

2020



SECONDARY SCHOOL COMPETITION HANDBOOK

This Handbook aims to be a guide for School Players and Officials; however, it is not a comprehensive list of all rules and regulations. This Handbook should be read in combination with the Rules and By- laws of Otago Hockey Association (1990) Inc, the Otago Hockey Association Code of Conduct 2015 and the FIH Rules of Hockey 2019.

Please read this Handbook fully, there are changes from year to year.

By taking the field in any Otago Hockey Association (1990) Inc Competition match, players, whether registered or not, agree to be bound by these rules and regulations.

Published March 2020

EDITORS

OHA

Otago Hockey Association

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ADMINISTRATION SECTION

General Information

Contacts

Otago Hockey Association (OHA)

Postal address

Otago Hockey

P.O. Box

Dunedin

Phone- 03 474 9201

Email- competitions@oha.org.nz

Web- www.oha.org.nz

Physical Location

McMillan Hockey Turf

65 Harbour Terrace

North Dunedin

Staff:

General Manager- Andy McLean

Pathways Manager- Hymie Gill

Administration Manager- Carolyn Parker

Competitions Manager- Bonnie Gradwell

Community Hockey Manager- Allan Carson

Board of Trustees

President- John Daniel

Secretary- Carolyn Parker

Treasurer- Anieke Brown

Andrew Booth

Shirley Gillett

Warren Leonard

Kate Wilson

Karl Thom

Liam Taylor

School Contacts

A register has been established below for the current season's contacts. This database is used for ALL communications to Schools by OHA. Please advise the OHA Office immediately should any of these details change.

Bayfield High School	Peter Spiers	pspiers@bayfield-high.school.nz
Columba College	Alena Wafer	awafer@columbacollege.school.nz
East Otago High School	Roz Croucher	sport@eohs.school.nz
John McGlashan College	Stewart McDonald	stewart@mcglashan.school.nz
Kavanagh College	Brent Ford	bford@kavanagh.school.nz
Kings High School	Dave Ross	rs@kingshigh.school.nz
Logan Park High School	Murray Thompson	mbt@lphs.school.nz
Otago Boys High School	Craig Cumming	craig.cumming@obhs.school.nz
Otago Girls High School	Colleen Hokianga	hk@otagogirls.school.nz
Queen's High School	Lily Watt	sport@queens.school.nz
South Otago High School	Nigel Scarth	nscarth@sohs.school.nz
St Hilda's Collegiate	Erin Wellington	ewellington@shcs.school.nz
Taieri College	Hayley McHutchon	hmchutchon@taieri.school.nz
Tokomairiro High School	Tom Sinclair	tom@tokohigh.school.nz

Venues

The season will begin with all games will be played at the McMillan Hockey Turf.

On a yet to be confirmed date, our 3rd turf which will be located at Kings High School on Bay View Road will become available upon completion.

Otago Hockey reserves the right to schedule games for any turf venue as it deems necessary.

Competition Management

- **Bonnie Gradwell** manages the Secondary School Competition and can be contacted using any of the above details for enquiries regarding draws, results, turf bookings or by email competitions@oha.org.nz
- **Carolyn Parker** manages the invoices for affiliation fees and game turf fees and can be contacted using the above phone and fax numbers or by email admin@oha.org.nz for enquiries regarding finance
- The **Secondary School Committee** comprises of Teachers in Charge of Hockey in respective schools, who together with OHA personnel, advise on aspects of the OHA Secondary School Competition.

Season Dates and Calendar

*** Dates below postponed due to Covid-19***

Otago Hockey AGM	Monday 30 th March at 7.00pm, McMillan Hockey Centre
Committee Meeting	Tuesday 24 th March at 5.00pm, McMillan Hockey Centre
End of season review meeting	TBC- Straight after prizegiving, McMillan Hockey Centre

Prize Giving and Trophies

Prize Giving will be held upstairs at the McMillan Hockey Centre on TBC. This is for both Secondary School Boys and Girls.

If available, trophies will be given to the winners of the divisions.

It is the school's responsibility to engrave the trophies and keep these safe until the following year.

Trophies should be returned to the OHA by Friday 31st July 2020.

Competition Dates

BOYS COMPETITION:

Competition Rounds
Finals

TBC

GIRLS COMPETITION:

Competition Rounds
Finals Week

TBC

Non-Playing Days:

GIRLS COMPETITION:

Queen's Birthday
School Holidays

1st June 2020

TBC

BOYS COMPETITION:

School Holidays

TBC

Playing Days

GIRLS **Monday** - - games will start at 3.40pm, 4.40pm, 5.40pm, 6.40pm, 7.40pm and 8.40pm

BOYS **Monday** – There will be overflow games each week into Monday evening for Division 4.
Times TBC and dependent upon team entries.

