

2020



# CLUB COMPETITION HANDBOOK



The General Manager publishes this Competition Handbook and the rules and regulations contained within it under the authority of By- law 3(c) of the By- laws of Otago Hockey Association (1990) Inc.

This Handbook aims to be a guide for Club 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 Club Competition match, players, whether registered or not, to be bound by these rules and regulations.

Failure to comply with these rules and regulations may lead to your Club being penalised, as authorised by By-law 7(a) of the By-laws of Otago Hockey Association (1990) Inc.

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Revised July 2020

EDITORS

OHA

Otago Hockey Association



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# ADMINISTRATION SECTION



# General Information

## Contacts

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Otago Hockey Association (OHA)

Postal address

Physical Location

Otago Hockey

McMillan Hockey Turf

P.O. Box 5098

65 Harbour Terrace

Dunedin 9054

North Dunedin

Phone- 03 474 9201

Email- [competitions@oha.org.nz](mailto:competitions@oha.org.nz)

Web- [www.oha.org.nz](http://www.oha.org.nz)

## 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- Anika Brown

Andrew Booth

Liam Taylor

Shirley Gillett

Karl Thom

Warren Leonard

Kate Wilson



## Club Team Contacts:

### **Albany Hockey Club**

President: Liam Taylor

E: [albanyhockey@gmail.com](mailto:albanyhockey@gmail.com)

### **City Highlanders Hockey Club**

President: Tory Dougherty

E: [cityhighlanders@gmail.com](mailto:cityhighlanders@gmail.com)

### **KETOB/ Evergreens Women**

Secretary: Michelle McConnell

E: [ketobevergreens@gmail.com](mailto:ketobevergreens@gmail.com)

### **KETOB Men**

Contact: Jens Moller

E: [ketobmenshockey@gmail.com](mailto:ketobmenshockey@gmail.com)

### **Kings United**

President: Sam Chandler

E: [kingsunitedhc@gmail.com](mailto:kingsunitedhc@gmail.com)

### **Momona**

President: April Beck

E: [momonahockeyclub@gmail.com](mailto:momonahockeyclub@gmail.com)

### **Otago University**

President: Allan Carson

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### **Taieri**

Secretary: Matthew West

E: [taierihockeyclub@gmail.com](mailto:taierihockeyclub@gmail.com)

### **West Taieri Ladies**

Secretary: Kerry Lockhart

E: [westtaieriladies@gmail.com](mailto:westtaieriladies@gmail.com)



## Covid -19

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This year we have faced the very unexpected reality of a global pandemic which delayed the start of the season and resulted in some very important Government requirements in which we needed to implement for the health and safety of our community at the beginning of the season.

By the time the Club Competition commenced for all grades in the 2020 Season, the country had moved back down to Alert level 1. This allows us to operate in a manner similar to previous seasons with only a few stipulations in place as follows:

Good personal hygiene must be maintained at all times. No spitting or bushman nose blowing on the turf (penalty cards used for this during games), rubbish such as used tissues must be disposed of inside the bins supplied around the facility, protective equipment and use of face masks at penalty corners are not to be shared under any circumstances. All equipment should be cleaned prior to use.

If anyone is unwell, they must stay away.

The new rules and protocols for the 2020 Hockey season from Hockey New Zealand can be found at:

<https://hockeynz.co.nz/new-rule-changes-ahead-of-hockey-restarting/>





## Season Dates and Calendar

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Club Trials	Trial 1	29 <sup>th</sup> Feb /1 <sup>st</sup> March 2020
	Trial 2	7 <sup>th</sup> /8 <sup>th</sup> March 2020
	Trial 3	14 <sup>th</sup> /15 <sup>th</sup> March 2020
TOAST Cup	21 <sup>st</sup> / 22 <sup>nd</sup> March 2020**Cancelled**	

Club Delegates agreed that TOAST Cup winners would be the team who tops the points table for the first round for the Premier Men, Women and Division 2 Women grades

