



INDOOR STATE CHAMPIONSHIPS

OPERATIONS MANUAL

Updated September 2023

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1. INTRODUCTION

- 1.1. The Hockey NSW Indoor State Championship Operations Manual, applies to the following:
 - 1.1.1. Indoor Championships

2. PURPOSE OF THE CHAMPIONSHIP OPERATIONS MANUAL

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

3. RESPONSIBILITIES OF COMPETING TEAMS

3.1. ENTRY OF TEAMS

- 3.1.1. For Indoor State Championships, each affiliated association may enter one team. Associations who currently run indoor competitions may be able to enter two teams but only if the championship allows for additional teams and preference will be given in chronological order of team nominations received. A third team from an association may then be able to nominate following the same criteria.
- 3.1.2. Nominations are subject to the following conditions;
 - 3.1.2.1. The nominations of each association’s teams shall be completed by registering their Team Nomination through the Revolutionise.
 - 3.1.2.2. The prescribed team entry fee shall be paid in the manner described on the “Instruction Guide, Due Date Planner and Fee Schedule”.
 - 3.1.2.3. Nominations must be received by the date stipulated in the “Instruction Guide, Due Date Planner and Fee Schedule”.
 - 3.1.2.4. Any association wishing to withdraw a nomination to compete, shall notify Hockey NSW as soon as practicable. Refund of any part of the team entry fee shall be at the discretion of Hockey NSW. However, if the withdrawal is after

the draw is issued, a fine of \$275 (inc. GST) will be imposed and the association may be charged for a share of the court hire costs. The full team entry fee will also be forfeited.

- 3.1.2.5. Where an association's nominated team fails to attend a state championship without notifying Hockey NSW a fine of \$550 (inc. GST) will be imposed and the association will also be charged for the share of court hire costs. The full team entry fee will also be forfeited.
- 3.1.2.6. No more than 12 players may be nominated for an indoor state championship
- 3.1.2.7. Except with prior approval of the Chief Executive Officer, no mixed gender teams may be entered in any state championship.
- 3.1.2.8. Each team participating in the championship is required to register the Team Details List in Revolutionise by the specified due date.
- 3.1.2.9. Each association nominating a team in any Indoor State Championships is to provide an umpires in line with the information contained in 3.7. This umpire must not be a player at the championship. Associations should ensure that the umpire is capable of umpiring games at this level of event. All costs associated with umpires at these championships are to be met by the nominating association. Failure to supply an umpire at the championship will incur a \$1,000 (inc. GST) fine for the association unless extenuating circumstances can be proven.
- 3.1.2.10. Each player is to sign and have countersigned by a parent or guardian if under 18 years of age, the Player and Team Official Code of Conduct form (ISC 6).

3.2. TEAM OFFICIALS

- 3.2.1. All teams must have at least one adult non-playing supervisor (coach and/or manager). A women's team must have an adult female manager or assistant manager and a male's team must have an adult male manager or assistant manager.
- 3.2.2. Where a female player is given permission to play in junior boys teams in accordance with Clause 5.1.2.7, an adult female supervisor must be included as a team manager or chaperone. A female team official must be on the bench during each match.
- 3.2.3. Each association entering a team in any championship with a player or official under the age of 18 years, must lodge with Hockey NSW, at least seven days before the championship, a declaration naming the team officials of their teams at that state championship.
- 3.2.4. The declaration shall include a statement that the named officials have all completed a NSW Government "Volunteer/Student Declaration" which has been lodged with the designated child protection officer of the said association.
- 3.2.5. Each team official is to sign, and have countersigned by a parent or guardian if under 18 years of age, the Code of Conduct- Player and Team Official form (ISC 6).

3.3. RESPONSIBILITIES OF TEAM MANAGERS

- 3.3.1. Attend Managers' Meeting held prior to the commencement of the championships and any additional Managers' meetings.
- 3.3.2. Organise the team for the team photo (if available) and collect money for the photo order.
- 3.3.3. Be responsible for behaviour of all members of their team (players and officials) at all times, including when on the Team Bench.
- 3.3.4. Ensure that all players, team officials and Judges appointed to the Technical Bench are **WEARING COVERED IN SHOES.**
- 3.3.5. Ensure that whoever is organising to warm up the GK at half time is wearing covered in shoes, shin pads and is not the judge appointed for the game. This person needs to make their position aware to the Technical Official on the game.
- 3.3.6. Ensure that the team on the left on the draw sits on the bench that is to the left of the Tech Bench when looking out towards the court.
- 3.3.7. Collect and return completed team sheet to the Technical Bench at half time of the game prior to their game.
- 3.3.8. Ensure that the correct starting line up is listed, all subs listed, all team officials listed, Captains and Vice Captains indicated in the appropriate places on the team sheet.
- 3.3.9. Ensure that the Captain has a captain band or ribbon attached to their uniform or around their sock. Tape around the arm can also be used.
- 3.3.10. Ensure that their GK does not wear a smock that is the same colour as their other team members, or the same colour as the opposing team.
- 3.3.11. Ensure that players remove any plastic wrist bands.
- 3.3.12. Must remain on the team bench at all times throughout the game.
- 3.3.13. Sit on the end of the team bench closest to the Technical Bench at all times during the game.
- 3.3.14. Ensure that neither the Coach nor Assistant Coach enter the field at any time during the game.
- 3.3.15. Ensure that team players are wearing mouthguards in their mouths and shin pads when taking the court and that players do not share face masks.
- 3.3.16. Ensure that players substitute within the designated area.
- 3.3.17. Ensure that either the Manager or the substitutions not listed in the starting line-up advise the bench prior to taking the field. This is only required on the first occasion that they sub another player.
- 3.3.18. Ensure that the player being substituted has come off before the substitute player enters the field.
- 3.3.19. Ensure that umpires, players and technical officials are not abused by team officials or players.

