



**FIELD STATE CHAMPIONSHIPS**

**OPERATIONS MANUAL**

Updated January 2019



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## 1. INTRODUCTION

- 1.1. The Hockey NSW State Championship Manual, applies to the following:
  - 1.1.1. Men's Championships
  - 1.1.2. Women's Championships
  - 1.1.3. Underage Boy's Championships
  - 1.1.4. Underage Girl's Championships
- 1.2. This manual does not apply to any Masters men's or women's field hockey state championships.

## 2. PURPOSE OF THE CHAMPIONSHIPS OPERATION MANUAL

- 2.1. The purpose of this Manual is to ensure that all Hockey NSW Field State Championships under the control of Hockey NSW are conducted in a consistent and efficient manner from year to year in accordance with the Constitution and Rules.
- 2.2. The Manual clearly outlines the requirements and responsibilities for each of the following groups associated with the State Championships:
  - 2.2.1. Hockey New South Wales
  - 2.2.2. Affiliated Associations
  - 2.2.3. Organising Committees
  - 2.2.4. Championship Officials
  - 2.2.5. Competing Teams
- 2.3. The current "Rules of Hockey" authorised by FIH and published by Hockey Australia, together with any additions and modifications specifically authorised by Hockey Australia and Hockey NSW for that year or Championship will be adopted by Hockey NSW for the Championships.
- 2.4. This Operation Manual is subject to alternations and amendments by Hockey NSW

## 3. RESPONSIBILITIES OF HOCKEY NEW SOUTH WALES

- 3.1. **CHAMPIONSHIP FORMS**
  - 3.1.1. All relevant forms and information required by associations wishing to participate in a Hockey NSW State Championship are contained in the Championship Pack. The Field State Championship Pack will be released in February of each year. The current Championship Pack will be located on the Hockey NSW website under the "Events" section. Hockey NSW may amend forms at its discretion and associations should familiarise themselves with the current forms in use.
  - 3.1.2. It is the responsibility of each association to submit forms via revolutioniseSport or email [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) and make payments by the nominated due dates. Failure to do so will result in teams being omitted from the relevant State Championship

- 3.1.3. Associations must complete a 'Hockey NSW Participation Declaration' stating that they have sighted all completed and signed medical, code of conduct and Volunteer/Student waiver forms. Such declaration shall be electronically signed by either the President or Secretary of the association and must be submitted to Hockey NSW via the revolutioniseSport console by the due date. It is no longer a requirement to send in copies of all completed forms to Hockey NSW nor send a copy to the State Championship as the completion of such forms has been affirmed by the association's declaration
- 3.1.4. All completed forms referred to in the "Hockey NSW Participation Declaration" must be collected and compiled by the association's nominated Child Protection Officer
- 3.1.5. All team staff, volunteers, officials must have a current and valid working with Children Check. These must be produced upon request by Hockey NSW.

### 3.2. **APPOINTMENT OF TOURNAMENT OFFICIALS**

- 3.2.1. Prior to the first Field State Championship for the year, a Tournament Director (**TD**) and Umpire Manager (**UM**) will be appointed by Hockey NSW, together with deputies or assistants, Technical Officials, Umpires and Umpire Coaches as determined by Hockey NSW, within annual budget allocations, for that championship
- 3.2.2. Prior to a championship, Hockey NSW will make the accommodation and travel bookings required for:
  - 3.2.2.1. State Team Selectors
  - 3.2.2.2. TD
  - 3.2.2.3. Umpire Manager
  - 3.2.2.4. Umpires Panels (appointed by Hockey NSW), Umpire Coaches/Assessors, Deputy Umpire Manager, Deputy Tournament Director and Technical Officers

### 3.3. **APPOINTMENT OF UMPIRE PANEL**

- 3.3.1. Hockey NSW will appoint the Umpire Panel for the Open Women's, Open Men's, U18 Boy's and U18 Girl's no less than one month prior to the commencement of the Championship

### 3.4. **CHAMPIONSHIP TROPHIES, PLAQUES AND MEDALLIONS**

- 3.4.1. Perpetual trophies are to be held by Hockey NSW. They will be presented to winning teams at the championship and then returned to Hockey NSW to be engraved. The association winning a trophy will be given a plaque that may be retained by the association
- 3.4.2. Hockey NSW will be responsible for arranging "Champions " and "Finalists" gifts to be delivered to the Host Association for presentation at the end of each championship
- 3.4.3. Hockey NSW will be responsible for arranging a "Host Plaque" to be presented to the Host Association upon completion of the Championship

### 3.5. **NOTIFY HOST OF SPONSORSHIP SERVICE REQUIREMENTS**

- 3.5.1. It is the responsibility of Hockey NSW to inform Host Associations of their sponsor servicing requirements. Servicing may include erecting sponsor signage at the championship venue, acknowledgements in the program and announcements over the public address system during the championships.

### **3.6. CHAMPIONSHIP DRAW**

- 3.6.1. No later than two weeks prior to the Championship, Hockey NSW will produce and arrange distribution of a draw for each championship showing the dates and times of matches. Subject to the following rules, Hockey NSW will have full discretion as to the arrangement of matches

### **3.7. CHAMPIONSHIP EQUIPMENT**

- 3.7.1. Hockey NSW is to provide a laptop computer with portable printer for the use of the TD and Umpire Manager
- 3.7.2. Hockey NSW is to provide a fully stocked tournament kit to each championship for the use of the TD and Umpire Manager
- 3.7.3. Hockey NSW is to provide an umpire shirt for each umpire attending the championship. The number and size of shirts is to be determined by the umpire manager. All umpire shirts remain the property of Hockey NSW

### **3.8. FINANCIAL RESPONSIBILITIES**

- 3.8.1. Hockey NSW will contribute an amount, as set in the annual budget, to the championships
- 3.8.2. Hockey NSW will be responsible for travel and accommodation costs as detailed in the annual budget.

### **3.9. CHAMPIONSHIP PROGRAM**

- 3.9.1. Hockey NSW will produce a championship program for each championship that will include the draw, local information relevant to the championship, team lists provided these are submitted to Hockey NSW by the due date prior to the production date of the program.
- 3.9.2. The program will be published and available for download on the Hockey NSW website
- 3.9.3. Hockey NSW will print programs and have them available at State Championships for participants

### **3.10. AMENDMENT OF HOCKEY NSW RESPONSIBILITIES**

- 3.10.1. Hockey NSW responsibilities may be amended from time to time by resolution of the Board

## **4. RESPONSIBILITIES OF THE ORGANISING COMMITTEE**

### **4.1. APPOINTMENT OF ORGANISATION COMMITTEE**

- 4.1.1. The Organising Committee is responsible for the overall organisation of the championship on behalf of the Host Association
- 4.1.2. The Host Association shall appoint an Organising Committee as soon as practical after being advised that their application has been accepted, with names to be forwarded to Hockey NSW.
- 4.1.3. Membership of the Organising Committee is at the discretion of the host association, and should cover the following aspects:
  - 4.1.3.1. Secretarial
  - 4.1.3.2. Financial

4.1.3.3. Catering

4.1.3.4. Grounds facilities, and

4.1.3.5. Accommodation

4.1.4. A chairperson of the organising committee must be appointed at the outset. The chairperson should not be appointed to the position of TD or Umpire Manager for the championship. It is recommended that the manager of the championship venue is a member of the organising committee

#### **4.2. CHAMPIONSHIP VENUE**

4.2.1. The Organising Committee must provide a suitable venue for all matches of the championship which is compliant with the minimum venue standards as per current Hockey NSW requirements. Contingency plans should be made to enable the championship to be completed should any ground or venue become unsuitable for play

#### **4.3. ACCOMMODATION**

4.3.1. The organising committee shall be responsible for suggesting suitable accommodation for competing teams. However, it is the responsibility of the individual teams to book their own accommodation.

#### **4.4. CEREMONIAL FUNCTIONS**

4.4.1. A presentation of trophies is to be held at the end of the championship.

#### **4.5. HOSPITALITY**

4.5.1. The Host Association is to provide tea and coffee facilities for the TD, appointed Technical Officials, Umpire Manager, Umpire Coaches, appointed Umpires and Selectors.

4.5.2. The Host Association is to provide lunch for the TD, appointed Technical Officials, Umpire Manager, Umpire Coaches, appointed panel Umpires and Selectors. The host association will be reimbursed for lunches at a cost confirmed with Hockey NSW based on the number of officials attending prior to the championships.

4.5.3. The Organising Committee should provide suitable hospitality facilities for Hockey NSW sponsors.

#### **4.6. MEETINGS**

4.6.1. The Organising Committee shall arrange separate venues at the grounds for the pre-championship meetings of team managers and umpires. These venues must be adjacent to the playing fields and have sufficient seating to accommodate the expected number of attendees. A suitable table must be provided for papers to be displayed or stored.

4.6.2. The Team Managers and the Umpires meetings are typically scheduled for 60 minutes before the first game on the first day of the championship.

#### **4.7. GROUND FACILITIES AND SERVICES PROVIDED**

4.7.1. Refer to Hockey NSW publication "Guidelines for Hosting a State Championship"

#### 4.8. PUBLIC ADDRESS SYSTEM

- 4.8.1. Primary control of the PA is to be with the TD
- 4.8.2. The Host Association is to provide a suitable person to operate the system and make announcements as required.

#### 4.9. SPONSORSHIP

- 4.9.1. The Host Association/Organising Committee may gain sponsorship for the championship, provided that prior written consent from Hockey NSW Chief Executive Officer has been obtained. A championship sponsor must not conflict with the sponsors of Hockey NSW. No association can produce and sell any clothing or hockey merchandise without prior permission in writing from the Chief Executive Officer of Hockey NSW. Hockey NSW reserves the right to not grant permission.