Pre-season Game entries due:	5 <sup>th</sup> June 2020
Division 3 Team and Player Registrations due:	10 <sup>th</sup> June 2020
Pre- Season games played:	6 Aside 13 <sup>th</sup> and 20 <sup>th</sup> June, 11 Aside 27 <sup>th</sup> June 2020
Premier and Division 2 Team registrations due:	19 <sup>th</sup> June 2020
Division 3 Club Competition begins:	21 <sup>st</sup> June 2020
Premier and Division 2 Player registrations and Transfers due:	26 <sup>th</sup> June 2020
Premier and Division 2 Competition begins:	4 <sup>th</sup> July 2020
OHA AGM	31 <sup>st</sup> March 2020 at 7.00pm**Postponed**
Club Delegates meetings	26 <sup>th</sup> May 2020 at 7pm via Zoom- Link sent to clubs
OHA Prizegiving	TBC

The calendar of upcoming dates can be found on the OHA website ([www.oha.org.nz](http://www.oha.org.nz))

### Premier Women's Playing Dates:

4 <sup>th</sup> July	8 <sup>th</sup> August	19 <sup>th</sup> September
11 <sup>th</sup> July	15 <sup>th</sup> August	26 <sup>th</sup> September
14 <sup>th</sup> July	22 <sup>nd</sup> August	29 <sup>th</sup> September
18 <sup>th</sup> July	29 <sup>th</sup> August	3 <sup>rd</sup> and 7 <sup>th</sup> October Semi-Finals
25 <sup>th</sup> July	5 <sup>th</sup> September	
1 <sup>st</sup> August	12 <sup>th</sup> September	10 <sup>th</sup> October Final



[illegible]

Division 2 Men and Women's Playing Dates:

4th July

8th August

12th September

11th July

15th August

19th September

18th July

22nd August

26th September

25th July

29th August

3<sup>rd</sup> October

1st August

5th September

## 10th October Finals



### Division 3 Men and Women's Playing Dates:

21 <sup>st</sup> June	2 <sup>nd</sup> August	13 <sup>th</sup> September
28 <sup>th</sup> June	9 <sup>th</sup> August	20 <sup>th</sup> September
5 <sup>th</sup> July	16 <sup>th</sup> August	27 <sup>th</sup> September
12 <sup>th</sup> July	23 <sup>rd</sup> August	4 <sup>th</sup> October Semi-Finals
19 <sup>th</sup> July	30 <sup>th</sup> August	11 <sup>th</sup> October Final
26 <sup>th</sup> July	6 <sup>th</sup> September	

## Venues

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The season will begin with games being played at the McMillan Hockey Centre in Harbour Terrace, Dunedin.

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

## Competition Management

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The Club Competition will be managed by the OHA and where necessary, in consultation with a Match Committee (comprising of club delegates). The OHA and Match Committee will make decisions regarding the Competition delegated to them to the By- laws and this Handbook.

The OHA shall chair the Match Committee.

Every club must nominate one club delegate to serve on the Match Committee at the time of team entries.

A member of Match Committee shall not take part in any decision regarding their Club.

Any club who fails to provide a Match Committee representative will be ineligible to have a voice or a vote at the Club Delegate meetings.

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

## Club Delegates

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Each club must submit up to 2x club delegates (1 of whom will be part of the Match Committee as above) who will represent and vote on behalf of their club at meetings.

The OHA will NOT accept any complaints from individual members, all complaints must come through the appointed club delegates.



## Club Delegate Meetings

Meetings are scheduled for:

Thursday 5<sup>th</sup> March 2020 at 6pm

Tuesday 26<sup>th</sup> May 2020 at 7pm via Zoom- Link sent to clubs

Please note:

Club delegates must attend the meetings as minutes may not be available and situations may arise in which suggestions and recommendations are put to a vote.

This season we also require each team to have an allocated Health and Safety Delegate who is responsible for ensuring all of their team is abiding by the Otago Hockey Covid-19 Protocols with particular emphasis on signing in via QR code (contact tracing) and hand sanitising on entry.

The Club Competition Season Debrief will be held at the conclusion of Club Competition – TBC

## Toast Cup

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TOAST Cup 2020 tournament was cancelled due to Covid-19. Club Delegates agreed that TOAST Cup winners would be the team who tops the points table for the first round for the Premier Men, Women and Division 2 Women grades.

## Challenge Shield

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Teams in Premier Division will compete for a Men's and Women's Challenge Shield throughout regular Club Competition play. Please refer to Appendix 1 for rules.

## Prizegiving Trophy List

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Teams and players in all divisions will compete for a variety of trophies and recognitions throughout the season. Please refer to Appendix 3 for the list and stipulations.