Tuesday - - games will start at 3.40pm, 4.40pm, 5.40pm, 6.40pm, 7.40pm, and 8.40pm.

All grades OHA reserves the right to change the draw if required e.g. if turf becomes available through inclement weather, default, deferment or commencing a game earlier.

Snow week

This season will not include a scheduled snow week in the competition. If games are cancelled due to bad weather/ safety concerns/ equipment malfunction, we will reschedule where possible. If this cannot happen then the games will be recorded as a (0-0) draw.

In the unlikely case of finals being called off these will be rescheduled for the following week.

Competition Draws and Results

A confirmed secondary school draw will be created in advance and issued to contacts via email to school contacts at least one week prior to scheduled games.

The draws will also be available on the OHA website at www.oha.org.nz >menu >fixtures and standings >view fixtures and standings >click appropriate league/division

OHA reserves the right to make changes to any published draw if necessary.

The draw for the entirety of each round is compiled before the round begins, so it is important that requests concerning unavailability and particular times to play are received before each round is started.

Please advise the Competitions Manager, Bonnie Gradwell (competitions@oha.org.nz) as soon as possible if you are aware of any clashes between interschool fixtures and our playing days.

Requests to re-schedule

- a. In the event of a team from any school having five or more players (not coaches or managers) participating in an official Otago Hockey representative fixture, then that school may seek postponement from the Association for the scheduled fixture.
- b. Official Hockey New Zealand representative fixtures will be as approved by Otago Hockey Association at the start of each representative programme.
- c. Such requests to reschedule a game must be lodged with the OHA Office at least two weeks in advance of the scheduled playing date. Where a request to reschedule is made both teams must endeavour to reach agreement on the new playing day and time. If this cannot be resolved, OHA will determine a day and time it considers fair and this will be binding.
- d. Requests for re-scheduling will not be granted for school field trips, school dances etc. NB there is however opportunity at the beginning of the season prior to the draw being generated to request such specific time or bye allocation changes. Once the draw has been published there is no opportunity to request re-scheduling of games.
- e. With so little extra turf time available games are very difficult to reschedule and requests may not necessarily be granted.
- f. If Schools are scheduled to have an Inter-school and are also scheduled to play the same opponent in the Secondary School Competition the same week. The results from the Inter-school can count towards to Secondary School Competition, so long as both teams agree. If not then the match must be played, as per scheduled.

Cancellations

OHA rarely cancels games; however, this may occur due to equipment failure, weather conditions or other unforeseen circumstances.

If schools are closed due to bad weather, then the competition for that day will be cancelled.

Cancellations due to equipment failure may include the failure of lights, watering equipment, playing surface or goal defects that may cause health and safety issues for players. Please refer to ***Bad Weather/Unforeseen Circumstances Policy*** found on the OHA website.

Cancellations due to weather conditions may include flooding, ice, hail or severe windchill.

The Umpires will make the final decision, after consultation with the affected team captains, if the decision to cancel was not made earlier in the day by OHA. This decision is to be made no earlier than 15 minutes before the game and is on a game by game basis.

In the event of a game cancellation, Otago Hockey will reschedule the matches where practical. Where this is not practical (i.e. time restraints due to lack of turf time, semi-finals or similar) then the cancelled match will be deemed a draw (2-2).

If the game is a semi-final and is cancelled and rescheduling of the match is not possible, the 'winner' of the game shall be the higher placed team from the round robin competition.

If the cancelled game is a final, then this game will be played the following week in which teams must be prepared to play.

If a team chooses not to play when conditions have been deemed suitable for play, the other team will be declared the winner by default and normal default rules apply.

The decision to cancel may be delayed as late as possible (but no later than 2pm) to allow the chance for any flooding to clear or conditions to improve sufficiently for games to proceed. Schools will be notified of cancellations (using the OHA website and Facebook page) as soon as a decision is made

Secondary School and NZ Hockey Affiliation Fees

All fees to be confirmed once competition format is finalised

Team Entry/Registration Fees

The Team Entry/Registration fee for all teams is \$TBC per team. Schools will be invoiced for Team Entry/Registration fees by OHA.

Match Fees

- a. Match fees for girl's teams are \$TBC based on a TBC-week season.
- b. Match fees for boy's teams are \$TBC based on a TBC-week season.

Schools will be invoiced for match fees by OHA.

Affiliation Fees

- a. The Affiliation fee for each School team in 2020 is \$TBC. This fee is a player affiliation fee of \$TBC per player (based on 13 players per team- TBC) which is passed on from Hockey New Zealand.

Turf Replacement Levy

- a. The Turf Replacement Levy for each School team in 2020 is \$TBC per team (\$TBC per player based on 13 players-TBC). Upon payment, OHA will separate out the levy from the other fees and hold it in a separate bank account with the sole purpose of replacing and upgrading facilities at the Alexander McMillan Centre.

