

## EYHL TEMPLATE FOR MATCH DETAILS NOTIFICATION

Cut & paste below email and update as appropriate for your home game.

Send out on MONDAY night to:

- Both umpires (from Appointments system)
- The MTA and your local judge (from Appointments system)
- Opposition contact /manager
- Own club manager
- Anybody else in your club involved in EYHL organisaiton

< Insert text as appropriate >

Subject: EYHL, <host club name> VS <opposition club name>, <Date>, <Time>

Hi all,

We look forward as always to welcoming <opposition club name> and Match Officials to <host club name> tomorrow for the EYHL Round <round number> match.

Below is confirmation of the arrangements:

### **Venue and Pitch Information**

Pitch Address: <pitch name and address>

Pitch Information: <pitch surface type>, lights lux <lux number>

### **Match Time**

Match start time: <match start time>

Match pitch free from: <state time>

Note: <provide any other pertinent info on warm up space>

### **MTA and Local Judge**

<MTA name> and < Local Judge name>

### **Umpires**

<Umpire 1> and <Umpire 2>

Umpire Coach/Assessor: <Umpire Coach/Assessor>

### **Kit Colours**

<host club> will wear <COLOUR> top / <COLOUR> skirt / <COLOUR> socks

<opposition club> will wear <COLOUR> top / <COLOUR> skirt / <COLOUR> socks

### **Ball Patrol**

We have six ball patrollers and will be wearing BLACK EYHL bibs

**Venue Clock**

Not applicable **OR** Clock available and will be operated by <club member name>

**Hockey Balls <leave or remove this as applicable>**

We have a bag of 80 decent hockey balls to share between the two teams for warm-up

**Gate**

A gate fee of 5 euro will be charged to all supporters **OR** No gate fee will be collected

**Facilities <update below for your club situation>**

- (1) Parking and Clubhouse beside the pitch
- (2) Complimentary tea and biscuits available if required on arrival and available during the match for supporters
- (3) Changing Rooms / Showers available

**Post Match Refreshments <update below for your club and per agreed with away team>**

Tea/Coffee/Sandwiches/Biscuits are available for teams, officials and supporters

**Weather Forecast <update each week, if risk to game, add contingency actions>**

Is not great. Dull with probable showers. Temperature 8 degrees.

**Contact Details <update as appropriate>**

I am available on mobile phone <mobile number> or this email, feel free to call me anytime if any queries.