## Club Competition Days

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Saturday:

Division 2 Women

Division 2 Men

Premier Women

Premier Men

Sunday:

Division 3 Men

Division 3 Women

SATURDAY		SUNDAY	
Otago Polytechnic Turf	Lion Foundation Turf	Otago Polytechnic Turf	Lion Foundation Turf
8.45am	9.00am		
10.15am	10.30am		
11.45am	12.00pm	12.00pm	12.15pm
1.15pm	1.30pm	1.30pm	1.45pm
2.45pm	3.00pm	3.00pm	3.15pm
4.15pm	4.30pm		
5.45pm	6.00pm		
Premier Hockey	Division 2	Division 3	

\*NOTE: This table is a guide only. Matches will be allocated to time slots at the discretion of the OHA.

Match times may change from time to time due to changes in division entries or other hockey commitments of the Association.



## Draws and Results

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A confirmed club draw will be created in advance and issued to clubs via email to club contacts by 5:00pm Monday for the coming weekend. The draws will also be available on the OHA website at [www.oha.org.nz](http://www.oha.org.nz) and published in Thursday's Otago Daily Times the week of the competition.

We ask you to consider the online draw as the definitively correct version as the Otago Daily Times has had misprints in the past.

Teams to play each other in the Round One draw of the 2020 Club Competition will be selected at random.

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

## Requests to re- schedule

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Normally official Hockey NZ representative fixtures will be approved by Otago Hockey Association at the start of each of the 2020 representative programmes. Due to Covid-19 and the cancellation of all National representative tournaments, Otago Hockey will consider each case on it's own merits.

With so little extra turf time available games are very difficult to reschedule, and requests may not necessarily be granted.

## Deferrals

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The OHA will consider deferral applications through a transparent process. Any team applying for a deferral must have a minimum of 5 of its registered players (not coaches or managers) unavailable due to extraordinary circumstances.

A club wishing to defer a match must apply by email using the Match Reschedule Request Form (Appendix 3) to the OHA ([competitions@oha.org.nz](mailto:competitions@oha.org.nz)) as early as possible, but no later than 14 days prior to the proposed original match date.

If successful, the teams shall be presented with three alternative match dates and time. The teams shall rank these in their order of preference and then the OHA will notify both teams of the new match date and time.

Communication between parties is encouraged.

## Cancellations

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

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



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 weekend in which teams must be prepared to play.

Where practicable, cancellations will be advised to team contacts and the club delegate as provided on the Team Registration Form and on our website and Facebook page.

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.

## Club Competition and NZ Hockey Affiliation Fees

Registration Fees: The team entry fee is \$ 950 including GST per team.

A NZ Affiliation fee of \$39.00 including GST is charged to players who play three or more matches in one season for a club.

The registration fee will be invoiced to clubs once team entries have been confirmed. The initial HNZ Affiliation fee invoice will be for 14 players per team and will be sent to Clubs at the beginning of the season. Once final playing numbers are confirmed, teams will be invoiced for extra players above the initial 14.

Match Fees:

This fee will be \$101.25 per team per match for the 2020 season. This can be broken down as 14 players @ \$7.23 per player.

The payments of the match fees are required as per schedule below. A 10% penalty will be incurred if not paid by due dates.

Match Fees Payment Schedule: -individual invoices will be sent to clubs.

Due monthly in July, August, September, and October

Turf Replacement Levy: This levy is \$10 including GST and is charged to players who play three or more matches in one season for a club.



This levy will be invoiced alongside the registration fee at the beginning of the season for 14 players at a total of \$140 per team with final numbers. Once final playing numbers are confirmed, teams will be invoiced for extra players above the initial 14.

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 McMillan Hockey Centre.

Community Hockey Levy: This levy is \$6 incl. GST per player and is charged to players who play three or more matches in one season for a club.

This levy will be invoiced alongside the registration fee at the beginning of the season for 14 players at a total of \$84 per team with final numbers. Once final playing numbers are confirmed, teams will be invoiced for extra players above the initial 14.

Community Hockey levy will be used to assist in the development of players, coaches and umpires through the programmes administered by the OHA. This levy replaces the Southern Levy and acknowledges the change in structure which now sees increased human resource cost for these programmes sitting with Otago Hockey.