Community Levy

- a. The Community Levy for each School team in 2020 is \$TBC per team (\$TBC per player based on 13 players-TBC). Upon payment the OHA will separate the levy from the other fees and transfer the money with the sole purpose of funding Regional Hockey.

Invoicing and Payment of Fees

- a. Invoices for the total fees (Team Entry, HNZ Affiliation, Match Fee, Turf Replacement Levy and Southern Levy) will be sent out to each school after the commencement of the completion and will be due for payment on the due date indicated on the invoice.
- b. All turf practice fee invoices are to be paid in full on the 20th of the month following the invoice date.
- c. Any School falling more than 30 days in arrears shall be withdrawn from competition.

2020 Turf Hire Charges:

	Water Turf Full Turf	Water Turf Half Turf
Off Peak Weekdays 7:00am to 3:00pm	\$70.00	\$35.00
School	\$97.00	\$62.00
Club	\$137.00	\$87.00

Effective 1st of January 2020- 31st December 2020

Practice Fees

- a. Turf fees for training times are billed directly by OHA as per the electronic booking system at the end of each month.
- b. Teams wishing to practice at the McMillan Hockey Centre must book through the OHA.

The training schedule will be released in April 2020. The OHA will allocate turf time with reference to previous year's allocations. All booking requests should be made to competitions@oha.org.nz

Schools must cancel any unwanted turf bookings at least 48hours in advance, or they may be liable for the full cost of turf hire.

Please note, as per our Dunedin City Council Resource Consent, turf lights will be switched off at 10pm. It is the team's responsibility to vacate the turf promptly at this time.

We expect all teams to be respectful of other teams/schools training on adjacent turfs

Team Registration

Team entry date extended- TBC

- a. Teams must be registered by 5.00pm on Friday 10th of April 2020, via the Google form that the Competitions Manger will send a link out to schools.
- b. Grades are BOYS - Division 1 to 4 and GIRLS - Division 1 to 3
- c. The OHA may refuse to accept or may place on a waiting list any team entries that arrive after the due date.
- d. OHA may impose a fine on any School that fails to submit team registration lists by the due date.
- e. Team placement into round 1 will be determined by the results of the previous season (see Competition Structure for details).
- f. On registration of each team, Schools must rank their teams from highest to lowest, 1 being highest.
- g. Where any School enters two or more teams for any grade, the above ranking method shall still be applied.
- h. Any School failing to register its teams by the specified date on the Team Registration Form or failing to supply all mandatory information as noted below shall be deemed to be unregistered until this is complete. A team contact must be identified; they may be a coach, manager or parent. The following information is mandatory;
Team Contact First Name
Team Contact Last Name
Team Contact Phone Number
Team Contact Email Address
Grade wishing to compete in the 2020 season (Team Ranking will be based on previous year's results.)
- i. Team fees are calculated on a team not a per player basis.

- j. For clarity, Team Registration shall not be confused with the number of players permitted on a Match Card; the match card shall comprise not more than 16 players registered to the team, all 16 of whom may take the field of play for all or part of that match.

Player Registration

*** Team player registration date extended- TBC***

- Any Team failing to supply a team list of its players by 5pm Thursday the 30th of April 2020 shall be deemed to be playing unregistered players and shall forfeit match points and be fined accordingly (refer to **Club Competition Handbook** on the OHA website) until this is complete.
 - Every player entering the field of play MUST be registered prior to the commencement of the match.
- a. Additional registrations (one off) may be entered; by emailing the Competitions Manager and advising of the new player and including the above details. They must be completed prior to the player taking the field of play.
- b. Players can be registered in one team only and registration of team players must be received by 5.00pm on Thursday 30th of April 2020, Team coaches/managers are required to send a team list to the Competitions manager (competitions@oha.org.nz).
- c. For a team to be eligible for registration they must have no less than 12 players listed at the date of registration.
- d. If a player has played 3 games for a team in a grade higher than their registered grade they cannot then play in a team below that higher grade until re-registered.
- e. A player may only be re-registered ONCE in any one season.
- f. No player may be re-registered after the conclusion of pool play in either round prior to playoff games.
- g. Game cards must be completed fully and will be regularly scrutinised to ensure that Schools are following the correct procedure.
- h. Goalkeepers may be registered as field players in a lower grade team, but approval from the OHA must be sought prior to this.

Player Eligibility

All members of a team representing a School must be bona fide pupils of that School, be in Year 9-13 and be under the age of 19 as at 1st of January 2020.

Any exemptions from this rule are at the discretion of OHA and must have written approval from the relevant School Principal(s). Applications for exemptions must be received by the OHA Office by 5.00pm on Wednesday 29th of April 2020.

