



## **Host Responsibilities & Venue Requirements**

***(Including Outdoor and Indoor competitions)***

## Host Responsibilities & Venue Requirements

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### 1. Annual Hockey Queensland Tournaments

#### 1.1 Each year, Hockey Queensland conducts the following outdoor and indoor competitions which are hosted by Associations or Hockey Queensland:

- U14 Boys
- U14 Girls
- U16 Boys
- U16 Girls
- U18 Men
- U18 Women
- The Hockey Queensland Championship (Outdoor only)
- Women's Masters (Outdoor only)
- Men's Masters (Outdoor only)
- Super 6's Men – Opens & 21s (Indoor only)
- Super 6's Women – Opens & 21s (Indoor only)
- Big Hockey Hit Out (outdoor only)

#### 1.2. Hockey Queensland may conduct a Masters Indoor Challenge hosted by a Member Association or Hockey Queensland.

### 2. General

All costs incurred in providing the facilities and support required to host a Hockey Queensland outdoor Tournament will be borne by the host association.

Hockey Queensland may assist with the hire fee of a playing venue for indoor championships. Financial assistance for venue hire will be equalised through team nomination fees.

The host associations required to comply with the provisions outlined in this document unless changes are mutually agreed in writing with Hockey Queensland.

Hockey Queensland will arrange pre and post Tournament meetings with the Host Association and/or their Organising Committee to discuss and confirm Hosting requirements.

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### 3. Tournament Venue Requirements

To be allocated a Hockey Queensland Tournament, Associations are required to meet minimum venue criteria.

#### 3.1. Field Requirements

##### Outdoor

TOURNAMENT	FIELD REQUIREMENTS
The Hockey Queensland Championship	At least two (2) artificial surfaces* (water or hybrid)
Women's Masters	One (1) artificial surface* plus additional grass fields amounting to a minimum of six (6) fields total
Men's Masters	At least two (2) artificial surfaces* (water or hybrid)
U18	At least two (2) artificial surfaces* (water or hybrid)
U16	At least one (1) artificial surface* (water or hybrid) plus minimum of two (2) grass fields (with third grass field prepared for use)
U14	At least one (1) artificial surface* (water or hybrid) plus minimum of four (4) full-sized grass fields

*\*Artificial surfaces must have sufficient lighting for night matches*

##### Indoor

Courts should meet the specifications set out in the FIH Indoor Rule Book in relation to size and parameters.

After the completion of the event Indoor Host Associations are able to submit an invoice to HQ for Indoor Hosting payment of \$750.00 (inc gst) per event.

#### 3.2. Tournament Office

3.2.1. A designated Tournament Office is required for use by the Tournament Officials for the duration of the tournament

3.2.2. The following office equipment and supplies **must** be made available by the Host Association for the Tournament Office (for the Tournament Officials use):

- Internet (can be via Wi-Fi or Ethernet cable)
- Power, extension cords, power board
- Desks, chairs
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3.2.3 Hockey Queensland shall provide copies of any required tournament documentation as requested by any tournament official.

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### 3.3 Meeting Areas

- 3.3.1. A private meeting room or designated area (with appropriate privacy) is required for each of the following for discussions/review sessions:
- Umpire Managers and Coaches
  - Hockey Queensland Selectors
  - Technical Manager and Technical Assessors
  - Tournament Director
- 3.3.2. If suitable areas cannot be supplied for each of the above groups, the Tournament Director will liaise with the above groups and the host centre to determine a suitable schedule
- 3.3.3. A designated area may be required for educational purposes (e.g. Hockey Queensland Coach Presentation, accreditation courses, etc.) for specific Tournaments. Hockey Queensland will advise the host Association's championship convenor of any requirements prior to the tournament.
- 3.3.4. Provisions should be made for any other meetings that Hockey Queensland or the Tournament Director decide are required.

### 3.4 Technical Bench Equipment

- 3.4.1 The Host Association is required to provide a Technical Kit for each field/pitch/court in operation for matches, complete with the following equipment necessary for the conduct of games:
- Two (2) stopwatches
  - Two (2) timers
  - A spare hooter/siren (in case the main siren fails)
  - One (1) spare whistle
  - Spare captain's arm bands or ribbons
  - Coin for the toss
- 3.4.2 Technical Benches should be located adjacent to the centre line of the playing field, clear of the sidelines and spectators, and under cover.
- 3.4.3 A bench or table for writing and seating for the use of Tournament Officials must be provided (minimum of four seats).
- 3.4.4 There should be sufficient access to power outlets for tablets on technical benches on artificial surfaces and indoor facilities.
- 3.4.5 Seating for temporarily suspended players must be provided adjacent to the Technical Bench (minimum of two seats)

