

# 2<sup>nd</sup> MEN'S PAN AMERICAN CUP 2004

LONDON ONTARIO    CANADA



## REQUEST FOR VOLUNTEERS

### The Value of One - The Power of Many

**The 2004 Pan American Cup is the Pan American Continental Qualifier for the 11th Men's World Cup in 2006. The number of countries to advance from each Regional Qualifier to the 2nd Pan American Cup will be based on the number of countries that actually participates in each Regional Qualifier.**

As Chairperson for “The 2<sup>nd</sup> Men’s Pan American Cup” Mr. Raphael Fernandes, and his Co-Chairperson Mr. Derek Sandison, are very confident that all the energetic and enthusiastic Field Hockey lovers will be as excited, and committed to this challenge in staging this International Event.

This event will not only showcase the talent and skill of the players and officials, but will also portray the diversity that the volunteers and their families offer, in welcoming North and South America to this stage.

Please, if you can assist the Hosting Committee for 1 day, 2 weeks or 6 months, please complete the form below and e-mail it to [raphael.fernandes@rogers.com](mailto:raphael.fernandes@rogers.com) before March 31<sup>st</sup> / 2004.

#### Personal Information (Please attach a brief resume)

**Name:**

**Address:**

**E-mail Address:**

**Phone:**

**Fax:**

**Yes \_\_\_ No \_\_\_ I have worked at a National or International event before.**

**If yes, please let the hosting committee know what you did at the event in the space below:**

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Please check in priority order, the categories listed below that you would be interested in helping the Organizing Committee with:-

## Protocol & Guidelines as indicated in the FIH Event Organization Manual

### Planning / Organization –

- Securing the event and ensuring that the correct procedure is followed in applying to host the event, and that the conditions of the event allocation are clearly documented. Ensuring clarity and responsibility for all items of expenditure, and enable compliance to all conditions when the event is held.
- Methodology and format to ensure that all the detailed arrangements for the event are proceeding on schedule.
- Communication to ensure that all-necessary information is clear and concise and reaches everyone involved in the event in a timely manner, and to cover all aspects before and during the event between the organizers and the visiting teams and between the members of the event.

### Finance / Administration –

- General financial matters including budgets, accounting procedures, financial control, and the handling of cash.
- Contracts, insurance and administrative services to the event
- Important to ensure that the correct level of general administrative support is provided to the event.
- All contracts (formal and informal) are properly developed to the necessary level of detail.
- Work closely with the Tournament Chair's, Field Hockey Canada Financial Assistant and Senior Manager.
- Assist in the development of budgets for the various committees and monitor their fiscal performances, and monitor the financial management and control systems in concert with the

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Chair, FHC Business Management Unit.

## Sponsorship Marketing and Promotion -

- To ensure that sponsorship opportunities are explored fully, that sponsors are secured with what they receive for their contribution, and likely to sponsor Field Hockey again on future occasions.
- All aspects of sponsorship associated with the event, including securing and servicing the contracts.
- To ensure the promotion of the event to the general public, together with other income generating possibilities such as merchandising and the event program.
- The promotion of the event is successful and as much revenue as possible is generated through ticket sales, advertising and sales of souvenirs and like it.
- To present a professional program for the event

## Venue Facilities –

- To ensure all venue related aspects necessary to stage the event, including playing & training fields, field equipment, marquees, stands, changing rooms, offices, etc.
- All facilities for staging the event are of appropriate standard and available.
- Dope testing and reporting is conducted with absolute certainty and confidentiality. A subsidiary purpose can be to educate players and officials in the procedure and the steps players need to take to protect their own interest.
- Medical Services to include medical personnel and facilities required, including Doctors, Physiotherapists, and to ensure everyone involved in the event have ready access to medical support services to deal with injuries and sickness, both on and off the pitch.
- Match schedule to be composed with respect and requirements of the FIH and to bring capacity crowds, maximum TV coverage within a fair distribution of the matches.
- Security, Health and Safety aspects of physical emergencies and access control, including prevention of theft and handling of emergencies. Physical safety and security of everyone involved with the event, including players, officials, volunteers and spectators.

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## Accommodation / Travel –

- Accommodation and travel arrangements for all connected to the event meets their budgets (within market constraints), and that the booking, registration and payment procedures are as smooth as possible.
- To plan and then control travel and transport between their accommodation and their point of arrival or departure in the country, practice facilities, the venue and social functions, before, during and after the event. The aims are to supply appropriate and effective transport for all supported personnel throughout the period of the event, to publish a schedule, and to transport players, officials and others without undue waiting.
- Catering to accommodate primarily that players, officials and volunteers have ready access to food and drinks of good quality and at market prices whilst at the venue, or in other places such as help desks or training grounds.
- Functions and meeting organization and scheduling of social functions connected with the event, such as welcome parties, dinners and banquets and all meetings held during the period of the event.

## Protocol / Presentation / Ceremonies–

- To ensure that presentation and ceremonies run smoothly, enhancing the overall image of Field Hockey and of the event, and that VIP's such as royalty or senior government officials are accorded proper priority of treatment.
- To synchronize all public ceremonies and presentations including the opening and closing, and the medal presentations.
- Media provision and support requirements to assist them to give the maximum coverage to the event including the build-up to the event.
- TV needs are met without causing problems to spectators, players or officials, and that the event is presented to the best effect to the TV audience.
- Control of other videoing by coaches and others, but excludes lighting for TV.
- Seating for everyone entitled to watch the play and ceremonies has access that accords with their status, be it a player, an official, a VIP, as media or as a paying spectator.
- Ticketing / Accreditation control access to specific areas by means of tickets (for spectators) and accreditation (for players, officials, etc).
- Officials and volunteer recruitment based on skills for the event is appropriate and effectively whilst keeping expenditure within the budget guidelines.
- The Right image of the event in the eyes of spectators either attending the event or watching it on television.
- To present the event in a way that gives spectators immediate and lasting impressions of a highly professional, well-designed and well-presented event.