#### **2020 Turf Hire Charges:**

Month	Full Turf/ Half	Notes	Billing
May	\$60 / \$30	Acknowledges lag before competition & cash flow issues	Monthly
June	\$95 / \$50	Slowly stepping up as numbers grow, season start closer and clubs become more functional	Monthly
July – Oct	\$137 / \$87	Back to usual pricing	Monthly

**Effective 1<sup>st</sup> of January 2019- 31<sup>st</sup> December 2020**

Charges for turf hire (e.g. practices) will be invoiced to clubs monthly with payment due 20<sup>th</sup> of the month following invoice date.

The training schedule will be released in March 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](mailto:competitions@oha.org.nz)

Clubs 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.

## **Failure to pay**

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Failure of a Club to pay any fees, levies, penalties or fines by the due date may lead to the General Manager 'Financially Suspending' the Club in accordance with the By-laws. The consequences of Financial



Suspension can include being ineligible to accumulate competition points, being ineligible for finals, being withdrawn from the competition, and/or being ineligible to vote or speak at any meeting. In addition to this, individual players from that club may be made unfinancial and ineligible to play hockey within New Zealand.

## REGISTRATIONS

### Team Entries

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The OHA will use Google forms as a database for clubs to register teams for the 2020 season until the new Hockey NZ platform is finalised for the 2021 season.

Division 3 Team Registrations due: 10<sup>th</sup> June 2020

Premier and Division 2 Team registrations due: 19<sup>th</sup> June 2020

Clubs will be required to enter team names, which division they are entered in, a contact person, the details of the Club's Executive and a club delegate nominee. All teams must be graded as "A", "B", "C" etc as determined by the results of the previous season.

Each team in the Club Competition must have a minimum of 13 players assigned to it and may have a maximum of 18 players assigned to it.

The lowest graded team of each gender in each club has no maximum number of players.

If a Club, without reasonable excuse, causes less than 13 or more than 18 players to be assigned to a team, the OHA may fine that Club up to \$100.00 per match the team takes part in with too many or too few players, and/or deem the offending team to have defaulted each of those matches 5-0.

Teams entering the Club Competition, agree to pay the fees and levies set out.

The OHA may refuse to accept or may place on a waiting list any team entries that arrive after the due date.

### Player Registrations

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All Club players MUST be registered via the Google form provided by the OHA. Entry dates:

Division 3 Player Registrations due: 10<sup>th</sup> June 2020

Premier and Division 2 Player registrations due: 26<sup>th</sup> June 2020

If a Club, without reasonable excuse, fields a player who has not registered via the google form, the OHA may fine that Club up to \$50.00 per offending player and/or deem the offending team to have defaulted the match 5-0.



When a player is registered through the google form, a Club Official needs to assign the player to one team. If the Club fails to assign the player to a team, the OHA will assign the player to the team they first played for (unless otherwise advised by the Club).

Additional registrations (one off) or any changes to the team may be entered; by emailing the competitions manager and advising of the new player and their details. They must be completed prior to the player taking the field of play. These players then need to be entered online.

A Club becomes liable to pay OHA the Hockey NZ Affiliation Fee when a player has taken the field 3 times for that Club.

## Player transfers

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A player shall not play for more than one club at one time. Players may play in both a school and a club competition.

As all pre-season player transfers are being done manually, these are due by the 26<sup>th</sup> of June 2020.

A player who has previously been registered to a hockey club, and wishes to register with a “New club”, must be transferred from the original club to the New club, in the following format before taking the field for the New club:

Between two Otago clubs or two clubs in different associations, the transfer is via the google form provided by the OHA and by emailing the Competitions Manager.

When a player is transferring clubs within the current season, the player may not take the field in a match for a period of 14 days from the date the transfer request is lodged.

A club is entitled to refuse a request only if a player is unfinancial with them.

Until the new Hockey NZ platform is operational for the 2021 season- all transfers must come through the Competitions Manager via the Google form provided by the OHA. Clubs should not unreasonably delay responding to a transfer request from the Competitions Manager; they should either approve it or advise if the player is unfinancial, so that the Unfinancial Player process can take effect.

If a Club, without reasonable excuse, fields a player who has not properly followed the transfer process, the OHA may fine that Club up to \$50.00 per offending player and/or deem the offending team to have defaulted the match 5-0.

## Player eligibility

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All players in the club competition must have a minimum age restriction of 13 years of age and be in year 9 and above at Secondary School. Players who still attend Primary or Intermediate School are NOT permitted to play in the Club Competition.

The OHA strongly advises players under the age of 15 to play in the Secondary School Competition.

