



2024 Operations Manual

**Women's Masters State Championships
Tournament Regulations – Outdoor**

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CHAMPIONSHIP FORMS

E-Form	Team Nomination Form (via RevSPORT)
E-Form	Women's Masters Player Nomination (via RevSPORT)
E-Form	Team Entry Form (via RevSPORT)
E-Form	Player Exemption
E-Form	Player Clearance
E-Form	Requests for Change to Registered Uniform

APPENDICES

Appendix 1	Schedule of Variation to Rules of Hockey Applicable to Hockey Queensland Sanctioned Events
Appendix 2	Hockey Queensland Tournament Schedule – Key Dates for Participating Teams
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Appendix 4	Team Manager – Responsibilities & Guidelines
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Appendix 7	Codes of Conduct - Offences and Penalties, and Hearings

Purpose

The Women's Masters State Championships Tournament Regulations (outdoor) of the Hockey Queensland Operations Manual are designed to provide procedures and guidance to officials and participating Associations to enable better understanding of competition regulations for Hockey Queensland tournaments. Supplementary to this document are the Tournament Forms and Appendices.

Hockey Queensland ("HQ") continually reviews and improves regulations, and this document (and the supplementary documents) is revised annually and from time to time as new regulations are officially adopted.

1. Rules of Competition

- 1.1 Women's Masters State Championships shall be conducted in accordance with these regulations, the current FIH Rules of Hockey and any FIH Variations to the Rules approved for use at State Competitions and in force on the first playing day of competition.

Refer to **Appendix 1** of these Regulations for variations to FIH Rules applicable to HQ competitions.

- 1.2 In all situations the first reference point is the HQ Operations Manual (including attachments) with the second point of reference being these HQ Tournament Regulations and Appendices.

Note: Items relating to competition specific items where specified within this HQ Tournament Regulations manual, take precedence over items of the same context within the HQ Operations Manual and Attachments. If neither the HQ Operations Manual nor the HQ Tournament Regulations manual specifically addresses the competition situation, then guidance is by default deferred to the Hockey Australia rules and tournament regulations and lastly the FIH rules and tournament regulations.

- 1.3 HQ reserves the right to make amendments to tournament formats as and when required.

Tournament Equipment

1.4 Match Balls

- 1.4.1 Each participating team is required to supply a HQ approved white FIH-standard dimpled Kookaburra Match ball for preliminary round matches and semi-finals.
- 1.4.2 HQ will supply one white Kookaburra MKII dimple elite match balls for each of the division finals.

1.4.3 Training Bibs

HQ will provide two sets of numbered fluorescent training bibs for the tournament for use as an alternate strip in the event of uniform clashes. The Tournament Director has sole discretion as to which team will wear the alternate strip.

1.5 Host Association Responsibilities

Tournament equipment to be supplied by the Host Association is set out in ***Host Association Responsibilities & Venue Requirements*** document of the HQ Tournament Operations Manual.

2. Tournament Officials

2.1 HQ will appoint the following Tournament Officials for the Women's Masters State Championships:

- Tournament Director (TD)
- Technical Manager (TM)
- Assistant Technical Managers (ATM)
- Umpire Manager (UM)
- Umpire Coaches (UC)

2.2 The TD has the full power and authority of HQ in relation to all matters concerning the conduct of the tournament in accordance with these regulations. The TD shall be the final arbiter in all matters of contention arising during the tournament. The TD has full discretion to make decisions during the tournament on extenuating circumstances that may be outside of these Tournament Regulations in consultation with Hockey Queensland.

2.3 The TD will ensure that all participants abide by the relevant Code of Conduct and shall have authority to take action in accordance with the Code when required.

2.4 The TD may confer with Hockey Queensland for any matters of contention. If required, Hockey Queensland will assist the TD with any matters of contention.

2.5 No Appeals will be heard at any Hockey Queensland Tournament and/or Event.

For further information refer to ***Roles of Officiating Personnel*** document of the Tournament Operations Manual.

3. Tournament Medals, Trophies and Awards

3.1 Medals and Player Awards

For Women's Masters State Championships, HQ will provide the following:

- 20 medallions per Division (18 x Players + Coach and Manager)
- Jenny Tidey Player of the Tournament Award
- A Player of the Final Award for each Division that plays a Final

3.2 Officiating Medals & Awards

The following Officiating Awards will also be presented:

- Umpires of each Final
- Technical Officer of each Final

3.3 Perpetual Trophies

3.3.1 HQ will provide perpetual trophies per division for each Tournament, except where a Division is not expected to be played annually.

3.3.2 Winners of perpetual trophies must not take the perpetual trophy back to their home Association. Teams are required to hand perpetual trophies to the TD after presentation once photographs have been taken. Should a team inadvertently take a perpetual trophy back to their Association it must be immediately returned to HQ at the Association's expense. Perpetual trophies not returned after nine (9) months will be deemed lost. Lost or damaged perpetual trophies that require replacing will be at the expense of the previous year's winner. HQ will invoice the Association for the cost of replacement, plus the engraving for all previous winners. HQ will organise to have all perpetual trophies engraved.

