

**GUIDELINES FOR TEAM MANAGERS OF
U16 & U18 TEAMS PARTICIPATING IN
EHF COMPETITIONS**

May 2019

In case of any differences within these guidelines, the EHF /FIH Regulations for the competition shall prevail.

1. Before travelling or arriving at the tournament site

- a. Ensure that all players are of the correct age on the deadline date of **31 December** in the year preceding the tournament.
- b. Ensure that all players and team staff have valid passports (**ID-cards for players are not valid!**) and visas as required and ask your Team Doctor to check whether he/she must fulfil any local requirements in order to be allowed to act in the host country.

Team Doctor **MUST** be able to provide the TD with an English certificate that states that (s)he is indeed a medical doctor!

- c. Ensure that the playing uniform (primary and alternative) of all players is in order, as stated below. **NB** *alternative* means a **complete additional set** which must consist of colour(s) **completely different from the dominant one(s) in the primary set** for shirt, short/skirt and socks.
 - primary set to comprise of **at least 80% single colour per piece**.
 - players may choose to wear long sleeved uniform shirts if they wish. **Any additional items of clothing worn by a player during a match must be the same colour as the adjoining piece of clothing.**
NB When a player bows the knees during play, the undergarment should also not be visible.
 - goalkeepers shirts must comprise different colour to both primary and alternate colour of playing shirt.
 - if present, advertisement and manufacturers identifications as prescribed by the relevant regulations.
 - two spare sets of clothing (primary and alternative) plus suitable material for numbering in an emergency, for the replacement of blood stained clothing during a match.
 - sticks of all players and goalkeepers' leg guards, kickers, hand protectors and headgears in accordance with the rules.
 - there is no need to show the players family/country name on the back of the shirt. However, either the whole team has the family/country name on the back or none at all.
 - It is not compulsory in any EHF youth tournament to display the EuroHockey/FIH logo on the backs of the shirts. Where a team decides to do so, the logo must appear on the back of all players' shirts.
 - **NB** Remember that advertising on a stick or on sweatbands is not allowed unless it is the manufacturer of the stick/sweatband.
- d. Ensure that all players have their number in full distinctive figures, not outlined, on the back of their shirt (**goalkeepers have their number on the front and on the back of the shirt**), not less than 16cm and not more than 20cm in height, and on the front of their shorts/skirt at left thigh level, not less than 7 cm and not more than 9 cm in height. **NB Check the EHF regulations if the number on the short/skirt is necessary or not.**

NB Each player's number must remain the same throughout the tournament and must be the same as that which appears on the official Team Entry.

NB Where a national team (U18/U16) has new sponsors, the advertising must be approved by the FIH not less than 3 weeks prior to the event in accordance with the Event Resources page on the FIH website (Uniform Advertising section).

- e. Ensure that your National Association has informed you about any communication from EHF or the Host Organiser which is of interest to you regarding the tournament.

- f. Ensure that you are fully aware of the transport arrangements from the port of arrival to your chosen hotel, and that you have with you all the contact names and telephone numbers of members of the Host Organiser which you may require.
- g. Ensure that you have with you a copy of the current EHF Tournament Regulations (Master document plus relevant appendix), EHF Code of Conduct (Youth), EHF Guidelines for Team Managers (Youth), FIH Anti-Doping Rules and WADA List of Prohibited Classes of Substances and Prohibited Methods. All documents are available from the EHF or FIH websites as appropriate.
- h. Ensure that in case there is a problem and you cannot arrive **before 19.00h** on the day before the teams first match, the EHF Competitions Manager is informed **well beforehand** of the reasons.
- i. Ensure that all **staff members** are a minimum of 15 years of age on the first day of the tournament. Ensure that all **players** are a minimum of 13 years of age on the first day of the tournament.

2. When arriving at the tournament site

- a. At your arrival at the accommodation, allocate the rooms and check with your Liaison Officer or local Host Organiser that the facilities are acceptable.
- b. Check if the financial arrangements are satisfactory and that the provision of rooms and meals is as expected.
- c. Check if the transport to the playing venue for the team is adequate (match and practice) and establish exact departure times for your team with the Liaison Officer.
- d. Check the training and match schedule and co-ordinate with the Liaison Officer.
- e. Should it be necessary, supply the organising committee with an updated list of players and officials for your team.