## Player regrading and de-registrations

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When a Club Official assigns a player to a team, that player is deemed to be graded to that team.

A Club delegate may request to regrade a player at any time by writing to the OHA, providing that the regrade is for legitimate reasons.

Regrades down will be approved by the Competitions Manager under valid circumstances only.

A Club delegate may deregister a player from a club entirely with written permission from the Competitions Manager. The player must have a season-ending injury, be moving away, have failed to pay Club fees, or have some other change of circumstances meaning the player can or should no longer take part in hockey in Otago.

## Goalkeeper Rule

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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.

Club delegates 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.

## Unfinancial player process

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A club, school or Association declares a player unfinancial if they have failed to pay fees or return equipment. Player's cannot take part in any hockey activity (including playing, umpiring or coaching) in New Zealand until the unfinancial status is withdrawn. It should be respected as one of the only effective ways of ensuring players pay their debts.

Please strictly follow the unfinancial Player Process found in By-laws 9(f) –9(j), beginning with informing the General Manager. OHA will not intervene in a dispute but will attempt to assist those involved come to an amicable solution.



If a Club, knowingly and without reasonable excuse, fields a player who has been declared unfinancial by any other organisation, the OHA may fine that Club up to \$50.00 per offending player and/or deem the offending team to have defaulted the match 5-0

## Turf and Facilities

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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- especially in regard to Covid-19

Do not move goals incorrectly.



Do not interfere with turf watering system.

This venue is Smoke free.

## Lights and water

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



# COMPETITION SECTION



## Fair play

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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

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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 Club up to \$100.00, require a written apology, and/or deduct up to 3 competition points from the team.

## Rules of hockey

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All Divisions of the Club Competition will be played under the FIH Rules of Hockey 2019. Please note the new rules and protocols for the 2020 Hockey season from Hockey New Zealand.

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

## Competition Fixtures

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All club competition matches will be allocated a 90- minute time slot. This will be broken down as follows:

First 17minute quarter on the clock, followed by a 2minute break timed by the umpire

Second 17minute quarter on the clock, followed by a 5minute half time break timed by the umpire

Third 17minute quarter on the clock, followed by a 2minute break timed by the umpire

Fourth 17minute quarter on the clock.



There is 10 minutes between matches to allow watering of turf and warm up and a 3 minute injury time allowance.

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. Please note with the new quarters format, teams must be ready to go on the umpire's whistle.

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.

An extra 5-10 minutes will be allowed for Premier Division matches to allow for Penalty Shoot-outs for deciding draws.

## Competition format

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**Premier Men's (5 teams):** Each team plays each other 4 times, semi-final, final

Weeks 1-13: Rounds 1-16 - 4 even round robins. (Total of 13 weeks including 2 extra mid-week 'full rounds' and 10 'double-header' matches- 4 Double headers per team)

Week 14: Semi-finals (1v2 [A], 3v4 [B]), Winner of A goes straight to final, loser of A plays winner of B (mid-week) [Game C], winner of C takes the 2<sup>nd</sup> spot in the final.

Week 15: Finals Winner A v Winner C

**Premier Women's (6 Teams):** Three full round robins, Semi-final, final- TBC

Weeks 1-13: Rounds 1-15 – 3 even round robins (Total of 13 weeks including 2 extra mid-week 'full rounds')

Week 14: Semi-finals (1v2 [A], 3v4 [B]), Winner of A goes straight to final, loser of A plays winner of B (mid-week) [Game C], winner of C takes the 2<sup>nd</sup> spot in the final.

Week 15: Finals Winner A v Winner C

**Division 2 Men's (8 teams):** Two full round robins, final

Week 1-14: Two full round robins

Week 15: Finals – 1v2, 5v6 (Plate)

**Division 2 Women's (10 teams):** One full round robin. Split top 6 bottom 4. Top 6: One round robin then final. Bottom 4: 5 round robin games, top 2 teams play plate final.

Week 1-9: One full round robin.

Week 10-14: *Points carry over:* Top 6 play one full round robin.



- Week 10-14 Bottom 4 play 5 round robin matches.

Week 15: Finals – 1v2, Plate final- top 2 teams

**Division 3 Men's (5 teams):** Three full round robins, Semi- final, final

Weeks 1-13: Rounds 1-15 – 3 even round robins

Week 14: Semi-finals (1v4 [A], 2v3 [B]), Winners go straight to final.