- 3.3.20. Ensure that all piercings are removed or covered with tape and all other jewellery is removed including plastic wristbands or any other items on their wrists.
- 3.3.21. Check that there is ice (for injuries) and water available for their team.
- 3.3.22. Attend to all team injuries if team officials do not include a Physio or Doctor.
- 3.3.23. Ensure that all injuries to players and team officials are noted on either the back of the match sheet or on the injury sheet.
- 3.3.24. Ensure that the match sheet details are correct and sign the match sheet immediately after the game and prior to leaving the court area.
- 3.3.25. Ensure team bench is left clean, dry and tidy.
- 3.3.26. Ensure that if the team uses the change room that this facility is left clean and tidy.
- 3.3.27. Ensure all injuries before and after the game are reported to the TD. If a player has received a head injury, they **must** receive a medical clearance from a doctor to resume play.

3.4. JUDGE

- 3.4.1. Each competing team must provide a judge for duties at the championship.

3.5. RESPONSIBILITIES OF A JUDGE

- 3.5.1. Must not be the manager of the team
- 3.5.2. Must not coach from the Tech Bench, direct or give instructions to players, and must refrain from negative comments regarding umpires and players.
- 3.5.3. As a judge you cannot join your team in warm-up or at half time
- 3.5.4. Come to the bench prepared i.e. with a pen
- 3.5.5. **MUST WEAR COVERED IN SHOES**
- 3.5.6. Complete tasks outlined by the HNSW appointed Technical Official on the bench
- 3.5.7. Operation of manual clock and stop watch time
- 3.5.8. Register on the match report the time on of substitute players, all goals and umpires cards with the number of the player and time of the player and time of the play
- 3.5.9. Ensure match card is correct

3.6. UNIFORM

- 3.6.1. Teams must play in the uniform currently registered with Hockey NSW as the association's uniform. Any changes to an association's uniform must be approved by Hockey NSW. Compression garments can be worn under uniforms. It is desired that the colour of the skins are of similar shade or colour to the dominant colour of the uniform.
- 3.6.2. Players are permitted to wear shorts, skirt as bottoms as long as they match the uniform and colours of their uniform. All players do not need to be in the same clothing as long as they are all matching colours.
- 3.6.3. Sleeveless playing shirts are permissible.
- 3.6.4. Each association team is to have an alternative playing uniform (minimum of shirt and socks) for use in the event of a clash of uniform colours. The TD shall have the power to

direct whether the team is to wear the alternative uniforms. The team named first on the draw will have the right to retain their uniform.

- 3.6.5. Identification numbers must be worn, as per the Team Details List, on the back of the playing shirt. Numbers are to be a minimum of 20cm high in contrasting colour and at least secured on all corners. Numbers may be woven into the shirt, sewn on, iron on, adhesive or “bib” style. Bibs should be the same colour as the uniform shirt. Sleeve numbers are optional. Goalkeeper’s numbers must be visible. The number allocated to each player shall not change or be reallocated to any other player, after the commencement of the championship.
- 3.6.6. Alternate shirts are to have numbers corresponding to main shirts.
- 3.6.7. The captain of each team shall wear a contrasting coloured armband, or ribbon attached to the shirt or around their sock.
- 3.6.8. Indoor players must wear, at all times during a match in which they participate, shin pads and mouth guards.
- 3.6.9. Shin pads must be worn inside socks. Tape used on the outside of socks must be the same colour as the socks. Socks must be up at all times during play.
- 3.6.10. Bike pants/Compression garments must be the same (or very similar) colour as the uniform skirt or shorts. If a skirt or shorts contains more than one colour, the bike pants must be the colour that is dominant in the skirt or shorts. Teams wearing white skirts or shorts may choose to wear either white or black bike pants, but once the choice is made, all players wishing to wear bike pants in that team must wear the same colour.
- 3.6.11. Goalkeepers and substitute goalkeepers shall wear, at all times during a match which they participate:
 - 3.6.11.1. At U13, U15, U18 Championships, protective equipment, including leg guards and kickers, groin and chest protectors, hand protectors, a face mask and helmet or helmet incorporating fixed full faced protection;
 - 3.6.11.2. At Open Championship, protective equipment, including leg guards and kickers, groin and chest protectors, hand protectors, a face mask and helmet or helmet incorporating fixed full face protection; or if a team has decided to play without a goalkeeper no protective equipment is required;
 - 3.6.11.3. Except that the head gear and hand protectors may be removed when taking a penalty stroke.
- 3.6.12. Players contravening any uniform rule will not be permitted to take the court unless there are extenuating circumstances.