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- 3.4.6 All Technical Benches (including on grass fields) must have sufficient shade cover and access to water (either via taps or water coolers)
- 3.5 Player Benches
  - 3.5.1 The two Team Benches must be located near the centre line closely adjacent to the Technical Bench with one on either side of the Technical Bench
  - 3.5.2 Spectators and other unauthorised persons must not be allowed to place themselves between the Team Benches and the Technical Bench. For this reason, bench areas must be clearly designated/marked
  - 3.5.3 All Team Benches should be under cover (outdoor and indoor) and have adequate seating for all interchange players and team support personnel (minimum of eight (8))
  - 3.5.4 All player benches should have taps or water containers within close proximity for use by teams
- 3.6 Dressing Rooms (where possible)
  - 3.6.1 Adequate dressing and change rooms, including seating, showers and toilets in close proximity to the playing fields/pitch are to be available for players, umpires and technical officials, dependent on Covid Restrictions at the time of the Tournament
  - 3.6.2 These rooms are to be serviced and maintained in a clean state throughout the tournament, dependent on Covid Restrictions at the time of the Tournament.
- 3.7 Toilet Facilities
  - 3.7.1 Adequate toilet facilities must be available for players, umpires, technical officials and spectators, working off a ratio of 1:75 (e.g. 1 toilet for every 75 attendees.)
  - 3.7.2 If there are no existing amenities in close proximity of additional fields (i.e. grass fields), the host Association must arrange for temporary amenities to be provided
  - 3.7.3 These facilities are to be serviced and maintained in a clean state throughout the tournament

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### 3.8 Match Scoreboard, Clock and Siren/Hooter

- 3.8.1 A scoreboard should be located at a prominent position on any artificial surface/indoor court at the venue, and large enough to enable spectators and players participating in a match to read whilst the match is in progress.
- 3.8.2 The venue must have a clock or digital presentation, signifying the elapsed time or time played.
- 3.8.3 A central siren or hooter, which can be clearly heard from all the fields at the venue, is required to signal when time has elapsed. A back up siren or hooter must also be available in case of malfunction.

### 3.9 Canteen/Food and Drink Outlets

The venue is required to make provision for the supply of adequate refreshments for players, officials and spectators from the beginning of play until the end of play each day for the duration of a tournament.

### 3.10 First Aid and Medical Facilities

- 3.10.1 The Host Association is to provide appropriate first aid facilities attended by suitably qualified personnel for the duration of the tournament – the minimum requirement is a current senior first aid certificate. The First Aid personnel must provide HQ with a copy of all injury report forms for any treatment reported and assessed/treated at the Tournament for insurance claiming purposes.
- 3.10.2 Injury ice is required to be available at all times on player benches on all fields at no cost to Team Managers during playing times. Injury ice needs to be replenished during each day as required by the host for all fields/courts.

### 3.11 Drug Testing Area

In accordance with the HA Anti-Doping Policy, ASADA shall be permitted to attend Hockey Queensland Tournaments under the control of Hockey Queensland to conduct doping control examinations on athletes. Hockey Queensland will provide further guidelines if this is required.

### 3.12 Public Address System and Ground Announcers

- 3.12.1 A public address system capable of amplifying announcements, music and advertisements to teams, officials, and spectators at the venue is required.

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- 3.12.2 Ground announcers may broadcast the next round of games, Umpires and Technical Officials, and any other messages thought appropriate but should limit these broadcasts where possible to periods between the matches or at half time.
  - 3.12.3 Have a working microphone that is audible through all speakers for Presentations.
- 3.13 General Venue Requirements
- 3.13.1 All venues must be provided at no charge to the participating Associations, players, spectators, officials or Hockey Queensland during the Tournament. Some participating Associations may request team training on days prior to the commencement of the Tournament, charges for this are at the discretion of the Host Association.
  - 3.13.2 All fields/courts must be in the one location unless prior approval is provided by Hockey Queensland.
  - 3.13.3 All fields/courts are to be marked in accordance with the FIH Rules of Hockey/FIH Rules of Indoor Hockey. All goal boxes, corner posts, side boards and goal nets must comply with the specifications in the FIH Rules of Hockey/FIH Rules of Indoor Hockey (as applicable).
  - 3.13.4 For indoor championships, Host Associations must provide a minimum of thirty (30) warm up balls for use by participating teams.
  - 3.13.5 Contingency plans should be made to enable tournaments to be completed should any ground or venue become unsuitable for play. (e.g. Match timing adjusted by TD discretion)
  - 3.13.6 For the entire duration of the tournament (i.e. from a minimum of one hour prior to the first scheduled match, through each day of competition, including evenings/nights, until the close of the tournament following the presentation ceremony), the host venue belongs to Hockey Queensland and may not be used in any capacity by the Host Association (and their clubs) for training, matches or other activities, unless prior approval has been sought from Hockey Queensland.
  - 3.13.7 For Women's Masters (outdoor only), Host Associations are required to supply four (4) dozen hockey balls for use at the state team trials.
  - 3.13.8 For Women's Masters (outdoor only), Host Associations are required to provide four (4) umpires to officiate the state team trials.