Student Eligibility

- a. In order to be eligible to participate in activity under the jurisdiction of OHA, students must meet all of the following criteria:
- b. Be under the age of 19 on the 1st of January in the year of competition.
- c. Be enrolled as a bona fide student at the school of representation.
- d. Have continuous regular attendance at the school of enrolment or conform to the official attendance policy of that school. The Ministry of Education's "20 Day rule" shall apply.
- e. Be on the official roll of only one school
- f. Not be under suspension or any other disciplinary action by the School.
- g. Be registered on the school's official team list for their team of representation.
- h. Any players also playing in the Otago Hockey Club Competition and is owing fees to their club, may be made unfinancial and unable to play in the Secondary Competition and Secondary School Tournaments

Goalkeeper Rule

A goalkeeper may be registered in a lower graded team as a field player or a field player may be registered in a lower graded team as a goalkeeper and may NOT play in the field at any time.

School contacts must inform the OHA if this is happening. The player is counted as a member of both teams for the purposes of team numbers.

This rule does not prevent a usual field player from playing as a goalkeeper for his or her own team when necessary.

The OHA has the right to disallow a player from continuing to play in the lower graded team if there is suspected abuse of this rule

Turf and Facilities

All participants must comply with the OHA rules set down for turf use. These include but may not be limited to:

Spectators are to keep off the turfs at all times –outside the fence.

Enter and exit turf by gates only. Do not climb the fence.

Change into clean footwear before stepping onto the turf.

Do not leave gear on the sidelines.

Dug outs are for players and team officials only.

No warm-ups on turf while games are in progress.

No hitting balls against the hoarding fence or around buildings.

Teams shall leave the artificial surface through gateways, promptly, at the conclusion of their match or practice.

It is the responsibility of the team coaches and managers to ensure that all care is taken to stem the flow of blood from any injury onto the turf or other players. Use blood bins provided in technical dugouts. Injured players must not be removed from the playing area until bleeding has been stopped and/or covered.

Approved playing gear only to be worn: Clean rubber soled shoes to be used.

Sticks to have no sharp protrusions.

Goal keeping pads to be clean. Goal keeping buckles to be taped at all times.

No sharp objects to be carried or worn on the turf.

Balls hit over the fence during match play are not to be retrieved by players. An outside runner should retrieve the ball.

No chewing gum or food inside the hoarding fence.

Please use rubbish bins supplied.

No Alcohol is to be brought into McMillan Hockey Centre.

No spitting or nose blowing onto the turf.

Do not move goals incorrectly.

Do not interfere with turf watering system.

This venue is Smoke free.

Lights and water

Umpires and OHA staff will monitor these requirements and facilitate these services as required.

COMPETITION SECTION

Fair play

Participants, officials and spectators are bound by the OHA code of conduct and shall always conduct themselves fairly and in a proper manner, including maintaining a high standard of conduct so as not to prejudice the interests of hockey or bring themselves, the game or the association into disrepute. (refer to the OHA code of conduct section 5-standards of conduct).

Any breaches by players, officials and supporters will be dealt with by the OHA and/or the Judicial committee who may fine the club in question up to \$100, require a written apology and/or deduct up to 3 competition points from the team.

Umpire abuse

Only one player per team may approach the umpires before, during or after matches. Abuse of our volunteer umpires is unacceptable. Umpires awarding a card for abusive conduct or dissent, or who experiences abusive conduct or dissent upon awarding a card for another offence may indicate on the Match Card that abuse occurred or communicate it to the General Manager.

A player or team cited for abuse may be called to appear in front of the General Manager to explain him or herself.

Failure to correct their conduct may lead to further consequences including referring a player to the Judicial Committee, or in the case of a team, the General Manager may fine a school up to \$100.00, require a written apology, and/or deduct up to 3 competition points from the team.

Rules of hockey

All Divisions of the School Competition will be played under the FIH Rules of Hockey 2019.

The OHA and Umpires committee may decide on appropriate local rules, but these will be notified before the season begins.

Competition Fixtures

All games are to start and finish on time. If a game starts late for any reason the umpires must determine the playing time before the game starts. This may include making changes to:

Length of first half, Length of second half, Length of half-time break.

Regardless, the game must finish on time

All secondary school competition matches will be allocated a 60- minute time slot broken down as follows- TBC:

All games are to have 25-minute halves and a 5-minute warm up where possible. Maximum half time in all grades is 3 minutes. To save time, “the toss” should be taken before entering the turf.

The umpires and their watches control match times. Teams must be on the field and ready to start at the time specified on the Match Card.

Any warm- up time on the turf will be reliant on the previous matches starting and finishing on time.

It is for this reason that all teams and umpires must try to keep matches on time.

Stoppages: Play may be stopped for serious injury including any head injury, dangerous conditions or similar occurrences. Time will be "On" during stroke or any other penalty play or in the case of injuries, with the exception of strokes in the Finals where time shall be stopped. If the game is stopped in the first half and is unable to be restarted during the allocated playing time, it will be rescheduled on the request of either team. The rescheduled match will re-commence at the point when the game stopped. E.g. game stopped in the 23rd minute begins from the 23rd minute of the first half. If the game is stopped at half-time or later the score at the time of the stoppage stands as the final result.