### 5. RESPONSIBILITIES OF COMPETING TEAMS

#### 5.1. ENTRY OF TEAMS

- 5.1.1. For Open and U18 Field State Championships, each affiliated association may enter one team. Associations having more than 150 registered players within the respective gender and age of the relevant state championship may enter two teams. Associations having more than 300 registered players within the respective gender and age of the relevant state championship may enter three teams. The numbers of registered players will be based on the registrations for the previous year as shown in revolutioniseSport.
- 5.1.2. For U15 and U13 Field State Championships, each affiliated association may enter one team except those associations having more than 500 registered players who may enter two teams. Associations having more than 1000 registered players may enter three teams pending on the availability of slots. The number of registered players will be based on registration for the previous year as shown in revolutioniseSport.
- 5.1.3. The maximum amount of teams to be entered by an association is three (3).
- 5.1.4. Nominations are subject to the following conditions;
  - 5.1.4.1. The nominations of each association's teams shall be completed by registering their Team Nomination through the revolutioniseSport console
  - 5.1.4.2. The prescribed team entry fee shall be paid in the manner described on the "Instruction Guide, Due Date Planner and Fee Schedule"
  - 5.1.4.3. Nominations must be received by the date stipulated in the "Instruction Guide, Due Date Planner and Fee Schedule". Should nominations be received after this date a fine of \$150 may apply.
  - 5.1.4.4. Any association wishing to withdraw a nomination to compete shall notify Hockey NSW as soon as practicable. Refund of any part of the team entry fee shall be at the discretion of the Hockey NSW. However, if the withdrawal is after the draw is issued, a fine of \$275 (inc. GST) will be imposed and the association maybe

charged for a share of the ground hire costs. The full team entry fee will be forfeited.

- 5.1.4.5. Where an association's nominated team fails to attend a state championship without notifying Hockey NSW a fine of \$550 (inc. GST) will be imposed and the association may also be charged for the share of ground hire costs. The full team entry fee will also be forfeited.
- 5.1.4.6. No more than 16 players may be nominated for a field state championship per team.
- 5.1.4.7. Except with prior approval of the Chief Executive Officer, no mixed gender teams may be entered any state championship.
- 5.1.4.8. Each team participating in the championship is required to register the Team Details List in revolutioniseSport by the specified due date.
- 5.1.4.9. Each association nominating a team in an U13 or U15 field state championship, is to provide an umpire whose name is to be included on the Team Nomination Form. Team Nomination Forms will not be accepted without a suitably qualified umpire being named for each nominating team. This umpire must not be a player at the championship. Associations should ensure that the umpire is capable of umpiring games at this level of event. All costs associated with umpires at these championships are to be met by the nominating association. Failure to supply an umpire at the championship will incur a \$1,000 (inc. GST) fine for the association unless extenuating circumstances can be proven.
- 5.1.4.10. Each player is to sign and have countersigned by a parent or guardian if under 18 years of age, the Player and Team Official Code of Conduct form.
- 5.1.4.11. Hockey NSW reserves the right to potentially add additional teams for draw structure purposes and to ensure numbers are even.

## 5.2. TEAM OFFICIALS

- 5.2.1. All teams must have at least one adult non-playing supervisor (coach and/or manager). A women's team must have an adult female manager or assistant manager.
- 5.2.2. Where a female player is given permission to play in junior boys teams in accordance with Clause 5.1.3.7, an adult female supervisor must be included as a team manager or chaperone. A female team official must be on the bench during each match.
- 5.2.3. Each association entering a team in any championship with a player or official under the age of 18 years, must lodge with Hockey NSW, at least seven days before the championship, a declaration naming the team officials of their teams at that state championship.
- 5.2.4. The declaration shall include a statement that the named officials have all completed a NSW Government "Volunteer/Student Declaration" which has been lodged with the designated child protection officer of the said association.
- 5.2.5. Each team official is to sign, and have countersigned by a parent or guardian if under 18 years of age, the Code of Conduct- Player and Team Official form.

## 5.3. MANAGERS MEETING



- 5.3.1. There will be a meeting of all team managers, convened by the Tournament Director, at the fields prior to the first match on the first day of the championships.
- 5.3.2. Unless advised otherwise, this meeting will commence 60 minutes before the first match
- 5.3.3. The following completed documents are to be submitted at this meeting:
  - 5.3.3.1. Amended Team Details form, signed by the team manager.
  - 5.3.3.2. Non Selection Form; those players who don't wish to stand for the State team.

#### 5.4. RESPONSIBILITIES OF TEAM MANAGERS

- 5.4.1. Attend Managers' Meeting held prior to the commencement of the championships and any additional Managers' meetings.
- 5.4.2. Organise the team for the team photo (if available) and collect money from the photo order.
- 5.4.3. Be responsible for behaviour of all members of their team (players and officials) at all times, including when on the Team Bench.
- 5.4.4. Ensure that all players, team officials and Judges appointed to the Technical Bench are **WEARING COVERED IN SHOES.**
- 5.4.5. Ensure that whoever is organising to warm up the GK at half time is wearing covered in shoes, shin pads and is not the judge appointed for the game.
- 5.4.6. Ensure that the team on the left on the draw sits on the bench that is left of the Tech Bench when looking out towards the field.
- 5.4.7. Collect and return completed team sheet to the Technical Bench at half time of the game prior to their game
- 5.4.8. Ensure that the correct starting line up is listed, all subs listed, all team officials listed, Captains and Vice Captains indicated in the appropriate places on the team sheet.
- 5.4.9. Ensure that the Captain has a captain band or ribbon attached to their uniform or around their sock. Tape around the arm can also be used.
- 5.4.10. Ensure that their GK does not wear a smock that is the same colour as their team members, or the same colour as the opposing team.
- 5.4.11. Ensure that players remove any plastic wrist bands or cover with sweat bands.
- 5.4.12. Must remain on the team bench at all times throughout the game.
- 5.4.13. Sit on the end of the team bench closest to the Technical Bench at all times during the game.
- 5.4.14. Ensure that neither the Coach nor Assistant Coach enter the field at any time during the game.
- 5.4.15. Ensure that team players are wearing mouthguards and shin pads when taking the field and that players do not share face masks.
- 5.4.16. Ensure that players substitute within the designated area.
- 5.4.17. Ensure that either the Manager or the substitutions not listed in the starting line up advise the bench prior to taking the field. This is only required on the first occasion that they sub another player.
- 5.4.18. Ensure that the player being substituted has come off before the substitute player enters the field.
- 5.4.19. Ensure that umpires, players and technical officials are not abused by team officials or players.
- 5.4.20. Ensure that all piercings are removed or covered with tape and all other jewellery is removed.
- 5.4.21. Check that there is ice (for injuries) and water available for their team.
- 5.4.22. Attend to all team injuries if team officials do not include a Physio or Doctor.

- 5.4.23. Ensure that all injuries to players and team officials are noted on either the back of the match sheet or on the injury sheet.
- 5.4.24. Ensure that the match sheet details are correct and sign the match sheet immediately after the game and prior to leaving the field area.
- 5.4.25. Ensure team bench is left clean, dry and tidy.
- 5.4.26. Ensure that if the team uses the change room that this facility is left clean and tidy.
- 5.4.27. Ensure all injuries before and after the game are reported to the TD. If a player has received a head injury, they must receive a medical clearance from a doctor to resume play.

## 5.5. JUDGE

- 5.5.1. Each competing team must provide a judge for duties at the championship as allocated by the tournament director.

## 5.6. RESPONSIBILITIES OF A JUDGE

- 5.6.1. Must not be the manager of the team
- 5.6.2. Must not coach from the Tech Bench, direct or give instructions to players, and must refrain from negative comments regarding umpires and players.
- 5.6.3. As a judge you cannot join your team in warm-up or at half time
- 5.6.4. Come to the bench prepared i.e. with a pen
- 5.6.5. **MUST WEAR COVERED IN SHOES**
- 5.6.6. Complete tasks outlined by the Technical Official on the bench
- 5.6.7. Operation of manual clock and Stop watch time
- 5.6.8. Register on the match report the time on of substitute players, all goals and umpires cards with the number of the player and time of the player and time of the play
- 5.6.9. Ensure match card is correct

## 5.7. UNIFORM

- 5.7.1. Teams must play in the uniform currently registered with Hockey NSW as the association's uniform. Any changes to an association's uniform must be approved by Hockey NSW.
- 5.7.2. Each association team is to have an alternative playing uniform (minimum of shirt and socks) for use in the event of a clash of uniform colours. The TD shall have the power to direct whether the team is to wear the alternative uniforms. The team named first on the draw will have the right to retain their uniform. Teams unable to provide an alternative uniform option will be fined \$150 per game in which they have been requested to change. This will be payable to Hockey NSW upon the receiving of the invoice.
- 5.7.3. Identification numbers must be worn, as per the Team Details List, on the back of the playing shirt. Numbers are to be a minimum of 20cm high in contrasting colour and at least secured on all corners. Numbers may be woven into the shirt, sewn on, iron on, adhesive or "bib" style. Bibs should be the same colour as the uniform shirt. Sleeve numbers are optional. Goalkeeper's numbers must be visible. The number allocated to each player shall not change or be reallocated to any other player, after the commencement of the championship.
- 5.7.4. Alternate shirts are to have numbers corresponding to main shirts.

- 5.7.5. The captain of each team shall wear a contrasting coloured armband, or ribbon attached to the shirt.
- 5.7.6. Field players must wear, at all times during a match in which they participate, shin pads and mouth guards.
- 5.7.7. Shin pads must be worn inside socks. Tape used on the outside of socks must be the same colour as the socks. Socks must be up at all times during play. Shirts must be tucked in at all times during play.
- 5.7.8. Compression garments of any length may be worn. It is desirable (not compulsory) that these compression garments are of similar colour to the uniform being worn.
- 5.7.9. Goalkeepers and substitute goalkeepers shall wear, at all times during a match which they participate:
  - 5.7.9.1. At U13, U15, and U18 Championships, protective equipment, including leg guards and kickers, groin and chest protectors, hand protectors, a face mask and helmet or helmet incorporating fixed full faced protection;
  - 5.7.9.2. At Open Championship, protective equipment, including leg guards and kickers, groin and chest protectors, hand protectors, a face mask and helmet or helmet incorporating fixed full face protection; or if the team has chosen the option, only protective head gear.
  - 5.7.9.3. Except that the head gear and hand protectors may be removed when taking a penalty stroke
- 5.7.10. Players contravening any uniform rule will not be permitted to take the field unless there are extenuating circumstances.
- 5.7.11. Each Association uniform is permitted to have sponsorship paraphernalia visible. Sponsorship logos of alcohol, cigarettes, hotels and other institutions that may hinder the current contracts of Hockey NSW's sponsorship contracts will not be allowed on Association representative uniforms.

**5.8. UMPIRE**

5.8.1. Umpires for the

- U13 Field
- U13 Indoor
- U15 Field
- U15 Indoor
- U18 Indoor
- Masters Field
- Masters Indoor

State Championships are provided by the competing associations.

5.8.1. (a) Associations will be required to nominate the following number of umpires for each of the Championships mentioned above	Number of Umpires
Number of Teams Competing	
1	1

2	1
3	2

5.8.1 (b) In the instance of combined Indoor Championships these requirements are for each individual tournament, e.g. Boy & Girls, not for the combined event.

