



**ENGLAND  
HOCKEY**

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**CLUB CHAMPIONSHIPS  
FINALS DAY  
INFORMATION PACK**

SATURDAY 4th MAY, SUNDAY 5th MAY, MONDAY 6th MAY 2024

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VERSION 2  
Tuesday 16th April 2024



# CONGRATULATIONS

## on qualifying (or being in contention to qualify) for the 2024 Finals of the England Hockey National Club Championships!

This information pack includes all you need to know about your Finals Day, and what you need to do, but if you have any questions, please do not hesitate to contact me.

### VENUE INFORMATION

The Championship Finals will be held at:

Lee Valley Hockey and Tennis Centre,  
Queen Elizabeth Olympic Park,  
Leadmill Lane,  
London,  
E20 3AD.

### HOW TO GET THERE

The Centre is really well connected to all public transport networks.

### Trains and Underground

We strongly recommend using the London Underground or Train services to Stratford Station or Stratford International Station.

#### Stratford Station

Underground - Jubilee Line, Central Line and Docklands Light Railway (DLR)

National Rail - Abellio Greater Anglia for services to Liverpool Street/Essex/East Anglia and London Overground Services.

#### Stratford International Station

Underground - Docklands Light Railway (DLR)

National Rail - Southern Eastern High-Speed services to and from St Pancras International

### Buses

The following bus routes connect Lee Valley Hockey and Tennis Centre with Stratford and Queen Elizabeth Olympic Park:

The 308, W15, N26 buses stop outside Lee Valley Hockey and Tennis Centre

The 97, 339, 388 and N205 buses all run through Queen Elizabeth Olympic Park

### Walking

Below is the walking route from Stratford and Stratford International Station to Lee Valley Hockey and Tennis Centre. Our friendly Hockey Makers will be stationed along the way.



### Parking

On competition and event days there is NO SPECTATOR PARKING.

If spectators plan on travelling by car then we recommend parking at Stratford International or Westfield, then walking or getting a taxi to the venue.

**For blue badge parking requests please email [transport@englandhockey.co.uk](mailto:transport@englandhockey.co.uk)**

## TEAMS & OFFICIALS ARRIVALS, DEPARTURES AND TRANSPORT PROVISION

Teams are advised to travel in as few cars as possible. Each team will get five parking spaces, which we encourage to be used via minibuses/coaches.

These spaces will be located in the East Car Park at the venue – stewards will advise on the day. In order to secure these spaces, we require the driver's name and vehicle registration number in advance, please complete the parking form here no later than **Thursday 2nd May**.

### ➔ PARKING FORM

Your details will be added to the parking list. Access will only be granted to those whose details have been logged.

Parking at Lee Valley without completing the form or authorisation will result in a fine by parking eye – England Hockey cannot help with, or refund, this.

Other parking can be found at Stratford International and Westfield Stratford, both are under a 20-minute walk away from the venue. Stewards will be provided maps to these, which they can use to guide drivers to if they turn up to the venue.

## SECURITY

The following items are prohibited

- Hard sided containers/bags (spectators, teams are allowed larger bags)
- Bags exceeding 40cm x 30cm x 30cm (spectators, teams are allowed larger bags)
- Large amounts of food or drink (see section; Food and Drink)
- Glass bottles or containers
- Whistles, air horns or noise makers
- Any item which, in the opinion of the Venue, may pose a hazard to the safe delivery of the Event which would include any item that could be used as a potential weapon, compromise public safety, or be used to sabotage or damage property. Examples of these items could include, but not be limited to, sharp or pointed objects such as knives, personal

- protection sprays, fireworks, flares, spray paint or other hazardous substances or gases
- Any article prohibited under law
- Alcohol, unless purchased at the Venue
- Large golf umbrellas
- Large flags or banners
- Laser pointers
- Objects, clothing or signage for the purposes of unauthorised promotional marketing
- Objects, material or clothing that displays a political and/or offensive message
- Cable ties
- Glue
- Chains and padlocks

Visitors in possession of prohibited items may be refused entry, ejected from the Venue and/or referred to the police

Any prohibited items which are surrendered as a condition of entry to the Venue will be unable to be reclaimed and will be disposed of by the Venue without any liability.