3.7. UMPIRE

- 3.7.1. Umpires for the
 - U13 Field
 - U13 Indoor
 - U15 Field
 - U15 Indoor
 - U18 Indoor

- Opens Indoor
- Masters Field
- Masters Indoor

State Championships are provided by the competing associations.

3.7.2. (a) Associations will be required to nominate the following number of umpires for each of the Championships mentioned above

Number of Teams Competing	Number of Umpires
1	1
2	1
3 or more	2

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

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

These umpires should be selected based on

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

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

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

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

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

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

- 3.7.6. Associations, who cannot provide a suitably qualified umpire that they believe is capable of handling the particular championship, can seek approval from Hockey NSW for a non-accredited umpire to attend the championship with a recommendation from a Hockey NSW approved Umpire Coach. To do this they must contact Hockey NSW prior to the due date of the Umpire Nomination Form with the recommendation.
- 3.7.7. Associations may be permitted to nominate a second umpire of suitable standard at their discretion and with the approval of Hockey NSW for that championship. A written request must be submitted HNSW Umpire & Officials Development Manager via email.
- 3.7.8. Where possible, all umpires will be assessed and coached throughout the championship. The Umpire Managers are requested to write a brief report on each umpire's performance. This report will be sent to the umpire and the home association following the Championship.
- 3.7.9. If your nominated umpire can no longer attend the championship, notification to change your umpire must be sent to Hockey NSW. An amended Umpire Nomination Form must be completed through the revolutioniseSport console, as soon as possible after the withdrawal of the nominated umpire. Failure to supply the nominated umpire at the championship will incur a \$1,000 (incl GST) fine for the association to be paid to Hockey NSW unless extenuating circumstances can be proven.
- 3.7.10. All umpires at Hockey NSW State Championships will attend a compulsory umpires' briefing at the championship venue, 60 minutes before the first round is due to commence on the first day of the championship. This will include a roll-call, rules briefing, umpire allocations and each umpire will receive a Hockey NSW umpire shirt to wear for the duration of the championship (shirts must be returned). All umpires are required to attend this meeting
- 3.7.11. Umpires are the responsibility of their association and association officials must ensure that the umpires attend the umpire briefing. If umpires are under the age of 18, all team officials must sign a Volunteer/Student Declaration as part of the working with children check.
- 3.7.12. All umpires must wear correct uniform whilst umpiring at the championships. This consists of dedicated umpire shirt (loaned by Hockey NSW) black skirt/ tailored straight legged black trousers (plain black shorts may be accepted for Indoor Championships) and black socks. If an umpire fails to wear this uniform, they will not receive any umpiring appointments and incur a \$100 fine for failing to wear the correct uniform. If an association fails to supply an umpire for the championship a fine of \$1000 will be incurred.
- 3.7.13. Umpires will be allocated to matches at the discretion of the Umpire Manager
- 3.7.14. Associations are asked to nominate developing umpires (see table) to U13 and U15 Championship. These championships provide ideal conditions for coaching and development of our young umpires.

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

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

3.8. ACCOMMODATION AND TRAVEL

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

3.9. MISCONDUCT

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

4. PLAYER REGISTRATION

4.1. PLAYER QUALIFICATIONS

- 4.1.1. Persons eligible to play in any championship must be:
- 4.1.1.1. Currently registered with Hockey NSW via Revolutionise; and
 - 4.1.1.2. A member of a financial association; and
 - 4.1.1.3. A person who is not under suspension or disqualification by any association or any state association affiliated with Hockey Australia.
- 4.1.2. All players participating in an underage championship must be under the age as of the 1st January in the year the championship is being played. All players playing Masters must be (Women) 35 as of the 31st December in the year that championship is being played and (Men) 35 as of the 31st December in the year the championship is being played.

- 4.1.3. The minimum player age and team eligibility to participate in a championship is detailed in the following schedule:

MINIMUM PLAYER AGE AND TEAM ELIGIBILITY SCHEDULE

Age Division	Eligible years of birth
Under 13	2010, 2011, 2012
Under 15	2008, 2009, 2010
Under 18	2005, 2006, 2007
Open	2005 and older

- 4.1.4. A player born after the appropriate date in 6.1.3 may apply to participate in a championship by submitting a Hockey NSW State Championship Age Eligibility Waiver (ISC 3). This form must be signed by the player and, where the player is under 18 years of age, by the player's parent or legal guardian, and by an authorised representative of the association with which the player is seeking to play.
- 4.1.5. A player shall be registered with one team only. If an association has more than one team entered in the tournament, no player from one team may play any part of a match with any other team.
- 4.1.6. All players participating must be registered members of Hockey NSW via Revolutionise and also registered for the championships as per the Team Details List entered into Revolutionise two (2) weeks prior to the championship or the Amended Team Details Form.
- 4.1.7. It is the responsibility of each team manager to update the Team Details List on Revolutionise up to 24 hours prior to the championship. In the case of extenuating circumstances, an Amended Team Details Form (ISC 11) may be submitted to the TD at the managers meeting before the commencement of the first match of the tournament if there are changes within 24 hours of the Championship. No amendment of this Team Details List may be made after the Championship commences.
- 4.1.8. A player must play in at least one pool, or preliminary match to be eligible to play in any semi-final, final or ranking match.
- 4.1.9. If, in a championship, a player plays in any match in which they are ineligible to play, the player's team shall be deemed to have forfeited every match in which such ineligible player has taken part.