3.4 Replica Shields

HQ will supply replica shields or trophies to be retained by the winning Association of each HQ Tournament and each Division in each State Championship. It will be the responsibility of the winning Association to have the substitute shields or trophies engraved.

3.5 #TeamQLD Award

HQ will supply an Award to be retained by the winning team of each HQ Tournament in each State Championship. The #TeamQLD Award is an initiative to encourage competing hockey teams, coaches, managers, and officials and spectators to play in the true spirit of the game at Hockey Queensland State Championships. The

#TeamQLD Award is voted on by the technical officials and recorded on the voting form, where points are allocated to each team at the end of each match.

4. Registration and Eligibility

4.1 Player Eligibility

HQ is committed to ensuring all Associations have representative teams at all State Championships and securing the long term development and growth of participation within each Association.

In order to achieve both participation growth and development, HQ provides the following guidelines for underage players' participation in State Championships.

To be eligible to compete in the HQ State Championships or be selected to compete in a HQ State Team a player must have paid the 2024 HQ Senior Player Levy.

4.1.1 Minimum Age Requirements

All players participating in a Women's Masters Championship must be 34 years of age as at 31 December in the year the championship is being played.

4.2 Participant Eligibility

4.2.1 For a player, team official or match official to be eligible to participate in a HQ tournament they must:

- Be registered online with HQ via their playing Association for the relevant winter season (must have completed an online registration form and have paid the relevant Hockey Australia and HQ registration fees); and
- Be financial with their Club, Association and HQ; and
- Be a member of a financial HQ Association; and
- A person who is not under suspension or disqualification by any Club, Association or any State Association affiliated with Hockey Australia.
- Match officials not registered to a particular Association, be registered online with HQ (must have completed an online registration form).

4.2.2 HQ (CEO, General Manager Operations, Competitions Coordinator and Athlete Development Coordinator) shall rule on the eligibility of participants to represent Associations at HQ tournaments. Should a situation related to

eligibility arise that is not covered by these rules, HQ, after consideration of the particular circumstances, will determine the outcome according to the spirit of the game.

4.2.3 A player can be registered with one team only at a tournament via the Team Entry Form. If an Association has more than one team entered, no player from one team may play any part of a match with any other team. Exceptions to this clause are contained in Clause 8.6 below.

4.2.4 If, in a tournament, an ineligible player plays in a match, the player's team shall be deemed to have forfeited every match in which the ineligible player has taken part.

4.3 Player Clearances (*to represent an Association other than the Primary Association*)

4.3.1 Each player registers online with a club. That club is affiliated with a Primary Association (Playing Association) which is the player's Primary Association.

4.3.2 Subject to Clause 4.3.3 below, a player is only eligible to represent their Primary Association in the first instance at a State Championships, unless the Primary Association provides a clearance for a player to play for another Association, through online submission of **Player Clearance Form** to HQ.

4.3.3 Should a player wish to play for an Association other than their Primary Association, they must apply for player clearance from their Primary Association.

4.3.4 Local Association rules which apply to representative trials/selections must be taken into consideration when applying **any** of the below mentioned reasons for granting player clearances.

4.3.5 A player must be granted a clearance by their Primary Association for any of the following reasons:

4.3.5.1 The player who is dual registered (more than one (1) Association) and wishes to represent their Secondary Association (Primary Association has the right of first refusal)

4.3.5.2 The player has stood for selection for their Association but has not been selected/required

4.3.5.3 The Primary Association of the player is NOT participating at the Women's Masters State Championships and the player wishes to participate with another Association.

4.3.6 Should a Primary Association refuse to grant a player clearance, the Association is required to inform HQ in writing and provide justification for

the refusal. HQ reserves the right to review and overturn any refusal to grant a clearance. This review will be completed by HQ.

4.3.7 HQ will communicate a list of Player Clearances to all Associations via email.

5. Team Nomination and Entry

5.1 All processes pertaining to Team Nomination for HQ State Championships will be completed online. Only eligible team nominations at the time of the deadline specified by HQ will be accepted for the relevant competition.

5.2 Team Nomination

5.2.1 Each participating team must be nominated online through the link provided on HQ's website by the deadline specified in **Appendix 2**.

5.2.2 The submission of a team nomination advises HQ of the intent to enter an Association team/s into the relevant State Championship.

5.2.3 The following information is compulsory and must be submitted when nominating an Association Team for the Women's Masters State Championships:

- *Non-Playing Team Manager* – each team must name a non-playing team manager who holds no other role within that team.
- *Umpire* – each team must supply a non-playing umpire who holds no other role at the tournament. The Umpire must hold the appropriate minimum level of Umpire Accreditation for this Tournament.
- *Technical Official* – each Member Association who enters a team must supply a non-playing technical official who holds no other role with the team/s to assist with technical duties throughout the competition. Where a Member Association enters more than three teams in a tournament, they will supply two technical officials as detailed above.

