No. HI/27-P(SF)/2020

5 May 2020

To All
Institutional/ Departmental Member Units

Sub: Hosting – 1st Hockey India Inter-Department National Championship 2021

Dear Sir/ Madam,

This is in reference to the letter dated 14 April 2020 regarding restructuring of Hockey India National Championship 2021.

Hockey India would like to extend the opportunity to its Institutional/ Departmental Member Units to host the 1st Hockey India Senior/ Junior Men/ Women Inter-Department National Championship 2021. The Member units are invited to host the below Inter-Department National Championships:

a) 1st Hockey India Senior Men Inter-Department National Championship 2021
b) 1st Hockey India Senior Women Inter-Department National Championship 2021
c) 1st Hockey India Junior Men Inter-Department National Championship 2021
d) 1st Hockey India Junior Women Inter-Department National Championship 2021

Please note that the window for conducting the above National Championships:

- Senior Men & Women category to be conducted between 1 January – 30 April 2021
- Junior Men & Women category to be conducted between 15 February – 30 April 2021

You are requested to please go through the Host Obligations and complete the attached Expression of Interest form (Annexure A) for hosting the 1st Hockey India Inter-Department National Championships 2021.

Request to please send your response to Hockey India on himemberunits@hockeyindia.org by 5 June 2020.

The final dates for the National Championships would be finalized post discussion with the respective host.
We look forward to your confirmation of the hosting of these events and if you require any further clarification in the meantime please feel free to contact us.

Thanking you,

Yours sincerely,

CDR. R.K. SRIVASTAVA, VSM
Executive Director
Expression of Interest Form

Hosting – 1<sup>st</sup> Hockey India Inter-Department National Championship 2021

Name of the Member Unit: __________________________________________________________

Details with respect to each category of National Championship for Hosting is given below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>National Championship Category</th>
<th>Choose (✓) the category interested to Host</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Hockey India Senior Men Inter-Department National Championship 2021</td>
<td></td>
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<tr>
<td>2</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Hockey India Senior Women Inter-Department National Championship 2021</td>
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<tr>
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<td>1&lt;sup&gt;st&lt;/sup&gt; Hockey India Junior Men Inter-Department National Championship 2021</td>
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</tr>
<tr>
<td>4</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Hockey India Junior Women Inter-Department National Championship 2021</td>
<td></td>
</tr>
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I hereby confirm our interest to host the above selected category of the 1<sup>st</sup> Hockey India Inter-Department National Championship 2021.

Name of the President/ General Secretary: ____________________________________________

Director/ Administrator: __________________________________________________________

Contact Number: __________________________ Email address: ____________________________

Signature & stamp: ___________________________ Date: __________________________

Request to please send your response to Hockey India on himemberunits@hockeyindia.org.

*Submission of this response form does not guarantee Hosting rights of the 1<sup>st</sup> Hockey India Inter-Department National Championship 2021. Final approval will be provided after ratification by the Hockey India Executive Board.*
HOCKEY INDIA
OBLIGATIONS OF HOSTS

1st HOCKEY INDIA SENIOR MEN INTER-DEPARTMENT NATIONAL CHAMPIONSHIP 2021
OBLIGATIONS OF HOSTS – 1st HOCKEY INDIA SENIOR MEN INTER-DEPARTMENT NATIONAL CHAMPIONSHIP 2021

1. NUMBER OF PARTICIPATING TEAMS

a) Senior Championships

(i) Men

There will be 24-27 teams participating in the competition from Hockey India registered Institutional Units/ Departmental Member Units only. Each team will consist of 18 players and 4 officials. Further, an athlete will only be allowed to participate in one of the categories i.e. Junior or Senior.

2. TOURNAMENT FORMATS

The tournament will be played on a league-cum-knock out basis, with pools depending on the final numbers of teams participating and will be conducted strictly as per the latest FIH Rules of Hockey as applicable, the latest FIH Tournament Regulations as applicable and Variations in FIH Regulations applicable to Hockey India.

3. PITCH REQUIREMENT

It is mandatory that each of the hosting Venues have two artificial pitch, with cleaning equipment in good condition with water supply for the sprinkler system backed by adequate water for conduct of the matches. Ideally a second pitch should be made available at each of the venues for teams warm up and practice.

4. ACCOMMODATION AND FOOD

4.1 Participating Teams

Each participating team is responsible to arrange their own accommodation and food during the championship. The Host can provide the suitable accommodation options; preferably near the Stadium, to the participating teams.

Recommendations for the suitable accommodation options for the participating teams should have:

i. Mandatory to have accommodation with separate proper beds for each athlete. Provision of only mattress will not be acceptable. Beds could be iron frame, wooden beds or bunk beds.

ii. Mandatory to have separate accommodation to each Men & Women players/ support staff

iii. Adequate toilets and showers.

iv. The accommodation needs to have neat and clean lodging facilities, with adequately equipped bathrooms. The bathrooms are to have toilets and showers with hot water facilities.

v. Boarding shall consist of breakfast, lunch and dinner with abundant drinking water to be made available at the accommodation.

vi. The rooms should be suitably ventilated with proper light and fans (wherever possible ACs/coolers should be provided).

vii. The accommodation shouldn’t be overcrowded. Preferably, two to three players/officials should be accommodated in one room depending upon the size of each room.

NAME OF ORGANISING SECRETARY:  

SIGNATURE: ___________________________ DATE: ___________________________
viii. Hygienic and healthy food should be provided to the players/officials preferably in disposable plates and glasses.

ix. Boarding and Lodging will be required by the participating teams from 2 days prior to their first match and one day after their last match.

x. Cleaning should be done on a minimum of daily basis at each of the team’s accommodation and dining areas.

4.2 Technical Officials/ Hockey India Selectors

Free boarding and lodging have to be provided to 25 - 30 Technical Officials appointed by Hockey India for the tournament, under hygienic conditions near to each of the Venues. All Technical Officials should also be provided bed and breakfast plus their D.A as per point 13.

The accommodation for Technical Officials will be provided by the Hosts and should have:

i. Mandatory to provide separate accommodation to each Men & Women Officials.

ii. The accommodation need to be provided in a neat and clean lodging facilities, adequate toilets and showers & adequately equipped with bathrooms.

iii. The bathrooms are to have toilets and showers with hot water facilities

iv. Boarding will consist of breakfast, drinking water to be made available free of cost to all at the ground and accommodation.

v. The rooms should be suitably ventilated with proper light and fans (wherever possible ACs/coolers should be provided).

vi. The bed and bedding should include neat and clean linen provided to the Technical Officials.

vii. Hygienic and healthy food should be provided to the Technical Officials preferably in disposable plates and glasses.

viii. Boarding and Lodging will be provided to the Technical Officials from 1 day prior to the start of the event to 1 day after the last day of the event.

ix. In addition, Hockey India Selectors and Hockey India Officials should be provided free boarding and lodging in hotels / guest houses with transport. The rooms should be well furnished with attached bathrooms.

x. Cleaning should be done on a minimum of daily basis at each of Technical Officials accommodation and dining areas.