4.2. PLAYER REGISTRATION

- 4.2.1. Each player belongs to a Primary (Home) Association i.e. the association to whom the player pays Hockey NSW registration and insurance monies and through whom the player is registered with Hockey NSW.
- 4.2.2. For representation at State Championships, a player may only play for his/her Primary Association.
- 4.2.3. The following exceptions **MAY** apply:
- 4.2.3.1. A player may choose, and is encouraged, to represent his/her Association of origin. Proof of origin must be provided if so required by the Primary Association

- 4.2.3.2. A player, who is not required for his/her Primary Association, may apply to any other association. The Player and Umpire Clearance Form (ISC 15) needs to be completed from the Primary and Secondary Association before forwarding the form to Hockey NSW 2 weeks prior to the event
- 4.2.3.3. Players who are Dual Registered (more than one (1) Association) are eligible to represent either association provided that their Primary Association has the right of first refusal on player selections for state championships. The Player and Umpire Clearance Form (ISC 15) needs to be completed from the Primary and Secondary Associations before forwarding the form to Hockey NSW 2 weeks prior to the event. (Local Association rules applying to representative trials must be taken into consideration)
- 4.2.3.4. Should a player not be able to participate in the championship due to his/her primary association not competing, the player is eligible to be a member of any other competing association team with the Player and Umpire Clearance Form (ISC 15) to be forward to Hockey NSW 2 weeks prior to the event.
- 4.2.4. At least two weeks prior to the commencement date of any championship, each participating association shall complete the player selection process in Revolutionise.
- 4.2.5. All players participating must register for the championship as per the Team Details List/ Amended Details form. A player shall be registered with one team only.
- 4.2.6. Should a player be registered with a team and then be unavailable, another player may be substituted. Such substitution must be advised to the TD prior to the commencement of the championship.
- 4.2.7. If an association has more than one team entered in the tournament, no player from one team may play any part of a match with the other team.
- 4.2.8. Changes or additions to nominations will be accepted where a team has originally registered fewer than the permitted number of players.

4.3. COMPOSITION OF A TEAM

- 4.3.1. Each association may change the composition of its team from one match to another on condition that only those players whose names appear on the Team Details List may participate.
- 4.3.2. Team managers must submit a team list to the Technical Official at the field prior to the start of each match. The team list will indicate the six (6) players who will be on the field of play at the commencement of the match and up to six (6) more players who will sit on the bench (excluding any player who has been suspended from playing in the match by the TD).
- 4.3.3. Each team is permitted to interchange up to five players during the match (refer to Rules of Hockey for interchange rules). All interchange players shall be chosen from amongst the players whose names appear in the Team Details List registered in Revolutionise. No interchange shall be permitted for a suspended player.
- 4.3.4. At no time shall there be on the Court more than one goalkeeper in each team.
- 4.3.5. In the case of a goalkeeper's tournament ending in injury, competing teams will be able to utilise a goalkeeper from a lower ranked team or division/pool and or from another association team where a clearance will not be needed. This will be dependent on whether teams have a second goalkeeper at the event. Once a goalkeeper has been

replaced the original goalkeeper will not be able to participate any further in the championship.

- 4.3.6. At all U13s, U15s and U18s Championships teams are required to have a fully padded GK for the duration of all matches. Under no circumstances must a team withdraw their GK. Teams at Opens Championships are able to remove their GK at any time and play with 6 field players. This must be completed in consultation with the TO on that game.

5. CHAMPIONSHIP RULES

5.1. CHAMPIONSHIP DRAW

- 5.1.1. No later than two weeks prior to the Championship, Hockey NSW will produce and arrange distribution of a draw for each championship showing the dates and times of matches. Subject to the following rules, Hockey NSW will have full discretion as to the arrangement of matches.
- 5.1.2. The draw will provide for:
 - 5.1.2.1. No team to play more than four matches on any one day at an indoor state championship.
 - 5.1.2.2. Teams to have a two (2) game break as a minimum between each match.
 - 5.1.2.3. Teams to play a full round of matches within each pool, or within the division if not divided into pools.
 - 5.1.2.4. If semi-final and ranking matches are played, the allocation of match times is such that, as far as practicable, no team is given an unfair advantage over any other team by reason of match times.
 - 5.1.2.5. The allocation of match times for finals is such that, as far as practicable, no team is given an unfair advantage over any other team by reason of match times.
 - 5.1.2.6. As far as practicable, matches to be concluded by 8:00pm. As far as practicable, all matches on the final day of play to be concluded by 3:00pm.
 - 5.1.2.7. Where there is a uniform clash the team on the right of the draw will need to alter their uniform i.e. socks or shirt
- 5.1.3. The TD may alter the draw after the commencement of the championship if:
 - 5.1.3.1. A team withdraws from the championship; or
 - 5.1.3.2. Ground or weather conditions prevent use of courts or impose conditions detrimental to competitive hockey or dangerous to players.
- 5.1.4. The TD must consult with the Umpire Manager and the Ground Manager to determine any necessary alterations to the draw. The alterations will be advised to all team managers as soon as practicable.