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- 3.13.9 Host Associations are required to display Hockey Queensland bunting and any other Hockey Queensland promotional gear as requested by Hockey Queensland or its Sponsors.

### 4. Organising Committee

- 4.1. The Host Association is to appoint an Organising Committee at least two (2) months prior to the commencement of the tournament, with names and contact details to be forwarded to Hockey Queensland.
- 4.2. The Organising Committee is responsible for the overall organisation and setup of the tournament on behalf of Hockey Queensland.
- 4.3. A Tournament Convenor must be appointed by the Host Association at the outset and be present for the duration of the tournament. The Tournament Convenor may not undertake any other role with Hockey Queensland, the Host Association, or a participating team during a tournament.
- 4.4. It is recommended that the Organising Committee include a person responsible for the fields/pitches/courts and venue.
- 4.5. The Organising Committee is to liaise with Hockey Queensland prior to the tournament for preparation and planning.

### 5. Tournament Program

Hockey Queensland will be responsible for the production of online Tournament Programs. Refer to Section 3.7 of the Hockey Queensland Tournament Operations Manual for further details on content of programs.

Tournament Program information from Host Associations must be supplied to HQ no later than one (1) week prior to the Tournament commencing.

### 6. Hospitality/Catering

- 6.1. The Host Association is responsible for providing hospitality during a tournament for the following appointed Hockey Queensland Officials:
- Tournament Director
  - Assistant Tournament Director (if applicable for the tournament)
  - Technical Manager
  - Assistant Technical Managers (if applicable for the tournament)
  - Umpire Manager
  - Umpire Coaches (if applicable for the tournament)
  - Selectors
  - Assistant Umpire Manager (if applicable for the tournament)



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- Assessors (if applicable for the tournament)
- Technical Panel (if applicable for the tournament)
- Umpire Panel (if applicable for the Tournament)

6.2. The Host Association may be required to provide hospitality during a tournament for other Hockey Queensland Staff, guests, delegates, or other persons as advised by Hockey Queensland prior to the tournament.

6.3. Hockey Queensland will provide the Host Tournament Convenor with the names of all Officials, Staff and other persons requiring hospitality during the tournament.

6.4. As a minimum, the Host Association is required to provide the abovementioned Hockey Queensland Officials with the following:

6.4.1. Morning Tea and Afternoon Tea for each day of competition (including tea/coffee/water facilities)

6.4.2. Lunch Meal for each day of competition

This hospitality must be provided at no cost to the Tournament Officials or Hockey Queensland. Host Associations may wish to provide lunch vouchers for their canteen, e.g. a voucher to the value of \$10.00 - \$15.00, would ensure a suitable meal.

6.5. It is the responsibility of the Tournament Convenor to liaise with the Tournament Officials regarding meal arrangements/times.

6.6. Hockey Queensland will provide each of the above-mentioned officials (which are staying in Hockey Queensland provided accommodation) with a meal allowance for the purchase of evening/dinner meals during the tournament.

Whilst the Host Association is not required to provide complimentary evening meals to any Officials during the tournament, should matches be played in the evening, the Host Association is required to ensure that officials have access to meals for purchase.

## 7. Media Responsibilities

7.1 It is the responsibility of the Host Association to liaise with Hockey Queensland to promote Hockey Queensland tournaments to the local media and to arrange distribution to news agencies and papers around the State.