5. MEDICAL

The following medical support will need to be available in the stadium / hotels for utilization by teams and tournament officials:

5.1.1 Specialists Consultant

The following specialist should be identified and facilitate the availability of their services as and when required on payment basis.

- Orthopaedic Surgeon
- Neurosurgeon Physician
- Radiologist
- Dental Surgeon

NAME OF ORGANISING SECRETARY: ______________________________________________________

SIGNATURE: ___________________________________________ DATE: ___________________________
5.1.2 Specification of Medical Facilities at the Venue Personnel

A local doctor must be on duty at the competition field of play during all matches and training sessions for all participating teams.

- Stretcher bearers must be on duty at the competition field of play during all matches.
- Persons allocated with responsibility to clean pitch of blood stains.
- Dental emergency facilities (e.g. a dentist nearby).
- Physiotherapy services for Umpires (as required) at the Venue.

5.1.3 Equipment

The provision of the following equipment is required beside each of the competition fields of play. Stretcher at or near the Technical Officials' table.

- Seating for stretcher bearers.
- Spinal board (in case of neck / spinal injury).
- Wood, aluminium or air splints for fractures of upper or lower limbs.
- Life support ambulance service (fully equipped, with unobstructed access to the field of play and for exit from the venue).
- Provision of a stand by ambulance in case the main ambulance is deployed for the evacuation of an athlete.

5.1.4 First Aid Room (Teams and Tournament Officials)

Supervised by Venue Medical Officer (VMO) on duty. Must be set up and equipped with dedicated area and desk for Tournament Medical Officer and Venue Medical Officer.

- Two treatment tables.
- Adequate lighting.
- Facilities for suturing cuts.
- Sterile / non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tapes.
- 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 only).
- Adequate splints and availability of morphine are essential.
- Means of disposal of used sharp, sterile and non-sterile equipment.
- Defibrillator for cardiac emergencies.
- Ice bath Facilities (in Team Changing Rooms).

5.1.5 First Aid Room (Spectators)

- Supervised by Venue Medical Officer (VMO) on duty, there should also be a first air room set up for service of spectators, each in the VIP / Media area and general spectator areas.
- Medical Services at field for matches and training should be available for teams and tournament officials at no cost.
6. **TOURNAMENT INFRASTRUCTURE**

i. A dedicated furnished office rooms should be provided to Hockey India and the Tournament Director with Secretarial Staff. These rooms must be equipped with telephone, fax, photocopier, two printers and two computers with internet access. Back up of two usb dongles should be provided to the Tournament Director.

ii. An Umpire's Lounge with Changing Room should also be made available.

iii. A minimum of 4 changing rooms along with toilets and showers will also be required for the participating teams.

iv. 24 hours power back up should be available at the Venue and residential accommodation provided for players and officials.

v. A players rest area is to be made available along with sufficient clean drinking water.

7. **TECHNICAL EQUIPMENT**

Organising Committee must provide the following technical equipment for teams for the safe conduct of the tournament.

This equipment will be utilized by the players during the matches.

   a) Six face guards per venue
   b) Four abdominal guards per venue

8. **LOCAL TRANSPORTATION**

8.1 Participating Teams

Each participating team is responsible to arrange their own transportation during the championship which includes organising their own transportation from the railway station to the place of stay upon their arrival and departure at the tournament.

It is mandatory for each team to arrive at the venue no later than 45 minutes prior to start time of the match. Each team must manage their transport to ensure timely arrival at the venue.

One Liaison Officer would need to be attached with every team for coordination.

8.2 Technical Officials/ Hockey India Selectors

1 car each should be made available for the Tournament Director, Umpires Manager & Hockey India Selectors/ Hockey India Representative. In addition, 4 vehicles should be made available for the Umpires and Technical Officials. All together 7 vehicles should be made available for the smooth conduct of the tournament.

9. **WELCOME DESK AND ORGANISING COMMITTEE CONTACTS**

A welcome desk should be arranged at the railway station to receive and facilitate the teams upon arrival and departure.

The Organising Committee is to form a Players Grievance Cell of no less than 4 Members (with no less than 2 male and 2 female representatives) and provide the details of each of the Member of the Cell, **NAME OF ORGANISING SECRETARY: ____________________________**

**SIGNATURE:** ____________________________ **DATE:** ____________________________
including mobile number and email address to Hockey India and the Team Manager for each of the participating Members no less than 1 week before the start of the tournament.

Any complaint from players or team officials will need to be addressed on top-priority by the Organising Committee Players Grievance Cell, keeping in view the interest of participating athletes. A report of any complaints to the Organising Committee Players Grievance Cell is to be submitted to Hockey India within 48 hours or the complaint along with the action taken by the Organising Committee Players Grievance Cell.

Members of the Organising Committee Players Grievance Cell should remain available for the entire duration of the tournament.

Details of the Members of the Organising Committee Players Grievance Cell including mobile number and email address will be included on the Hockey India website on the tournament page and displayed prominently at the venue/s of the tournament.

10. **RAILWAY CONCESSIONS**

Necessary action may be taken for the issue of Railway Concessions for all the participating teams which require it, by Hockey India upon confirmation of the teams participation in the tournament.

11. **MEDIA**

A dedicated Media Lounge should be provided in the stadium with working area with provision of internet and fax.

12. **TELECAST**

All commercial rights relating to the broadcast of each of the Hockey India National Championships remain with Hockey India.

Hosts will be required to ensure at minimum the semi finals, third / fourth play off and final match of the Championships are telecasted.

13. **TECHNICAL OFFICIALS AND UMPIRES**

The tournament will be supervised by one Tournament Director who will be assisted by Umpires Managers, Technical Officials / Judges and Umpires. The selection of the same will be made by the Hockey India Umpiring, Technical & Competitions Committee.

For Hosts with multiply venues, and Assistant Tournament Director or Competitions Director may also be appointed by the Hockey India Umpiring, Technical & Competitions Committee.

The services of other local Umpires and Technical Officials may be requisitioned, if required.

The entitlements of the Match Officials are as per the Hockey India TA/DA Rules and Regulations.

Reimbursement and payment of any Daily Allowances should only be made on submission of completed Hockey India TA/DA form to the Tournament Hosts.