For the Women's Masters State Championships only - If a Member Association chooses to supply officials who have other commitments in the tournament (e.g. Team Manager, player etc.) the Member Association shall supply sufficient people to officiate on five (5) matches per day.

- *Team Travel Information* – each team must provide all travel arrangements

5.2.4 Participating Associations must complete the nomination and provide all required information for each team the Association enters into the

Women's Masters State Championship for the nomination to be accepted by HQ. Incomplete team nominations may incur financial penalties.

- 5.2.5 The Championship Draw is based on the number of Association teams nominated. As such, late nominations of Association Teams may not be accepted by HQ. Any late team nominations which are accepted by HQ may incur a **Late Team Nomination Fee**.
- 5.2.6 Withdrawals of any nominated team at any time following deadline for submission of Team Nomination may incur a **Late Withdrawal Fee**.

For further details on fees refer to **Appendix 3**.

5.3 Provision of Umpires to State Championship

- 5.3.1 Each team participating in a HQ State Championship is required to supply the name of a non-playing umpire, with their Team Nomination (30 days prior to the Tournament commencing). The umpire cannot be nominated for any other team official role (i.e. coach, manager or player) and must be available for the entire duration of the tournament. The umpire can assist with technical duties.
- 5.3.2 The nominated umpire may only umpire on behalf of one (1) Association team and must be of a suitable standard for the tournament as set out in the Accreditation/Experience table below.

Accreditation/Experience Table

State Championship Level	The minimum Current Umpire Accreditation required for this level of Competition (including Qld Advanced accreditation)
Women's Masters	Foundation Support Umpire

- 5.3.3 Where an Association is unable to fulfil their umpire requirements the Association is to follow the below Guidelines for Loan Umpires.
- 5.3.4 Guidelines for Host or other Association Loan Umpires
- 5.3.4.1 Host Associations will be required to supply additional non-playing umpires as part of the Hosting Requirements to assist Associations who are unable to provide a non-playing umpire from within their own Association (see table below for minimum number required).

Host Association – No. Of Registered players (Junior and above)	Minimum number of Umpires to be provided to assist Associations who cannot provide an Umpire
Players > 1200	6
Players > 600	5
Players > 300	4
Players < 300	2

5.3.4.2 Associations requiring an umpire can communicate with the Host Association to source an umpire(s):

- HQ will invoice the Association allocated a Host Loan umpire \$50 per match umpired at the Tournament. Funds will be directed to the Host Association for Umpire Development. Invoice to be issued by the Host Association to HQ at the end of the Tournament (based on information provided by HQ);
- The allocation of Host Umpires to an Association requiring umpire assistance is at the Host Association's discretion (e.g. 1 Host Umpire per Association request up to the minimum Host Umpire requirements set out in the table above, unless the Host Association has additional umpire resources);

5.3.4.3 Approach other HQ Associations to acquire an umpire under the provisions of a Loan Umpire Agreement, as outlined below:

- Associations communicate with each other on their umpiring requirements;
- A potential umpire is identified and provided the details of the Tournament;
- An agreement is reached between all stakeholders to cover the costs incurred for the Umpire to attend the Tournament, only travel, accommodation and a \$20.00 daily allowance are permissible within this agreement;
- No costs will be passed onto HQ;
- The Association who is requesting the loan umpire, must submit the agreement via email outlining the proposed agreement to the Umpire, the Umpire's Association and HQ Competitions Coordinator;
- The Umpire's Association and the Umpire must confirm via email acceptance of this agreement to HQ Competitions Coordinator;

- HQ will add the Umpire to the team list after confirmation from all stakeholders that arrangements have been confirmed.

5.3.4.4 These umpires must be available to umpire for the duration of the tournament and must meet the minimum accreditation standards as detailed in this regulation.

5.3.5 Where an Association withdraws their nominated umpire within nine (9) days of the start of a tournament and is unable to replace them as per 5.3.4 Guidelines for Loan Umpires, HQ will endeavour to find a replacement Umpire for that Association. All costs required to fund the replacement umpire attending the Championship will be borne by the relevant Association as per 5.3.6 below.

5.3.6 Guidelines for HQ Umpire Pick Up List:

Umpires can indicate their availability to attend HQ State Championships if they are not selected by their Association to umpire by completing the HQ Umpire Pick Up List form. Any HQ Pick up Umpire will be allocated to a team after all other Loan and Host Association Umpires have been exhausted. In the event there are no available umpires on the HQ Umpire Pick Up List, the Umpire requirements is passed back to the Association unable to provide an Association Umpire.

5.3.6.1 The criteria for the allocation from the "pick up list" will be as follows:

- Umpire meets accreditation criteria for tournament as set out in the Accreditation/Experience table above;
- Cost for Umpire to attend State Championships (travel, accommodation and \$20.00 daily allowance) to the Association who has not fulfilled their umpire requirements.

