



Guidelines for Tournament Directors Pre-Tournament Meetings – World Level Events

Name of Tournament
Location / Dates

Pre – Tournament Briefings

2 days before tournament

09:00 – 10:00	Umpires Beep Test	Umpires Manager, Umpires, TD
13:00 – 14:45	Umpires' Briefing	Umpires Manager, Umpires, TD, FIH Representative (if present)
16:00 – 17:00	Equipment Check, Passport Check, Allocation of colours	Team Managers, TD, TOs, Judges
[Note: Important that checks done 2 days before tournament to provide adequate time to remedy, if necessary]		
17:00 – 18:00	Coaches/Umpires managers Meeting	Umpires Manager, Coaches, TD, FIH Representative (if present)
[Note: No team training time to be scheduled at the time of this meeting]		

Day before tournament

13:00 – 14:00	Medical Briefing	Team Doctors, Team Physiotherapists, FIH Medical Officer, Local Medical Officer, TD
[Note: It is COMPULSORY for all medical personnel of ALL teams to attend this meeting]		
14:00 – 15:00	Team Managers Briefing	FIH Representative (if present), Team Managers, Team Coaches (optional), TD, TOs, Judges, Umpires Manager, Chair Organising Committee, FIH doctor, Media Manager, Local Medical Officer, FIH Television Consultant (if present)
[Note: No team training time to be scheduled at the time of this meeting]		
15:00 – 16:00	Tournament Officials' Briefing	TD, TOs, Judges, Umpires Manager, Chair Organising Committee

Updated: May 2008