**NAME OF ORGANISING SECRETARY:** __________________________________________________________

**SIGNATURE:** ____________________________________________ **DATE:** ____________________________
The entitlements of the Match Officials are as below:

<table>
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<tr>
<th>Sr. No</th>
<th>Item</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accommodation, bed and breakfast as per the requirements of the tournament</td>
<td>Accommodation, bed and breakfast provided by the Tournament Hosts</td>
</tr>
<tr>
<td>2</td>
<td>Reimbursement of To and Fro Second AC Train Fare from Officials respective home town to tournament city *</td>
<td>As per actual on submission of validated receipt and ticket</td>
</tr>
<tr>
<td>3</td>
<td>Journey allowance in Train/Bus (If Journey period is less than 12 hours then 50% of TA/DA to be given and if Journey period is more than 12 hours and up to 24 hours then 100% TA/DA to be given subject to submission of Train/bus tickets. If Journey period is more than 24 hours and up to 36 hours then 150% of TA/DA to be given subject to submission of train/bus tickets)</td>
<td>50% of the TA/DA to be given</td>
</tr>
<tr>
<td>4</td>
<td>D.A for Tournament Director</td>
<td>Rs. 2,000/-- per day</td>
</tr>
<tr>
<td>5</td>
<td>D.A for Assistant Tournament Director/Competitions Director</td>
<td>Rs. 1,800/-- per day</td>
</tr>
<tr>
<td>6</td>
<td>D.A for Umpires Manager</td>
<td>Rs. 2,000/-- per day</td>
</tr>
<tr>
<td>7</td>
<td>D.A for Umpires/Technical Officials, who have officiated in Olympics / Senior World Cup</td>
<td>Rs. 1,500/-- per day</td>
</tr>
<tr>
<td>8</td>
<td>D.A for all other Umpires/Technical Officials/Judge</td>
<td>Rs. 1,000/-- per day</td>
</tr>
</tbody>
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The first 50% instalment of reimbursement and payment of any Daily Allowances to Technical Officials and Umpires should be paid within 24 hours of arrival. The remaining 50% instalment to be paid by or before the second last day of the tournament subject to submission of completed Hockey India TA/DA form to the Tournament Hosts.

* DA to be given from one day before start of the tournament to the last day of the tournament.

* DA for Tournament Director, Assistant Tournament Director/ Competitions Director & Umpires Manager will be paid by Hockey India

*DA for Umpires, Technical Officials & Judges will be paid by the hosts.

*Daily Allowance will cover the lunch and dinner of the Individual match officials and umpires.

* For officials appointed locally, DA Covers the local to & fro travelling costs and attending the pre-tournament meetings.

* To and Fro Second AC Train Fare including Rajdhani Express/ Shatabdi Express must be reimbursed by the Organising Committee to the Technical Official on submission of validated receipt by the Technical Official. In case, Technical Official has travelled via flight then respective amount of second AC Train Fare must be reimbursed to the Technical Official.

NAME OF ORGANISING SECRETARY: ____________________________________________

SIGNATURE: ______________________________________ DATE: ___________________
14. **OPENING CEREMONY**

Arrangements for March Past during the Opening Ceremony with cultural programme should be arranged by the hosts. The participating teams should be informed well in advance.

15. **NATIONAL CHAMPIONSHIP TROPHIES AND MEDALS**

Hockey India will provide the hosts with the following:

a) Winners Trophy (Gold)
b) Runners Up Trophy (Silver)
c) Third Place Trophy (Bronze)
d) Gold Medals x 22
e) Silver Medals x 22
f) Bronze Medals x 22

Participation certificates from Hockey India will be provided to ALL participating teams. Winners, Runners Up and Third Placed teams will be provided with respective winners, runners up and third placed certificates.

16. **INDIVIDUAL AWARDS**

Hosts can give awards will be given to the Best Goalkeeper, Best Forward, Best Midfielder and Best Defender of the championships.

17. **MATCH PHOTOGRAPHS**

A dedicated photographer should be provided in the stadium. High quality photographs covering all the matches on daily basis should be sent to Hockey India so that the same can be utilized by Hockey India in press releases and social media.

18. **DAILY REPORT**

The Hockey India Representative will send the daily report to Hockey India for the tournament which should be duly signed by the Organising Secretary and any issues reported would need to be addressed on top – priority by the Organising Committee.
19. **COMMERCIAL RIGHTS**

The naming rights associated with Hockey India National Championships remains with Hockey India along with the commercial broadcast rights, other commercial assets are available to be utilized by the Host Member Unit on application to Hockey India.

If you require any further assistance, or have questions relating to the hosting of any Hockey India national championships, please contact the Hockey India office on hockeyindia@hockeyindia.org.

Please note: Hockey India Executive Board is authorised to do corrections in the hosting obligations from time to time.

The above guidelines are effective 5 May 2020 and are a minimum requirement for the hosting of a Hockey India tournament.

Further guidelines regarding the Covid-19 pandemic situation should also be followed by the Host Member Units and participating teams.
HOCKEY INDIA
OBLIGATIONS OF HOSTS

1st HOCKEY INDIA SENIOR WOMEN INTER-DEPARTMENT NATIONAL CHAMPIONSHIP 2021

NAME OF ORGANISING SECRETARY: ________________________________

SIGNATURE: ___________________________ DATE: ___________________________
OBLIGATIONS OF HOSTS – 1ST HOCKEY INDIA SENIOR WOMEN
INTER-DEPARTMENT NATIONAL CHAMPIONSHIP 2021

1. **NUMBER OF PARTICIPATING TEAMS**

   a) Senior Championship

      i) Women

   There will be 24-27 teams participating in the competition from Hockey India registered Institutional Units/ Departmental Member Units only. Each team will consist of 18 players and 4 officials. Further, an athlete will only be allowed to participate in one of the categories i.e. Junior or Senior.

2. **TOURNAMENT FORMATS**

   The tournament will be played on a league-cum-knock out basis, with pools depending on the final numbers of teams participating and will be conducted strictly as per the latest FIH Rules of Hockey as applicable, the latest FIH Tournament Regulations as applicable and Variations in FIH Regulations applicable to Hockey India.

3. **PITCH REQUIREMENT**

   It is mandatory that each of the hosting Venues have two artificial pitch, with cleaning equipment in good condition with water supply for the sprinkler system backed by adequate water for conduct of the matches. Ideally a second pitch should be made available at each of the venues for teams warm up and practice.

4. **ACCOMMODATION AND FOOD**

   4.1 Participating Teams

   Each participating team is responsible to arrange their own accommodation and food during the championship. The Host can provide the suitable accommodation options; preferably near the Stadium, to the participating teams.