5.8.2. It is the responsibility of each entering association when nominating an umpire for a championship, to ensure that the umpire is capable of umpiring at the required level and meets the requirements as set out below.

These umpires should be selected based on

- the opportunity to gain development through umpiring at this Championship
- The umpire has been active in their local association
- The association deems this Championship apart of the umpires pathway

5.8.2 (a) Umpire nominations will NOT BE ACCEPTED if an associations umpire is deemed to not be at an appropriate development stage for the Championship.

- Umpire nominations for U13 Championships will not be accepted if the Umpire has previously umpired at a Hockey NSW U18 Championship.
- Umpire nominations for U15 Championships will not be accepted if the Umpire has previously umpired at a Hockey NSW Opens Championship.

5.8.2 (b) It is recommended that Umpires only attend a **maximum of 2 Championships per season**, including Masters tournaments, to avoid burnout of the umpire and to provide the most development opportunities for all umpires within associations.

5.8.3. Umpires must not be already playing or participating (as a team or tournament official) in the championship for which they are nominating as an umpire. If an association has a playing umpire they feel would benefit from umpiring at a Championship, they can seek nomination for a second umpire as per Regulation 5.8.5.

5.8.3. (a) An umpire will only be accepted as a suitable nomination for 1 association per Championship. If an umpire is nominated by multiple associations, the umpire nomination will be accepted from the umpire's home association, as per registration, and the other association will be notified and required to find a suitable replacement.

5.8.4. Associations, who cannot provide a suitably qualified umpire that they believe is capable of handling the particular championship, can seek approval from Hockey NSW for a non-accredited umpire to attend the championship with a recommendation from a Hockey NSW approved Umpire Coach. To do this they must contact Hockey NSW prior to the due date of the Umpire Nomination Form with the recommendation.

5.8.5. Associations may be permitted to nominate a second umpire of suitable standard at their discretion and with the approval of Hockey NSW for that championship. A written request must be submitted HNSW Umpire & Officials Development Manager via email.

5.8.6. Where possible, all umpires will be assessed and coached throughout the championship. The Umpire Managers are requested to write a brief report on each umpire's performance. This report will be sent to the umpire and the home association following the Championship.

- 5.8.7. If your nominated umpire can no longer attend the championship, notification to change your umpire must be sent to Hockey NSW. An amended Umpire Nomination Form must be completed through the revolutioniseSport console, as soon as possible after the withdrawal of the nominated umpire. Failure to supply the nominated umpire at the championship will incur a \$1,000 (incl GST) fine for the association to be paid to Hockey NSW unless extenuating circumstances can be proven.
- 5.8.8. All umpires at Hockey NSW State Championships will attend a compulsory umpires' briefing at the championship venue, 60 minutes before the first round is due to commence on the first day of the championship. This will include a roll-call, rules briefing, umpire allocations and each umpire will receive a Hockey NSW umpire shirt to wear for the duration of the championship (shirts must be returned). All umpires are required to attend this meeting
- 5.8.9. Umpires are the responsibility of their association and association officials must ensure that the umpires attend the umpire briefing. If umpires are under the age of 18, all team officials must sign a Volunteer/Student Declaration as part of the working with children check.
- 5.8.10. All umpires must wear correct uniform whilst umpiring at the championships. This consists of dedicated umpire shirt (loaned by Hockey NSW) black skirt/ tailored straight legged black trousers (plain black shorts may be accepted for Indoor Championships) and black socks. If an umpire fails to wear this uniform, they will not receive any umpiring appointments and incur a \$100 fine for failing to wear the correct uniform. If an association fails to supply an umpire for the championship a fine of \$1000 will be incurred.
- 5.8.11. Umpires will be allocated to matches at the discretion of the Umpire Manager
- 5.8.12. Associations are asked to nominate developing umpires (see table) to U13 and U15 Championship. These championships provide ideal conditions for coaching and development of our young umpires.

Championship	Recommended Hockey NSW Accreditation Level (badge)	Preferred Umpire Age Range
U13	Community	14-20
U15	Junior 1	15-25
U18	Junior 2	16-30
Open	State C	18+
Masters	Community	18+

- 5.8.13. Each umpire provided by the team has signed the appropriate Code of Conduct form and Personal Medical History form to be retained by the nominating Team Manager for the duration of the Championship.

## 5.9. ACCOMMODATION AND TRAVEL

- 5.9.1. It is the responsibility of each competing association to book their accommodation, local transport and travel.

5.10. **MISCONDUCT**

- 5.10.1. Any misconduct on the bench by any team official may result in the official being asked to leave the bench and not return, until permission from the TD has been granted.
- 5.10.2. Breaches of misconduct by any team member or team official off the field may result in the person being asked to leave the venue and not return. The TD can suspend the team from taking any further part in the tournament
- 5.10.3. Any misconduct by any spectator may result in that person being asked to leave the venue and not return, until permission from the TD has been granted
- 5.10.4. There will be no abuse of umpires from team members, officials or spectators at any time. You will be asked to leave the venue and not return until permission from the TD has been granted.

## 6. PLAYER REGISTRATION

### 6.1. PLAYER QUALIFICATIONS

- 6.1.1. Persons eligible to play in any championship shall be:
  - 6.1.1.1. Currently registered with Hockey NSW via revolutioniseSport; and
  - 6.1.1.2. A member of a financial association; and
  - 6.1.1.3. A person who is not under suspension or disqualification by any association or any state association affiliated with Hockey Australia.
- 6.1.2. All players participating in an underage championship must be under the age as of the 1<sup>st</sup> January in the year the championship is being played
- 6.1.3. The minimum player age and team eligibility to participate in a championship is detailed in the following schedule:

#### MINIMUM PLAYER AGE AND TEAM ELIGIBILITY SCHEDULE

Age Division	Eligible years of birth
Under 13	2006, 2007, 2008
Under 15	2004, 2005, 2006
Under 18	2001, 2002, 2003
Open	2003 and older

- 6.1.4. A player born after the appropriate date in 6.1.3 may apply to participate in a championship by submitting a Hockey NSW State Championship Age Eligibility Waiver. This form must be signed by the player and, where the player is under 18 years of age, by the player's parent or legal guardian, and by an authorised representative of the association with which the player is seeking to play.
- 6.1.5. A player shall be registered with one team only. If an association has more than one team entered in the tournament, no player from one team may play any part of a match with any other team. Hockey NSW may provide consent to do upon receiving a formal request from the Association

- 6.1.6. All players participating must be registered members of Hockey NSW via revolutioniseSport and also registered for the championships as per the Team Details List entered into revolutioniseSport two (2) weeks prior to the championship or the Amended Team Details Form.
- 6.1.7. It is the responsibility of each team manager to update the Team Details List on revolutioniseSport up to 72 hours prior to the championship. In the case of extenuating circumstances, an Amended Team Details Form may be submitted to the TD at the managers meeting before the commencement of the first match of the tournament if there are changes within the 24 hours of the Championship. No amendment of this Team Details List may be made after the Championship commences.
- 6.1.8. A player must play in at least one pool, or preliminary match to be eligible to play in any semi-final, final or ranking match.
- 6.1.9. If, in a championship, a player plays in any match in which they are ineligible to play, the player's team shall be deemed to have forfeited every match in which such ineligible player has taken part.

## 6.2. **PLAYER REGISTRATION**

- 6.2.1. The State Championship Eligibility Policy has been developed according to the following guiding principle;
  - a.) Participants play representative hockey where they play club hockey.
- 6.2.2. A player must only play for his or her **HOME** Association or **ORIGIN** Association at a State Championship, unless the **HOME** Association grants a player release.
- 6.2.3. In any given season, every player belongs to a **HOME** Association which is affiliated with Hockey NSW. A player's **HOME** Association is determined based upon the Club registration under which the player first pays the Hockey NSW registration fee. A player's **HOME** Association may change from season to season as it is determined by the Club which the player first registers with in the relevant season.
- 6.2.4. A player may also have an **ORIGIN** Association affiliated with Hockey NSW. The Association under which the player first started playing hockey will be considered the **ORIGIN** Association. A player will only have one (1) **ORIGIN** Association.
  - a.) Proof of origin must be provided if so required by the **HOME** Association.
  - b.) It is the responsibility of the player to source and provide proof of origin.
  - c.) A player will be required to complete the Player Clearance Form (SC 14) and forward it to Hockey NSW two weeks prior to the relevant State championship.
- 6.2.5. The following exceptions apply in respect to a State Championship:
  - a.) A player, who has stood for selection for his or her **HOME** association but is not selected in any team, may represent any other association subject to the following;
    - i.) The Player Clearance Form (SC 14) is completed, signed and forwarded to Hockey NSW, two weeks prior to the relevant State Championship; and
    - ii.) The player has complied with all relevant representative selection trial policies of the **HOME** Association.
  - b.) A player who has registered with more than one Association is eligible to represent the other Association they are registered with subject to the following;



- i.) The Player Clearance Form (SC 14) is completed, signed and forwarded to Hockey NSW, two weeks prior to the relevant State Championship.
- c.) If a players **HOME** Association is not participating in a State Championship the player is eligible to represent any other Association subject to a Player Clearance Form (SC 14) being completed, signed and forwarded to Hockey NSW, two weeks prior to the relevant State Championship.

- 6.2.6. At least two weeks prior to the commencement date of any State Championship, each participating Association shall complete the player selection process as detailed in the Field State Championship Operations Manual.
- 6.2.7. All players participating must register for the State Championship in accordance with the Team Details List/Amended Details form. A player can be registered with one team only.
- 6.2.8. Should a player be registered with a team and then be unavailable, another player may be substituted. Such substitution must be advised to the tournament director prior to the commencement of the State Championship.

### 6.3. COMPOSITION OF A TEAM

- 6.3.1. Each association may change the composition of its team from one match to another on condition that only those players whose names appear on the Team Details List may participate.
- 6.3.2. Team managers must submit a team list to the Technical Official at the field prior to the start of each match. The team list will indicate the 11 players who will be on the field of play at the commencement of the match and up to five more players who will sit on the bench (excluding any player who has been suspended from playing in the match by the TD).
- 6.3.3. Each team is permitted to interchange up to five players during the match (refer to Rules of Hockey for interchange rules). All interchange players shall be chosen from amongst the players whose names appear in the Team Details List registered in revolutioniseSport. No interchange shall be permitted for a suspended player.
- 6.3.4. At no time shall there be on the field more than one goalkeeper in each team.
- 6.3.5. In the case of a goalkeeper's tournament ending in injury, competing teams will be able to utilise a goalkeeper from a lower ranked team or division/pool and or from another association team where a clearance will not be needed. This will be dependent on whether teams have a second goalkeeper at the event. Once a goalkeeper has been replaced the original goalkeeper will not be able to participate any further in the championship.