You can also find this information on the Great Britain Hockey Website, **here**.

## TICKETING

### Prices and Ticket Types

The list of advance purchase and on-the-day ticketing options and price ranges are listed below:

TICKET TYPE	In Advance	On the Day
Adult	£10.00	£12.00
Under 18	£3.00	£5.00
Pitch 2 Only Ticket - Adult	£4.00	£6.00
Pitch 2 Only Ticket - U18	£2.00	£4.00
Under 18 1 Day (Group 10+)	£1.50	N/A

Those not part of the playing (16 people max) or coaching staff (4 people max) must purchase a ticket from the website (links on next page).

For those who wish to bring a large group of Under 18s. Please complete the **enquiry form here** and a member of the ticketing team will be in touch. To qualify for the £1.50 price we require a minimum of 10 under 18s.

All tickets are un-allocated seating, but spectators must sit within the open blocks of the East Stand. CM.com tickets are England Hockey's ticketing partner for this event.

A box office and ticket help desk will be available on the day, which will be located on south street. Purchasing on the day will be chargeable by the 'On the Day' pricing shown, so it is recommended to purchase in advance.

Accessible bays are available for wheelchair users and companions on the East Stand.

### Wheelchair Tickets

Same as above, but each ticket comes with a free companion seat. Please email [tickets@englandhockey.co.uk](mailto:tickets@englandhockey.co.uk) to purchase these.

## LINKS TO PURCHASE TICKETS ARE HERE

TICKETS ARE **ON SALE NOW!**

- ★ Saturday 4th May
- ★ Sunday 5th May
- ★ Monday 6th May

### ACCOMMODATION

Teams are responsible for booking and paying for their own accommodation, if required. England Hockey's accommodation agents Esselle Sports Management are always willing to help support clubs in finding the best hotels and best rates in the area.

Please visit their website via the following link:

<http://essellesports.com/>

If you require any further information or assistance, please use the contact details below.

Phone: 01257 450991

Email: [aaron@essellesports.com](mailto:aaron@essellesports.com)

Umpires and officials this year will stay at: London Chigwell Prince Regent Hotel, Manor Road, Chigwell, IG8 8AE. Details will be sent to you separately about this from Elaina Leithead.

### RULES AND REGULATIONS

A copy of the rules and regulations can be found here:

#### Adult Tier 1 – Tier 4 Championships

#### Masters Tier 1 & Tier 2 Championships

### COMPETITION DETAILS

The Tournament Director is **Jo Pennycook**. She will issue a schedule for team colours for the days via Altius.

They will also issue a written briefing for managers including details of any equipment checks and Altius use on the day.

Managers should report to the TD on arrival at Lee Valley. Her office is in the Sports Presentation cabin overlooking Pitch 1.

### TEAM TRAINING, FAMILIARISATION, WARM UPS, WARM DOWNS

Teams can warm up on the pitch once it has been vacated by the previous match. Match timings will be maintained. Non-stick and ball warm up may be undertaken outside the venue, away from spectators.

No cool down time is permitted on the Field of Play (FOP). Teams must exit the FOP via the tunnel on pitch 1, or the entrance on pitch 2 promptly to allow the next teams maximum pitch time prior to their game.

### MATCH MANAGEMENT – ALTIUSRT

We will be using the Altiusrt Tournament Management System (TMS) for these finals. This is a TMS that has been used successfully by England Hockey at previous events.

See <https://englandhockey.altiusrt.com/>

Team Managers should submit a squad list via the AltiusRT system by **Wednesday 24th April, 1200**. Team Managers will be asked to confirm their team at their meetings with the Tournament Director.