   Recommendations for the suitable accommodation options for the participating teams should have:

   i. Mandatory to have accommodation with separate proper beds for each athlete. Provision of only mattress will not be acceptable. Beds could be iron frame, wooden beds or bunk beds.

   ii. Mandatory to have separate accommodation to each Men & Women players/ support staff

   iii. Adequate toilets and showers.

   iv. The accommodation needs to have neat and clean lodging facilities, with adequately equipped bathrooms. The bathrooms are to have toilets and showers with hot water facilities.

   v. Boarding shall consist of breakfast, lunch and dinner with abundant drinking water to be made available at the accommodation.

   vi. The rooms should be suitably ventilated with proper light and fans (wherever possible ACs/cookers should be provided).

   vii. The accommodation shouldn’t be overcrowded. Preferably, two to three players/officials should be accommodated in one room depending upon the size of each room.

NAME OF ORGANISING SECRETARY: __________________________________________________________

SIGNATURE: ___________________________________________ DATE: __________________________
viii. Hygienic and healthy food should be provided to the players/officials preferably in disposable plates and glasses.

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x. Cleaning should be done on a minimum of daily basis at each of the team’s accommodation and dining areas.

4.2 Technical Officials/ Hockey India Selectors

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viii. Boarding and Lodging will be provided to the Technical Officials from 1 day prior to the start of the event to 1 day after the last day of the event.

ix. In addition, Hockey India Selectors and Hockey India Officials should be provided free boarding and lodging in hotels / guest houses with transport. The rooms should be well furnished with attached bathrooms.

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5. MEDICAL

The following medical support will need to be available in the stadium / hotels for utilization by teams and tournament officials:

5.1.1 Specialists Consultant

The following specialist should be identified and facilitate the availability of their services as and when required on payment basis.

- Orthopaedic Surgeon
- Neurosurgeon Physician
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- Dental Surgeon

NAME OF ORGANISING SECRETARY: ____________________________________________________

SIGNATURE: ______________________________________ DATE: ____________________________
5.1.2 Specification of Medical Facilities at the Venue Personnel

A local doctor must be on duty at the competition field of play during all matches and training sessions for all participating teams.

- Stretcher bearers must be on duty at the competition field of play during all matches.
- Persons allocated with responsibility to clean pitch of blood stains.
- Dental emergency facilities (e.g. a dentist nearby).
- Physiotherapy services for Umpires (as required) at the Venue.

5.1.3 Equipment

The provision of the following equipment is required beside each of the competition fields of play. Stretcher at or near the Technical Officials' table.

- Seating for stretcher bearers.
- Spinal board (in case of neck / spinal injury).
- Wood, aluminium or air splints for fractures of upper or lower limbs.
- Life support ambulance service (fully equipped, with unobstructed access to the field of play and for exit from the venue).
- Provision of a stand by ambulance in case the main ambulance is deployed for the evacuation of an athlete.

5.1.4 First Aid Room (Teams and Tournament Officials)

Supervised by Venue Medical Officer (VMO) on duty. Must be set up and equipped with dedicated area and desk for Tournament Medical Officer and Venue Medical Officer.

- Two treatment tables.
- Adequate lighting.
- Facilities for suturing cuts.
- Sterile / non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tapes.
- 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 only).
- Adequate splints and availability of morphine are essential.
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- Defibrillator for cardiac emergencies.
- Ice bath Facilities (in Team Changing Rooms).

5.1.5 First Aid Room (Spectators)

- Supervised by Venue Medical Officer (VMO) on duty, there should also be a first aid room set up for service of spectators, each in the VIP / Media area and general spectator areas.
- Medical Services at field for matches and training should be available for teams and tournament officials at no cost.

NAME OF ORGANISING SECRETARY: _________________________________________________________________

SIGNATURE: ___________________________________________ DATE: ________________________________
6. **TOURNAMENT INFRASTRUCTURE**

i. A dedicated furnished office rooms should be provided to Hockey India and the Tournament Director with Secretarial Staff. These rooms must be equipped with telephone, fax, photocopier, two printers and two computers with internet access. Back up of two usb dongles should be provided to the Tournament Director.

ii. An Umpire's Lounge with Changing Room should also be made available.

iii. A minimum of 4 changing rooms along with toilets and showers will also be required for the participating teams.

iv. 24 hours power back up should be available at the Venue and residential accommodation provided for players and officials.

v. A players rest area is to be made available along with sufficient clean drinking water.

7. **TECHNICAL EQUIPMENT**

Organising Committee must provide the following technical equipment for teams for the safe conduct of the tournament.

This equipment will be utilized by the players during the matches.

a) Six face guards per venue

8. **LOCAL TRANSPORTATION**

8.1 Participating Teams

Each participating team is responsible to arrange their own transportation during the championship which includes organising their own transportation from the railway station to the place of stay upon their arrival and departure at the tournament.

It is mandatory for each team to arrive at the venue no later than 45 minutes prior to start time of the match. Each team must manage their transport to ensure timely arrival at the venue.

One Liaison Officer would need to be attached with every team for coordination.

8.2 Technical Officials/ Hockey India Selectors

1 car each should be made available for the Tournament Director, Umpires Manager & Hockey India Selectors/Hockey India Representative. In addition, 4 vehicles should be made available for the Umpires and Technical Officials. All together 7 vehicles should be made available for the smooth conduct of the tournament.

9. **WELCOME DESK AND ORGANISING COMMITTEE CONTACTS**

A welcome desk should be arranged at the railway station to receive and facilitate the teams upon arrival and departure.

The Organising Committee is to form a Players Grievance Cell of no less than 4 Members (with no less than 2 male and 2 female representatives) and provide the details of each of the Member of the Cell,
including mobile number and email address to Hockey India and the Team Manager for each of the participating Members no less than 1 week before the start of the tournament.

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NAME OF ORGANISING SECRETARY: ________________________________

SIGNATURE: ________________________________ DATE: ________________________________
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The first 50% instalment of reimbursement and payment of any Daily Allowances to Technical Officials and Umpires should be paid within 24 hours of arrival. The remaining 50% instalment to be paid by or before the second last day of the tournament subject to submission of completed Hockey India TA/DA form to the Tournament Hosts.

* DA to be given from one day before start of the tournament to the last day of the tournament.

* DA for Tournament Director, Assistant Tournament Director/ Competitions Director & Umpires Manager will be paid by Hockey India

*DA for Umpires, Technical Officials & Judges will be paid by the hosts.

*Daily Allowance will cover the lunch and dinner of the Individual match officials and umpires.

* For officials appointed locally, DA Covers the local to & fro travelling costs and attending the pre-tournament meetings.

* To and Fro Second AC Train Fare including Rajdhani Express/ Shatabdi Express must be reimbursed by the Organising Committee to the Technical Official on submission of validated receipt by the Technical Official. In case, Technical Official has travelled via flight then respective amount of second AC Train Fare must be reimbursed to the Technical Official.