Week 15: Finals Winner A v Winner B

**Division 3 Women's (6 teams):** Three full round robins, Semi- final, final

Weeks 1-13: Rounds 1-15 – 3 even round robins

Week 14: Semi-finals (1v4 [A], 2v3 [B]), Winners go straight to final.5 v 6

Week 15: Finals Winner A v Winner B

## Competition Points for match results

---

Competition points shall be awarded as follows:

Premier-

Win 4 points

Outright Loss 0 points

Penalty shoot-out Win 2 points

Default-refer to section

Penalty shoot-out loss 1 point

All other Divisions-

Win 4 points

Score draw 2 points

Scoreless draw 1 point

Loss 0 points

Default 0 points

## Determining Ranking after pool play/ round robin

---

All matches in Premier 1 Division must have a result. Matches ending in a draw shall be decided by a three-person shoot-out.



Round robin matches ending in a draw in all other 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:

Division 3: A five-person Penalty Shoot-out shall decide the winner.

Division 2: A five-person Penalty Shoot-out shall decide the winner.

Premier 1: A five-person Penalty Shoot-out shall decide the winner

## Penalty Shoot Out Competition Procedure

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Procedure is explained in Appendix 2

## Promotion/relegation

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The system used is only the teams finishing 1st and 2nd (final winner and loser) in the second division and the team finishing 2nd last and last in the first division are considered for promotion/relegation.



In this system the team finishing last in the first division/prem is in the 'automatic relegation' place and the team finishing 2nd last in the 'conditional relegation' place.

Similarly, the team finishing 1st in Div.2 will be in the 'automatic promotion' place and team finishing 2nd in Div.2 will be in the 'conditional promotion' place. This means that if the team finishing first in Division 2 wishes to be promoted to the Premier division, they will automatically take the place of the last place team and the teams in the conditional promotion/relegation spots will play off during the finals for the right to be in the premier division.

However, if the team in the automatic promotion spot does NOT wish to be promoted, the team in the conditional promotion spot will play off against the last placed team in the Premier division for promotion and the team finishing 2nd last will remain in the premier division. If neither team wishes promotion, then both relegation candidates remain in the Premier division.

Decisions on promotion/relegation will be made and communicated to the OHA by finals day. Play-off matches, should they be required will take place in the week following finals day.

## Club Umpiring duties

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Umpires will be appointed by the Umpires committee to all matches. Clubs will be required to fulfil umpiring duties which will be noted on the draw when it is confirmed and released. Before the start of the season there will a training opportunity for all clubs to participate in.

Clubs failing to fulfil umpiring duties shall:

- i) Be fined \$50.00 per umpire for the first failure and
- ii) Be fined \$100.00 for each subsequent failure

## Defaults

---

Teams must advise the OHA by email through their club delegate, at least 48 hours prior to the match's advertised start time of both their intention to default, and their reasons for the default.

Teams failing to play will be fined the sum of \$150.00. A defaulting team shall be deemed to have lost the match by 5-0. If a team defaults without notification- the fine increases to \$300.

Defaults are unacceptable in Premier Division matches. A Premier team that defaults will lose the ability to accumulate points in that division for the remainder of the season.



Any team forfeiting two matches in succession, or three during a season, will be deemed to have withdrawn from the competition.

Teams that do not take the field or cannot field at least 7 registered players, including a goal keeper (or field player with GK privileges) within 10 minutes of the advertised start time, without reasonable explanation acceptable to the Competitions Manager will be considered to have defaulted the match. This late default will be subject to the above stated late default penalties.

Where two teams in the same club in the same division are scheduled to play each other and a default occurs, neither team will be awarded any points. The club will pay the turf fees.

## Match Cards, Results and Protests

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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 coloured and numbered 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 and may also fine that Club up to \$100.00. \*\*
  - That floating players are clearly marked with a (F) beside their name.

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.

\*\*Teams with 2 goalkeepers are permitted 18 players as per national tournament rules

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.

Failing to ensure team details are correct may lead to Clubs being fined up to \$50.00 per infringement by the OHA.



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 Teams Managers or Coaches to check & confirm details, it is therefore the only official document for independent review of who played, all OHA incidents, injuries, personal penalty cards and points scored during the game. Therefore, 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.