5.3.6.2 Associations to be invoiced after the Tournament.

5.3.7 If all other avenues mentioned above have been exhausted, HQ may consider flexibility for multiple roles for team officials and players to cover umpire requirements, due to extenuating circumstances only.

5.4 Team Entry Form

There is a **\$570.00 (inc GST) Team Entry Fee** applicable to competing teams in the Women's Masters State Championships (refer to **Appendix 3**).

To constitute an *eligible team entry*, all of the following requirements must be met by participating teams.

- 5.4.1 Participating teams must complete and submit **Team Entry Form** via RevSPORT Teams to HQ as per the instructions provided to Associations by HQ.
- 5.4.2 **Team Entry Form** must be completed prior to the deadline specified by HQ in **Appendix 2**. Late submissions may incur a **Late Team Entry Fee**.
- 5.4.3 **Team Entry Form** must be completed for each team that was nominated for the Championship (see Section 5.2 above).
- 5.4.4 A minimum of 11 players must be assigned to a team by the Team Entry deadline.
- 5.4.5 A team entry can include up to a maximum of 18 players eligible to take part in the tournament.
**Please refer to Section 8 for further rules regarding the number and composition of players allowed to participate in a match*
- 5.4.6 All players included in a Team Entry must meet the *Player Eligibility* requirements outlined in Section 4.
- 5.4.7 Participating teams must follow any further regulations regarding 'team entry' as outlined by HQ prior to the tournament including the process for submitting 'Clearances'.

Team Entries which do not meet the above requirements may be deemed ineligible by HQ and may not be accepted to participate without financial penalty.

5.5 Submission of Final Team Entry Form

- 5.5.1 The following information MUST be provided via the RevSPORT Team Entry form:
 - a) The names of up to 18 eligible players wishing to take part in the tournament, identified by their respective playing shirt numbers

**Please refer to Section 8 for further rules regarding the number and composition of players allowed to participate in a match*
 - b) Goalkeepers must be identified by placing 'GK' next to the player's name.
 - c) Name of team manager (cannot hold any other position with the team) plus up to 3 additional team personnel (e.g. Coach, Assistant Coach, Physiotherapist)
 - d) In addition to the above, a medically qualified Team Doctor may be included if such doctor has provided his/her qualifications to HQ or the TD prior to the commencement of the Tournament
- 5.5.2 No alterations or additions to the named players and team officials may be made following the deadline for submission unless due to extenuating

circumstances e.g. injury withdrawal. Alterations to Team Officials can be made up until the start of the first game of the Tournament provided the individual meets the Participant Eligibility outlined in 4.2.

5.6 Additional Team Entry Requirements

- 5.6.1 Participating teams are responsible for arranging their own team travel, ground transport and accommodation.
- 5.6.2 Any players who are granted a clearance by their Primary Association to represent another Association at a tournament will be added to the relevant Association team entry by HQ staff.
- 5.6.3 Each participating Association must ensure that all registered adult team personnel possess a current Queensland Blue Card or equivalent if there are minors (persons under eighteen years of age) in their team/s.

6. Player Eligibility for State Team/Squad Selection

6.1 Nomination Process for Hockey Queensland Women's Masters Teams.

*Refer to the Hockey Queensland **Women's Masters Policy***

6.2 Player Exemption

- 6.2.1 Any player who is unable to participate at a tournament due to exceptional circumstances but wishes to be considered for state selection must complete the Nomination Form and **Player Exemption Form** no later than the deadline specified in **Appendix 2**.
- 6.2.2 Late requests for exemption will not be accepted, except under extenuating circumstances. Late requests for exemption based on exceptional circumstances will be reviewed by the relevant selection panel prior to the tournament. Acceptance of late requests for exemption is at the sole discretion of HQ.
- 6.2.3 Players will be advised of the outcome of any exemption request; however, the submission of an exemption request does NOT guarantee selection in a state squad/team. HQ staff or HQ Women's Masters Committee will advise the individual players, via email, no later than three (3) days prior to the trials and/or tournament.

7. Pre-Tournament Briefings

- 7.1 The TD will hold a Managers' Meeting prior to the tournament via an online platform. The time, date and platform of the meeting will be provided on the draw and meeting details will be separately emailed to Managers.
- 7.2 It is compulsory for all Team Managers to attend the Managers' Meeting and Coaches are also welcome to attend. Should a Team Manager not be able to attend, the team must nominate another person to attend and advise the TD of this prior to the Meeting. Failure to attend may incur a financial penalty as per **Appendix 3**.

For further detail on Team Manager Responsibilities, refer to **Appendix 4**.

- 7.3 The UM will hold an Umpires' Briefing prior to the Tournament via an online platform. The details for this meeting will be provided on the draw and via email to the umpires. It is compulsory for all umpires to attend the Umpires' Briefing.
- 7.4 The TD or TM will hold a Technical Briefing prior to the Tournament via an online platform. The details of this briefing will be provided on the draw and via email to the technical panel. It is compulsory for all technical officials officiating at the tournament to attend.