3. At the Event Briefing Meeting with the TD

- a. The Team Manager has to attend the Event Briefing Meeting. **NB Failure to attend this meeting at the required time will be subject to a penalty to be decided by EHF.**
- b. It is no longer compulsory for the team coach to attend the Event Briefing Meeting.
- c. Submit to the TD the final list of players attending (18 for U18 and 10 for U16) *. All players listed must have been included on the original entry list entered into AltiusRT no later than 14 days before the first day of the tournament. **For failure to submit the team list in time, the National Association will be subject to a penalty to be decided by EHF.**

NB Make sure to also double check that your coaching staff is correct on the Entry Form signed at the Event Briefing Meeting.

- d. Take along a sample of your team clothing (primary and alternative including GKs shirts), as well as your goalkeepers' leg guards, kickers, hand protectors and all sticks (unless the TD has advised alternative arrangements for checking goalkeepers' equipment and sticks) and all equipment for defending penalty corners (masks, gloves, knee protection, etc).

NB In case you have players playing with medical approved items such as face masks (for broken nose) or knee brace or anything else, make sure to present the TD with a medical certificate at this check!

- e. Take along the **valid passports** of all your players.
- f. Advise the TD whether you are satisfied with your hotel, meals, transport arrangements and training schedules. Notify the TD of any complaints or requests you may have.

4. Before a match

- a. Ensure that your transport schedule allows your team to be at the tournament venue in due time to allow for changing, preparation and warm-up.
 - b. During the Event Briefing Meeting the TD will inform you what time you need to have filled in the online team starting line-up (mostly no later than 1 hour before the start of the match). The list for each match should include the numbers of the players, whose names appear on the official Entry List (excluding any player who has been suspended by the TD from playing in the match, who must be mentioned as Suspended (S) on the match report) and all staff members on the team bench. The Team Manager will receive a notification email around 8-10 days before the start of the event from the EHF Competitions Manager. This will give them/her access to <https://eurohockey.altiusrt.com> (YOG qualifiers use www.tms.fih.ch). It's not allowed anymore to hand in a written paper with your starting line-up! **NB** Access for Team Managers to AltiusRT is only available after the TD has set the event to *In Progress*, which normally happens after the Event Briefing Meeting.
 - c. Ensure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the TD or the TO on duty at the technical table.
 - d. Ensure that any additional players (over the number allowed for the match), if any, leave the field of play not later than 10 minutes prior to the scheduled start time of the match, and then stay outside the technical areas surrounding the field of play during regulation time and rest times.
 - e. Report to the Technical Official's table 10 minutes prior to the start of the match (or at any other time as agreed by the TD or TO on duty) for stick and goalkeepers' hand protectors/leg guards /headgears check.
 - f. Check that your captain wears an arm band or ribbon (**not black**).
 - g. Ensure that your team is dressed in the correct colours for every match, as mentioned on the Appointment and Colours Sheet produced by the TD. **All tournament information for EHF youth events can now be found at www.eurohockey.altiusrt.com.** (YOG qualifiers use www.tms.fih.ch).
- NB** Make sure to also bring your other socks and shirts to the venue in case there is a problem.
- h. Check that your players are properly dressed at all times during the match:
 - socks up with shin guards worn inside;
 - with any additional items of clothing of the **same colour** specified for the adjoining piece of clothing;
 - with the **correct shirt numbers** as specified on the official entry form.
 - i. Ensure that your players line up before the match and undertake the correct pre-match protocol as directed by the TD.
 - j. When the match is about to start, sit on the end of the bench which is closest to the Technical Officials' table, and make sure that, including yourself, there are no more than the maximum number of persons, plus the team doctor if registered on the entry form, seated on the bench.
 - k. Remember that you may now have the team coach **and** the assistant team coach (or another staff person) on the bench with you.
 - l. Remember that a player or staff member who has been suspended by the TD may not sit on the team bench and must stay outside the technical facility areas surrounding the field of play during regulation time and rest times.
 - m. Water will not be provided for players for matches (and trainings). Team managers are requested to arrange this themselves.