NAME OF ORGANISING SECRETARY: ____________________________________________________________

SIGNATURE: ___________________________________________ DATE: ____________________________
14. **OPENING CEREMONY**

Arrangements for March Past during the Opening Ceremony with cultural programme should be arranged by the hosts. The participating teams should be informed well in advance.

15. **NATIONAL CHAMPIONSHIP TROPHIES AND MEDALS**

Hockey India will provide the hosts with the following:

a) Winners Trophy (Gold)
b) Runners Up Trophy (Silver)
c) Third Place Trophy (Bronze)
d) Gold Medals x 22
e) Silver Medals x 22
f) Bronze Medals x 22

Participation certificates from Hockey India will be provided to ALL participating teams. Winners, Runners Up and Third Placed teams will be provided with respective winners, runners up and third placed certificates.

16. **INDIVIDUAL AWARDS**

Hosts can give awards will be given to the Best Goalkeeper, Best Forward, Best Midfielder and Best Defender of the championships.

17. **MATCH PHOTOGRAPHS**

A dedicated photographer should be provided in the stadium. High quality photographs covering all the matches on daily basis should be sent to Hockey India so that the same can be utilized by Hockey India in press releases and social media.

18. **DAILY REPORT**

The Hockey India Representative will send the daily report to Hockey India for the tournament which should be duly signed by the Organising Secretary and any issues reported would need to be addressed on top – priority by the Organising Committee.

NAME OF ORGANISING SECRETARY: __________________________________________________________

SIGNATURE: ___________________________________ DATE: ________________________________
19. **COMMERCIAL RIGHTS**

The naming rights associated with Hockey India National Championships remains with Hockey India along with the commercial broadcast rights, other commercial assets are available to be utilized by the Host Member Unit on application to Hockey India.

If you require any further assistance, or have questions relating to the hosting of any Hockey India national championships, please contact the Hockey India office on hockeyindia@hockeyindia.org.

Please note: Hockey India Executive Board is authorised to do corrections in the hosting obligations from time to time.

The above guidelines are effective 5 May 2020 and are a minimum requirement for the hosting of a Hockey India tournament.

Further guidelines regarding the Covid-19 pandemic situation should also be followed by the Host Member Units and participating teams.
HOCKEY INDIA
OBLIGATIONS OF HOSTS

1st HOCKEY INDIA JUNIOR MEN
INTER-DEPARTMENT NATIONAL
CHAMPIONSHIP 2021
1. NUMBER OF PARTICIPATING TEAMS

a) Junior Championships

(i) Men

There will be 24-27 teams participating in the competition from Hockey India registered Institutional Units/ Departmental Member Units only. Each team will consist of 18 players and 4 officials. Further, an athlete will only be allowed to participate in one of the categories i.e. Junior or Senior.

2. TOURNAMENT FORMATS

The tournament will be played on a league-cum-knock out basis, with pools depending on the final numbers of teams participating and will be conducted strictly as per the latest FIH Rules of Hockey as applicable, the latest FIH Tournament Regulations as applicable and Variations in FIH Regulations applicable to Hockey India.

3. PITCH REQUIREMENT

It is mandatory that each of the hosting Venues have one artificial pitch, with cleaning equipment in good condition with water supply for the sprinkler system backed by adequate water for conduct of the matches. Ideally a second pitch should be made available at each of the venues for teams warm up and practice.

4. ACCOMMODATION AND FOOD

4.1 Participating Teams

Each participating team is responsible to arrange their own accommodation and food during the championship. The Host can provide the suitable accommodation options; preferably near the Stadium, to the participating teams.

Recommendations for the suitable accommodation options for the participating teams should have:

i. Mandatory to have accommodation with separate proper beds for each athlete. Provision of only mattress will not be acceptable. Beds could be iron frame, wooden beds or bunk beds.
ii. Mandatory to have separate accommodation to each Men & Women players/ support staff
iii. Adequate toilets and showers.
iv. The accommodation needs to have neat and clean lodging facilities, with adequately equipped bathrooms. The bathrooms are to have toilets and showers with hot water facilities.
v. Boarding shall consist of breakfast, lunch and dinner with abundant drinking water to be made available at the accommodation.
vi. The rooms should be suitably ventilated with proper light and fans (wherever possible ACs/cookers should be provided).

vii. The accommodation shouldn’t be overcrowded. Preferably, two to three players/officials should be accommodated in one room depending upon the size of each room.

NAME OF ORGANISING SECRETARY: ____________________________________________________________

SIGNATURE: _____________________________________________ DATE: ______________________________
viii. Hygienic and healthy food should be provided to the players/officials preferably in disposable plates and glasses.
ix. Boarding and Lodging will be required by the participating teams from 2 days prior to their first match and one day after their last match.
x. Cleaning should be done on a minimum of daily basis at each of the team’s accommodation and dining areas.

4.2 Technical Officials/ Hockey India Selectors

Free boarding and lodging have to be provided to 25 - 30 Technical Officials appointed by Hockey India for the tournament, under hygienic conditions near to each of the Venues. All Technical Officials should also be provided bed and breakfast plus their D.A as per point 13.

The accommodation for Technical Officials will be provided by the Hosts and should have:

   i. Mandatory to provide separate accommodation to each Men & Women Officials.
   ii. The accommodation need to be provided in a neat and clean lodging facilities, adequate toilets and showers & adequately equipped with bathrooms.
   iii. The bathrooms are to have toilets and showers with hot water facilities
   iv. Boarding will consist of breakfast, drinking water to be made available free of cost to all at the ground and accommodation.
   v. The rooms should be suitably ventilated with proper light and fans (wherever possible ACs/coolers should be provided).
   vi. The bed and bedding should include neat and clean linen provided to the Technical Officials.
   vii. Hygienic and healthy food should be provided to the Technical Officials preferably in disposable plates and glasses.
   viii. Boarding and Lodging will be provided to the Technical Officials from 1 day prior to the start of the event to 1 day after the last day of the event.
   ix. In addition, Hockey India Selectors and Hockey India Officials should be provided free boarding and lodging in hotels / guest houses with transport. The rooms should be well furnished with attached bathrooms.
   x. Cleaning should be done on a minimum of daily basis at each of Technical Officials accommodation and dining areas.

5. MEDICAL

The following medical support will need to be available in the stadium / hotels for utilization by teams and tournament officials: -

5.1.1 Specialists Consultant

The following specialist should be identified and facilitate the availability of their services as and when required on payment basis.

• Orthopaedic Surgeon
• Neurosurgeon Physician
• Radiologist
• Dental Surgeon

NAME OF ORGANISING SECRETARY: ________________________________________________________________

SIGNATURE: ________________________________________ DATE: ________________________________
5.1.2 Specification of Medical Facilities at the Venue Personnel

A local doctor must be on duty at the competition field of play during all matches and training sessions for all participating teams.