8. Composition of a Team for a Match

- 8.1 A maximum of 18 players may be used by a team in a match, of whom two (2) must be goalkeepers wearing full protective equipment. Goalkeepers may be used as field players in line with the following paragraphs in Clause 8. If one of the goalkeepers becomes injured or is suspended during a tournament, that team can continue to use 17 players including only one goalkeeper.

If a team chooses not to include a second goalkeeper, they are limited to using a total of 16 players in a match. Any additional players will be required to remain outside of the designated playing area during match time (i.e. may not enter the playing field, benches, change rooms or any other area deemed part of the playing area).

If a player(s) has been suspended by the Tournament Director for one or more matches then, for those matches, the number of players the team concerned may use will be reduced by the number of players suspended.

Teams are able to use their reserve goalkeeper as a video operator providing that they are immediately able to take the field of play if required.

- 8.2 Each Team Manager must submit 1 hour prior to each match their **AltiusRT Team Line up form** nominating the following:
- The eleven (11) players who will be on the field of play at the commencement of the match;

- Subject to regulation 8.1, up to seven (7) reserve players who will start on the team bench (unless one or more players has or have been suspended for that match in which case the relevant player(s) should be included on **AltiusRT Team Line up Form** but marked as “Suspended”);
- The Captain and goalkeeper(s) (if applicable) for the match;
- The Team Manager for the match;
- Maximum of three (3) other team personnel (plus team doctor if applicable) which were nominated on **Team Entry Form**.

- 8.3 Selections on the **AltiusRT Team Line up Form** can only be made from the players and team personnel whose names were registered on **Team Entry Form**, excluding any person who has been suspended from participating in the match by the TD.
- 8.4 A player nominated to start a match who becomes incapacitated during warm-up or practice may be replaced by a player whose name appears on **Team Entry Form** up to 5 minutes prior to the scheduled starting time of the match. The Team Manager must notify the Technical Officer on duty accordingly.
- 8.5 A team may not begin its game with fewer than nine (9) players. Extra time will not be allowed to complete a team. Teams competing at the Women's Masters State Championships may play with field players only.
- 8.6 Replacements

- 8.6.1 In the case of serious injury or illness, where Associations have two or more Teams participating, they may replace the seriously injured or ill player by promoting a player from their lower team/s to make fourteen (14) Players. Players promoted may not be reinstated to their original team after having played two (2) games with the team to which they were promoted. Players replaced in this manner may take no further part in the tournament.

Special Provision for Goalkeepers

In the case of illness or injury to a Goalkeeper, a replacement Goalkeeper may be promoted from the same or a lower Division to a higher Division, and still play with their own team. (i.e. play in two Divisions for the duration of the tournament) The Goalkeeper replaced in this manner may return to the field upon recovery.

- 8.6.2 Where an Association does not have another team in a lower Division to supply players in case of illness or injury and cannot reasonably call up a player from their Association, the Host Association may, upon request, supply eligible players to make fourteen (14) in a team for the duration of the tournament.
- 8.6.3 An Association with two (2) teams in the one Division cannot exchange players between these two teams in any circumstances except for Goalkeepers as outlined above.

- 8.6.4 Prior approval from the TD must be sought in all instances for any replacement or promotion of players.

9. Team Uniform, Colours and Equipment

- 9.1 Member Association team colours and uniform designs must be registered and approved by HQ. The **HQ Uniform Register** complete with images of the approved uniforms for each Association, is available on the HQ website.
- 9.2 The registered uniform includes the following items:
- Playing shirt
 - Playing shorts/skirt/skort
 - Primary Playing socks
 - Alternate shirt (if applicable)
 - Alternate shorts/skirt/skort (if applicable)
 - Alternate Playing socks
 - Goalkeeper smock
 - Alternate Goalkeeper smock
- 9.3 No change to the registered team colours, uniform design or sock colour is permitted without written approval from HQ. To request a change in the registered uniform, Associations must complete **Request for Change to Registered Uniform** within an appropriate timeframe for HQ approval prior to the tournament.
- Team colours for both the primary and alternate uniforms of field players' clothing; each piece in one set must consist of at least 80% single colour and the other set must consist of a colour(s) completely different from the dominant one(s) in the first mentioned set for shirt, shorts/skirt/skorts and socks in with the images provided to HQ and published in the HQ Uniform Register;
 - Team colours for both the primary and alternate Goalkeeper's smocks/shirts must consist of colours completely different from the primary and alternate colours of the field players' shirts, and each smock must consist of at least 80% single colour.
- 9.4 No change in the registered primary and alternate sock colours will be approved unless the primary colour is dark and the alternate colour light or vice-versa.
- 9.5 Each team participating in a HQ tournament must play all matches in the approved uniform for their Association, as per **HQ Uniform Register**. In addition, teams must bring their approved alternate socks to the tournament. Should a team arrive at a tournament in an unapproved uniform, or without the approved alternate socks, the team may not be allowed to take the field and the Association will incur financial penalties (Refer to **Appendix 3** for financial penalties).