It is important that we have an accurate list for spectators, as this information will be provided in the digital programme and on the big screen within the stadium.

For those of you who have not used Altiusrt before, a user guide is attached.

**You will shortly receive an invitation to join Altiusrt. This will be a system generated email that will look as though it has come from Stephen Barlow. Please follow the instructions to set up a user name and password. You will also receive another system generated email explaining that you have been allocated as team manager. This will give you the access rights you need to administer your team.**

## **FIELD OF PLAY INFORMATION**

The finals will be played on Pitch 1 and Pitch 2 as specified in the match schedule.

Both are Polytan Polygras Platinum CoolPlus fields which are certified to FIH Category 2 until January 2026.

## **SPORT EQUIPMENT**

White Kookaburra Dimple Elite balls will be used. Harrod goals supplied by the venue will be used.

### **Ball Patrol**

No official Ball Patrol will be used for this event.

### **Balls**

England Hockey will provide white Kookaburra Dimple Elite hockey balls for use during matches. Teams are responsible for providing their own practice balls.

### **Benches**

Benches on either side of the centre line will be provided for use of team staff and substitutes. Bench allocation will be as follows: First named team left bench, second name team right bench.

Only those whose name appears on the team sheet may occupy the bench – a maximum of 16 players, team manager and two further officials. A qualified medical doctor may also sit on the bench but if you do not have a doctor, this place cannot be taken by another team staff member.

Chairs will be provided at the officials' table for any suspended players.

## **TEAM ACCREDITATION**

Teams will be given handstamps upon entry to the venue. This is limited to a maximum of 16 players and four Team staff/coaches.

After your final, Hockey Makers will provide coloured wristbands so you can access the Clubhouse for food and drink, and the wider venue to spectate for the remainder of the day.

## **CHANGING ROOM SCHEDULE/ PRINCIPLES**

We have appointed Hockey Makers to assist with reasonable demands during your time at the venue. They will be responsible for conveying information to you from the Competition Manager and will also be your first point of contact should you have any requests for information.

Outside of changing room allocation slots, kit must be kept with you at all times or put into the kit store (Changing Room 9).

Teams will have access to a changing room for 45 minutes prior to and after their game.

## **TEAM MATCH ANALYSTS AND VIDEO RECORDING**

Teams are welcome to use the designated team video area from at the south end of the stadium behind the goal at the top of the south stand – no power is provided in this location so please consider this. Teams intending to use video equipment must get clearance from the Event Manager in advance of the event and follow instructions provided on the day.

Access is only for the purpose of filming, no additional members of team can spectate or coach from this position.

In addition, teams are welcome to use remote cameras, such as 'VEO' or 'Go-Pro's' in agreed locations around the venue. Please check in with the Event Manager on the day to discuss, who will be located in the Sport Presentation cabin in the South East corner of the venue.

To seek clearance for videoing, please send a written request by email to the Event Manager – Neil McGuigan  
neil.mcguigan@englandhockey.co.uk  
no later than **Wednesday 24th April**.



## **POST-MATCH PROCEDURES - COOL DOWN AND LEAVING FOP**

No cool down time is permitted on the FOP. Teams must exit the FOP via the tunnel on pitch 1, or the entrance on pitch 2 promptly to allow the next teams ample pitch time for warm up and stick and ball time.

## **CATERING**

England Hockey will pay for the team meals for competing finalists for up to 16 players and four Team Staff. The menu for each day is . Should you require more than this, the cost is £5.60 + VAT per head.

### **Saturday 4th May**

Jacket Potato with Chilli or Plant based Chilli.

### **Sunday 5th May**

Chicken Strips or Plant based strips with chips.

### **Monday 6th May**

Beef or Plant based Lasagne with chips.

Vegetarian alternatives can be provided, and the venue will also cater for other dietary requirements. When ordering please provide any dietary requirements.