5.2. DIVISIONS AND POOLS

- 5.2.1. Participating teams shall be divided into divisions which may be further divided into pools.

- 5.2.2. Should there be an uneven number of teams nominated for any division; the lowest division shall contain the uneven number of teams. If necessary, Hockey NSW may invite an additional team. Additional teams entered under these circumstances are not required to pay the entry fee, will have full competition status and will be required to pay its share of court fees.
- 5.2.3. Indoor State Championships will be divided into divisions. Where the first division will consist of two pools with five (5) teams. This will allow for cross-over semi-finals, finals and classification matches. In the event that the number of nominated teams do not allow for this format, the lowest division(s) will use an alternate format based on the number of teams entered.
- 5.2.4. Once team nominations close, based on the previous year's rankings, pools will be determined on the below table. This method will ensure equality between teams and ensure a level playing field between divisions.

POOL A	POOL B
1 ST	2 ND
4 th	3 rd
5 th	6 th
8 th	7 th
9 th	10 th

- 5.2.5. An association cannot have two teams in the same pool. Changes to pools will be made at the discretion of Hockey NSW if this occurs. If this occurs Hockey NSW will promote the next highest ranked team(s).
- 5.2.6. Alternate division and pool formats may be implemented at the discretion of Hockey NSW.
- 5.2.7. Divisions will be referred to as division 1, 2, 3 etc.

5.3. DURATION OF MATCHES

- 5.3.1. Game times and breaks will be determined by Hockey NSW upon the determination of team numbers.
- 5.3.2. The start and finish of each period will be indicated by an official siren/hooter. All matches shall start, and resume after the half time break, on the umpire's whistle. Each period will end on the siren/hooter.
- 5.3.3. No additional time will be added to the game for penalty strokes or for injury. Where practicable, injured players are to be removed from the field of play to allow the match to continue and, if necessary, be subject to medical advice.
- 5.3.4. Penalty corners and penalty strokes awarded prior to the conclusion of each half shall be played out. The period will end on the umpires whistle.
- 5.3.5. Teams finishing the match must vacate the courts immediately, and the next teams should take the courts ready to commence play at the scheduled time.

- 5.3.6. If a match is interrupted (e.g. because of weather conditions), and the decision of the TD is that it be resumed (not necessarily on the same court), the score on the resumption will be that at the time the interruption took place.
- 5.3.7. If it is not possible to resume the match, and:
 - 5.3.7.1. Less than half of the match has been played, a 0-0 draw will be recorded
 - 5.3.7.2. Match stopped during or after half time, the score standing at the interruption will be the result of the match.
- 5.3.8. Where matches are changed/ time reduced, even if there is no half time break, teams will change ends halfway through the period of the match.

5.4. **SEMI-FINAL**

- 5.4.1. Where time permits, there may be semi-finals prior to the final. This shall be determined for each division prior to the championship and be clearly indicated in the draw.
- 5.4.2. If semi-finals are played in divisions with two pools, they will be:
 - 5.4.2.1. The team finishing first in Pool A shall play the team finishing second in Pool B. This will be known as the first semi-final.
 - 5.4.2.2. The team finishing first in Pool B shall play the team finishing second in Pool A. This will be known as the second semi-final.
- 5.4.3. If semi-finals are played in divisions not divided into pools, they will be:
 - 5.4.3.1. The team finishing first in the division will play the team finishing fourth in the division. This will be known as the first semi-final.
 - 5.4.3.2. The team finishing second in the division will play the team finishing third in the division. This will be known as the second semi-final.
- 5.4.4. In the event of a draw in a semi-final, the team that was ranked higher in its pool (or division) shall progress as the winner.

5.5. **FINAL MATCHES**

- 5.5.1. If there are no semi-finals then the top two ranked teams will play in the final. Where the teams in any one division are divided into two pools, the top team from each pool will play in the final.
- 5.5.2. If semi-finals are played, the final shall be played between the two winners of the semi-final matches.
- 5.5.3. Should the game be ended in a draw, a shoot out competition between the teams shall be conducted, except in Under 13 championships where the teams will be declared joint winners.
- 5.5.4. In the event of unforeseen circumstances not allowing the finals match to be played, the rankings will be decided in the following sequence:
 - 5.5.4.1. The total points accumulated at the conclusion of the last round of preliminary matches
 - 5.5.4.2. The number of matches won
 - 5.5.4.3. The goal difference; i.e. the difference between the number of goals awarded to a team and the number of goals conceded by that team;
 - 5.5.4.4. The goals awarded to each team

5.5.4.1. If teams are still equal, the team ranked highest before the commencement of the Championship will be given the higher ranking

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

5.6. CLASSIFICATION MATCHES

5.6.1. Classification (ranking) matches will only be played in divisions divided into pools and if time permits.

5.6.2. The team finishing 3rd (and 4th or 5th in pools with 4 or 5 respectively) in Pool A shall play the team finishing 3rd (and 4th, 5th in pools with 4 or 5 teams respectively) in Pool B to determine 5th and 6th (and 7th and 8th or 9th and 10th) placing.