- 9.6 Any additional items of clothing worn by a player during a match, e.g. compression garments etc. must be beige/black or of the same colour as the adjoining piece of clothing. It is mandatory that teams coordinate the colour of their additional clothing. The right to enforce this requirement is at the discretion of the TD.
- 9.7 The TD and/or the TM shall assume responsibility for ensuring no uniform colour clashes occur. Teams must comply with any request from the TD or TM to change sock colour for a match should there be a colour clash between teams. Fluorescent coloured, numbered bibs provided by HQ may be required to be worn where a more comprehensive change to uniform is required. If an amicable settlement is not possible regarding which team will be required to change uniform/wear the coloured bibs, the team required to wear the bibs will be determined by the TD. A penalty, as determined by the TD, will be incurred if teams fail to comply with this regulation.
- 9.8 When warming up on the sidelines during a match, substitute players must wear a coloured bib or other form of clothing in a different colour to both teams and umpires.
- 9.9 Goalkeepers must wear a shirt of a colour different to that of their own team and that of their opponents (for clarity it can be the same colour as the opposition GK).
- 9.10 Each field player's number and goalkeeper's number must remain the same throughout the competition. **Numbers must be from 1 to 99.**
- 9.11 Field players must wear a number on the back of their shirt. This number must be clearly visible from all parts of the field. This number must appear in filled (not outlined) distinctive figure(s) and be:
- Not less than 16cm and not more than 20cm in height, on the back of the players shirt; and
 - Not less than 7cm and not more than 9cm in height, if worn on the front of the players shorts/skirts at left thigh level.
- 9.12 Goalkeepers must wear a number on the front and back of the shirt. This number must appear in filled (not outlined) distinctive figure(s) and be:
- Not less than 16cm and not more than 20cm in height, on the back of the goalkeeper's shirt;
 - Not less than 7cm and not more than 9cm in height, on the front of the goalkeeper's shirt.
- 9.13 Two (2) spare sets of players clothing must be with each team involved in a match, including a shirt, skirt/shorts without numbers, plus suitable material for numbering in an emergency.

9.14 In relation to playing equipment worn by field players they must:

- Wear shin guards inside the socks and below the knee, at all times during a match;
- Wear any body protection (including leg protection) underneath/inside normal playing clothing, knee pads may be worn outside the socks;
- Any requirements in the FIH Rules of Hockey related to single 'medical reasons' or similar is subject to justification from an appropriately qualified medical professional being submitted in writing to for approval to the TD no later than the day before the Tournament commences;
- The TD will ensure that teams submit all playing equipment prior to the commencement of an event; equipment per the requirements set out above and the general requirements of the FIH Rules of Hockey will be checked at this time. This includes sticks, goalkeepers head gear, hand protectors, leg guards and kickers together with any protective equipment such as face masks, knee pads and hand protectors worn by field players as well as any additional equipment for which approval has been sought;
- No player (or in the case of a Shoot-out Competition, no player or Team Official) on the field of play may use or be equipped with any device to receive communication;
- Players must not wear anything which is dangerous to any player which includes glasses / sunglasses. Any item which, in the opinion of the TD or TM may cause danger must either be removed or taped over if so directed. In respect to glasses / sunglasses, a letter from an optometrist / doctor must be provided to HQ with the **Team Nomination** and/or the **Team Entry Form**; or to the TD before the Managers' Briefing for each player intending to wear glasses / sunglasses. The letter must confirm the glasses / sunglasses are safe to be worn (i.e. soft-covered frame and plastic lenses [refer to FIH Rules of Hockey 4.2 page 17-18](#)) and the player concerned understands the possible implications of playing in glasses. A penalty may be incurred if players fail to comply with this rule;
- Players must observe the Host Association Venue rules in relation to playing equipment, apparel and accessories.

9.15 It is recommended that players wear a mouth guard at all times whilst on the field.

10. Timing

10.1 A match will consist of four periods of 15 minutes each, with a two minute break at the end of quarters one and three and a half-time break of five minutes, unless otherwise specified. Should a draw have to be amended during a tournament due

to bad weather or other circumstances matches may revert to halves if deemed appropriate.

Teams are not permitted to leave the field of play during the quarter time (two minute) breaks except to collect their water bottle from the team bench.

10.2 Timing of Matches

10.2.1 Unless otherwise directed by the TD, each quarter of each game will be commenced and concluded by a central timekeeper.

10.2.2 For duration of play refer to the draw.

10.2.3 No time out shall be allowed for injuries unless indicated in the tournament format document or agreed by HQ prior to the commencement of the Tournament. (The TD may exercise discretion for time out in semi-finals, relegation matches and finals).

For further detail, refer to **Appendix 6 – Women's Masters State Championships Format**.

11. Admission to the field of play

11.1 No persons other than the players starting the match and substitute players may be admitted to the field of play without the prior consent of the match Umpires, excepting that the match Technical Officer shall supervise the return of players receiving suspensions by Green and Yellow cards to the field of play.