## 7. CHAMPIONSHIP RULES

### 7.1. CHAMPIONSHIP DRAW

- 7.1.1. No later than two weeks prior to the Championship, Hockey NSW will produce and arrange distribution of a draw for each championship showing the dates and times of matches. Subject to the following rules, Hockey NSW will have full discretion as to the arrangement of matches
- 7.1.2. The draw will provide for:



- 7.1.2.1. No team to play more than three matches on any one day at field state championship.
- 7.1.2.2. Teams to have a two (2) game break as a minimum between each match
- 7.1.2.3. Teams to play a full round of matches within each pool, or within the division if not divided into pools.
- 7.1.2.4. If semi-final and ranking matches are played, the allocation of match times is such that, as far as practicable, no team is given an unfair advantage over any other team by reason of match times.
- 7.1.2.5. The allocation of match times for finals is such that, as far as practicable, no team is given an unfair advantage over any other team by reason of match times.
- 7.1.2.6. As far as practicable, matches to be concluded by 8:00pm. As far as practicable, all matches on the final day of play to be concluded by 3:00pm.
- 7.1.2.7. Each match in the draw will have the highest rank team listed first, where there is a uniform clash the team ranked second will need to alter their uniform i.e. socks or shirt. Teams unable to provide an alternative uniform option will be fined \$50 per game in which they have been requested to change. This will be payable to Hockey NSW upon the receiving of the invoice.
- 7.1.3. The Tournament Director may alter the draw after the commencement of the championship if:
  - 7.1.3.1. A team withdraws from the championship; or
  - 7.1.3.2. Ground or weather conditions prevent use of fields or impose conditions detrimental to competitive hockey or dangerous to players.
- 7.1.4. The TD must consult with the Umpire Manager and the Ground Manager to determine any necessary alterations to the draw. The alterations will be advised to all team managers as soon as practicable.

**7.2. DIVISIONS AND POOLS**

- 7.2.1. Participating teams shall be divided into divisions which may be further divided into pools
- 7.2.2. Should there be an uneven number of teams nominated for any division; the lowest division shall contain the uneven number of teams. Hockey NSW may invite additional team. Additional teams entered under these circumstances are not required to pay the entry fee, will have full competition status and will be required to pay its share of turf fees.
- 7.2.3. Field State Championships will be divided into divisions of two pools. This will allow for cross-over semi-finals, finals and classification matches. In the event that the number of nominated teams do not allow for this format, the lowest division(s) will use an alternate format based on the number of teams entered.
- 7.2.4. The Opens and U18 Field State Championships will comprise a maximum of 30 teams divided into 3 divisions of 2 pools of 5 teams.
- 7.2.5. Once team nominations close, based on the previous year's rankings, pools will be determined on the below table. This method will ensure equality between teams and ensure a level playing field between divisions.

POOL A	POOL B
1 <sup>ST</sup>	2 <sup>ND</sup>

4 <sup>th</sup>	3 <sup>rd</sup>
5 <sup>th</sup>	6 <sup>th</sup>
8 <sup>th</sup>	7 <sup>th</sup>
9 <sup>th</sup>	10 <sup>th</sup>

- 7.2.6. An association cannot have two teams in the same pool or more than 2 teams in each division. Changes to pools will be made at the discretion of the Hockey NSW if this occurs.
- 7.2.7. Alternate division and pool formats may be required at the discretion of the Hockey NSW Events Manager.
- 7.2.8. Divisions will be referred to as division 1, 2, 3 etc.

### 7.3. DURATION OF MATCHES

- 7.3.1. The duration of each match shall be two periods of a minimum of 25 minutes and a maximum of 35 minutes each. There will be a five minute break at half time after which teams shall change ends for the second period of play.
- 7.3.2. There will be at least a five minute break between games.
- 7.3.3. The start and finish of each period will be indicated by an official siren/hooter. All matches shall start, and resume after the half time break, on the umpire's whistle. Each period will end on the siren/hooter.
- 7.3.4. No additional time will be added to the game for penalty strokes or for injury. Where practicable, injured players are to be removed from the field of play to allow the match to continue and, if necessary, be subject to medical advice.
- 7.3.5. Penalty corners and penalty strokes awarded prior to the conclusion of each half shall be played out. The period will end on the umpires whistle.
- 7.3.6. Teams finishing the match must vacate the fields immediately, and the next teams should take the fields ready to commence play at the scheduled time.
- 7.3.7. If a match is interrupted (eg. because of weather conditions), and the decision of the TD is that it be resumed (not necessarily on the same pitch), the score on the resumption will be that at the time the interruption took place.
- 7.3.8. If it is not possible to resume the match, and:
  - 7.3.8.1. Match stopped before half time, a 0-0 draw will be recorded
  - 7.3.8.2. Match stopped during or after half time, the score standing at the interruption will be the result of the match.
- 7.3.9. Where matches are changed/ time reduced, even if there is no half time break, teams will change ends halfway through the period of the match.

### 7.4. SEMI-FINAL

- 7.4.1. Where time permits, there may be semi-finals prior to the final. This shall be determined for each division prior to the championship and be clearly indicated in the draw.
- 7.4.2. If semi-finals are played in division with two pools, they will be:

- 7.4.2.1. The team finishing first in Pool A shall play the team finishing second in Pool B. This will be known as the first semi-final.
- 7.4.2.2. The team finishing first in Pool B shall play the team finishing second in Pool A. This will be known as the second semi-final.
- 7.4.3. If semi-finals are played in division not divided into pools, they will be:
  - 7.4.3.1. The team finishing first in the division will play the team finishing fourth in the division. This will be known as the first semi-final.
  - 7.4.3.2. The team finishing second in the division will play the team finishing third in the division. This will be known as the second semi-final.
- 7.4.4. In the event of a draw in a semi-final, the team that was in a high position in its pool (or division) shall progress as the winner.

## 7.5. FINAL MATCHES

- 7.5.1. If there are no semi-finals then the top two teams will play in the final. Where the teams in any one division are divided into two pools, the top team from each pool will play in the final.
- 7.5.2. If semi-finals are played, the final shall be played between the two winners of the semi-final matches.
- 7.5.3. If at the conclusion of any final matches the score is equal a shoot out competition between the teams shall be conducted, except in under 13 championships where the teams will be declared joint winners.
- 7.5.4. In the event of unforeseen circumstances not allowing the final match to be played, the rankings will be decided in the following sequence
  - 7.5.4.1. The total points accumulated at the conclusion of the last round of preliminary matches
  - 7.5.4.2. The number of matches won
  - 7.5.4.3. The goal difference; i.e. the number of goals scored minus the number of goals conceded;
  - 7.5.4.4. The goals awarded to each team
  - 7.5.4.5. The teams are still equal, the highest ranked team prior to the Championships will determine 1<sup>st</sup> and 2<sup>nd</sup>.

- 7.5.6 The Time out rule will only apply in final matches. A time out can be used in a controlled scenario during the following occasions; stokes or injuries.

## 7.6. CLASSIFICATION MATCHES

- 7.6.1. Classification (ranking) matches will only be played in divisions divided into pools and if time permits.
- 7.6.2. The team finishing 3<sup>rd</sup> (and 4<sup>th</sup> or 5<sup>th</sup> in pools with 4 or 5 respectively) in Pool A shall play the team finishing 3<sup>rd</sup> (and 4<sup>th</sup>, 5<sup>th</sup> in pools with 4 or 5 teams respectively) in Pool B to determine 5<sup>th</sup> and 6<sup>th</sup> (and 7<sup>th</sup> and 8<sup>th</sup> or 9<sup>th</sup> and 10<sup>th</sup>) placing.
- 7.6.3. Should goals be equal at full time, the ranking will be decided in the following sequence
  - 7.6.3.1. The total points accumulated at the conclusion of the last round of preliminary matches.
  - 7.6.3.2. The number of matches won.

- 7.6.3.3. The goal difference; i.e. the number of goals scored minus the number of goals conceded;;
- 7.6.3.4. The goals awarded to each team.
- 7.6.3.5. If teams are still equal, the highest ranked team prior to the Championships will determine the 5<sup>th</sup> and 6<sup>th</sup> (and 7<sup>th</sup> and 8<sup>th</sup>; and 9<sup>th</sup> and 10<sup>th</sup>) placing.
- 7.6.4. The team finishing lowest in pool A shall play the team finishing lowest in Pool B to determine 7<sup>th</sup> and 8<sup>th</sup> (or 9<sup>th</sup> and 10<sup>th</sup> or 11<sup>th</sup> and 12<sup>th</sup>, as the case may require) placing and relegation.
- 7.6.5. Should goals be equal at full time, the ranking will be decided in the following sequence:
  - 7.6.5.1. The total points accumulated at the conclusion of the last round of the preliminary matches;
  - 7.6.5.2. The number of matches won;
  - 7.6.5.3. The goal difference; i.e. the number of goals scored minus the number of goals conceded;;
  - 7.6.5.4. The goals awarded to each team.
  - 7.6.5.5. If teams are still equal, a penalty stroke competition will determine the 7<sup>th</sup> and 8<sup>th</sup> (or 9<sup>th</sup> and 10<sup>th</sup> or 11<sup>th</sup> and 12<sup>th</sup>, as the case may require) placing.

#### **7.7. RANKING OF LOSING SEMI FINALISTS**

- 7.7.1. The team losing the semi finals will be ranked in the following sequence:
  - 7.7.1.1. The total points accumulated at the conclusion of the last round of preliminary matches;
  - 7.7.1.2. The number of matches won;
  - 7.7.1.3. The goal difference; i.e. the number of goals scored minus the number of goals conceded;.
  - 7.7.1.4. The goal awarded to each team.

#### **7.8 SHOOT OUT COMPETITION**

In a shoot-out competition, five players from each team take a one-on-one shoot-out alternately against a defender from the other team as set out in this Regulation. The shoot-out competition comprises all series of shoot-outs required to determine a result.

The following sets out both the playing Rules and the procedures to be followed.

- 7.8.1 Respective Team Managers nominate five players to take and one player to defend the shoot-outs from those on the Match Report except as excluded below. A player nominated to defend the shoot- outs can also be nominated to take a shoot-out. No substitutions / replacements are permitted during the shoot-out competition other than as specified below.
- 7.8.2 Team Managers sign the shoot-out competition form to confirm the nominations of the five players and the sequence of players to take the shoot-outs and submit the form to the Technical Officer on duty.
- 7.8.3 If the shoot-out competition takes place after the end of a match, the above procedures must be carried out promptly so that the first shoot-out can take place within five (5) minutes of the end of the match.