Please email [mark.patten@gll.org](mailto:mark.patten@gll.org) no later than

**Monday 29th April 2024** to book your meal.

Please provide the following information:

- Team name
- Quantity required
- Any Dietary requirements
- Date and Time required
- Information for invoicing

### **Visitors are permitted to bring in the following items, subject to the limitations;**

- Empty non-glass containers – these can be refilled with drinking water inside the Venue
- Two small pieces of food for personal consumption, e.g. a 160g bag of sweets, a 210g cereal bar and/or one piece of fruit. A maximum of two items per person
- Baby milk and baby food products

If a visitor has a specific medical requirement or allergy then they must seek approval to bring additional food into the venue prior to their arrival

to the Venue by emailing [events@englandhockey.co.uk](mailto:events@englandhockey.co.uk)

Visitors are not allowed to consume alcohol not purchased at the Venue within the footprint of the event. No alcohol purchased at the Venue can be taken off-site.

**Please note that spectators will not have access to the Clubhouse.**

## **SPECIAL ANNOUNCEMENT REQUESTS**

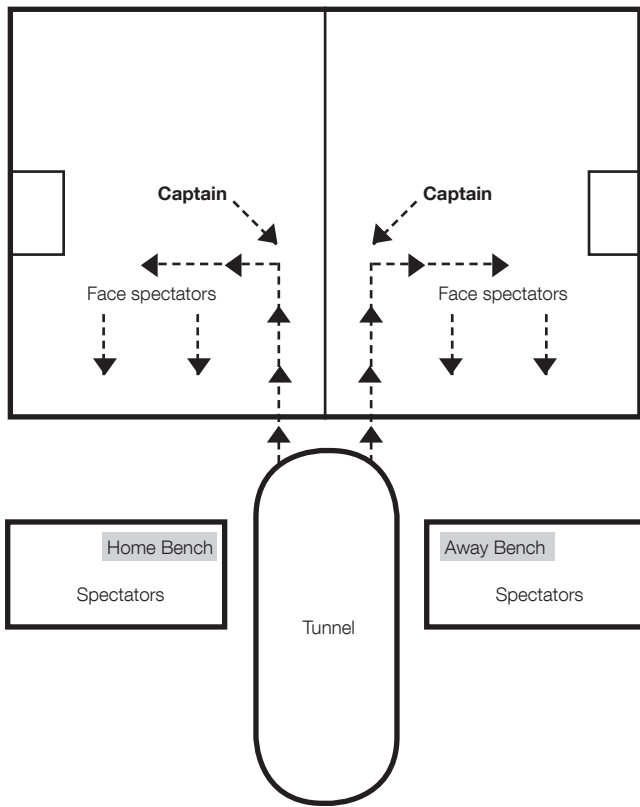
Not applicable for this event.

## **TEAM LOUNGE AND SEATING**

Teams are welcome to sit in the open seating blocks within the east stand, or the venue café and reception area. However, teams bringing packed lunches must eat these outside the main venue building.

## **SPORTS PRESENTATION**

- Team Entrances will be done for ALL MATCHES on BOTH PITCHES
- Teams to be called off by umpires 5 minutes before the start
- Teams go back towards the changing rooms and line up in the tunnel; the order of captain, starting GK, then shirt number order (team benches for pitch 2).
- When prompted by the announcer/FOP Manager, the umpires will lead the teams out down the tunnel towards middle of the pitch
- As the parade of players and umpires are walking out, their names will be read out over the PA system in the order above.
- When the umpires stop, captains stand next to the umpires with the rest of the team filtering out towards the goal and turn to face the spectators in the EAST Stand (far side for pitch 2).
- When both teams are in position facing the spectators, the umpire next to the AWAY team will initiate the handshakes
- The AWAY team will then walk down the line of players in the HOME team to shake all hands
- Teams then go into huddle 1 minute before start of match
- 10 second count down



## MEDAL PRESENTATIONS

- Winning teams will receive a trophy and medals.
- Runners up will receive medals.
- Medal presentations will take place on the pitch immediately after the conclusion of each final.
- Medals are given to the winners and runners-up.
- The Event Manager and Tournament Director will decide when the Officials and Umpires will receive their medals and advise the Announcer of this.