5. During a match

- a. As team manager, you are the only person responsible for the behaviour of the other persons seated on the bench. Ensure that all persons remain seated and that there is no vocal communication directed at the Technical Officials at the table, the umpires and players of the opposing team.
- b. Remember that your captain or acting captain is responsible for the behaviour of your players on the field of play, even when seated on the bench.
- c. When play is interrupted for an incapacity, only the registered team medical doctor and/or physiotherapist are allowed to enter the field of play, only when authorized by one of the umpires, to assist and remove the player concerned as soon as it safe to do so. If your team does not have such registered officials, then you (as team manager) are allowed to enter the field of play together with the on-duty tournament doctor. **The team coaches may not enter the field of play at any time under any circumstances.**
- d. No incapacity treatment is permitted on the field of play. If a player becomes incapacitated on the field of play, one of the Umpires may stop the match and assess whether or not the player requires attention:
 - a the Umpire may authorise the registered Team Medical Doctor and / or Physiotherapist to enter the field of play;
 - b if a team does not have such registered officials, the Umpire will authorise the on-duty Medical Officer and / or Team Manager, to enter the field of play;
 - c if necessary, the Umpire may also authorise stretcher bearers to enter the field of play;
 - d persons authorised to enter the field of play are required to assist and remove the player concerned from the field of play as soon as it is safe to do so.
- e. If any person from the team bench and / or the on-duty Medical Officer enters the field of play **and attends a player** (including GK):
 - a that player (**including GK!**) must leave the field of play and return to the team bench area for a minimum of **two minutes** (U18 11vs11)(U16 Hockey5s);
NB In Hockey5s a GK who gets treatment on the pitch, can stay on the pitch!
 - b the **two** minutes period will be managed by the Technical Officials on duty;
 - c the player required to leave the field of play may be substituted.
NB According to the current FIH Regulations, a Medical Doctor can decide to step onto the pitch without approval of the umpire if he/she thinks a player needs urgent treatment (even if play hasn't stopped). If this happens, **the moment the doctor steps onto the pitch**, the player has to go off for one/two minutes. Obviously if this regulation is misused, the TD will act accordingly.
- f. If a player has sustained an injury which caused bleeding, they may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned.
- g. Any player wishing to take refreshment during a match, including during time stoppages, must leave the Field of Play.
- h. Remember that you are responsible for the proper application of the players' substitution procedure
 - players entering the field of play in the frame of a substitution must go in the vicinity of the centre line of the field of play, not more than 3 meters from the Technical Officials' table and attract the attention of the player to be substituted (no substitution boards are used anymore);

- for GK substitutions, time is stopped;
 - a substitute player is allowed to enter the field of play only when the substituted player has left it;
 - there must be an appointed captain or an acting captain at all times during a match, who must wear a distinctive arm band or ribbon.
- i. During half-time, team officials and players may leave the field of play only with prior permission of the TO on duty and players don't have to leave their sticks and goalkeepers their hand protectors and headgear at their team bench anymore. The team must return not less than two minutes before the match is due to be restarted.
 - j. If during the match you are requested by the Technical Officials to correct some points, do this immediately in accordance with the given instruction.
 - k. A video operator of a team is **absolutely not allowed** to stream matches (eg. from the video tower or stands)! And no streaming is allowed from anywhere on the Field of Play.

6. At the end of a match (or shoot-out competition)

- a. Check if all information is correct (players, shirt numbers, goal scorers, card, substitutions, etc) and sign the Match Report Form (and Shoot-out Competition Report, if relevant) and, in case of a protest, proceed in accordance with the tournament regulations.
- b. After the match (or shoot-out competition, if relevant), remove your team from the bench and pitch as soon as possible in order to make room for the next team arriving and make sure the **bench is clean (and this also counts for the dressing room!)**.
- c. Remember that a player selected for anti-dope control testing after a match must remain under the supervision of the appointed escort and must report within sixty minutes to the anti-dope testing centre (see FIH Anti-doping Rules for more information).

7. During the tournament

- a. Inquire where the notice boards are located and carefully check the day to day notices and messages.
- b. Check the daily transport schedule to ensure that you and your team are aware of any changes made by the organisers.
- c. Check for any social events and make sure that your team is correctly dressed for the occasion and is prompt. Check with the Liaison Officer, if you have any doubts.

8. Before leaving the tournament site

- a. Ensure that any Medical Forms distributed to the team prior to the start of the tournament are completed and delivered to the Medical Officer (or TD) at the completion of the tournament.
- b. Remember that it is your responsibility to ensure that all financial matters of your team are settled. Ask for your account on the penultimate date of the tournament and pay the remainder upon departure.