- 7.8.4 A player who is still serving a disciplinary suspension by the Tournament Director at the time the shoot-out competition takes place or has been excluded permanently (red card) during the match which leads to the shoot-out competition, cannot take part in that shoot-out competition. A player who has been warned (green card) or temporarily suspended (yellow card) may take part in the shoot-out competition even if the period of their suspension has not been completed at the end of the match.
- 7.8.5 The Tournament Director will specify in advance the goal to be used.
- 7.8.6 The Tournament Director will specify at the pre-competition briefing meeting the method of timing shoot-outs taking account of the facilities available and the need to control time accurately.
- 7.8.7 A coin is tossed; the team which wins the toss has the choice to take or defend the first shoot-out.
- 7.8.8 All persons listed on the Match Report other than any player who has been excluded permanently (red card) during the match which leads to the shoot-out competition are permitted to enter the field of play outside the 23m area used for the shoot-out but must be at least 10 metres from the spot where the ball is placed at the start of the shoot-out.
- 7.8.9 The goalkeeper / defending player of the team taking a shoot-out may be on the back-line outside the circle.
- 7.8.10 A player taking or defending a shoot-out may enter the 23m area for that purpose.
- 7.8.11 Players taking a shoot-out and also defending the shoot-outs taken by opponents are allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put back on their protective equipment.
- 7.8.12 Five players from each team take a shoot-out alternately against the goalkeeper / defending player of the other team making a total of 10 shoot-outs.
- 7.8.13 Taking a shoot-out:
  - 7.8.13.1 the goalkeeper / defending player starts on or behind the goal-line between the goal posts;
  - 7.8.13.2 the ball is placed on the nearest 23m line opposite the centre of the goal;
  - 7.8.13.3 an attacker stands outside the 23m area near the ball;
  - 7.8.13.4 the Umpire signals to the technical table that the time may start;
  - 7.8.13.5 an official at the 23m, back turned to goal shall start the timer on the umpires whistle and shall sound whistle on completion of 8 seconds;
  - 7.8.13.6 the attacker and the goalkeeper / defending player may then move in any direction;
- 7.8.14 the shoot-out is completed when:
  - 7.8.14.1 8 seconds has elapsed since the starting signal;
  - 7.8.14.2 a goal is scored;
  - 7.8.14.3 the attacker commits an offence;
  - 7.8.14.4 the goalkeeper / defending player commits an unintentional offence inside outside the circle in which case the shoot-out is re-taken by the same player against the same goalkeeper/defending player;

- 7.8.14.5 the goalkeeper / defending player commits an intentional offence inside or outside the circle, in which case a penalty stroke is awarded and taken;
- 7.8.14.6 the ball goes out of play over the back-line or side-line; this includes the goalkeeper/defending player intentionally playing the ball over the back-line
- 7.8.15 If a penalty stroke is awarded as specified above, it can be taken and defended by any eligible player on the Match Report subject to the provisions of Articles 17, 18 and 19 of this Appendix
- 7.8.16 The team scoring the most goals (or ahead by more goals than the other team has untaken shoot-outs available) is the winner.
- 7.8.17 A player may be suspended by a yellow or red card but not by a green card during the shoot-out competition.
- 7.8.18 If during a shoot-out competition (including during any penalty stroke which is awarded) a player is suspended by a yellow or red card:
- 7.8.19 that player takes no further part in that shoot-out competition and, unless a goalkeeper/ defending player, cannot be replaced;
- 7.8.20 the replacement for a suspended goalkeeper/defending player can only come from the five players of that team nominated to take part in the shoot-out competition:
  - 7.8.20.1 the replacement goalkeeper / defending player is allowed reasonable time to put on protective equipment similar to that which the goalkeeper/defending player they are replacing was wearing;
  - 7.8.20.2 for taking their own shoot-out, this player is allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put it on again.
  - 7.8.20.3 any shoot-out due to be taken by a suspended player is forfeited; any goals scored by this player before being suspended count as a goal.
- 7.8.21 If during a shoot-out competition, a defending goalkeeper / defending player is incapacitated
- 7.8.22 that goalkeeper/defending player may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded in this Appendix or unless suspended by an Umpire during the shoot-out competition;
- 7.8.23 the replacement goalkeeper
  - 7.8.23.1 is allowed reasonable time to put on protective equipment similar to that which the incapacitated goalkeeper / defending player was wearing
  - 7.8.23.2 if this replacement is also nominated to take a shoot-out, this player is allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put it on again
- 7.8.24 If during a shoot-out competition, an attacker is incapacitated, that attacker may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded above or unless suspended by an Umpire during the shoot-out competition.
- 7.8.25 If an equal number of goals are scored after each team has taken five shoot-outs:
  - 7.8.25.1 a second series of five shoot-outs is taken with the same players, subject to the conditions specified in this Appendix;

- 7.8.25.2 the sequence in which the attackers take the shoot-outs need not be the same as in the first series;
  - 7.8.25.3 the team whose player took the first shoot-out in a series defends the first shoot-out of the next series;
  - 7.8.25.4 when one team has scored or been awarded one more goal than the opposing team after each team has taken the same number of shoot-outs, not necessarily being all five shoot-outs, that team is the winner.
- 7.8.26 If an equal number of goals are scored after a second series of five shoot-outs, additional series of shoot-outs are taken with the same players subject to the conditions specified in this Appendix:
- 7.8.26.1 the sequence in which the attackers take the shoot-outs need not be the same in any subsequent series;
  - 7.8.26.2 all eligible players from each team must take a shoot-out before any one of them can take another; any shoot-out due to be taken by a suspended player is forfeited;
  - 7.8.26.3 the team which starts each shoot-out series alternates for each series

## **7.9 TOMAHAWK (REVERSE EDGE OF STICK) SHOT AT GOAL**

- 7.9.1 The shot at goal which results from hitting the ball with the reverse edge of the stick is played at all State Championships. This shot is commonly referred to as the “tomahawk shot”.

## **7.10 PROMOTION, RELEGATION AND SEEDING**

- 7.10.1 The team winning each division shall be promoted to the next higher division, up through to division one, and seeded in the lowest position in that division for the following year. The team finishing last in each division shall be relegated to the next lower division, through to the lowest division competing in the championship, and seeded in first position in that lower division for the following year. Should an association be unable to move to the next highest division due to already have the maximum number of teams, the team with the next highest ranking will be promoted.
- 7.10.2 Promotion from each division to the next higher division, up to division one, shall be automatic. Relegation from each division to the next lower division, through to the lowest division in the championship, shall be automatic.
- 7.10.3 For the purpose of determining promotion, relegation and seeding, all calculations shall be made at the conclusion of all matches played at the championship
- 7.10.4 In the event of an association with a seed team not entering the team in the championship, all teams seeded below that team will be advanced.
- 7.10.5 All unseeded teams entered in a championship will be ranked below the lowest seeded team. This ranking will be determined by the officer appointed to produce the championship draw.
- 7.10.6 For the Under 13s Championships Joint Winners will be automatically promoted to the next highest division. Relegation from the above division will be the 2 lowest place finishers. This will be automatic.



## **7.11 FAILURE TO PLAY, WITHDRAW OR FORFIETS**

- 7.11.1 The minimum number of players required to be on the field of play for a match is seven, including a fully padded up goalkeeper for underage championships, and any team unable to meet this requirement within 10 minutes of the scheduled starting time shall forfeit the match.
- 7.11.2 A team that is more than 10 minutes late in taking the field shall be deemed to have forfeited the match.
- 7.11.3 The team receiving a forfeit shall be deemed to have won the match by a score of 3-0
- 7.11.4 If, during the course of a match, a team declines to continue the match or to take it up where it left off, this team shall be deemed to have forfeited the match and the opposing team to have won the match with the score standing at that time or by a score of 3-0 whichever is greater having regard to goal balance.
- 7.11.5 Any team that forfeits a match during the championship will be deemed to have withdrawn from the championship, unless there are extenuating circumstances.
- 7.11.6 If a team withdraws from the championship before the completion of the pool rounds (or preliminary rounds), all matches it had played up till then shall be considered as not having been played, not only by the team withdrawing but also by all the teams it had played, and pool ranking and classifications will be corrected accordingly.
- 7.11.7 Where promotion and relegation applies, a team withdrawing from a championship after the draw has been published shall be ranked in last position in the lowest division.

## **7.12 MATCH BALLS**

- 7.12.1 Two match balls, of approved standard, must be provided by each team for each match.

## **7.13 ADMISSION TO FIELD OF PLAY**

- 7.13.1 No one except the players and the umpire properly engaged in a given match may enter the field of play during the match unless invited to do so by an umpire or has obtained prior authorisation from an umpire. The rule is compulsory even in the event of injury to a player or to an umpire. Under no circumstance is the coach permitted to enter the field of play during the match.
- 7.13.2 No player may be admitted to the field of play during a match unless wearing the team's approved uniform with designated shirt number.
- 7.13.3 If team benches are provided, each team engaged in a given match may have up to ten persons on the bench, namely, the team manager (for whom it is compulsory to sit there), five substitute players, the coach, the assistant coach, masseur and the physiotherapist.
- 7.13.4 The team manager is responsible for the proper conduct of all persons occupying the bench.

## **7.14 POINTS**

- 7.14.1 The following points shall be awarded for each match:
  - 7.14.1.1 3 points for the winning team
  - 7.14.1.2 1 point to each team in the event of a draw
  - 7.14.1.3 0 points for the loser
- 7.14.2 Total points accumulated at the end of the series of preliminary matches shall determine the placing in pools or in divisions that are not divided into pools. If, at the conclusion of the series



of preliminary matches, two or more teams have obtained the same number of points, the ranking shall be decided in the following sequence until a final ranking is established:

- 7.14.2.1 Number of matches won;
- 7.14.2.2 Comparison of goal difference;
- 7.14.2.3 Comparison of goals for;
- 7.14.2.4 Result(s) of the match(es) played between only those teams involved;
- 7.14.2.5 Higher ranked team prior to the Championships will be placed on the highest ranking

### **7.15 CARDS/SUSPENSIONS**

- 7.15.1 A penalty points system for cards issued will operate. Cards will attract the following point penalties:
  - 7.15.1.1 Green Card 1 point
  - 7.15.1.2 Yellow Card 5 points
  - 7.15.1.3 Red Card 10 points
- 7.15.2 The TD may suspend for one or more matches of the competition:
  - 7.15.2.1 Any player who has accumulated 10 or more demerit points during one or more matches of the championship.
  - 7.15.2.2 Any player, reserve player, or team official who has misbehaved before, during or after any match of the championship.
- 7.15.3 Following the serving of a suspension, a player's penalty points total shall revert to zero points.
- 7.15.4 The tournament director may refrain from imposing an automatic suspension in order to avoid any obvious miscarriage of justice.