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- 7.2 If there is a central Live-Streaming service contract provided through Hockey Queensland, Host Associations are required to liaise with Hockey Queensland and provide the following items for live-streaming services free of charge:
  - 7.2.1 Assist Hockey Queensland in sourcing commentators for live streaming
  - 7.2.2 Elevated, western side, around/on halfway camera platform
  - 7.2.3 No obstructions (light poles, people walking past, minimal blind spots of the playing arena)
  - 7.2.4 Weather protection - roof with strength to withstand heavy rain and wind
  - 7.2.5 Power outlets
  - 7.2.6 Commentary position within close proximity to camera operator (2-5 metres)
  - 7.2.7 Car parking for easy drop off and pick up of equipment
  - 7.2.8 Table and chairs to seat up to two commentators and production team
  - 7.2.9 Internet connectivity with dedicated bandwidth of at least 5Mbps up and 15 Mbps downstream (where possible)
- 8 Sponsorship
  - 8.1 The Host Association may gain sponsorship for a Hockey Queensland tournament, provided that written consent from Hockey Queensland has been obtained, other than local advertising for the tournament program.
  - 8.2 Local sponsors must not conflict with any Hockey Queensland sponsors.
  - 8.3 Hockey Queensland will inform the Host Association of their State Sponsor servicing requirements. Servicing may include erecting State Sponsor signage at the tournament venue, acknowledgments in the programme and announcements over the public address system during the tournament.
  - 8.4 Where a sponsor attends a Hockey Queensland tournament, the Host Association (in conjunction with Hockey Queensland) will be responsible for ensuring all necessary protocol is observed and hospitality provided.
  - 8.5 Host Associations allowing competing sponsors of Hockey Queensland to attend a Hockey Queensland tournament will be fined a minimum of \$500.00.
  - 8.6 Host Associations are required to cease all trading and/or sales to the public of Hockey equipment during the Hockey Queensland tournament that is in direct conflict with Hockey Queensland State Championships sponsor Just Hockey. Only Just Hockey merchandise, displays, promotions and products will be permitted.
  - 8.7 Host Associations receive \$500.00 from Just Hockey as part of the Hockey Queensland and Just Hockey State Championship Agreement. Host Associations are to invoice Just Hockey for this amount post event.

**9 Additional Players**

- 9.1 The Host Association may be required to provide replacement players to any Association where circumstances allow for their inclusion in a Team and where there are no specific eligibility rules. Approval must be sought from the Tournament Director and HQ Competitions Coordinator if this requirement happens during a tournament.

**10 Additional Umpires**

- 10.1 Policy in relation to additional umpires – refer to the relevant Tournament Regulations for each Aged event (indoor or outdoor) as applicable. Game allocations of umpires will be at the discretion of the Umpire Manager. These umpires will be required at the Umpires Meeting prior to the Tournament commencing as advised on the Draw and by the Umpire Manager or HQ. Umpires must be available for the entirety of the Tournament i.e. available for all days and any times allocated to games.
- 10.2 Should an Association contact the Host Association seeking assistance with providing an umpire for the tournament, Host Associations can provide umpires to Associations upon request. Host Associations and Associations requesting an Umpire must copy in HQ Competitions Coordinator to any correspondence and confirm the loan umpire agreement, as outlined in the relevant Tournament Regulations – Provisions for a Host/Loan Umpire. HQ will invoice Associations and in turn pay the Host Association.

**11 Technical Officials/judges**

- 11.1 The Host Association is required to provide a minimum of six (6) technical officials/judges (outdoor) and minimum of four (4) technical officials/judges (indoor) to assist with technical duties during the tournament. Game allocation of judges will be at the discretion of the Technical Manager. These technical officials/judges will be required at the Technical Meeting prior to the Tournament commencing as advised on the Draw and by the Technical Manager or HQ. Host Technical Officials/Judges must be available for the entirety of the Tournament i.e. available for all days and any times allocated to games.
- 11.2 Should an Association contact the Host Association seeking assistance with providing a technical official/judge for the tournament, the Host Association is to direct the Association to Hockey Queensland. Hockey Queensland will liaise with the Host Association to obtain the required additional Technical Officials/Judges. Host Associations and Associations requesting a Technical Official/Judge must copy in HQ Competitions Coordinator to any correspondence and confirm the loan Host Technical Official/Judge. HQ will invoice Associations and in turn pay the Host Association.

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### 12 Results and Notices

- 12.1 HQ will provide QR code A5 sheets for access to Results and allocations on AltiusRT.

### 13 Ceremonies

- 13.1 The Tournament Director in conjunction with the Host Association shall arrange the Medal Presentation.
- 13.2 Host Associations may only conduct opening ceremonies on special occasions with the prior consent of Hockey Queensland.
- 13.3 Host Associations are encouraged to organise a social event of the tournament including presentations and acknowledgements for individual player awards, Team QLD award, umpires and technical official awards, local partners and government, etc.

### 14 Photography

- 14.1 It is the responsibility of the Host Association to arrange for a photographer to take team photos and action shots.
- 14.2 For Indoor events – No Flash Photography is allowed.
- 14.3 Details of the photographer must be provided to Hockey Queensland.