- Stretcher bearers must be on duty at the competition field of play during all matches.
- Persons allocated with responsibility to clean pitch of blood stains.
- Dental emergency facilities (e.g. a dentist nearby).
- Physiotherapy services for Umpires (as required) at the Venue.

5.1.3 Equipment

The provision of the following equipment is required beside each of the competition fields of play. Stretcher at or near the Technical Officials' table.

- Seating for stretcher bearers.
- Spinal board (in case of neck / spinal injury).
- Wood, aluminium or air splints for fractures of upper or lower limbs.
- Life support ambulance service (fully equipped, with unobstructed access to the field of play and for exit from the venue).
- Provision of a stand by ambulance in case the main ambulance is deployed for the evacuation of an athlete.

5.1.4 First Aid Room (Teams and Tournament Officials)

Supervised by Venue Medical Officer (VMO) on duty. Must be set up and equipped with dedicated area and desk for Tournament Medical Officer and Venue Medical Officer.

- Two treatment tables.
- Adequate lighting.
- Facilities for suturing cuts.
- Sterile / non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tapes.
- 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 only).
- Adequate splints and availability of morphine are essential.
- Means of disposal of used sharp, sterile and non-sterile equipment.
- Defibrillator for cardiac emergencies.
- Ice bath Facilities (in Team Changing Rooms).

5.1.5 First Aid Room (Spectators)

- Supervised by Venue Medical Officer (VMO) on duty, there should also be a first aid room set up for service of spectators, each in the VIP / Media area and general spectator areas.
- Medical Services at field for matches and training should be available for teams and tournament officials at no cost.
6. **TOURNAMENT INFRASTRUCTURE**

i. A dedicated furnished office rooms should be provided to Hockey India and the Tournament Director with Secretarial Staff. These rooms must be equipped with telephone, fax, photocopier, two printers and two computers with internet access. Back up of two usb dongles should be provided to the Tournament Director.

ii. An Umpire’s Lounge with Changing Room should also be made available.

iii. A minimum of 4 changing rooms along with toilets and showers will also be required for the participating teams.

iv. 24 hours power back up should be available at the Venue and residential accommodation provided for players and officials.

v. A players rest area is to be made available along with sufficient clean drinking water.

7. **TECHNICAL EQUIPMENT**

Organising Committee must provide the following technical equipment for teams for the safe conduct of the tournament.

This equipment will be utilized by the players during the matches.

a) Six face guards per venue

b) Four abdominal guards per venue

8. **LOCAL TRANSPORTATION**

8.1 Participating Teams

Each participating team is responsible to arrange their own transportation during the championship which includes organising their own transportation from the railway station to the place of stay upon their arrival and departure at the tournament.

It is mandatory for each team to arrive at the venue no later than 45 minutes prior to start time of the match. Each team must manage their transport to ensure timely arrival at the venue.

One Liaison Officer would need to be attached with every team for coordination.

8.2 Technical Officials/ Hockey India Selectors

1 car each should be made available for the Tournament Director, Umpires Manager & Hockey India Selectors/ Hockey India Representative. In addition, 4 vehicles should be made available for the Umpires and Technical Officials. All together 7 vehicles should be made available for the smooth conduct of the tournament.

9. **WELCOME DESK AND ORGANISING COMMITTEE CONTACTS**

A welcome desk should be arranged at the railway station to receive and facilitate the teams upon arrival and departure.
The Organising Committee is to form a Players Grievance Cell of no less than 4 Members (with no less than 2 male and 2 female representatives) and provide the details of each of the Member of the Cell, including mobile number and email address to Hockey India and the Team Manager for each of the participating Members no less than 1 week before the start of the tournament.

Any complaint from players or team officials will need to be addressed on top-priority by the Organising Committee Players Grievance Cell, keeping in view the interest of participating athletes. A report of any complaints to the Organising Committee Players Grievance Cell is to be submitted to Hockey India within 48 hours or the complaint along with the action taken by the Organising Committee Players Grievance Cell.

Members of the Organising Committee Players Grievance Cell should remain available for the entire duration of the tournament.

Details of the Members of the Organising Committee Players Grievance Cell including mobile number and email address will be included on the Hockey India website on the tournament page and displayed prominently at the venue/s of the tournament.

10. **RAILWAY CONCESSIONS**

Necessary action may be taken for the issue of Railway Concessions for all the participating teams which require it, by Hockey India upon confirmation of the teams participation in the tournament.

11. **MEDIA**

A dedicated Media Lounge should be provided in the stadium with working area with provision of internet and fax.

12. **TELECAST**

All commercial rights relating to the broadcast of each of the Hockey India National Championships remain with Hockey India.

Hosts will be required to ensure at minimum the semi finals, third / fourth play off and final match of the Championships are telecasted.

13. **TECHNICAL OFFICIALS AND UMPIRES**

The tournament will be supervised by one Tournament Director who will be assisted by Umpires Managers, Technical Officials / Judges and Umpires. The selection of the same will be made by the Hockey India Umpiring, Technical & Competitions Committee.

For Hosts with multiply venues, and Assistant Tournament Director or Competitions Director may also be appointed by the Hockey India Umpiring, Technical & Competitions Committee.

The services of other local Umpires and Technical Officials may be requisitioned, if required.

The entitlements of the Match Officials are as per the Hockey India TA/DA Rules and Regulations.
Reimbursement and payment of any Daily Allowances should only be made on submission of completed Hockey India TA/DA form to the Tournament Hosts.

The entitlements of the Match Officials are as below:

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NAME OF ORGANISING SECRETARY: __________________________________________________________

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HOCKEY INDIA
OBLIGATIONS OF HOSTS

1st HOCKEY INDIA JUNIOR WOMEN INTER-DEPARTMENT NATIONAL CHAMPIONSHIP 2021
OBLIGATIONS OF HOSTS – 1ST HOCKEY INDIA JUNIOR WOMEN INTER-DEPARTMENT NATIONAL CHAMPIONSHIP 2021

1. NUMBER OF PARTICIPATING TEAMS
   
a) Junior Championships

   (i) Women

   There will be 24-27 teams participating in the competition from Hockey India registered Institutional Units/ Departmental Member Units only. Each team will consist of 18 players and 4 officials. Further, an athlete will only be allowed to participate in one of the categories i.e. Junior or Senior.

2. TOURNAMENT FORMATS

   The tournament will be played on a league-cum-knock out basis, with pools depending on the final numbers of teams participating and will be conducted strictly as per the latest FIH Rules of Hockey as applicable, the latest FIH Tournament Regulations as applicable and Variations in FIH Regulations applicable to Hockey India.