### **7.16 PROTESTS AND DISPUTES**

- 7.16.1 Where a team wishes to lodge a protest over matters relating to a match the team manager must indicate the intention to do so under their signature on the match report. Decisions by umpires will not be disputed.
- 7.16.2 Any protest, complaints or inquiries must be lodged in writing to the TD within 10 minutes of the completion of the match and be accompanied by a fee of \$50.00. Failure to do so will indicate no protest is registered. The TD will advise the outcome within two hours of the match concluding. However, any protest that requires an urgent decision to be, made can be lodged with the TD who shall adjudicate on the matter accordingly.
- 7.16.3 In dealing with a protest or complaint, the TD should refer to the wording or intent of any relevant rule. Each team/official shall be given equal opportunity to present their case. The fee will be refunded where a protest is upheld or the TD determines that special circumstances apply and a refund is warranted. Money not refunded is deposited with Hockey NSW. A receipt may be issued upon request of the Association in writing at the conclusion of the championship.

### **7.17 MEDICAL**

- 7.17.1 Sharing of towels, face washers, drink containers, face masks, mouth guards etc. must not occur.

- 7.17.2 Where bleeding occurs as a result of any injury, all contaminated clothing and equipment must be replaced prior to the player being allowed to resume play. If bleeding should re-occur the above procedures must be repeated. If bleeding cannot be controlled even if the wound is securely covered, then the player must not continue in the game.
- 7.17.3 Jewellery, will need to be removed if deemed by umpires to be dangerous to other players.
- 7.17.4 All players must remove or cover any plastic wrist bands.

## **7.18 PLAY THE WHISTLE**

- 7.18.1 “Play the Whistle” is an initiative to encourage competing hockey teams, team officials (off-field staff) and spectator groups to play in the true spirit of the game. The spirit of the game encompasses demonstrating behaviours that are outlined in the Codes of Conduct. Teams that demonstrate the true spirit of hockey will be rewarded with points at the end of each match corresponding to their degree of fair play.
- 7.18.2 The “Play the Whistle” concept is to be applied at all state championships and the awarding of points will be at the discretion of the TD with input from the Technical Official(s), Umpire Manager, Umpire Coach(es) and the Hockey NSW staff representative
- 7.18.3 Points for each team are awarded as follows
  - 3 POINTS Exceptional behaviour was demonstrated by the team, coach, team manager and spectators. The game was played in the true spirit of hockey.
  - 2 POINTS The game was played in good spirit by the team. The players, coach, team managers and spectators all demonstrated overall good behaviours and adhered to their codes of conducts.
  - 1 POINT The match was incident-free however the team played with less than ideal spirit. One or more players, the coach, team manager and/or spectators demonstrated less than ideal behaviour however were not in breach of their code of conduct.
  - 0 POINTS The team, the coach, team manager and/or spectators created a hostile atmosphere. Behaviour was less than acceptable and was in breach of one or more code of conduct.
  - 1 POINT The team, the coach, team manager and/or spectators demonstrated unacceptable behaviour which interfered with the conduct of the game.

Recognitions will be given to the team with the highest number of points accumulated at the end of the championship.

## **8 STOPPAGES AND INTERRUPTION TO PLAY**

### **8.1 WET WEATHER**

- 8.8.1 Where a Championship is affected by weather, including but not restricted to rain, hail, storms, lightning, floods, field conditions etc, stoppages or cancellations of the game, games or the Championships shall be at the discretion of the TD.
- 8.8.2 The TD shall take advice from the Deputy Tournament Director, Umpire Manager, Deputy Umpire Manager, Hockey NSW Staff Member, Ground officials and Local officials with

knowledge of weather patterns, drying out etc. The TD shall primarily exercise a Duty of Care to players, umpires and officials and shall also give due consideration to care and preservation of playing fields

- 8.8.3 Where there is lightning present, the TD will continue visually monitor the conditions and take necessary precautions or (where there is uncertainty) apply a thirty (30) second rule to allow the continuation of matches ie, thirty (30) seconds between lightning flash and thunder is a satisfactory condition. Local knowledge of storm patterns should be relied upon
- 8.8.4 The TD may consider the following options:
  - 8.8.4.1 Wait and see if weather or conditions clear and the grounds become playable. It is recommended that no more than fifteen (15) minutes waiting time apply to any one game.
  - 8.8.4.2 If a match is interrupted and the decision of the TD is that it be resumed (not necessarily on the same pitch) the score on the resumption will be that's at the time the interruption took place.
  - 8.8.4.3 If it is not possible to resume the match, and;
  - 8.8.4.4 Match stopped before half time, a 0-0 draw will be recorded
  - 8.8.4.5 Match stopped during or after half time, the score standing at the interruption will be the result of the match.

## **8.2 HOT WEATHER**

- 8.2.1. Please refer to the Hot Weather Policy on the Hockey NSW website.

## **8.3 ABANDONMENT OR DEFERMENT OF CHAMPIONSHIP**

- 8.8.5 The host association shall contact the Chief Executive Officer of Hockey NSW by telephone, no later than forty eight hours prior to the scheduled commencement of the championship should doubt exist as to whether the championship can proceed as scheduled.
- 8.8.6 The championship, once commenced, shall be completed unless conditions, in the opinion of the TD, make this impossible.
- 8.8.7 Should a division of the championship be called off due to the closure of grounds by the host association's local council, the board shall determine if that division should be played at a later date at the same or another venue.

## **8.9 UNFORESEEN EVENTS**

- 8.9.1 Should circumstances arise which are not provided for in the 2017 Field State Championship Manual, they shall be dealt with by the TD and where required liaise with Hockey NSW.

# **9 RESPONSIBILITIES, POWERS AND DUTIES OF TOURNAMENT DIRECTOR**

## **9.8 GENERAL RESPONSIBILITIES**

- 9.8.1 To generally supervise the championship on behalf of Hockey NSW and report to Hockey NSW Event Manager within 2 weeks of the completion of the championship.

- 9.8.2 To conduct the championship in accordance with the 2017 Field State Championship Operation Manual approved by Hockey NSW and ensure the pitch(es) and facilities comply with FIH Rules of Hockey and all championship regulations included in the Operations Manual.
- 9.8.3 To ensure that each competing team fulfils its obligations under the championship rules and does not gain an unfair or improper advantage over its rivals, either because of failure to observe the rules or by any other action which the TD deems to be undesirable in the interest of fair competition.
- 9.8.4 The TD shall be the final arbiter in all matters of contention arising during a championship, except that the TD does not have the power to consider any protest arising from a decision of an on-field umpire during a match.
- 9.8.5 The TD should not intrude on the duties of the Hosting Association Organising Committee as outlined in this Manual, however there should be close liaison between the TD and the Organising Committee Chair.
- 9.8.6 The TD shall provide advice and assistance to team managers and tournament officials as necessary.
- 9.8.7 The TD is responsible for keeping all records in relation to the tournament.
- 9.8.8 Present the championship briefing to team managers prior to the start of the championship.
- 9.8.9 Ensure that any championship forms presented at the briefing of managers are processed.
- 9.8.10 Allocate Technical Officials to pitch/field duties.
- 9.8.11 Ensure that health and safety requirements are met.
- 9.8.12 Direct whether a team is to wear its alternative uniform.
- 9.8.13 Liaise with the Technical Officials and Umpire Manager.

## **Pre Championship Tournament Director Responsibilities**

### **9.9 General Duties**

- 9.9.1 Study the 2017 Field State Championship Operation Manual and FIH Rules of Hockey in detail.
- 9.9.2 Ascertain from Hockey NSW the names and contact details of Officials and Host Association.

### **9.10 Liaison with the Hockey NSW**

- 9.10.1 Hockey NSW will provide the TD with contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe.
- 9.10.2 A detailed email will be sent from Hockey NSW confirming accommodation and transport details.
- 9.10.3 Organise the collection of championship equipment.

### **9.11 Liaison with the Umpire Manager, Deputy Tournament Director and Technical officers**

- 9.11.1 Ensure that they have been advised of their appointment.
- 9.11.2 Ascertain their expected arrival time for the championship.
- 9.11.3 Determine a time and place for pre-championship briefing meeting.

### **9.12 Liaison with Host Association**

- 9.12.1 Ensure that medical and first aid facilities are available for teams.

- 9.12.2 Ensure that ice for injuries is available for all teams and ascertain from where it will be available during the championship.
- 9.12.3 Check that suitable facilities are available for the championship Office, Umpires Meeting Room and a small private meeting room for selectors.

### **9.13 Preparation of Pre-Tournament Briefing Papers**

- 9.13.1 Managers' meeting briefing should be prepared prior to the championship.
- 9.13.2 First appointments to be prepared of the Technical Officials.
- 9.13.3 Check team colours for clashes (second on draw will need to change).
- 9.13.4 Allocate Technical Officials for games following a two games on and then a break pattern, judges will be provided by each team.

## **Tournament Director Responsibilities during the Championship**

### **9.14 Arrival at the Championship**

- 9.14.1 The TD should arrive in the host city prior to the commencement of the championship in good time to check the facilities, fields and pitch(es) with the Hockey NSW Staff Member to ensure that all the championship arrangement at the venue are in order.
- 9.15 Conduct the Managers' Meetings prior to the start of the championship following the Hockey NSW template.
- 9.16 Liaison with the Umpire Manager.
- 9.17 Liaison with the Deputy Tournament Director.
- 9.18 Liaison with Technical Officials.

### **9.19 Match Sheets**

- 9.19.1 Provide match sheets for each match.
- 9.19.2 Provide team sheets for each team prior to each match. As revolutioniseSport does not have a team sheet template, print three copies of the match sheet with one copy to each team to indicate their starting line up and bench and the third copy is the official document for use of the technical official.

### **9.20 Results**

- 9.20.1 Update results and ladders boards after completion for each round for each division.
- 9.20.2 Email results to Hockey NSW [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au);

### **9.21 Presentation Ceremony**

- 9.21.1 Complete the blank sections in the presentation ceremony script by entering division winners, results, player of the tournament and play the whistle.
- 9.21.2 Ensure all presenters and dignitaries are briefed and present for the ceremony.
- 9.21.3 Ensure a table is available at the presentation location and place on it the medals, shields, play the whistle certificates and player of the tournament award.
- 9.21.4 Ensure PA and microphone is set up and ready by the host association. Ensure presentation ceremony commences promptly to allow teams to travel home as quickly as possible.