Competition Structure

Competition Structure will depend on formats-TBC

- a. The competition structure will depend on entries.
- b. The competition may consist of grading games, pool play and a finals system
- c. The OHA will review results and may promote/relegate teams if appropriate. Regraded teams will be informed of the change by the Competitions Manager before the team’s next game.
- d. Semi-finalists (if applicable to the competition) are determined by the results of pool play of competition. If teams are tied on points at the end of the round, tournament rules will be applied to rank teams.
- e. The competition will be completed before Secondary School Winter Tournament week.
- f. All grades are allocated 60 minutes per game, playing 25 minutes each way with maximum 3 minutes for half time.

Grading Rounds (If required)

- a. There will be Grading Rounds at the beginning of the competition to ensure that the Divisions are as they should be. OHA will restructure the grades if required.
- b. The grading round structure for the lowest grades will depend on the number of entries received and will be advised to teams as soon as entries are confirmed.

Competition Round (pool play)

- a. Competition Rounds will commence ideally with 4-10 teams per grade.

- b. A Competition Round will then be played with each team playing games against the other teams in their grade.
- c. All teams will begin the Competition Round with zero points.

Determining Ranking after pool play/ round robin

Round robin matches ending in a draw in all divisions shall stay as a draw. Once the pool play/ round robins have been completed this process will follow:

- a) In each grade, teams will be ranked according to the number of points each has accumulated in the competition.
- b) If at the end of the competition two or more teams have the same number of points for any place, these teams will be ranked according to their respective number of matches won
- c) Should there still remain equality between two or more teams, then these teams will be ranked according to their respective goal difference (which means 'goals for' less 'goals against').
- d) If there still remains equality between two or more teams, then these teams will be ranked according to their respective number of 'goals for'.
- e) If there still remains equality between two or more teams then the result(s) of the match(es) played between (only) those teams involved will be taken into consideration to determine the ranking of the tied teams. If more than two teams are involved, then a ranking based upon the results of the matches between (only) them shall determine their respective position.
- f) Should there still remain equality between two teams, then the matter will be settled by a penalty stroke competition between those teams
- g) If more than two teams are involved, then each team will play a penalty stroke competition against the other teams.

Post Pool Play offs (Quarter finals, semi-finals and finals)

Quarterfinals and semi-finals in all divisions shall be decided with a three-person penalty shoot-out if the score is drawn at full time.

If the score is drawn at fulltime in a final, the following regulations shall apply:

A five-person Penalty Shoot-out shall decide the winner.

Penalty Shoot Out Competition Procedure

Procedure is explained in Appendix 1

Results

Win – 3 points

Draw – 1 point

Loss – 0 points

A defaulting team shall be deemed to have lost the match by 5-0.

Competition Points accumulate through competition rounds. Points do not carry into the competition round from the grading round or from the competition round including Pool Play into the finals.

Umpires

- a. Umpires will be allocated for Division 1 games. If possible, umpires will be allocated to lower division games.
- b. Each team entered in the Secondary School Competition MUST have an umpire associated with the team. **Where umpires are not allocated on the draw it is the responsibility of each team to provide an umpire for their game.** Umpire training will be available at the start of the season with some supervision available through the season. **Teams that fail to carry out their scheduled umpire duty will incur a fine of \$50 plus they may forfeit their game played.**
- c. The Umpires' Committee will supervise students, parents, staff and supporters interested in passing their Junior Local Umpire's badge - contact the Umpires Committee (otago.umpires@gmail.com) or the OHA Office for further details (competitions@oha.org.nz)

We aim to provide Junior umpires opportunities to umpire in the Secondary School matches where possible as part of a development pathway. Umpire training will be available at the start of the season with some supervision available through the season.

- d. All casual umpires are entitled to one \$6.50 Bar tab upstairs per day which must be used on the day.
- e. Umpires who sign up to our umpire development programme via our website <https://oha.org.nz/get-involved/umpire-hockey/> can take advantage of our Hockey dollars programme as below:

Hockey Dollars Programme

For accredited umpires who do secondary school games the hockey dollars can be used on the following

- OHA Accounts – tournament or high-performance costs
- OHA Bar Tabs
- Go Hockey Vouchers
- New World Vouchers

Hockey Dollars can be redeemed or applied to OHA accounts twice a year. The first date being **31 May** and the second and final date the **24th of August-TBC**

Competition	Accredited	Casual
Club (Saturday & Sunday	\$12 per game	\$10 per game
Secondary School	\$10 per game	\$6.50 (Bar tab only)
Year 7 & 8 Friday Nights	\$8 per game (2 umpires for 11-a-side and 1 umpire for 6-a-side)	\$6.50 (Bar tab only)
Primary	6.50 (Bar tab only)	\$6.50 (Bar tab only)