11.2 The nominated coach of the team for a match and any other coaching staff on the team bench may not enter the field of play during playing time under any circumstances.

11.3 The coach nominated for that match must remain in an area designated by the Tournament Director advised in the Managers' Briefing but need not be seated.

11.4 Substitute players may leave their seats to warm up in an area designated by the TD, usually along the sideline between their own team bench and the closest backline.

11.5 Team personnel who are not named on the team bench for a match, suspended players and officials, and other persons associated with a team may not approach the perimeter of the team bench during a match and converse with the players and officials nominated for the match on **Team Line up Form**.

A **coach or assistant coach** nominated for that match may choose either to remain on the team bench for the duration of the match, or to be present on the team bench during the half-time interval only but must leave again prior to the commencement of the second half.

- 11.6 No incapacity treatment is permitted on the field of play except for brief treatment of goalkeepers, however the Umpires may authorise the Team Physiotherapist (or Team Medical Doctor if present), and the Team Manager or tournament first aid staff to treat and assist seriously injured players from the field.
- 11.6.1 Where an injured player (other than a goalkeeper) has been attended to on the field of play by a sports trainer, team Physiotherapist or other bench personnel at the direction of the umpire, that player shall leave the field of play forthwith and may not return for a minimum period of two (2) minutes. The player may be substituted in accordance with the FIH Rules of Hockey. Goalkeepers may receive only brief treatment on the field of play. Seriously injured goalkeepers must be removed from the field of play as soon as it is safe to do so.
- 11.7 Should there be blood on the field, the Umpires shall immediately allow grounds staff or other authorised persons onto the field to disinfect and clean the affected area. Play shall not continue until cleaning has been completed.
- 11.8 Bleeding players and/or players with blood on any part their clothing must leave the field of play immediately. Team Managers must respond immediately to a request by technical officials to substitute such players. Players may not return to the field of play unless wounds have been covered and blood stained clothing has been washed or replaced. No player who has left the field of play because of blood on their person or clothing may retake the field until inspected and given permission by the Technical Officer on duty for the match.

12. Points and Equality of Points

12.1 Points

For all HQ Tournaments the following points will be awarded for qualifying matches: three (3) points for a win, one (1) point for a draw and nil (0) points for a loss.

12.2 Equality of Points

If teams are equal on points at the completion of the qualifying matches, the method for deciding upon positions of teams shall be as follows:

- a) The number of matches won
If a tie still exists:
- b) Goal difference - goals "for" less goals "against"
If a tie still exists;
- c) Highest number of goals scored in the qualifying matches
If a tie still exists;

- d) Count-back (result of match in qualifying round)

If a tie still exists;

- e) A shoot-out competition shall be played as outlined in 12.3 below

12.3 Shoot-Out Competition

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

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

- 1 If the shoot-out competition takes place after the end of a match, the first shoot-out should take place within five (5) minutes of the end of playing time.
- 2 The respective Team Managers provide five players to take and one player to defend the shoot-outs from those on the Match Report except as excluded below. A player nominated to defend the shoot-outs can also be nominated to take a shoot-out. No substitutions / replacements are permitted during the shoot-out competition other than as specified below.
- 3 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 temporarily suspended (green or 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.
- 4 The method of timing shoot-outs shall be as per Clause 12 below unless the field has an eight (8) second shot clock which can be operated from the technical table and seen by spectators. In this case, the TD will specify the method of timing shoot-outs taking into account the facilities available and the need to control time accurately.
- 5 The TD will specify in advance the goal to be used.
- 6 A coin is tossed; the team which wins the toss has the choice to take or defend the first shoot-out.
- 7 All persons listed on the Match Report other than any player who has been excluded permanently (red card) during the match which leads to the shoot-out competition are permitted to enter the field of play on the half-way line.

- 8 The goalkeeper of the team taking a shoot-out must wait on the back-line outside the circle.
- 9 A player taking or defending a shoot-out may enter the 23m area for that purpose.
- 10 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.
- 11 Five players from each team take a shoot-out alternately against the goalkeeper of the other team making a total of 10 shoot-outs.
- 12 Taking a shoot-out:
 - a) the goalkeeper starts on or behind the goal-line between the goal posts;
 - b) the ball is placed on the nearest 23m line opposite the centre of the goal;
 - c) an attacker stands outside the 23m area near the ball;
 - d) the Umpire signals to an official to prepare for the time to start and blows a whistle to signal the start of the shoot-out
 - e) an official with their back to the action starts a stopwatch
 - f) the attacker and the goalkeeper may then move in any direction;
 - g) the shoot-out is completed when:
 - I. 8 seconds has elapsed since the starting signal;
 - II. a goal is scored;
 - III. the attacker commits an offence;
 - IV. the goalkeeper 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;
 - V. the goalkeeper commits an intentional offence inside or outside the circle, in which case a penalty stroke is awarded and taken;
 - VI. the ball goes out of play over the backline or side-line; this includes the goalkeeper intentionally playing the ball over the back-line.
- 13 If a penalty stroke is awarded as specified above, it can be taken and defended by any eligible player on the Match Report subject to the provisions of Clauses 16, 17 and 18 below.
- 14 The team scoring the most goals (or ahead by more goals than the other team has untaken shoot-outs available) is the winner.
- 15 A player may be suspended by a yellow or red card but not by a green card during the shoot-out competition.