## MEDIA OBLIGATIONS

There are no media obligations, but please note an official photographer will be appointed for this event to take photos.

England Hockey's Communications team may speak to the team manager, or a player with the team managers permission for post-event reporting purposes on EH channels.

## MEDICAL SERVICES

### Medical Provider and Staffing

The Medical provider for this event is Acute Ambulance and Medical Servicers (AAMS).

Acute Ambulance & Medical Services (AAMS) will provide first aid medical personnel; they are

• CQC registered and a member of the British Ambulance Association.

• There will be an ambulance located outside the venue. The medical room located next to reception in the main venue building will be used for treating all medical issues.

### Local Emergency Cover

The following Accident and Emergency departments and Urgent Care facilities are within a 3-mile radius of the venue (listed by proximity):

- **Urgent Care:** Oliver Road Medical Centre, Upper Ground Floor, 75 Oliver Road, Leyton, London, E10 5LG (0.6 miles from venue)
- **A&E:** Homerton University Hospital, Homerton Row, London, Greater London, E9 6SR (1.4 miles from venue)
- **A&E:** Whipps Cross University Hospital, Whipps Cross Road, London, E11 1NR (3.4 miles from venue)
- **Urgent Care:** City & Hackney Walk In Centre, Tollgate Primary Care Centre, 57 Stamford Hill, London, N16 5SR (2.5 miles from venue)
- **A&E:** Newham General Hospital, Glen Road, Plaistow, London, E13 8SL (4.4 miles from venue)
- **A&E:** The Royal London Hospital, Whitechapel, London, E1 1BB (4.9 miles from venue)

### FOP Treatment

The rules of outdoor hockey will apply to medical treatment on the Field of Play. The on duty umpire must stop match play and signal for medical support, whether that through AAMS, or the team doctor/physio, before entering the play – unless the situation is deemed life threatening.

## PHOTOGRAPHY

### Official Photography

Our official photographers are TBC.

Tams can 'accredit' one photographer by emailing Neil McGuigan. Once confirmed they can collect their wristband and photo bib from the Teams and Officials entrance at the main reception. They will not be allowed to sit on the team bench.

Neil McGuigan

neil.mcguigan@englandhockey.co.uk

no later than **Wednesday 24th April.**

## Spectator Photography

England Hockey promotes positive imagery at all our events and we ask you as parents, family, carers and supporters to help us achieve this.

For those on the sidelines wishing to take photos, we ask you to:

- Consider where you post your images
- If sharing on social media, we strongly recommend that u18's cannot be identified by name.
- You may be taking/sharing images of other people's children so again be wary of sharing these images.

## EVENT PROGRAMME

We will be producing an official event programme, which will be available free of charge in digital format. This will be hosted on a website and information on how to access this will be given in advance of the event and at the venue. The reason we are 'going digital' this year is:

- It's more environmentally friendly as it avoids unnecessary paper wastage with printing
- Provides greater flexibility for more dynamic content in the programme and updating late information
- England Hockey are offering a downloadable and printable option for those who want a physical souvenir
- Hard copy programmes can be purchased and printed to order via our programme designers. Details of how to do this will be in the programme.

As well as uploading the team, we request a team photograph (as recent as possible, and in JPEG format) and a copy of the school crest (in JPEG format) for inclusion in the programme. Deadline: 1200, **Wednesday 24th April.**

It is very important that teams meet the deadlines for requests of information, or else you risk not being included in the programme.