- f. To arrange umpires for interschool fixtures, please contact Ethan Booth via the competition manager competitions@oha.org.nz at least 2 weeks prior to the game.
- g. The following volunteers are co-ordinating the Secondary school umpires draw. Any questions or concerns MUST come through the Competitions Manager.
- Secondary School Appointments: Ethan Booth
- Secondary Boys: Ethan James
- Secondary Girls: Audrey Hayes
- h. Umpires are expected to bring their own equipment; Whistle, Cards, Timekeeping device such as stopwatch (preferably not a cell phone), Pen and Coin for the toss as per the ***Umpires Policy 2017***

Defaults

- a. A match cannot commence or continue unless each team has a minimum of 7 players able to be present on the field of play at any one time. A team unable to do this will default the match.
- b. If a team fails to take the turf within 10 minutes of the scheduled start time, they are deemed to have defaulted the game. Seven (7) players constitute a team.
- c. Any team forfeiting two matches in succession, or three at intervals may, at the discretion of OHA, be deemed to have withdrawn from the competition. In the event of any team withdrawing from the competition, no matches played by such team shall count unless otherwise decided by OHA.
- d. The defaulting team will incur the full cost of turf or other fees of both teams.
- e. Where two teams from the same school in the same grade are scheduled to play each other and a default occurs, neither team will be awarded any points. The school will pay the turf fees.
- f. Notification: The team being defaulted to and the OHA Office must be notified of the default at the earliest possible time, and no later than midday on the day of play. Notification of defaults by email alone is not sufficient. The manager/coach of the team being defaulted to must be contacted by the defaulting team/school by telephone to ensure the message is received.

- g. If a team is late due to circumstances beyond its control that are deemed appropriate by OHA, the game may be rescheduled by OHA if turf time/space allows.
- h. OHA scheduled matches must be played, unless weather or unforeseen circumstances deem otherwise. Any changes to game time or opposition must have OHA approval before the commencement of the match.

Match Cards

Game day match cards will be placed upstairs in the pavilion.

Before the match team captains or management should check that:

- All players are in correct uniforms.
- That the players' names and numbers are recorded correctly, clearly and their full name on the Match Card.
- That no more than 16 players are on the Match Card- If an umpire finds that a team has fielded more than 16 players in a match, the OHA shall deem the offending team to have defaulted the match 5-0.

No player or substitute player may take the field unless that player's name appears on the match card. For the sake of clarity "take the field" means participate for all or any part of the match in field play, as a player or a goalkeeper or player with goal keeping privileges.

It is always the responsibility of the team captain to ensure all details on the Match Card are correct before signing it at the end of the match. A signed Match Card constitutes the correct and final score and an acceptance of the accuracy of all details on the Match Card.

After the match team captains should always check that:

- Goals are allocated to the correct players.
- Personal penalty cards/points are allocated to the correct players.
- The final score is recorded correctly.

If a captain disagrees with the details on a Match Card, the captain should write "UNDER PROTEST" in the area for signature, initial it, then follow the breach of competition rules section in this handbook.

The umpires should ensure both team captains have a chance to review and sign the Match Card and must return the Match Card to the Turf Bar. Once the Match Card has been returned to the turf bar, it shall be placed in a locked box and cannot be retrieved or viewed by any persons other than OHA staff. Results for each division will be available from the OHA website. If you consider any results to be incorrect, please notify the OHA by email so we can review the Match Card.

NOTE; Match cards are the sole official record of the match. As it is the requirement of BOTH CAPTAINS to check & confirm details it is therefore the only official document for independent review of who played and OHA incidents, injuries, personal penalty cards and points scored may have resulted. Thus, it is essential that cards are correctly completed. In the event of a complaint, incorrectly completed cards shall result (in many cases) with the complaint being thrown out for lack of information.

