

**FIELD HOCKEY ONTARIO**

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SANCTIONED EVENT POLICY AND STANDARDS

Background

Field Hockey Ontario provides insurance coverage for members who are participating in sanctioned activities and events. For the purposes of insurance only, the Board of Directors is deemed to have accredited all the usual related field hockey activities conducted by Recognized Clubs – these include games, practices, coaching and training sessions, try-outs, evaluations, and executive activities and related events. For events outside the normal scope of day to day Club activities, a request must be made to FHO to have these accredited in order for the insurance to be in effect.

Purpose

This document provides the standards to be met in order for events to be accredited, and the procedures and responsibilities to be followed to request and receive accreditation. Compliance with these standards and procedures will help to ensure that events are properly planned and carried out to minimize risks and maximize the enjoyment of all participants.

Tournament Standards

1. Club
 - a. Hosting Club must be a FHO Recognized Club
2. Participants
 - a. Must be members of Field Hockey Ontario in good standing (registered at least 2 days (48 hours) prior to start of tournament) or must be members of any Provincial Field Hockey Association.
 - b. Non-Canadian participants must be a member of their National Association.
 - c. Ontario players must play with the Club with which they are registered at FHO when that club is entering a team in the applicable age/gender category.
 - d. May waive 2.2 only in the case where his/her Club has fielded a full roster of players, the participant is not on that roster, and the participant has written consent from his/her Club president or equivalent.
 - e. Ontario players whose Club is not entering a team in his/her age/gender category, must present written permission from his/her Club president or equivalent in order to play for another Club.
 - f. The purpose of permission as stated in 2.3 and 2.4 is to ensure the Clubs are aware of events in which their players are participating. Therefore, permission or consent to play for another Club as expressed in (c) and (d) cannot be withheld unless the player's Club can show the player is indebted to his/her Club.
 - g. Request/approval to play with another team must be submitted and approved by FHO prior to the deadline of team roster submissions.
3. Umpires
 - a. Must be Certified by Field Hockey Canada or by another National Association; an



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exception is allowed for umpires who have been trained (attended a certification clinic and passed the required examination within the last 18 months) and are being coached or assessed for certification. For Junior Divisions (U14 and younger) where this standard jeopardizes the ability to run the tournament, FHO reserves the right to approve the use of persons who have committed to training (i.e. have already paid registration for an upcoming scheduled training clinic) as long as these persons are paired with certified umpires.

- b. Level of certification must at a minimum match level of competition.
 - c. Must be a member of FHO or must be a member of any Provincial Field Hockey Association or of any National Association.
4. Technical Officials
- a. Technical Director must be appointed and he/she or an authorized delegate must be present at all times (must be a Technical Director per venue, if more than one venue for the event)
 - b. Technical Director must have Technical Officials training or be approved by FHO Director - Technical.
 - c. Umpire Manager must be appointed, and he/she or an authorized delegate must be present throughout the event.
 - d. Must be member of FHO or must be a member of any Provincial Field Hockey Association or of any National Association
 - e. Table officials may be assigned as per event organizer
5. Emergency Action Plan
- a. Emergency Action Plan must be documented and available.
 - b. Must be a qualified athletic therapist or physiotherapist at each venue
 - c. Multiple fields/courts at one venue require only one therapist
6. Technical Regulations must at a minimum include the following:
- a. Authority and scope of the Technical Director
 - b. Expected age groups and how age is interpreted – Year of Birth etc
 - c. Penalty for using ineligible player
 - d. Shin guards and mouth guards are mandatory for all field/court players
 - e. Using FIH rules, with any exceptions noted
 - f. Length of games
 - g. Maximum number of players per team roster
 - h. Minimum number of players including goalkeeper that are needed to start a game and to continue a game
 - i. Pool and playoff format, and how standings are determined
 - j. Tie breaking procedures
 - k. Discipline procedures (must at a minimum match FHO discipline policy)

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Procedure

7. At least 60 days prior to the event, the hosting Club will forward preliminary Sanctioned Event Request to FHO. This will include:
 - a. Dates of event
 - b. Name of Technical Director and Umpire Manager
 - c. Copy of facility permit for the event, or letter confirming that facility is booked.
 - d. If these requirements are in place, the event will be posted on FHO website, with the notation that approval is pending.
8. At least 30 days prior to the event, the hosting Club will forward the full Request Package to FHO. The package should include:
 - a. Signed Sanctioned Event Agreement
 - b. Copy of invitation for Canadian Teams - this information must state that:
 - i. All players must be members of FHO, or their Provincial association, if not Ontario.
 - ii. Roster (including coach(es) and managers) must be submitted 5 days prior to start of tournament for verification of registration status. Deletions are permitted up to start of first game. Note that the onus is on the participating Club, and not the event organizer or FHO, to ensure its players are eligible to play.
 - c. Copy of invitation for non-Canadian teams – this information must state that:
 - i. All players must be members of their National Association (proof must be provided before start of event).
 - ii. Team must arrange for their own insurance coverage
 - d. Name of Technical Director(s)
 - e. Name of Umpire Manager
 - f. Working with FHO and Officials Committee, prepare a list of possible umpires – including their level of certification. A complete list of umpires expected for the tournament must be submitted 5 days prior to the event.
 - g. Technical Regulations (for review by Director – Technical)
 - h. Name of therapist(s) and/or firm to be used
9. If requesting Sanctioned Event funding from FHO, a copy of the event budget must also be included in the package outlined in item 8, above.
10. FHO representative will review the package. If there are any deficiencies follow-up will be requested. If the material provided is complete and satisfactory, written confirmation of accreditation for the event will be provided, along with a list of any individuals whose membership has been suspended or revoked for whatever reason, and who would be ineligible to participate in the event.
11. Event organizer will submit team rosters to FHO designate for membership verification as soon as they are received, and not less than 48 hours prior to start of event.
12. Post Tournament Submission (preferably electronic) (within 14 days of the event completion):
 - a. Final roster for each team
 - b. Copy of schedule and game sheets



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- c. Complete tournament summary that includes final standings, any cards issued (Colour, Team, Player name and #, along with Red Card report for any Red cards issued) and any recommended changes to Technical Regulations
 - d. Names of all umpires (including their certification) and other officials, with contact information.
13. Files – FHO will maintain a file for each Event including the request letter and documents, accreditation approval letter, and post-event submissions. Files will be retained for 7 years.

Benefits to Sanctioned Events:

- Priority access to event dates (FHO will work to schedule our own events with consideration of sanctioned events to prevent interference.
- Event will be promoted and advertised on FHO's calendar (included on FHO's annual calendar to members)
- Access to preferred equipment pricing through FHO sponsors
- Access to database of certified officials
- Access to FHO signage and promotional materials
- Access to FHO intellectual property (logos for signage/promotion)
- Access to application for Sanctioned Event Funding