5.6.3. Should goals be equal at full time, the ranking will be decided in the following sequence:

5.6.3.1. The total points accumulated at the conclusion of the last round of preliminary matches.

5.6.3.2. The number of matches won.

5.6.3.3. The goal difference; i.e. the difference between the number of goals awarded to a team and the number of goals conceded by that team;

5.6.3.4. The goals awarded to each team;

5.6.3.5. If teams are still equal, the team ranked highest before the commencement of the Championship will be given the higher ranking

5.6.4. The team finishing lowest in pool A shall play the team finishing lowest in Pool B to determine 7th and 8th (or 9th and 10th or 11th and 12th, as the case may require) placing and relegation.

5.6.5. Should goals be equal at full time, the ranking will be decided in the following sequence:

5.6.5.1. The total points accumulated at the conclusion of the last round of the preliminary matches;

5.6.5.2. The number of matches won;

5.6.5.3. The goal difference; i.e. the difference between the number of goals awarded to a team and the number of goals conceded by the team;

5.6.5.4. The goals awarded to each team.

5.6.5.5. If teams are still equal, the team ranked highest before the commencement of the Championship will be given the higher ranking.

5.7. RANKING OF LOSING SEMI FINALISTS

5.7.1. The team losing the semi finals will be ranked in the following sequence:

5.7.1.1. The total points accumulated at the conclusion of the last round of preliminary matches;

5.7.1.2. The number of matches won;

5.7.1.3. The goal difference; i.e. the difference between the number of goals awarded to a team and the number of goals conceded by that team;

5.7.1.4. The goals awarded to each team.

5.7.1.5. If teams are still equal, the team ranked highest before the commencement of the Championship will be given the higher ranking

5.8. SHOOT-OUT COMPETITION

- 5.8.1. In a shoot-out competition, three players from each team take a one-on-one shoot-out alternately against a defender from the other team as set out in this Regulation. The shoot-out competition comprises all series of shoot-outs required to determine a result. The following sets out both the playing Rules and the procedures to be followed.
- 5.8.2. If the shoot-out competition takes place after the end of a match, the first shoot-out shall take place within two (2) minutes of the end of the match.
- 5.8.3. The respective Team Managers provide three players to take and one player to defend the shoot-outs from those on the Match Report except as excluded below. A player nominated to defend the shoot-outs can also be nominated to take a shoot-out. No substitutions / replacements are permitted during the shoot-out competition other than as specified below.
- 5.8.4. A player who is still serving a disciplinary suspension by the Tournament Director at the time the shoot-out competition takes place or has been excluded permanently (red card) during the match which leads to the shoot-out competition, cannot take part in that shoot-out competition. A player who has been warned (green card) or temporarily suspended (yellow card) may take part in the shoot-out competition even if the period of their suspension has not been completed at the end of the match.
- 5.8.5. The Tournament Director will specify the method of timing shoot-outs taking account of the facilities available and the need to control time accurately.
- 5.8.6. The Tournament Director will specify the goal to be used.
- 5.8.7. A coin is tossed; the team which wins the toss has the choice to take or defend the first shoot-out.
- 5.8.8. All persons listed on the Match Report other than any player who is still serving a disciplinary suspension by the Tournament Director at the time the shoot-out competition takes place or has been excluded permanently (red card) during the match which leads to the shoot-out competition are permitted to enter the field of play outside the half used for the shoot-out.
- 5.8.9. The goalkeeper / defending player of the team taking a shoot-out may be on the back-line outside the circle.
- 5.8.10. A player taking or defending a shoot-out may enter the half used for the shoot-out for that purpose.
- 5.8.11. Players taking a shoot-out and also defending the shoot-outs taken by opponents are allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put back on their protective equipment.
- 5.8.12. Three players from each team take a shoot-out alternately against the goalkeeper / defending player of the other team making a total of 6 shoot-outs.
- 5.8.13. Taking a shoot-out:
 - 5.8.13.1. the goalkeeper / defending player starts on or behind the goal-line between the goal posts;
 - 5.8.13.2. the ball is placed 3 metres outside the circle opposite the centre of the goal;
 - 5.8.13.3. an attacker stands behind but near the ball;