Equipment and Uniforms

- a. Each team shall supply a ball for each match in which it is engaged. The umpire will choose a match ball from the teams.
- b. Each School must register their Club uniform/colours/design with OHA at the time of team registration and send a photo of the team uniform. OHA will advise Schools where there is potential for a colour clash.
- c. In the event of a uniform strip colour clash the team appearing second (right hand side) in the draw is required to provide the alternative strip. For those teams who do not have an alternate strip, they must use their own set of bibs.
- d. New Schools or Schools which would like to make substantial changes to their existing uniform design or colour must submit their design and colour to OHA for approval before they are able to take part in the competition in the new uniform.
- e. Each School team must wear its School approved uniform colours at each match.
- f. All players must wear proper hockey uniform i.e. correct socks, shorts/skirts and tops as per their School's approved uniform colours. Playing shorts must not have belts, buckles or external zips (e.g. on pockets) as these may cause injury to the wearer, to an opposing player or to the turf surface.
- g. Each playing shirt must have a number on the back at least 30cm in height. Only one of each number per team. The Goalkeeper is to have their number on both the front and back of the shirt. All teams travelling away to National Secondary Schools tournaments will be required by Hockey New Zealand to have numbered playing shirts between 1 and 32.
- h. Goalkeepers must wear protective equipment including a helmet and a different coloured shirt from that of both teams.
- i. Goal keeper pads must have buckles taped
- j. Players must not wear peaked caps, although foam collapsible sun visors are permitted.
- k. Track pants may not be worn as playing uniform, unless weather conditions warrant, at the Umpires' discretion.
- l. Running shoes or turf shoes only may be worn when playing on the turf.

- m. **All players must wear a mouthguard and shin pads.** Players will not be allowed by team management to take the turf without these items. Failure to comply may result in (1) the player being defaulted (2) the team being defaulted or (3) team points being forfeited.
- n. Each team is to carry a First aid Kit. This should include water and ice.

Injury/ Blood Bin Rules

All major incidents must be reported to an OHA representative or if none are on site or contactable, in writing as soon as possible. Incident report forms are available from the OHA bar. On field management of injuries, including time stoppages is at the discretion of the umpire and in accordance with the rules.

If a player is bleeding or has an open wound, then that player must stem the blood flow first and then leave the field immediately. They shall not re-enter the turf until the bleeding has ceased and/or the wound is adequately covered. Blood stained clothing must be replaced.

If blood staining should occur on the turf, immediate cleaning must take place by applying the alcohol solution which is available from the middle dugouts.

Head Injury Rules

Hockey NZ has a Head Injury policy and OHA abides with that rule which is as below:

At all Hockey New Zealand competitions and tournaments, Hockey New Zealand insists that a player that has received a head injury with suspected concussion may only commence playing again when a medical certificate clearing the player of concussion has been supplied to the Tournament Director. Hockey New Zealand strongly recommends that Associations and clubs follow the same procedure for their own competitions. Hockey New Zealand endorse the Sports Medicine New Zealand Inc "Head Injury in Sport" Policy Statement and strongly recommend that all hockey Associations and clubs in New Zealand adopt this document.

The policy can be found on the Hockey NZ website here:

<http://hockeynz.co.nz/wp-content/uploads/2018/11/HNZ-Concussion-Policy.pdf>

Breach of Competition Rules in the 2020 Otago Hockey Secondary School Competition Handbook

Any breach of competition rules may result in a three-point (equivalent of a win) deduction for the team by the OHA (or in the event of the game being a quarter final, semi-final or final, loss of the game).

Complaints shall be sent to the Competitions Manager for consideration. These need to be sent by the School contact only. Complaints from other parties will not be considered.

The Competition Manager will either:

Make a decision as per the rules and communicate back to the complainant.

Form a Judicial committee consisting of 2 OHA board members, the umpires chair and an independent member who will adjudicate on any cases of player punishments. Any player reaching 12 points will be required to have a hearing with the judicial committee.

Elevate the complaint to the Judicial committee through the General Manager.

There will be the right to appeal a decision that is made but this will carry a \$100 fee payable to the OHA. Where a decision is overturned through the appeal process the \$100 fee will be reimbursed. The appeal subcommittee will consist of three separate members from the Operations Committee that were not involved in the initial decision.

Complaints need to be submitted by 5pm on the Monday following the game.

Code of Conduct- Judicial

The 2020 Otago Hockey Secondary School Competition has adopted the Otago Hockey Code of Conduct 2015 and this covers all participants' behaviors –players, coaches, managers, spectators on field and off the field.

The Otago Hockey Association has adopted a points accumulation system based on the awarding of coloured cards by umpires. Depending on the card, and the number of points accumulated, an automatic penalty may be imposed, or a further penalty or suspension may result depending on the decision of the Judicial Committee. The issuing of a card carries points, which can be awarded by umpires to any Participant associated with the team during a match (which is defined as the period 30minutes prior to the start of a match until 30minutes after the match has ended).

Note: if an umpire does not have access to the appropriate coloured card, then verbally stating the nature of the card will equally suffice as a valid mode of delivery of the card.

During the match an umpire may issue a player with a green, yellow or red card. A green card serves as a warning; any level of yellow means suspension from the game for a minimum of 5 minutes and a red card means the recipient will take no further part in the game. The umpires shall record all cards issued during a match on the match card.

Each card will carry penalty points as follows: (As per schedule1/OHA Code of Conduct)

Green	1 point
Yellow	3 to 6 points as determined by the umpires at the end of the match
Red	Automatic suspension of one match. The suspension may be increased if additional sanctions are applied through the outcomes of a judicial process

Miscellaneous

The OHA will deal with all other matters not provided for in this handbook.