## **Following the Championship**

- 9.22 Pack up and organise the return of equipment provided by Hockey NSW.
- 9.23 Complete the TD's Report and email to [championships@hockey NSW.com.au](mailto:championships@hockey NSW.com.au) no later than two weeks after the event.
- 9.24 Complete Officials Reimbursement form and email to [championships@hockey NSW.com.au](mailto:championships@hockey NSW.com.au) no later than two weeks after the event.
- 9.25 Ensure that all original paperwork associated with the championship is returned to the Hockey NSW office at the completion of the championship.

## **10 RESPONSIBILITIES, POWERS AND DUTIES OF DEPUTY TOURNAMENT DIRECTOR**

10.8 The responsibilities and duties of Deputy Tournament Director are:

- 10.8.1 Attend the pre-championship briefing conducted by the tournament director;
- 10.8.2 Liaise with tournament director;
- 10.8.3 Fill the role of TD when the TD requires breaks throughout the Championship;
- 10.8.4 Assist the TD in allocating Technical Officials to pitch/field duties
- 10.8.5 Be responsible for the technical table duties during the game;
- 10.8.6 Arrange for collection of official match sheets to be returned to the TD;
- 10.8.7 Coach / assess Technical Officials and judges as required for their overall development; and
- 10.8.8 Supply relevant information to the TD to enable championship report to be completed accurately

### **Pre-Championship Deputy Tournament Director Responsibilities**

#### **10.9 General Duties:**

- 10.9.1 Study the 2017 Field State Championship Operation Manual and FIH Rules of Hockey in detail.
- 10.9.2 Ascertain from Hockey NSW the names and contact details of Officials and Host Association.

#### **10.10 Liaison with the Hockey NSW**

- 10.10.1 Hockey NSW will provide you with information regarding contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe.
- 10.10.2 Liaison with the TD and Technical officers.
- 10.10.3 Ensure that they have been advised of their appointment.
- 10.10.4 Ascertain their expected arrival time for the championship.
- 10.10.5 Determine a time and place for pre championship briefing meeting.

### **Tournament Directors Responsibilities during the Championship**

#### **10.11 Arrival at the Championship**

10.11.1 The DTD should arrive in the host city prior to the commencement of the championship in good time to check the facilities, Fields and pitch(s) with the Hockey NSW on Duty to ensure that all the championship arrangement at the venue are in order.

10.12 Liaison with the TD.

10.13 Liaison with Technical Officials.

#### **10.14 Match Sheets**

10.14.1 Assist in providing match sheets for each match.

10.14.2 Provide team sheets for each team prior to each match. As revolutioniseSport does not have a team sheet template, print three copies of the match sheet with one copy to each team to indicate their starting line up and bench and the third copy is the official document for use of the technical official.

#### **10.15 Results**

10.15.1 Update results and ladders boards after completion for each round for each division.

10.15.2 Email results to Hockey NSW [championships@hockey NSW.com.au](mailto:championships@hockey NSW.com.au);

#### **Following the Championship**

10.16 Pack up and organise the return of equipment provided by Hockey NSW.

10.17 Aid the completion of the TD Report and email to [championships@hockey NSW.com.au](mailto:championships@hockey NSW.com.au) no later than two weeks after the event.

10.18 Complete Officials Reimbursement form and email to [championships@hockey NSW.com.au](mailto:championships@hockey NSW.com.au) no later than two weeks after the event.

10.19 Ensure that all paperwork is returned to the Hockey NSW office at the completion of the championship.

## **11 RESPONSIBILITIES, POWERS AND DUTIES OF TECHNICAL OFFICIAL**

#### **11.8 General Responsibilities**

11.8.1 Attend the pre championship briefing conducted by the TD.

11.8.2 Liaise with the TD and DTD.

11.8.3 Be responsible for the technical table duties during the game.

11.8.4 Arrange for Official match sheets to be returned to the TD.

11.8.5 Coach/Assess judges as required for their overall development.

#### **Prior to arrival at the Championships**

11.9 Respond to all communications that may be directed to you by the TD or Hockey NSW prior to your departure.

11.10 Please let Hockey NSW and TD as to the estimate time of your arrival.

11.11 Check your personal equipment that ideally should include a standard stick ring, a stopwatch and a whistle, apart from the necessary pen, pencil etc.



### **Arrival at the Championships**

- 11.12 Contact the TD and Hockey NSW to make them aware of your arrival.
- 11.13 Check the fields of play, technical equipment and facilities.
- 11.14 Perform any specific duty that may be asked by the TD and report immediately any concerns.
- 11.15 If not already received, ask for a copy of the match schedule and the means of access to Championship Operation Manual.
- 11.16 Attend the pre-tournament Managers meeting.

### **Before a match**

- 11.17 Make sure that the match sheet is correctly prepared.
- 11.18 Check whether the judges and umpires have arrived.
- 11.19 Allocate the duties to the judge including the operation of the electronic clock, stopwatch time as well as match report recording.
- 11.20 Ensure that the colours of the players' clothing and umpire shirts do not clash. Also check the goalkeepers are wearing a shirt different to both team colours with numbers on both the front and back.
- 11.21 Check the stopwatches and clocks prior to the start of the match and announce when there is one minute to the commencement of the match. Check the hooter is operational.
- 11.22 Make sure that all players entering the field of play before starting the match are properly numbered and dressed (shirts tucked in, socks up with shin guards worn inside and mouthguards worn). Any additional items of clothing should be the same colour as the designated uniform for the match.

### **During a match**

- 11.23 Check the shirt numbers on the shirt of players starting the match against those marked off on the match.
- 11.24 Register on the match report the time on of substitute players, all goals and umpires cards with the number of the player and the time of play.
- 11.25 Check the team benches for the persons seated (maximum 8 plus the registered medical doctor) and prevent vocal communication directed at technical officials, judges, umpires and players.
- 11.26 Prevent any unauthorised entry onto the field of play.
- 11.27 Control the player's substitutions. No player going on is to enter the field of play until the player he has substituted has left the field from the half way line. No player with an injury causing bleeding may enter the field of play unless the injury is adequately covered and blood stained clothes have been cleaned or replaced.
- 11.28 Supervise the half time field of play watering.
- 11.29 Ensure all injuries from your match are recorded on the Match Injury Record Sheet as evidence is required to make insurance claims.
- 11.30 Record Play the Whistle points on the match card for each game in accordance with Clause 7.18.

### **After the match**

- 11.31 Check the Official Match report with the judges.



- 11.32 Supervise the signing off of the official match report by the team managers, umpires, judges and then sign it yourself.
- 11.33 Tidy up the Technical Bench to ensure a smooth transition for the next Technical Official and judges to use it.
- 11.34 Make sure paperwork is completed accurately and returned to the TD's Office area.

### **Following the Championship**

- 11.35 Complete Officials Reimbursement form and email to [championships@hockey NSW.com.au](mailto:championships@hockey NSW.com.au) no later than two weeks after the event.

## **12 RESPONSIBILITIES, POWERS AND DUTIES OF UMPIRE MANAGER**

### **General Responsibilities**

- 12.8 During the championship, the Umpire Manager becomes the formal link between the umpire coaches, umpires and the TD, team managers and the Organising Committee.
- 12.9 Present an initial umpire briefing prior to start of championship;
- 12.10 Allocate umpires to games – maintain and publish record;
- 12.11 Allocate umpire coaches to coach / assess umpires – maintain and publish record;
- 12.12 Regularly liaise with the TD, umpire coaches and officiating umpires during the championship;
- 12.13 Complete a Championship Umpiring Report outlining all recommendations for umpires and umpire coaches attending the championship, with the report to be handed to Hockey NSW no later than two weeks after the championships; and
- 12.14 Complete all umpire feedback reports in the booklets provided to umpires. This allows for the individual and their associations to have feedback on their performance instantly and have a general idea on areas of improvement.

### **Prior to the state Championships**

#### **12.15 General Duties:**

- 12.15.1 Study the 2017 Field State Championship Operation Manual in detail.
- 12.15.2 Ascertain from Hockey NSW the names and contact details of Officials and Host Association.

#### **12.16 Liaison with the Hockey NSW**

- 12.16.1 Hockey NSW will provide you with information regarding contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe.
- 12.16.2 A detailed email will be sent from Hockey NSW two weeks prior to the championship confirming accommodation and transport details.
- 12.16.3 Organise the collection of Championship equipment

#### **12.17 Liaison with the Tournament Director and Deputy Umpire Manager and Umpire Coaches**

- 12.17.1 Ensure that they have been advised of their appointment.

- 12.17.2 Ascertain their expected arrival time for the championship.
- 12.17.3 Determine a time and place for pre championship briefing meeting.
- 12.17.4 Check with TD to ensure that suitable facilities are available for: the championship Office, Umpires Meeting Room and a small private meeting room for selectors.

- 12.18 Preparation of Pre Tournament Briefing Papers.
- 12.19 Umpires meeting Briefing should be prepared prior to the championship.
- 12.20 First appointments to be prepared of the Umpire Coaches.
- 12.21 Allocate Umpires for games.
- 12.22 Ensure Umpire Coach complete Umpire Feedback Booklets

#### **During the State Championship**

- 12.23 Allocate Umpire Coaches to games to coach and assess umpires. Umpire Coaches are to maintain and publish their records.
- 12.24 Allocate Umpire to Games – maintain and publish record.
- 12.25 Regularly liaise with the TD is issues arise, also with umpire coaches and officiating umpires during the championships.
- 12.26 Maintain appointment records on a match by match basis and ensure that all umpires have equal umpire coaching throughout the championship.

#### **After the State Championship**

- 12.27 Complete a championship umpiring report outlining all recommendations for umpires and umpire coaches attending the championship, with the report to be submitted to the Hockey NSW via email to [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) no later than two weeks after the championship.
- 12.28 Complete all umpire feedback reports for distribution to umpires, associations, Hockey NSW via email to [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) no later than four weeks after the championship.
- 12.29 Complete Officials Reimbursement form and email to [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) no later than two weeks after the event.

## **13 RESPONSIBILITIES, POWERS AND DUTIES OF DEPUTY UMPIRE MANAGER**

#### **General Responsibilities**

- 13.8 Assist in allocation of umpires to games – maintain and publish record;
- 13.9 Assist in allocation of umpire coaches to coach / assess umpires – maintain and publish record;
- 13.10 Regularly liaise with the Umpire Manager , umpire coaches and officiating umpires during the championship;
- 13.11 Complete all umpire feedback reports for distribution to umpires, their associations and Hockey NSW.

