



# **HOCKEY INDIA / HOCKEY INDIA LEAGUE**

## **TICKET MANAGEMENT AND DISTRIBUTION GUIDELINES**

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## **1.0 Purpose of Policy**

The purpose of this Policy is to establish a process for the management and distribution of tickets for Hockey India hosted and conducted tournaments in India.

The policy address the distribution of complementary tickets and the establishment of ticketing tickets that ensure that the tournaments are also accessible for low income earners.

## **2.0 Applicable Tournaments**

This document is applicable and governs all tournaments hosted and conducted by Hockey India in India and is developed in the best interest of the sport of hockey.

Tournaments include Hockey India League and International tournaments conducted in India by Hockey India including AHF and FIH events.

## **3.0 General Provisions**

- a) The use of any complimentary tickets issued by Hockey India is a privilege extended by Hockey India and not the right of any person to which the privilege may from time to time be extended.
- b) Tickets distributed to any approved and designated stakeholders are permitted to be transferred in accordance with this policy
- c) No person who receives a complementary ticket pursuant to this policy shall sell or receive reimbursement for the value of such ticket
- d) The distribution of Tickets pursuant to this Policy shall not constitute a “gift” to Government or other Officials receiving the Ticket.
- e) Hockey India shall authorise representatives to be designated as Ticket Administrator/s for the purposes of implementing the provisions of this Policy.
- f) The Hockey India Committee consisting of Executive Director, Hockey India, Internal Auditor, Head of Finance and Head of Purchase or any other designation as appointed / nominated from time to time who verify the distribution of sold and complementary tickets and the ticket reconciliation shall ensure that all paperwork is completed and submitted to the Hockey India Finance & Audit Committee for necessary approval.

#### **4.0 Conditions for Distribution of Tickets**

The Hockey India Board finds and determines that the adoption of this Policy may accomplish one or more purposes as listed below through the distribution of tickets to tournaments in India.

The following list is illustrative rather than exhaustive:

- a) Promotion of governmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event by public officials, their staff members and their guests.
- b) Economic or business development purposes on behalf of the host City
- c) Encourage youth participation and involvement in the sport
- d) Promotion of venue facilities
- e) Promotion of the tournament and sport to the general public.
- f) Showcase the best talent in the sport both domestically and internationally
- g) Providing ex-players and current players recognition and morale for their contribution to the sport
- h) Promoting, supporting and/or showing appreciation for programs or services rendered by charitable and non-profit organizations and Military who are benefiting India and the public.
- i) Promotion of Host City tourism on a local, state, national or worldwide scale.
- j) Encouraging host city resident and business support for the tournament and sport
- k) Attracting and rewarding volunteers that service the sport or nation
- l) Promoting enhanced employee performance or morale of Hockey India / Hockey India League and Member Units
- m) Promotion of Hockey India activities and achievements
- n) Encourage the public to support the sport and players

## **5.0 Ticket Administrator/s**

- a) The Ticket Administrator/s shall have the authority, in his or her sole discretion, to establish approval procedures for the distribution of Tickets in accordance with this Policy for each of the tournament/s they are assigned. All requests for Tickets that fall within the scope of this Policy.
- b) Each Council Appointee and Department Head (subject to approval by the City Manager) will designate a Ticket Administrator responsible for implementing this Policy. The Administrator/s will oversee the distribution and Management of Tickets in compliance with this Policy and will take all steps necessary to ensure the Ticket recipients are aware of, and comply with, this Policy.
- c) The Administrator/s shall be responsible for reporting the distribution of the Tickets as provided below.
- d) The Ticket Administrator will establish procedures for the distribution of Tickets in accordance with this Policy. At a minimum, the Ticket Administrator will:
  - i. Manage the receipt, distribution and accounting for all Tickets subject to this Policy.
  - ii. Ensure Tickets distributed by Hockey India under this Policy serves at least one of the purposes as defined above.
  - iii. Ensure Tickets distributed forms for complementary tickets are completed for each request
  - iv. Ensure (along with the Committee) that the paperwork for the verification of the distribution of complementary tickets and the ticket destruction reconciliation is submitted to Finance & Audit Committee for approval.

## **6.0 Information / Records**

The complementary ticket distribution form shall include the following information:

- a) The name(s) of the recipient of the Tickets.
- b) The name of the event for which Tickets are distributed.
- c) The number of Tickets in each category provided to each person.
- d) Date of the ticket distribution

- e) Hockey India nominates three Ticket Administrators from event to event who are to sign on each of the complementary disclosure form verifying that the distribution of these complementary Tickets are in accordance with the provisions of this policy

### **7.0 Reporting Requirements**

The reports relating to the verification of distribution of sold and complementary tickets and the ticket reconciliation shall be completed after two months following the last date of the ticketed event.

If any remaining physical tickets exists from the ticketed event, the Committee is authorized to recommend to the Finance & Audit Committee for approval for the destruction of the physical tickets 2 months after the ticketed event ends and the ticket reconciliation has been completed.