**VENUE INFORMATION**

The event will be held at:

Lee Valley Hockey and Tennis Centre Eton Manor,

Leadmill Lane,

Queen Elizabeth Olympic Park,

London

E20 3AD

To locate Lee Valley on a map, please click [here](https://maps.google.co.uk/maps?biw=1366&bih=673&bav=on.2,or.r_qf.&bvm=bv.81456516,d.d24&sns=1&um=1&ie=UTF-8&fb=1&gl=uk&cid=3922066842973595903&q=Lee+Valley+Hockey+%26+Tennis+Centre&sa=X&ei=shCIVOz0B4u8Uf_kg7gE&sqi=2&ved=0CHwQ_BIwDw&output=classic&dg=brw)

There are two blue Poligras Olympia Global (Unfilled) waterbased pitches, installed by Sports Technology International at the venue. Matches will be a mixture of Pitch 1 and Pitch 2 games.

Information on car parking at the venue is available on the next page.

**PLAYING SCHEDULE**

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| **SATURDAY 29th APRIL** | | | | |
| **PITCH 1** | | **PITCH 2** | | |  |
| **09:00** | Men's O50s Cup – Ben Rhydding v Reading | **10:00** | Men's O60s Plate – Hampshire v Kent | |  |
| **11:00** | Men's O60s Cup - - Surrey v Indian Gymkhana | **12:00** | Men's O40s Trophy – Epsom v Khalsa | |  |
| **13:00** | Men's Vase – Brigg v Southampton | **14:00** | Men's O50s Trophy – Timperley v Formby | |  |
| **15:00** | Men's Cup | **16:00** | Men's O50s Shield – Bournemouth v Bowdon | |  |
| **17:00** | Men's Trophy – Didsbury Northern v Blackheath | **18:00** | Men's O40s Shield – Norwich City v Old Cranleighans | |  |
| **19:00** | Men's O40s Cup – Isca v Canterbury |  |  | |  |
| **SUNDAY 30th APRIL** | | | | |  |
| **PITCH 1** | | **PITCH 2** | | |  |
| **09:00** | Investec Women’s O45s Cup – Sevenoaks V Redland UWE Wereys |  |  | |  |
| **11:00** | Investec Women’s O35s Cup – Olton and WW V Canterbury | **11:00** | Investec Women’s O35s Trophy Harleston Magpies v Timperley | |  |
| **13:00** | Investec Women’s Cup | **13:00** | Investec Women’s O35s Shield – Barnes v Wisbech Town | |  |
| **15:00** | Investec Women’s Trophy – Uni of Notts v Alderley Edge | **15:00** | Investec Women’s O45s Plate – Taunton Vale v Driffield | |  |
| **17:00** | Investec Women’s Vase – Amersham & Chalfont v Chichester |  |  | |  |
| **MONDAY 1st MAY** | | | | |  |
| **PITCH 1** | | **PITCH 2** | | |  |
| **10:00** | Men's 2nd XI Cup – Surbiton v Southgate | **09:45** | Men's 2nd XI Plate – Banbury v Belper | |  |
| **12:00** | Girls’ U18 Cup | **11:45** | Girls’ U18 Plate | |  |
| **14:00** | Boys’ U18 Cup | **13:45** | Boys’ U18 Plate | |  |
| **16:00** | Women's 2nd XI Cup – Clifton Robinsons v Surbiton | **15:45** | Women's 2nd XI Plate – Sevenoaks v Beeston | |  |

**OFFICIALS**

|  |  |
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| **Tournament Director** | Howard Pollard |
| **Technical Officers** | Richard Chere, Sue Row, Janet Sutton |
| **Judges** | James Boylan, Tony Crisp, Steve Kirby, Ben Redwood, Pritpal Sagoo, Emily Wynne, Ian Marsh, Ray Strudwick |
| **Umpire Manager** | Gary Stent |
| **England Hockey Competitions** | Dan Wilson |
| **England Hockey Event Manager** | Emma Gutteridge |
| **Announcer** | Howard Bentham & Andy Day |

**UMPIRES**

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|  | |  |  |  | |
|  | **Men - EH Cup Final** | | | | | |
|  |  | | 15:00 | |  | David Monger, Barry Smith (umpires) |
|  | **Men - EH Trophy Final** | | | | | |
|  |  | | 17:00 | |  | Mark Everard, Jamie Hooper (umpires) |
|  | **Men - EH Vase Final** | | | | | |
|  |  | | 13:00 | |  | Jake Charles, Matthew Parry (umpires) |
|  | **Men - EH Over 40 Cup Final** | | | | | |
|  |  | | 19:00 | |  | Rob Jenkins, Campbell Reeman (umpires) |
|  | **Men - EH Over 40 Trophy Final** | | | | | |
|  |  | | 12:00 | |  | Jason Evans, Charlie Moggach (umpires) |
|  | **Men - EH Over 40 Shield Final** | | | | | |
|  |  | | 18:00 | |  | Ashley Freeman, Gareth Perry (umpires) |
|  | **Men - EH Over 50 Cup Final** | | | | | |
|  |  | | 09:00 | |  | Robert Brownbridge, Pritpal Sihota (umpires) |
|  | **Men - EH Over 50 Trophy Final** | | | | | |
|  |  | | 14:00 | |  | Jonathan Gillespie, Andy Poulain (umpires) |
|  | **Men - EH Over 50 Shield Final** | | | | | |
|  |  | | 16:00 | |  | Aaron Campbell, Robin Davis (umpires) |
|  | **Men - EH Over 60 Cup Final** | | | | | |
|  |  | | 11:00 | |  | Ian Dinwiddy, Trevor Norman (umpires) |
|  | **Men - EH Over 60 Plate Final** | | | | | |
|  |  | | 10:00 | |  | Steve Cronin, Nick James (umpires) |