#### **Prior to the state Championships**

### **13.12 General Duties:**

- 13.12.1 Study the 2017 Field State Championship Operation Manual and FIH Rules of Hockey in detail.
- 13.12.2 Ascertain from Hockey NSW the names and contact details of Officials and Host Association.

### **13.13 Liaison with the Hockey NSW**

- 13.13.1 Hockey NSW will provide you with information regarding contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe.

### **13.14 Liaison with the Umpire Manager and Umpire Coaches**

- 13.14.1 Ensure that they have been advised of their appointment.
- 13.14.2 Ascertain their expected arrival time for the championship.
- 13.14.3 Determine a time and place for pre championship briefing meeting.

### **During the State Championship**

- 13.15 Attend the initial umpire briefing prior to the start of the Championship.
- 13.16 Regularly liaise with umpire manager, umpire coaches and officiating umpires during the championship
- 13.17 Ensure that information being given to the umpires is current and up to date and presented in a manner acceptable to the umpire's level of understanding and experience and that the comments are not derogatory or offensive. Assist umpire coaches if required.
- 13.18 Debrief umpire coaches after each game with any observations on their umpire debriefing, as well as a short de-brief before their next coaching duty.
- 13.19 Coaching Assessments – after assessing an umpire coach you are required to fill out an Umpire Coach Assessment Sheet. This contains a brief description of how the umpire coach has performed, and any recommendation you need to make. These sheets are essential to the overall performance of an umpire coach and must contain suitable and substantial feedback. When writing comments be aware of the umpire coaches level of understanding and experience and be careful that your comments are not derogatory or offensive. This is also applicable to the manner in which you present yourself during the event.

### **After the State Championship**

- 13.20 Aid in the completion of all umpire feedback reports for distribution to umpires, associations, Hockey NSW via email to [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) no later than four weeks after the championship.
- 13.21 Complete Officials Reimbursement form and email to [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) no later than two weeks after the event.

## **14 RESPONSIBILITIES, POWERS AND DUTIES OF UMPIRE COACHES**

### **General Responsibilities**

- 14.8 Regularly liaise with the Umpire Manager, Deputy Umpire Manager, other umpire coaches and officiating umpires during the championship;
- 14.9 Complete all Umpire Feedback Reports for distribution to umpires, their associations and Hockey NSW.
- 14.10 Coach umpires as per Umpire Manager's daily allocations.

#### **Prior to the state Championships**

##### **14.11 General Duties:**

- 14.11.1 Study the 2017 Field State Championship Operation Manual and FIH Rules of Hockey in detail
- 14.11.2 Ascertain from Hockey NSW the names and contact details of Officials and Host Association.

##### **14.12 Liaison with the Hockey NSW**

- 14.12.1 Hockey NSW will provide you with information regarding contact information for appointed officials, transport and accommodation arrangements and necessary forms in the specified timeframe.
- 14.12.2 Liaison with the Umpire Manager and Deputy Umpire Manager.
- 14.12.3 Ensure that they have been advised of their appointment.
- 14.12.4 Ascertain their expected arrival time for the championship.
- 14.12.5 Determine a time and place for pre championship briefing meeting.

#### **During the State Championship**

- 14.13 Attend the initial umpire briefing prior to the start of the Championship.
- 14.14 Regularly liaise with Umpire Manager, deputy umpire manager, other umpire coaches and officiating umpires during the championship.
- 14.15 Debrief umpires after game observation and before their next umpiring duty;
- 14.16 Keep a written record of points discussed with umpires.
- 14.17 Ensure that information being given to the umpires is current and up to date and presented in a manner acceptable to the umpires level of understanding and experience and that the comments are not derogatory or offensive.
- 14.18 Debrief umpires after game observation, their umpire debriefing should be before their next coaching duty.
- 14.19 Coaching Assessments – after assessing an umpire you are required to fill out an umpire assessment sheet i.e. in the Umpire Feedback Booklet. This contains a brief description of how the umpire has performed, and any recommendation you need to make. These sheets are essential to the overall performance of an umpire coach and must contain suitable and substantial feedback. When writing comments beware of the umpire level of understanding and experience and are careful that your comments are not derogatory or offensive. This is also applicable to the manner in which you present yourself during the event.

#### **After the State Championship**

- 14.20 Complete Officials Reimbursement form and email to [championships@hockeynsw.com.au](mailto:championships@hockeynsw.com.au) no later than two weeks after the event.

## 15 RESPONSIBILITIES, POWERS AND DUTIES OF UMPIRE PANEL

### Preparation

#### Panel umpires (U18/Opens)

- Hockey NSW will contact you in regards to travel, accommodation, items for the championship and necessary forms in the specified timeframe. Please adhere to timelines given to you.
- A detailed email will be sent from Hockey NSW two weeks prior to the championships confirming accommodation and transport details.

#### U13, U15, Masters umpires

- Notify the Hockey NSW of any delays that may prevent you from attending the umpires' meeting on the first day of the championship.
- Ensure that all the relevant forms (Code of Conduct, Child Protection Forms) that have been sent to you by Hockey NSW have been completed and returned to Hockey NSW by the due date.
- Before attending a championship you should make sure you have the required uniform and other accessories. If you don't, make sure you make arrangements so you are properly equipped for the championship. You should bring with you:
  - Whistles / cards / note pad / pens or pencils
  - Water bottle
  - Hat / sun block
  - Wet weather clothing and or warm clothing where necessary
  - Current rule book
- It is the responsibility of the umpires to familiarise themselves with the current rules of the game and the current directions to umpires, prior to attending the championship.

### Important Information

- Attend the umpires' briefing meeting held sixty (60) minutes prior to the first game on the first day of the championship. A roll-call will be conducted followed by important discussions on the current rule interpretations and directions to ensure consistency throughout the championship. This meeting is to be attended by all umpires including player/umpires (no exceptions).
- An umpire shirt will be allocated to each umpire at this meeting. It is the responsibility of the umpire to sign their shirt out and in. If you do not sign the shirt in when returning it you will be asked to reimburse the cost to Hockey NSW.

- All umpires must attend in full uniform; that is dedicated umpire shirt, black skirt/tailored black trousers and black socks. (This is the only acceptable uniform for championships). Black shoes are preferable but not essential. It is preferable for all umpires to wear caps/sunshades rather than very dark glasses, in order for your co-umpire to make eye contact with you when required.
- When presenting for a championship, ensure that you are fit and capable of being able to keep up with the play in the required manner to make the right decisions in all circumstances. Ensure that you warm up before taking the field.
- All umpires are under the control of the appointed Umpire Manager for the championship throughout its duration.
- It is the responsibility of each umpire to acquaint themselves with the appointments for the championship games. The Umpire Manager will have a copy of the appointments on display after the umpire meeting. The Umpire Manager will make appointments for subsequent days by displaying the appointments for the first two games for the second day during the afternoon of the first day, and the remainder of the next day's appointments will be available at the first game of the second day. Always check appointments before you leave the grounds each day.
- Remember umpires are expected to be available for all round games and possibly finals. Umpires displaying a good performance throughout the championship may be rewarded with finals matches.
- Wherever possible umpires will be assessed on their matches and, in situations where it is not possible for the assessor to speak to the umpire immediately after the game, it is the umpire's responsibility to seek out the assessor during the day to receive their assessment/coaching/feedback. Should you not be aware of the name of your assessor for that game, please ask the Umpire Manager and you will be assisted.
- Remember you belong to a team of umpires and should act accordingly. As a member of this team you are not to openly discuss/criticise any of your co-umpires with any other person except the Umpire Manager in a private session. Give your team members respect at all times.
- When officiating, respect the rights and dignity of the players and speak to them in the manner which you would have them speak to you. Display control, respect and professionalism at all times and maintain the dignity of the umpiring team.
- Remember it is your duty to ensure that every game is as pleasant as possible for the players and that you are there to facilitate the game and ensure that it is safe and fair for everyone.
- Prior to each match, you should meet with your co-umpire and have a pre-match discussion on rules interpretations, area of control, etc., so that you are both familiar with what your partner will do in any given situation.
- Game cards/ match sheets - these should be fully filled out at all times, either by the umpire or technical official. The details should be correct and legible. Please return them to the tournament office as soon as your match has finished. Ensure that scores and any cards issued are placed under the correct team and persons involved. Upon issuing a yellow or red card you must state the reason for issuing the card on the back of the match card or match sheet and sign your name. Ensure all injuries from the match are recorded on the Match Injury Record Sheet as evidence is required for any insurance claims.

## 16 RESPONSIBILITIES, POWERS AND DUTIES OF HOCKEY NSW STAFF MEMBER

A Hockey NSW Staff Member will be contactable for the duration of a State Championship

- 16.8 The responsibilities and duties of the Hockey NSW Staff Member are to:
- 16.8.1 Assist the TD.
  - 16.8.2 Oversee the event and act as a point of contact if an issue arises.
  - 16.8.3 Answer any questions relating to Hockey NSW that the TD may not be able to answer.
  - 16.8.4 Attend the Managers meeting and provide any required updates on behalf of Hockey NSW.
  - 16.8.5 Liaise with the TD on an ongoing basis throughout the championship.
  - 16.8.6 Be directly responsible for all member protection issues.
  - 16.8.7 In consultation with the TD be responsible for all OHS matters should they arise.
- 16.9 The staff Member is to support the TD in their role at the Championships, but not to act as administration officer or Technical Officials.

## **17 CLOTHES AND EQUIPMENT FOR OFFICIALS**

- 17.8 Officials must wear clothing appropriate to the event
- 17.8.1 Navy or black trousers, skirts,  $\frac{3}{4}$  pants or dress shorts.
  - 17.8.2 Hockey NSW will provide each official with 1 x Polo Shirt.
  - 17.8.3 Navy jumper, cardigan, jacket.
  - 17.8.4 Do not wear clothing that represents an association.
  - 17.8.5 If it is cold, dress to keep yourself warm.
  - 17.8.6 Wear comfortable, closed in shoes.
- 17.9 It is recommended that you bring your own items to use on the games you will be appointed as Technical Official. This should include at least one stopwatch, black pens, horn, white out, notebook, FIH rule book and championship rules.
- 17.10 It is recommended that an Umpire Coach is always prepared. You should always be wearing suitable attire and carry appropriate equipment – hat, sun block, water bottle, note pad, clipboard, pens and pencils.