**PLEASE EMAIL DETAILS FOR  
THE EVENT PROGRAMME  
A.S.A.P. TO**

**mark.stratfull@jmscreative.co.uk**

## OFFICIALS

### Tournament Director

Jo Pennycook

### Technical Officials

Richard Chere, Ben Redwood

### Judges

Steffi Gardner, Debbie Garner, Jenny Holman, Steve Kirby, Stephen Mason, Jane Rickey, Tom Roberts, Sue Row, Pritpal Sagoo

### Umpires

TBC

## MEDIA

### Media Contact and Provisions

Photographers have been allocated areas around the perimeter of the pitch from which to photograph the match; only photographers wearing the event bibs will be allowed to operate in these areas.

England Hockey photographers will have access to the tunnel and other areas around the event to gather imagery throughout the event.

If teams have any media requests, please email [commsteam@englandhockey.co.uk](mailto:commsteam@englandhockey.co.uk)

### Website and social channels information

The event will be reported on via the England Hockey channels, the event hashtag is

#EHChamps

Twitter – @EnglandHockey

Facebook – England Hockey

Instagram – @englandhockey

TikTok – @england.hockey



# THE SCHEDULE

Competitions in Green denote that both finalists are known

## SATURDAY 4th MAY 2024

→ BUY TICKETS

**10.00 Women's Over 35s Tier 2 Final** PITCH 1

Plymouth Marjon **or** Old Georgians (20 Apr)  
v Surbiton Sloths

**11.00 Women's Over 45s Tier 2 Final** PITCH 2

Herne Bay Ladies O45 Invicta v Wycombe O45

**12.00 Men's Over 50s Tier 1 Final** PITCH 1

Reading v Canterbury

**13.00 Men's Over 50s Tier 2 Final** PITCH 2

Khalsa Leamington v Kingswinford

**14.00 Women's Over 35s Tier 1 Final** PITCH 1

Didsbury Northern v Sutton Coldfield

**15.00 Men's Over 40s Tier 2 Final** PITCH 2

Amersham & Chalfont v Solihull

**16.00 Women's Over 55s Tier 1 Final** PITCH 1

Bournemouth & Dorset Wanderers v Kettering

**17.00 Women's Over 55s Tier 2 Final** PITCH 2

Bedford v Harlestone Magpies

**18.00 Women's Over 45s Tier 1 Final** PITCH 1

Sevenoaks v St Albans

### REMINDER OF DEADLINES

#### Wednesday 24th April

Complete your team details on Altiusrt for inclusion in the event programme.

Email Mark Stratfull with team photo and team logo.

Complete form for video clearance (if required).

#### Monday 29th April

Email Mark Patten (page 6) with catering requirements (if required).

#### Thursday 2nd May

Complete the car parking form (page 3).

## SUNDAY 5th MAY 2024

→ BUY TICKETS

**10.00 Men's Over 40s Tier 1 Final** PITCH 1

Ben Rhydding v  
Khalsa Leamington **or** Ipswich (21 Apr)

**12.00 Men's Tier 3 Final** PITCH 1

West Bridgford 2 v Stokesley 1

**14.00 Men's Tier 1 Final** PITCH 1

Beeston 1 v Banbury 1

**16.00 Men's Tier 2 Final** PITCH 1

East Grinstead 2 **or** Southgate 2 (20 Apr)  
v Leek 1

**18.00 Men's Tier 4 Final** PITCH 1

Lindum 3 v Hailsham 1

## MONDAY 6th MAY 2024

→ BUY TICKETS

**10.00 Women's Tier 4 Final** PITCH 1

Knole Park 2 v Preston 2 **or** University of Bath (20 Apr)

**12.00 Women's Tier 3 Final** PITCH 1

Cheam 1 **or** Loughborough Stu 3 (27 Apr)  
v Loughborough Stu 5 **or** Guernsey LBG (20 Apr)

**14.00 Women's Tier 1 Final** PITCH 1

Holcombe 1 v Beeston 1

**16.00 Women's Tier 2 Final** PITCH 1

Knole Park 1 v Sheffield 1 **or** Swindon 1 (20 Apr)

# GOOD LUCK TO ALL TEAMS!