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| **Sunday 30th Apr 2017** | | | | |
|  | **Women - EH Cup Final** | | | |
|  |  | 13:00 |  | Emma Shelbourn, Rachel Williams (umpires) |
|  | **Women - EH Trophy Final** | | | |
|  |  | 15:00 |  | Clare White, Rebecca Woodcock (umpires) |
|  | **Women - EH Vase Final** | | | |
|  |  | 17:00 |  | Ann Hopkins, Ellen Schallig (umpires) |
|  | **Women - Investec Over 35 Cup Final** | | | |
|  |  | 11:00 |  | Lelia Sacré, Helen Sargeant (umpires) |
|  | **Women - Investec Over 45 Cup Final** | | | |
|  |  | 09:00 |  | Steven Rice, AJ Small (umpires) |
|  | **Women - Investec Over 45 Plate Final** | | | |
|  |  | 15:00 |  | Rick Goddard, Jim Marchant (umpires) |
|  | **Women - Investec Over 35 Trophy Final** | | | |
|  |  | 11:00 |  | Jane Hallett, David Haynes (umpires) |
|  | **Women - Investec Over 35 Shield Final** | | | |
|  |  | 13:00 |  | Andy Brookes, Teresa Jolly,  (umpires) |
|  |  |  |  |  |
| **Monday 1st May 2017** | | | | |
|  | **Men - EH 2nd XI Cup Final** | | | |
|  |  | 10:00 |  | James Barnes, Matthew Simpson (umpires) |
|  | **Men - EH 2nd XI Plate Final** | | | |
|  |  | 09:45 |  | Jonathan Hull, Lia Waine (umpires) |
|  | **Men - Under 18 Club Cup** | | | |
|  |  | 14:00 |  | Isaac Charles, Mason Wright (umpires) |
|  | **Men - Under 18 Club Plate** | | | |
|  |  | 13:45 |  | Conor Carmody, Brett Friskney (umpires) |
|  | **Women - EH 2nd XI Cup Final** | | | |
|  |  | 16:00 |  | Sophie Parker, Janice Tasho (umpires) |
|  | **Women - EH 2nd XI Plate Final** | | | |
|  |  | 15:45 |  | David Eldridge, Andy Lord, ~~Andy Brookes~~ (umpires) |
|  | **Women - Under 18 Club Cup** | | | |
|  |  | 12:00 |  | Francesca Grapes, Rachel Williams (umpires) |
|  | **Women - Under 18 Club Plate** | | | |
|  |  | 11:45 |  | James Freeman, Joanna Spooner (umpires) |

**ADMISSION TO THE GROUND**

**Spectators**

Please make any friends or family coming to watch you umpire aware that there will be an admission charge for the event. Its one of the biggest events of the domestic calander bringing the seasons knockout competitions to a spectacular end – we have seen massive support for clubs in previous years and hope this year will be the same if not better!

KO Finals tickets are now on sale:

<http://englandhockey.seetickets.com/event/men-s-investec-women-s-ko-finals/lee-valley-hockey-and-tennis-centre/1073311>

Prices:

Saturday and Sunday day Tickets:

£12 Adults

£5 Children (U18)

(Per day)

Pitch 2 only

Adults £7

U18 £2

Monday day ticket:

£7 Adult

£2 Children (U18)

Pitch 2 now has seating available and your ticket will allow access to both pitches on the Monday only.

**Accreditation**

Umpires and teams will receive a hand stamp on arrival for access for the day of competition.

**Parking**

Teams will each receive a maximum of five passes which can be used by players in the car park at the venue. However apart from this and for those drivers with a blue badge, there is no parking available at the venue.

*Please note there is a new ParkingEye system in place at Lee Valley, therefore on arrival to the venue all motorists with a parking pass will be required to enter their vehicles full registration details into the venue terminal. This will be managed by a steward on the gate and failure to do so will result in a penalty charge being issued.*

Teams’ 5 car park passes are only valid for the day they are competing.. Please provide a postal address to send these to before the event. If you are planning to bring minibuses and coaches for TEAM transport these will be taken out of your allocation – any spectator coaches need to be dealt with individually to make sure we are not over capacity. **Please make us aware either way what transport you are bringing for both teams and spectators.**

***Please ensure you supply an address to England Hockey for car park passes to be sent***.

**PRE TOURNAMENT PRACTICE**

Teams will be allowed warm up time on the pitch before their game and off pitch in any of the outside areas. If teams require practice time prior to the event, please contact Paul Warwick-Munday at Lee Valley on 08456 770604 or email PWarwick-Munday@leevalleypark.org.uk

Availability may be limited, so it is suggested that you make contact ASAP if this is required. The standard pitch hire rate at Lee Valley will be charged to teams for this.

