**To be delivered by the Team Manager to the Tournament Director
not later than at the pre-competition briefing meeting**

I, the undersigned, confirm that each one of the team party namely Players, managers, coaching and support staff (including video operators/analysts, medical and para-medical staff involved and participating in the Coal India Hockey India League (Coal India HIL) 2017 has agreed to observe the FIH Statutes and Bye laws, the Rules of Hockey, the Coal India HIL Tournament Regulations, the Coal India HIL Code of Conduct, the HI Anti-Doping Policy and any directives brought to their notice.

Attached are individual signed copies of the Acknowledgement and Agreement Form for the Coal India HIL Code of Conduct, Coal India HIL Anti-Doping Rules, Coal India HIL Image Rights Policy and Coal India HIL Anti-Corruption Regulations completed by each participant (players, managers, coaching and support staff (including video operators/analysts and medical and para-medical staff).

Event: Coal India Hockey India League 2017

Your Name: _____

Manager of (Team Name): _____

Signature: _____

Date: _____



Declaration Form B - Receipt of Documents

**To be delivered by the Team Manager to the Tournament Director
not later than at the pre-competition briefing meeting**

I, the undersigned, confirm that:

- a. I have received and understood each of the following documents:
- Coal India HIL Regulations – October 2016
 - Coal India HIL Guidance Note on Rule Variations – October 2016
 - Coal India HIL Code of Conduct – October 2016
 - Hockey India Anti-Doping Policy - January 2015 (Updated Sept 2015)
 - WADA International Standard Prohibited List – 2017

and to be responsible for the adherence to these by the team members
(players, officials and support staff).

- b. I have received a copy of the Coal India HIL Guidelines for Team Managers dated October 2016.
- c. the information contained in the submitted Coal India HIL Team Entry Form is correct.
- d. Hockey India, Coal India HIL and any other Host Venue Franchise of Coal India HIL will be indemnified for all damages and claims caused by members of my team.
- e. the account of the team party will be settled completely and entirely before departure.
- f. **our team will be supportive in making the Coal India HIL a PROMOTION FOR HOCKEY**

Event: Coal India Hockey India League 2017

Your Name: _____

Manager of (Team Name): _____

Signature: _____

Date: _____