

Field Hockey BC – Event hosting guideline for Club Championships

Club Championships are separate Boys and Girls tournaments held for each of the three age groups. These are U13, U15, and U18. FHBC coordinates with the local club host to secure fields and coordinate scheduling (playing and umpiring). The local host should be responsible for securing technical staff and volunteers for the setup and tear down aspects of the events.

Key Information

- **Location:** Each Club Championship is run at a separate location
- **Dates:** Club Championships are run over multiple weekends between the end of May and end of June (generally, two Club Championships run on the same weekend)
- **Local Hosts:** varies on a year-to-year basis. Confirm if a renewing club host or a new club host
- **Booking:** Work with the Club Championship local host club to determine whether FHBC or the local club host will book the facility
 - o **Surrey** – typically FHBC
 - o **Richmond** – might require FHBC aid
 - o **All others** – typically the club host
- **General Equipment:** Club Championships are less decorated events, and do not use the large “tube” banners, and tend not to use the regular banners (sometimes 1 or 2 will get put up – these would be the generic FHBC ones). Ask the club host if they require anything additional... tent(s), tables, etc. Plan a delivery/pick up date, and make sure to have a record of all the equipment they are borrowing from FHBC
- **Special Equipment:** U13 Club Championships use the FHBC bumpers for hockey 5’s. This requires the additional booking of a 26 foot UHaul vehicle, and additional planned time for loading up.
 - o **Plan to pick up and load up the UHaul the day before the event. Ensure 2 hours for pick up of the vehicle, and several hours for the loading of the vehicle.**
 - o All other equipment should be able to fit into the UHaul as well – this will be the vehicle used for the weekend.
- **Representation:** FHBC’s events coordinator should attend each of the Club Championships as possible
- **Officials:** Teams must list an umpire in order to register for Club Championships, and this umpire must be available for the tournament – FHBC may need to supplement with external umpires in order to a) maintain elite umpiring or to bolster numbers
- **Medical:** Tend to coordinate medical and athletic therapy through Gavin Leung

Tournament Planning

- **October:** connect with club host (either returning, or reach out to potential new)
 - o Events Coordinator and Executive Director should coordinate to discuss what tentative dates each Club Championship could/should be on, and propose these dates to the club hosts
- **February:** Roll over the back end of the Club Championships on the admin registration page (contact Tim Cropley to do this)

- **March:** Create all the Club Championships registrations on the course registration page, based on templated schedules for time/hours booked at the venue
 - o **How many tiers?**
 - o **How many teams per tier can register?**
- **Late March:** Roll over the registration documents to reflect the current year's registration and event details
 - o Post these online and send out to all clubs
 - o Include on the FHBC calendar
- **April:** Once all the early registrations have come in adjust the number of registrations that are left for online booking
- Combine all registration information into a document for accessibility
- Email all the umpires who have been allocated to teams and get availability – they *should* be available for the entire weekend. Make sure that you have all the following listed information for each umpire:
 - o Full name
 - o Associated club
 - o Address (to mail payment to)
 - o Availability for the duration of the weekend
- Create a playing schedule and email it to team managers. Ensure that there are no major conflicts before posting it online.
- Create a schedule for umpires based on the availability provided. Email out.
- Confirm a technical schedule and email out to team managers and the listed volunteer. *teams are responsible for filling the time if their volunteer has a conflict. The event host should organize to have someone in charge of the technical area at all times.
- Confirm final timing with medical/athletic therapist, and pay invoice following services
- **May/June:** Confirm all details with the event host and ensure they have all the support they need for the event. Confirm equipment pick up or delivery and keep a list of all borrowed items. Put together a technical table kit including stopwatch(es), airhorns, pens, schedules, and all required administration documents.
- **Post event:** get feedback, post any photos on social media

Administrative

- Game sheets (send and print *for U15 and U18 only*)
- Playing schedule (email, online and print)
- Umpires schedule (email and print)
- Technical schedule (email and print)
- If traveling to the island, book a ferry reservation (and hotel reservation if required)
- Pay facility
- Pay athletic therapist
- Feedback from this tournament for next tournament
- Receive all borrowed items back from the local club host