**TEAM ACCOMMODATION**

Teams are responsible for booking and paying for their own accommodation if required. Favorable rates in the area can be found attached with this document.

Rates have been put together by our accommodation agents Esselle Sports Management through the below link.

http://www.essellesports.com/england-hockey/forthcoming-events

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

**Phone**: 01257 450 991

**Email**: aaron@essellesports.com

**TOURNAMENT DIRECTOR**

The Tournament Director is empowered to interpret the regulations for the competition at their own discretion. Their ruling on any matter under dispute at the relevant stage of the competition shall be final. Should there be the need for a protest, the Team Manager or Captain must make it to the Tournament Director within 15 minutes of the end of the match.

**RULES**

All clubs should have copies of the competition regulations. Please note there are different rules for the outcome of a draw than the rest of the competitions.

**TEAMSHEETS, MATCH MANAGEMENT**

We will be using the Altiusrt Match system for these finals; this is a match management system  that we have successfully used in senior indoor and outdoor events.

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

The system offers a very robust online system and reduces the need for paperwork and administration for the at the event In addition it means that the matchsheet is completed live by tournament officials so it is possible to follow the progress of a game remotely.

Team managers do need to upload team information to the system but once that is done all match day and competition arrangements at Lee Valley are all handled online. A guide to how to use the system is attached. You will be sent a log-in to manage your team in the competition. We hope this is straightforward and we feel this is a big step forwards for the competition. If there are any queries please let me know.

This year, to ensure we get team information in time for the event programme we are asking that teams also complete the attached teamsheet by **12th April**. We hope that in future years this requirement will be phased out but whilst trialling it would ask for your assistance..

Shirt numbers on Altius and the team sheet **must** correspond to those worn by players. You can include 18 names in your squad with 16 per game being nominated. Please note that the team sheet is for inclusion in the tournament programme. Team information must be inputted into Altiusrt also by 12th April.

**GROUND ARRANGEMENTS**

**Balls**

England Hockey will provide YELLOW Kookaburra Dimple hockey balls for use during the matches. Teams are responsible for providing their own practice balls. Ball patrol will be in operation for the Cup, Trophy and Vase games on Saturday and Sunday.

**Benches**

Benches on either side of the centre line will be provided for use of team officials and substitutes. Only those whose names appear on the team sheet may occupy the bench – i.e. a maximum of 16 players, manager, coach and physio. A doctor may also sit on the bench but if you do not have a doctor this place cannot be taken by another team official. Chairs will be provided at the officials’ table for any suspended players.

**Changing Rooms**

The changing room allocation will be available on arrival to the venue. It is important teams vacate changing rooms by the allocated times.

**Playing Schedule**

We have a very tight schedule and to ensure that we run to this, it is important that the pitch area is vacated promptly after games and I would ask that you ensure your team complies with the officials’ requests in this respect.

**Colours**

A schedule of colours to be worn will be issued prior to the event from the Tournament Director.

**Medical**

There will be ice available pitch side for injuries. Teams are responsible for the immediate treatment of injuries. Medical cover will be provided by a private medical service who will attend to any more serious injuries to players or spectators.

**Team Meals & Spectator Catering**

Teams will receive a hot meal after their match. There is no charge for this.

A bar and public catering will be available at the venue throughout the weekend.

**Team Photographs**

Take that photo will be at the event to take team photographs which will be available to buy during the weekend – take that will be in touch to book a slot to have yours taken.

**SPORTS PRESENTATION & MEDAL CEREMONY**

We will be aiming for a high level of Sports Presentation to make the day memorable for yourselves. A full brief will follow before the event.

Presentations will take place on the pitch after each final has taken place. We will request that this is done ASAP after the conclusion of the match to assist with the tight match schedule.

**SOUVENIR PROGRAMME**

We will be producing a souvenir programme for the event. It is extremely important that team information is sent to England Hockey at your earliest opportunity. Please ensure that you help to make it a memorable production. In addition to the team sheet, please return a team photograph and club logo (as a jpeg if possible) for inclusion in the programme.

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| **INFORMATION TO BE RETURNED BY TEAMS Item** | **Deadline** | **To send to:** |
| Completed Teamsheet in paper and on altius | Wednesday 12th April | Daniel.wilson@englandhockey.co.uk |
| Team Photograph | Wednesday 12th April | Daniel.wilson@englandhockey.co.uk |
| Club Logo | Wednesday 12th April | Daniel.wilson@englandhockey.co.uk |
| Address for passes to be sent | Wednesday 12th April | Daniel.wilson@englandhockey.co.uk |

If you have any queries, please do not hesitate to contact me.

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|  |  | ***Daniel Wilson***   Competitions & Events Administrator     |  |  |  | | --- | --- | --- | | Tel: | +44 (0)1628 897500| | [www.englandhockey.co.uk](http://www.englandhockey.co.uk) | |