- 5.8.13.4. the Umpire blows the whistle to start time;
- 5.8.13.5. an official starts the clock;
- 5.8.13.6. the attacker and the goalkeeper / defending player may then move in any direction;
- 7.8.14 the shoot-out is completed when:
 - 7.8.14.1 6 seconds has elapsed since the starting signal;
 - 7.8.14.2 A goal is scored;
 - 7.8.14.3 The attacker commits an offence;
 - 7.8.14.4 The goalkeeper / defending player commits an unintentional offence inside or outside the circle in which case the shoot-out is re-taken by the same player against the same goalkeeper / defending player;
 - 7.8.14.5 the goalkeeper / defending player commits an intentional offence inside or outside the circle, in which case a penalty stroke is awarded and taken;
 - 7.8.14.6 the ball goes out of play over the back-line or side-boards; this includes the goalkeeper/defending player intentionally playing the ball over the back-line;
 - 7.8.14.7 if the ball rebounds off a goalkeeper / defending player over the side-boards, the shoot-out is completed; if the ball is propelled by a goalkeeper / defending player over the side-boards, the shoot-out is retaken by the same player against the same goalkeeper / defending player.
- 7.8.15 If a penalty stroke is awarded as specified above, it can be taken and defended by any eligible player.
- 7.8.16 The team scoring the most goals (or ahead by more goals than the other team has untaken shoot-outs available) is the winner.
- 7.8.17 A player may be suspended by a yellow or red card but not by a green card during the shoot-out competition.
- 7.8.18 If during a shoot-out competition (including during any penalty stroke which is awarded) a player is suspended by a yellow or red card:
 - 7.8.18.1 that player takes no further part in that shoot-out competition and, unless a goalkeeper/defending player, cannot be replaced;
 - 7.8.18.2 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:
 - 7.8.18.2.1 the replacement goalkeeper / defending player is allowed reasonable time to put on protective equipment similar to that which the goalkeeper / defending player they are replacing was wearing;
 - 7.8.18.2.2 for taking their own shoot-out, this player is allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put it on again.
 - 7.8.18.3 any shoot-out due to be taken by a suspended player is forfeited; any goals scored by this player before being suspended count as a goal.
- 7.8.19 If during a shoot-out competition, a defending goalkeeper / defending player is incapacitated:

- 7.8.19.1 that goalkeeper/defending player may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded in this Appendix or unless suspended by an Umpire during the shoot-out competition;
- 7.8.19.2 the replacement goalkeeper:
 - 7.8.19.2.1 is allowed reasonable time to put on protective equipment similar to that which the incapacitated goalkeeper / defending player was wearing;
 - 7.8.19.2.2 if this replacement is also nominated to take a shoot-out, this player is allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put it on again.
- 7.8.20 If during a shoot-out competition, an attacker is incapacitated, that attacker may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded above or unless suspended by an Umpire during the shoot-out competition.
- 7.8.21 If an equal number of goals are scored after each team has taken three shoot-outs:
 - 7.8.21.1 a second series of shoot-outs is taken with the same players, subject to the conditions specified in this Appendix;
 - 7.8.21.2 the sequence in which the attackers take the shoot-outs need not be the same as in the first series;
 - 7.8.21.3 the team whose player took the first shoot-out in a series defends the first shoot-out of the next series;
 - 7.8.21.4 when one team has scored or been awarded one more goal than the opposing team after each team has taken the same number of shoot-outs, that team is the winner.
- 7.8.22 If an equal number of goals are scored after a second or subsequent series of three shoot-outs, additional series of shoot-outs are taken with the same players subject to the conditions specified in this Appendix:
 - 7.8.22.1 the sequence in which the attackers take the shoot-outs need not be the same in any subsequent series;
 - 7.8.22.2 the team which starts each shoot-out series alternates for each series.

5.9. PROMOTION, RELEGATION AND SEEDING

- 5.9.1. The team winning each division shall be promoted to the next higher division, up through to division one, and seeded in the lowest position in that division for the following year. The team finishing last in each division shall be relegated to the next lower division, through to the lowest division competing in the championship, and seeded in first position in that lower division for the following year.
- 5.9.2. Shall there already be 2 teams from an Association in the next highest Division Hockey NSW will promote the team ranked the next highest in that Division.
- 5.9.3. Promotion from each division to the next higher division, up to division one, shall be automatic. Relegation from each division to the next lower division, through to the lowest division in the championship, shall be automatic.

- 5.9.4. For the purpose of determining promotion, relegation and seeding, all calculations shall be made at the conclusion of all matches played at the championship.
- 5.9.5. In the event of an association with a seeded team not entering the team in the championship, all teams seeded below that team will be advanced.
- 5.9.6. All unseeded teams entered in a championship will be ranked below the lowest seeded team. This ranking will be determined by Hockey NSW.
- 5.9.7. For the Under 13s Championships Joint Winners will be automatically promoted to the next highest division. Relegation from the above division will be the 2 lowest place finishers. This will be automatic.

5.10. FAILURE TO PLAY, WITHDRAW OR FORFEIT

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

5.11. MATCH BALLS

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

5.12. ADMISSION TO FIELD OF PLAY

- 5.12.1. No one except the players and the umpire properly engaged in a given match may enter the field of play during the match unless invited to do so by an umpire or has obtained prior authorisation from an umpire. This rule is compulsory even in the event of injury to a player or to an umpire. Under no circumstance is the coach permitted to enter the field of play during the match.
- 5.12.2. No player may be admitted to the field of play during a match unless wearing the team's approved uniform with designated shirt number.