## Floating Players

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The normal floating rules will not be used for the 2020 season and the following used instead:

When floating players outside of their registered grade, a player must NOT play unfairly out of grade. If this cannot be rectified on the day and an official complaint is made to the competitions manager in writing and upheld by OHA staff, then the team who played a team member unfairly out of grade will forfeit their match points for that game. For example: A recognised Representative player should not play down.

While we acknowledge the need to fill teams, we strongly recommend not to use Secondary School players for multiple games due to the already high player work load on these players.

If you have concerns prior to a game regarding fairness, please feel free to seek clarification via the competition manager.

## Player eligibility for finals

---

Failure of a Club to pay any fees, levies, penalties or fines by the due date may lead to the General Manager declaring that the Club's teams are ineligible for finals.

A player is only eligible to play for a team in a Club Competition final if that player has taken the field for that specific team at least 5 times before in the Club Competition.



Applications to the Competition Manager to waive this regulation will only be granted in extraordinary circumstances such as players returning from severe injury. This will be assessed on a case by case basis and a match committee will be formed if it is a complex situation.

## Uniforms and Equipment

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### Uniforms:

All clubs are required to submit uniforms to the OHA for approval. This should be done BEFORE Clubs order a new uniform. Taking the field in an unapproved uniform may cause the OHA to deem a match to be defaulted 5-0 and/or fine a Club up to \$100.00.

All players in a team are required to wear a clearly numbered uniform of the same colour. A player in a different colour shall not take the field without the opposition captain and both umpires' approval.

A player without a number (other than goalkeepers) may not take the field.

Failure of teams to have clearly numbered uniforms of the same colour may be noted by the umpires on the Match Card. Repeated failures may cause the OHA to fine a Club up to \$50.00 per infringing player.

All captains are required to wear a captain's band on their arm or sock. This should be passed to a different player any time the captain leaves the field. Umpires must police and enforce this regulation.

### Match Balls:

All teams must supply the umpires with a Kookaburra EliteMk2 match ball before the start of a Premier match. Standard Kookaburra dimple balls will be accepted for lower grade games, however Kookaburra Elite Mk2 balls are the preferred option. The OHA may fine clubs up to \$50.00 for repeatedly failing to provide a suitable ball.

## Injury/ Blood Bin Rules

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Injury/ Incident reports which are found in appendix 5 at the back of this handbook must be completed for the following injuries by either team management or the games umpire:

- Any injury that requires the player to be transported directly from the ground to an emergency department, hospital or after-hours medical centre.
- Any injury that results in the admission of a player to an emergency department, hospital or after-hours medical centre after a game
- Any injury that is expected to prevent a player from playing for a period of 3 weeks or longer.

Injury/ Incident reports must be forwarded to the Competitions Manager within 48 hours of the injury occurring. Please submit to [competitions@oha.org.nz](mailto:competitions@oha.org.nz)



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

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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.

Policy can be found on the Hockey NZ website :

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

## Breach of Competition Rules in the 2020 Otago Hockey Club Competition Handbook

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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 Club delegate 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 the match committee within the existing delegates to make a decision and communicate back to the complainant

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

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The 2020 Otago Hockey Club 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 30 minutes prior to the start of a match until 30 minutes 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 5minutes 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

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

Due to Covid- 19 and the unpredictable nature of this pandemic, please be prepared for this season to be different from previous seasons and to be patient and kind while we all navigate this time to the best of our abilities.



## Appendix 1- Challenge Shield

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### Rules for Challenge Shield

The Challenge Shield competition was established by OHA in 2013 to encourage competition and add excitement to the regular Club Competition.

The Men's and Women's shields will be competed for every fortnight during the competition. A Challenge Shield match will be noted on the draw and player on the Otago Polytechnic Turf.

1) The Challenge Shield may only be won by a challenger from its defender:

- a) By a Club entered in the OHA Club Competition
- b) In a match of the regular Club season in the usual allocated timeslot
  - i) This does not include quarterfinals, semi-finals or finals
- c) By an Outright Win in regular time
- d) This does not include wins in extra time, penalty strokes or penalty shoot-out.

2) The Challenge Shield shall:

- a) Be presented to the winning team at the completion of the match
- b) Remain at the McMillan Hockey Centre at all times
- c) Be presented to the current holders at Club Competition Prize Giving.

3) In the case of the team holding the Shield:

- a) Being withdrawn from the competition or not re-entering the competition
- b) Removing the Shield from the McMillan Hockey Centre
- c) Acting in a disreputable manner not deserving of the Shield at any time

Any other situation not covered by these rules, the OHA has full discretion to decide who holds the Shield or put it up for challenge in any match.