3. PITCH REQUIREMENT

   It is mandatory that each of the hosting Venues have one artificial pitch, with cleaning equipment in good condition with water supply for the sprinkler system backed by adequate water for conduct of the matches. Ideally a second pitch should be made available at each of the venues for teams warm up and practice.

4. ACCOMMODATION AND FOOD

   4.1 Participating Teams

   Each participating team is responsible to arrange their own accommodation and food during the championship. The Host can provide the suitable accommodation options; preferably near the Stadium, to the participating teams.

   Recommendations for the suitable accommodation options for the participating teams should have:

   i. Mandatory to have accommodation with separate proper beds for each athlete. Provision of only mattress will not be acceptable. Beds could be iron frame, wooden beds or bunk beds.
   ii. Mandatory to have separate accommodation to each Men & Women players/ support staff
   iii. Adequate toilets and showers.
   iv. The accommodation needs to have neat and clean lodging facilities, with adequately equipped bathrooms. The bathrooms are to have toilets and showers with hot water facilities.
   v. Boarding shall consist of breakfast, lunch and dinner with abundant drinking water to be made available at the accommodation.
   vi. The rooms should be suitably ventilated with proper light and fans (wherever possible ACs/coolers should be provided).
   vii. The accommodation shouldn’t be overcrowded. Preferably, two to three players/officials should be accommodated in one room depending upon the size of each room.
viii. Hygienic and healthy food should be provided to the players/officials preferably in disposable plates and glasses.
ix. Boarding and Lodging will be required by the participating teams from 2 days prior to their first match and one day after their last match.
x. Cleaning should be done on a minimum of daily basis at each of the team’s accommodation and dining areas.

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The accommodation for Technical Officials will be provided by the Hosts and should have:

i. Mandatory to provide separate accommodation to each Men & Women Officials.
ii. The accommodation need to be provided in a neat and clean lodging facilities, adequate toilets and showers & adequately equipped with bathrooms.
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vi. The bed and bedding should include neat and clean linen provided to the Technical Officials.
vii. Hygienic and healthy food should be provided to the Technical Officials preferably in disposable plates and glasses.
viii. Boarding and Lodging will be provided to the Technical Officials from 1 day prior to the start of the event to 1 day after the last day of the event.
ix. In addition, Hockey India Selectors and Hockey India Officials should be provided free boarding and lodging in hotels / guest houses with transport. The rooms should be well furnished with attached bathrooms.
x. Cleaning should be done on a minimum of daily basis at each of Technical Officials accommodation and dining areas.

5. **MEDICAL**

The following medical support will need to be available in the stadium / hotels for utilization by teams and tournament officials: -

5.1.1 **Specialists Consultant**

The following specialist should be identified and facilitate the availability of their services as and when required on payment basis.

- Orthopaedic Surgeon
- Neurosurgeon Physician
- Radiologist
- Dental Surgeon

NAME OF ORGANISING SECRETARY: ____________________________________________________________

SIGNATURE: __________________________________________ DATE: ____________________________
5.1.2 Specification of Medical Facilities at the Venue Personnel

A local doctor must be on duty at the competition field of play during all matches and training sessions for all participating teams.

- Stretcher bearers must be on duty at the competition field of play during all matches.
- Persons allocated with responsibility to clean pitch of blood stains.
- Dental emergency facilities (e.g. a dentist nearby).
- Physiotherapy services for Umpires (as required) at the Venue.

5.1.3 Equipment

The provision of the following equipment is required beside each of the competition fields of play. Stretcher at or near the Technical Officials' table.

- Seating for stretcher bearers.
- Spinal board (in case of neck / spinal injury).
- Wood, aluminium or air splints for fractures of upper or lower limbs.
- Life support ambulance service (fully equipped, with unobstructed access to the field of play and for exit from the venue).
- Provision of a stand by ambulance in case the main ambulance is deployed for the evacuation of an athlete.

5.1.4 First Aid Room (Teams and Tournament Officials)

Supervised by Venue Medical Officer (VMO) on duty. Must be set up and equipped with dedicated area and desk for Tournament Medical Officer and Venue Medical Officer.

- Two treatment tables.
- Adequate lighting.
- Facilities for suturing cuts.
- Sterile / non-sterile bandages (e.g. elastic bandages), slings, band-aid type dressings, tapes.
- 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 only).
- Adequate splints and availability of morphine are essential.
- Means of disposal of used sharp, sterile and non-sterile equipment.
- Defibrillator for cardiac emergencies.
- Ice bath Facilities (in Team Changing Rooms).

5.1.5 First Aid Room (Spectators)

- Supervised by Venue Medical Officer (VMO) on duty, there should also be a first aid room set up for service of spectators, each in the VIP / Media area and general spectator areas.
- Medical Services at field for matches and training should be available for teams and tournament officials at no cost.
6. **TOURNAMENT INFRASTRUCTURE**

i. A dedicated furnished office rooms should be provided to Hockey India and the Tournament Director with Secretarial Staff. These rooms must be equipped with telephone, fax, photocopier, two printers and two computers with internet access. Back up of two usb dongles should be provided to the Tournament Director.

ii. An Umpire’s Lounge with Changing Room should also be made available.

iii. A minimum of 4 changing rooms along with toilets and showers will also be required for the participating teams.

iv. 24 hours power back up should be available at the Venue and residential accommodation provided for players and officials.

v. A players rest area is to be made available along with sufficient clean drinking water.

7. **TECHNICAL EQUIPMENT**

Organising Committee must provide the following technical equipment for teams for the safe conduct of the tournament.

This equipment will be utilized by the players during the matches.

a) Six face guards per venue

8. **LOCAL TRANSPORTATION**

8.1 Participating Teams

Each participating team is responsible to arrange their own transportation during the championship which includes organising their own transportation from the railway station to the place of stay upon their arrival and departure at the tournament.

It is mandatory for each team to arrive at the venue no later than 45 minutes prior to start time of the match. Each team must manage their transport to ensure timely arrival at the venue.

One Liaison Officer would need to be attached with every team for coordination.

8.2 Technical Officials/ Hockey India Selectors

1 car each should be made available for the Tournament Director, Umpires Manager & Hockey India Selectors/ Hockey India Representative. In addition, 4 vehicles should be made available for the Umpires and Technical Officials. All together 7 vehicles should be made available for the smooth conduct of the tournament.

9. **WELCOME DESK AND ORGANISING COMMITTEE CONTACTS**

A welcome desk should be arranged at the railway station to receive and facilitate the teams upon arrival and departure.