- 5.12.3. No player may be admitted to the field of play if their stick has not been taped to the Technical Official standard. All sticks will be checked prior to the commencement of each game.
- 5.12.4. If team benches are provided, each team engaged in a given match may have up to nine persons on the bench, namely, the team manager (for whom it is compulsory to sit there), five substitute players, the coach, the assistant coach, masseur and the physiotherapist.
- 5.12.5. Players and team officials must wear closed in shoes when on the indoor court or team bench.
- 5.12.6. The team manager is responsible for the proper conduct of all persons occupying the bench.
- 5.12.7. The team listed first on the draw has the left hand bench facing the court and there is no requirement for teams to swap benches at half time.
- 5.12.8. There must be a female team official on the bench of a female team and a male team official on the bench of a male team.

5.13. POINTS

- 5.13.1. The following points shall be awarded for each match:
 - 5.13.1.1. 3 points for the winning team
 - 5.13.1.2. 1 point to each team in the event of a draw
 - 5.13.1.3. 0 points for the loser
- 5.13.2. Total points accumulated at the end of the series of preliminary matches shall determine the placing in pools or in divisions that are not divided into pools. If, at the conclusion of the series of preliminary matches, two or more teams have obtained the same number of points, the ranking shall be decided in the following sequence until a final ranking is established:
 - 5.13.2.1. Number of matches won;
 - 5.13.2.2. Comparison of goal difference;
 - 5.13.2.3. Comparison of goals for;
 - 5.13.2.4. Result(s) of the match(es) played between only those teams involved;
 - 5.13.2.5. Higher ranked team prior to the Championships will be placed on the highest ranking

5.14. CARDS/SUSPENSIONS

- 5.14.1. A penalty points system for cards issued will operate. Cards will attract the following point penalties:
 - 5.14.1.1. Green Card 1 point
 - 5.14.1.2. Minor Yellow – 2 mins 4 points
 - 5.14.1.3. Major Yellow – 5 mins 6 points
 - 5.14.1.4. Red Card 10 points
- 5.14.2. The TD shall suspend for one or more matches of the competition:
 - 5.14.2.1. Any player who has accumulated 10 or more demerit points during one or more matches of the championship.

5.14.2.2. Any player, reserve player, or team official who has misbehaved before, during or after any match of the championship.

5.14.3. Following the serving of a suspension, a player's penalty points total shall revert to five points.

5.14.4. The TD may refrain from imposing an automatic suspension in order to avoid any obvious miscarriage of justice.

5.15. PROTESTS AND DISPUTES

5.15.1. Where a team wishes to lodge a protest over matters relating to a match the team manager must indicate the intention to do so under their signature on the match report. Decisions by umpires and championship officials (TD, DTD or TO) will not be disputed.

5.15.2. Any protest, complaints or inquiries must be lodged in writing to the TD within 10 minutes of the completion of the match and be accompanied by a fee of \$50.00. Failure to do so will indicate no protest is registered. The TD will advise the outcome within two hours of the match concluding. However, any protest that requires an urgent decision to be made can be lodged with the TD who shall adjudicate on the matter accordingly.

5.15.3. In dealing with a protest or complaint, the TD should refer to the wording or intent of any relevant rule. Each team/official shall be given equal opportunity to present their case. The fee will be refunded where a protest is upheld or the TD determines that special circumstances apply and a refund is warranted. Money not refunded is deposited with Hockey NSW. A receipt may be issued upon request of the Association in writing at the conclusion of the championship.

5.16. MEDICAL

5.16.1. Sharing of towels, face washers, drink containers, face masks, mouth guards etc. **MUST NOT OCCUR.**

5.16.2. Where bleeding occurs as a result of any injury, all contaminated clothing and equipment must be replaced prior to the player being allowed to resume play. If bleeding should re-occur the above procedures must be repeated. If bleeding cannot be controlled even if the wound is securely covered, then the player must not continue in the game.

5.16.3. Jewellery, including earrings, wristbands and necklaces, are to be removed or taped and facial piercings are to be covered.

5.16.4. All players must remove any plastic wristbands

6. STOPPAGES AND INTERRUPTION TO PLAY

6.1. Please refer to the Hockey NSW Hot Weather Policy for guidelines in relation to playing in the heat.

6.2. ABANDONMENT OR DEFERMENT OF CHAMPIONSHIP

6.2.1. The host association shall contact the Chief Executive Officer of Hockey NSW by telephone, no later than forty eight hours prior to the scheduled commencement of the

championship should doubt exist as to whether the championship can proceed as scheduled.

- 6.2.2. The championship, once commenced, shall be completed unless conditions, in the opinion of the TD, make this impossible.
- 6.2.3. Should a division of the championship be called off due to the closure of grounds by the host association's local council, the board shall determine if that division should be played at a later date at the same or another venue.

6.3. **UNFORESEEN EVENTS**

- 6.3.1. Should circumstances arise which are not provided for in the current Indoor State Championship Manual, they shall be dealt with by the TD and where required liaise with Hockey NSW Staff. (This may include such things as closure of courts due to vandalism or inclement weather)