## Appendix 2- Penalty Shoot Out Procedure

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### Penalty Shoot Out (PSO) Competition Procedure

For Premier 1 Division round robin matches, ¼finals and semi-finals, each team takes three shoot outs. 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 back-line.
- 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.



## Appendix 3 Prizegiving trophy list

### Umpiring awards

Dunbar Family Cup - Junior Female Umpire of the Year  
Jofe Jenkins Cup – Junior Male Umpire of the Year  
Helen Napier Cup – Most Improved Female Umpire of the Year  
Glossop Bayne Cup – Most Improved Male Umpire of the Year  
Warren Leonard Cup – Senior Female Umpire of the Year  
Courtney Rowe Cup - Senior Male Umpire of the Year  
Official of the Year-  
Most Improved Junior Male Umpire - NO TROPHY  
Most Improved Junior Female Umpire - NO TROPHY

### Club Competition

TOAST Cup Women  
TOAST Cup Men

Top Goal Scorer in Division 3 Women – NO TROPHY  
Top Goal Scorer in Division 3 Men – NO TROPHY  
Division 3 Women Plate Final-  
Division 3 Women Points – De Lambert Trophy  
Division 3 Women Winner – Debra Cousins Cup  
Division 3 Men Points – HSOB Cup  
Division 3 Men Winner – Crimp Trophy

Top Goal Scorer in Division 2 Women – NO TROPHY  
Top Goal Scorer in Division 2 Men – NO TROPHY  
Division 2 Women Points – Stoddart Trophy  
Division 2 Women Winner – June Gill Trophy  
Division 2 Women's- Plate Trophy  
Division 2 Men Points – Bedford Trophy  
Division 2 Men Winner – Williamson Cup  
Division 2 Men Plate Winner  
Paul Gager trophy – Goalkeeper (U18)

Challenge Shield holders Men  
Challenge Shield holders Women  
Top Goal Scorer in Premier Women  
Top Goal Scorer in Premier Men – Aubin Cup  
Premier Women Points – McDonald Trophy  
Premier Men Points – Hogg Cup  
Premier Women Winner – Southern Cup  
Premier Men Winner – Otago Hockey Life Members Cup  
Cooke Howlison Team of the Year Award

Please note: Division Points Trophies- In the case of two teams being on equal points at the completion of the Round Robin portion of the competition then the winner will be decided on goal difference.



## Appendix 4 Match Reschedule Request Form



CLUB \_\_\_\_\_

DATE OF MATCH \_\_\_\_\_

REASON FOR RESCHEDULE \_\_\_\_\_

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UNAVAILABLE PLAYERS \_\_\_\_\_

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Signed (Club Delegate): \_\_\_\_\_

Date: \_\_\_\_\_

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OHA Office use

Date:

Approved/ Declined

Club advised:



## Appendix 5- Injury/ Incident Report Form-



### Team Management/ Umpires

Injury/ Incident reports must be completed for the following injuries:

- Any injury that requires the player to be transported directly from the ground to an emergency department, hospital or after-hours medical centre.
- Any injury that results in the admission of a player to an emergency department, hospital or after-hours medical centre after a game
- Any injury that is expected to prevent a player from playing for a period of 3 weeks or longer.

Injury/ Incident reports must be forwarded to the Competitions Manager within 48 hours of the injury occurring. **Please submit to [competitions@oha.org.nz](mailto:competitions@oha.org.nz)**

#### INJURED PERSON (Please print clearly)

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:            Male                                  Female

Playing Position: \_\_\_\_\_ Grade: \_\_\_\_\_

#### ACCIDENT DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

#### Type of Injury (please circle):

Concussion	Dislocation	Fracture
Laceration	Serious Joint	Other (specify) _____

#### Site of Injury (please circle):

Head	Face	Neck
Shoulder	Back	Arm
Hand	Chest/Trunk	Thigh/Hamstring
Knee	Lower Leg	Foot

Other (specify) : \_\_\_\_\_

#### On-Field Treatment Provider (please circle):

Team Official	Umpire	Other (specify) _____
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Brief description of accident:

\_\_\_\_\_  
\_\_\_\_\_

Name of person completing form: \_\_\_\_\_ Contact number: \_\_\_\_\_

Signature: \_\_\_\_\_