The Organising Committee is to form a Players Grievance Cell of no less than 4 Members (with no less than 2 male and 2 female representatives) and provide the details of each of the Member of the Cell,

NAME OF ORGANISING SECRETARY: ______________________________

SIGNATURE: ___________________________________________ DATE: __________________________
including mobile number and email address to Hockey India and the Team Manager for each of the participating Members no less than 1 week before the start of the tournament.

Any complaint from players or team officials will need to be addressed on top-priority by the Organising Committee Players Grievance Cell, keeping in view the interest of participating athletes. A report of any complaints to the Organising Committee Players Grievance Cell is to be submitted to Hockey India within 48 hours or the complaint along with the action taken by the Organising Committee Players Grievance Cell.

Members of the Organising Committee Players Grievance Cell should remain available for the entire duration of the tournament.

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Necessary action may be taken for the issue of Railway Concessions for all the participating teams which require it, by Hockey India upon confirmation of the teams participation in the tournament.

11. **MEDIA**

A dedicated Media Lounge should be provided in the stadium with working area with provision of internet and fax.

12. **TELECAST**

All commercial rights relating to the broadcast of each of the Hockey India National Championships remain with Hockey India.

Hosts will be required to ensure at minimum the semi finals, third / fourth play off and final match of the Championships are telecasted.

13. **TECHNICAL OFFICIALS AND UMPIRES**

The tournament will be supervised by one Tournament Director who will be assisted by Umpires Managers, Technical Officials / Judges and Umpires. The selection of the same will be made by the Hockey India Umpiring, Technical & Competitions Committee.

For Hosts with multiply venues, and Assistant Tournament Director or Competitions Director may also be appointed by the Hockey India Umpiring, Technical & Competitions Committee.

The services of other local Umpires and Technical Officials may be requisitioned, if required.

The entitlements of the Match Officials are as per the Hockey India TA/DA Rules and Regulations.

Reimbursement and payment of any Daily Allowances should only be made on submission of completed Hockey India TA/DA form to the Tournament Hosts.

**NAME OF ORGANISING SECRETARY:** ____________________________________________________________

**SIGNATURE:** ____________________________ **DATE:** ____________________________
The entitlements of the Match Officials are as below:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Item</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accommodation, bed and breakfast as per the requirements of the tournament</td>
<td>Accommodation, bed and breakfast provided by the Tournament Hosts</td>
</tr>
<tr>
<td>2</td>
<td>Reimbursement of To and Fro Second AC Train Fare from Officials respective home town to tournament city</td>
<td>As per actual on submission of validated receipt and ticket</td>
</tr>
<tr>
<td>3</td>
<td>Journey allowance in Train/Bus (If Journey period is less than 12 hours then 50% of TA/DA to be given and if Journey period is more than 12 hours and up to 24 hours then 100% TA/DA to be given subject to submission of Train/bus tickets. If Journey period is more than 24 hours and up to 36 hours then 150% of TA/DA to be given subject to submission of train/bus tickets)</td>
<td>50% of the TA/DA to be given</td>
</tr>
<tr>
<td>4</td>
<td>D.A for Tournament Director</td>
<td>Rs. 1,600/-- per day</td>
</tr>
<tr>
<td>5</td>
<td>D.A for Assistant Tournament Director/Competitions Director</td>
<td>Rs. 1,400/-- per day</td>
</tr>
<tr>
<td>6</td>
<td>D.A for Umpires Manager</td>
<td>Rs. 1,600/-- per day</td>
</tr>
<tr>
<td>7</td>
<td>D.A for Umpires/Technical Officials, who have officiated in Olympics / Senior World Cup</td>
<td>Rs. 1,200/-- per day</td>
</tr>
<tr>
<td>8</td>
<td>D.A for all other Umpires/Technical Officials/Judge</td>
<td>Rs. 900/-- per day</td>
</tr>
</tbody>
</table>

The first 50% instalment of reimbursement and payment of any Daily Allowances to Technical Officials and Umpires should be paid within 24 hours of arrival. The remaining 50% instalment to be paid by or before the second last day of the tournament subject to submission of completed Hockey India TA/DA form to the Tournament Hosts.

* DA to be given from one day before start of the tournament to the last day of the tournament.

* DA for Tournament Director, Assistant Tournament Director/ Competitions Director & Umpires Manager will be paid by Hockey India

*DA for Umpires, Technical Officials & Judges will be paid by the hosts.

*Daily Allowance will cover the lunch and dinner of the Individual match officials and umpires.

* For officials appointed locally, DA Covers the local to & fro travelling costs and attending the pre-tournament meetings.

* To and Fro Second AC Train Fare including Rajdhani Express/ Shatabdi Express must be reimbursed by the Organising Committee to the Technical Official on submission of validated receipt by the Technical Official. In case, Technical Official has travelled via flight then respective amount of second AC Train Fare must be reimbursed to the Technical Official.

NAME OF ORGANISING SECRETARY: __________________________________________________________

SIGNATURE: _______________________________ DATE: ________________________________
14. **OPENING CEREMONY**

Arrangements for March Past during the Opening Ceremony with cultural programme should be arranged by the hosts. The participating teams should be informed well in advance.

15. **NATIONAL CHAMPIONSHIP TROPHIES AND MEDALS**

Hockey India will provide the hosts with the following:

a) Winners Trophy (Gold)  
b) Runners Up Trophy (Silver)  
c) Third Place Trophy (Bronze)  
d) Gold Medals x 22  
e) Silver Medals x 22  
f) Bronze Medals x 22

Participation certificates from Hockey India will be provided to ALL participating teams. Winners, Runners Up and Third Placed teams will be provided with respective winners, runners up and third placed certificates.

16. **INDIVIDUAL AWARDS**

Hosts can give awards will be given to the Best Goalkeeper, Best Forward, Best Midfielder and Best Defender of the championships.

17. **MATCH PHOTOGRAPHS**

A dedicated photographer should be provided in the stadium. High quality photographs covering all the matches on daily basis should be sent to Hockey India so that the same can be utilized by Hockey India in press releases and social media.

18. **DAILY REPORT**

The Hockey India Representative will send the daily report to Hockey India for the tournament which should be duly signed by the Organising Secretary and any issues reported would need to be addressed on top – priority by the Organising Committee.
19. **COMMERCIAL RIGHTS**

The naming rights associated with Hockey India National Championships remains with Hockey India along with the commercial broadcast rights, other commercial assets are available to be utilized by the Host Member Unit on application to Hockey India.

If you require any further assistance, or have questions relating to the hosting of any Hockey India national championships, please contact the Hockey India office on hockeyindia@hockeyindia.org.

The above guidelines are effective 5 May 2020 and are a minimum requirement for the hosting of a Hockey India tournament.

Further guidelines regarding the Covid-19 pandemic situation should also be followed by the Host Member Units and participating teams.