NB: The Hockey Queensland Use of Image Statement can be found at  
<https://cdn.revolutionise.com.au/cups/hockeyqld/files/metuqm28rdarqqop.pdf>

### 15 Tournament Checklist

- 15.1 A checklist is provided at the end of this document which the Host Association's Tournament Convenor can use to assist with the planning and preparation for tournaments. An electronic document (excel) is provided by HQ with updates post meetings to keep all parties on track for pre-event organisation.

### 16 COVID 19 provisions

- 16.1 Host Associations are required to follow the latest health advice issued by the Queensland Government

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### 17 Women's Masters Trials

- 17.1 Host Association must have the Turf available from 9am on the morning of the trials.
- 17.2 Provide four (4) local umpires.
- 17.3 Supply 4 crates of balls for the Goalkeeper Trials.
- 17.4 Canteen facilities be available for purchases.
- 17.5 Cater lunch for HQ Selectors, HQ Appointed Coaches and Managers and Local Umpires. HQ Women's Masters Committee will cover the cost of the catering.

## HOST ASSOCIATION TOURNAMENT CHECKLIST

This section of the document is designed as a Checklist only and reference should always be made to this Attachment in full for requirements.

### 8 Weeks prior to Tournament commencing:

- ☐ At least 8 weeks prior to Tournament commencing, appoint Organising Committee and Tournament Convenor and advise Hockey Queensland in writing of the names, contact details and areas of responsibility of all persons.
- ☐ Advise Hockey Queensland if there is any equipment or areas of responsibility the Host Venue/Association is unable to provide or requires assistance with.

### 4 weeks prior to Tournament commencing:

- ☐ Provide Hockey Queensland with the following information for inclusion in the tournament program:
  - Host Association Logo
  - Tournament Venue Information (address, contact information etc.) & surrounding area contacts (i.e. medical contacts etc.)
  - Venue/Facility Map (with fields numbered)
  - Host Association President's Message (and Local Mayor/Councillor's Message if applicable)
  - Local Venue/Turf Rules (if applicable)
  - Local sponsor information (including logos if applicable)
  - Tournament Photographer (including contact details and information)
- ☐ Confer with Hockey Queensland for names and details of appointed Hockey Queensland Tournament Officials and Selectors
- ☐ Ensure there are no conflicting sponsorships between Hockey Queensland and Host Association
- ☐ Send out invitations to Local Sponsors and/or VIP's
- ☐ Arrange for suitable medical personnel to be in attendance, and ensure necessary medical requirements are in place (first aid kits, stretcher, ice, water etc.)

### 2 - 3 weeks prior to Tournament commencing

- ☐ Advise Hockey Queensland of the names & contact details of the host technical officials/judges being provided by the Association.
- ☐ Advise Hockey Queensland of the names & contact details of the additional umpires being provided by the Association as per the Tournament Regulations as applicable)
- ☐ Ensure all members of Organising Committee are clear on any role any individual may have during the course of the Tournament
- ☐ Canteen or food/drink outlets are ready for business and all Officials' catering organised
- ☐ Ensure small meeting areas are available for Selectors' Meetings
- ☐ Ensure the rooms and hospitality areas for Umpires, Technical Officials, and Selectors during the tournament are clearly marked
- ☐ Ensure there is a separate Tournament Office in place, and all required office supplies and equipment (including spare consumables)
- ☐ Ensure suitable area is available for first-aid treatment and drug testing
- ☐ Ensure required technical kits are available
- ☐ Ensure central timekeeping facility with siren which can be heard from all fields is in place
- ☐ Ensure required umpires are available for state team trials (Women's Masters only)

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- ☐ Ensure hockey balls for state team trials are available (Women's Masters only)
- ☐ Ensure warm up balls are available (Indoor only)

### 2 weeks prior to Tournament commencing

- ☐ Ensure venue/grounds are in good order, fields/pitches/courts correctly marked, goals, side boards, nets and corner posts (as applicable) in good repair, field/pitches/court lights to required standard, signage in place, technical and team benches are adequate with sun/weather protection etc.
- ☐ Provide information for Event Program to Hockey Queensland for Program creation
- ☐ Send email to Hockey Queensland with a detailed update of progress of tournament preparations, outstanding tasks etc
- ☐ Contact local media outlets to update them on tournament details

### During Tournament

- ☐ Provide grounds staff to water artificial turfs, sweep courts, mow and / or repair grass fields. refill injury ice, water containers and maintain all fields and facilities in good order (as applicable)
- ☐ Provide hospitality as required to all HQ appointed Tournament Officials, Staff, Selectors (and any other persons as directed by Hockey Queensland)
- ☐ Run canteen and drinks outlets to cater for players and spectators
- ☐ Maintain dressing rooms and toilets in a clean state