Appendix 1

Penalty Shoot Out (PSO) Competition Procedure

For finals and determining placing each team takes five shoot outs.

- A) Respective team captains nominate 3 players to take and one player to defend the shoot-outs from those on the match card 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.
- B) A player suspended at the time of the shoot out or who has been excluded permanently (red card) during the match may not take part. A player who has been warned (green card) or temporarily suspended (yellow card) may take part even if the period of their suspension has not been completed at the end of the match.
- C) The umpires shall specify the goal to be used in advance.
- D) The umpires will specify in advance the method of timing.
- E) A coin toss will determine which team will defend or take the first shootout.

- F) All players on the match card other than those excluded permanently (red carded) are permitted to enter the field of play outside the 23m area used for the PSO but must be at least 10m from the spot where the ball is placed at the start of the shoot-out.
- G) The GK/defender of the team taking the shoot-out may stand behind the backline outside the circle.
- H) A player taking or defending the shoot-out may enter the 23m area for that purpose.
- I) If a player taking a shoot-out is also defending the shoot-outs taken by opponents, (s)he is allowed reasonable time to take off/put on his/her protective equipment.
- J) 3 players from each team take a shoot-out alternating against the GK/defender making a total of 6 shoot outs.
- K) Taking a shoot-out:
- i)The GK/defending player starts behind the goal line between the goal posts.
 - ii)The ball is placed on the nearest 23m line opposite the centre of the goal.
 - iii)An attacker stands outside the 23m area near the ball.
 - iv)The umpire blows the whistle to signal the start of the shoot-out, the attacker and the GK/defender may then move in any direction.
 - v)The shoot-out is completed when
 - 8 secs have elapsed since the starting signal
 - A goal is scored
 - The attacker commits an offence
 - The GK/defending player commits an unintentional offence inside or outside the circle in which case the shoot-out is re-taken by the same player against the same GK/defending player
 - The GK/defending player commits an intentional offence inside or outside the circle, in which case a penalty stroke is awarded and taken
 - The ball goes out of play over the backline or side-line, this includes the GK/defending player intentionally playing the ball over the backline.
- L) If a penalty stroke (PS)is awarded as specified above, it is taken by the two players involved in the shoot-out concerned unless either of them is incapacitated or suspended.
- M) The team scoring the most goals is the winner and the competition ceases once an outright winner is determined.
- N) A player may be suspended by a yellow or red card but not by a green card during the shootout.
- O) If during a shoot-out competition (including during any penalty stroke which is awarded) a player (either an attacker or a GK/defender) is suspended.
- (i)That player takes no further part in that shoot out competition and, unless a GK/defender cannot be replaced.
 - ii)The replacement for a suspended goalkeeper/defending player can only come from the three players of that team nominated to take part in the shoot-out competition:

(1) the replacement goalkeeper/defending player is allowed reasonable time to put on protective equipment similar to that which the goalkeeper/defending player (s)he is replacing was wearing;

(2) for taking his/her own shoot-out, this player is allowed reasonable time to take off his/her protective equipment to take his/her shoot-out and subsequently to put it on again;

iii) any shoot-out (or penalty stroke) due to be taken by a suspended player counts as no goal; the shoot-outs taken by this player and scored before being suspended count as a goal.

P) If during a shoot-out competition, a defending goalkeeper/defending player is incapacitated;

i. that goalkeeper/defending player may be replaced by another player from among the players listed on the Match Card for that particular match, except as excluded in clause (b) of this Appendix or unless suspended by an umpire during the shoot-out competition;

ii. the replacement goalkeeper;

1. is allowed reasonable time to put on protective equipment similar to that which the incapacitated goalkeeper / defending player was wearing;

2. if this replacement is also nominated to take a shoot-out, this player is allowed reasonable time to take off his protective equipment to take his shoot-out and subsequently to put it on again.

Q) If during a shoot-out competition, an attacker is incapacitated, another player from among the players listed on the Match Card for that particular match may replace that attacker, except as excluded above in clause (b) or unless suspended by an umpire during the shoot-out competition.

R) If an equal number of goals are scored after each team has taken three shoot-outs;

i. a second series of three sudden death shoot-outs is taken with the same players, subject to the conditions specified in this Appendix;

ii. the sequence in which the attackers take the shoot-outs need not be the same as in the first series;

iii. the team whose player took the first penalty shoot-out in a series defends the first penalty shoot-out of the next series;

iv. 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 three shoot-outs, that team is the winner.

S) If an equal number of goals are scored or awarded after a second series of three shoot-outs, additional series of shoot-outs are taken with the same players subject to the conditions specified in this Appendix:

- i. the sequence in which the attackers take the shoot-outs need not be the same in any subsequent series;
- ii. the team which starts each shoot-out series alternates for each series.