- 16 If during a shoot-out competition (including during any penalty stroke which is awarded) a player is suspended by a yellow or red card:
 - a) that player takes no further part in that shoot-out competition and, unless a goalkeeper, cannot be replaced;
 - b) the replacement for a suspended goalkeeper can only come from the five players of that team nominated to take part in the shoot-out competition:
 - I. the replacement goalkeeper is allowed reasonable time to put on protective equipment similar to that which the goalkeeper they are replacing was wearing;
 - II. 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.
 - c) 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.
- 17 If during a shoot-out competition, a defending goalkeeper is incapacitated:
 - a) that goalkeeper may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded in Clause 3 of this section (Clause 12.3) above or unless suspended by an Umpire during the shoot-out competition;
 - b) the replacement goalkeeper:
 - I. is allowed reasonable time to put on protective equipment similar to that which the incapacitated goalkeeper was wearing;
 - II. 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.
- 18 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 or that particular match, except as excluded above or unless suspended by an Umpire during the shoot-out competition.
- 19 If an equal number of goals are scored after each team has taken five shoot-outs:
 - a) second series of five shoot-outs is taken with the same players subject to the conditions specified in this section (Clause 12.3);

- b) the sequence in which the attackers take the shoot-outs need not be the same as in the first series;
 - c) the team whose player took the first shoot-out in a series defends the first shoot-out of the next series;
 - d) when one team has scored or been awarded one more goal than the opposing team after each team has taken the same number of shoot-outs, not necessarily being all five shoot-outs, that team is the winner.
- 20 If an equal number of goals are scored after a second series of five shoot-outs, additional series of shoot-outs are taken with the same players subject to the conditions specified in this section (Clause 12.3):
- a) the sequence in which the attackers take the shoot-outs need not be the same in any subsequent series;
 - b) the team which starts each shoot-out series alternates for each series.

Unless varied by this section (Clause 12.3), the FIH Rules of Hockey apply during a shoot-out.

13. Forfeits

- 13.1 If a forfeit occurs during a qualifying match, the Team receiving the forfeit will be allocated three (3) points and have the game recorded as a 3-0 win (3 goals for).
- 13.2 Forfeits during a qualifying match
- 13.2.1 *Forced Forfeit* as a result of insufficient players, sickness, injury etc, will result in no penalty being incurred
 - 13.2.2 *Unforced Forfeit* refers to a team forfeiting a match without an acceptable reason e.g. the team will not play on a 'grass' field; will not accept the match time etc. Should an unforced forfeit occur, that team shall be disqualified from the tournament and any goals scored by its players during the tournament shall not be recorded.
 - 13.2.3 *Mutual Forfeit* - If two teams scheduled to play a round robin match mutually agree to forfeit for any reason, those teams shall be excluded from the tournament, relegated to the next lower division and subject to a minimum fine of \$500.
- 13.3 Forfeits during a classification match
- 13.3.1 *Forced Forfeit* as a result of insufficient players (sickness, injury etc), will result in the opposing team being awarded with a win, and the higher

position of the classification match taken (e.g. - if playing for 5th or 6th position, the forfeiting team will take the 6th position).

13.3.2 Unforced Forfeit will result in that team being disqualified from the tournament, moved to the bottom position in the division, and so be relegated to the lower Division. If the forfeit is in the lowest Division, then the forfeiting team shall be subject to a minimum fine of \$500. Any goals scored by its players during the tournament shall not be recorded, and players shall receive no player awards or medals.

13.3.3 *Mutual Forfeit* - If two teams scheduled to play a classification game which is a final or a relegation match mutually agree to forfeit for an unacceptable reason, those teams shall be relegated to last place in the tournament and fined a minimum of \$500.00. Any goals scored by their players during the tournament shall not be recorded, and their players shall receive no player awards or medals.

If two teams scheduled to play a classification game which is not final or a relegation match mutually agree to forfeit for a *valid reason* e.g. bad field conditions, and both the Team Managers together and in person advise the TD well in advance of the time of the scheduled match, the teams shall be placed in equal position in their Division and incur no penalty.

13.3.4 Details of any forfeits should be included in the TD's report to HQ.

14. Player/Official Conduct

14.1 As an affiliated State Association of Hockey Australia, HQ has adopted the following [Hockey Australia Code of Conduct](#) and [Complaints, Disputes and Discipline Policy](#) which are applicable to all Hockey Queensland sanctioned tournaments.

14.2 The [HA Anti-Doping Policy](#) has been adopted by HQ and the penalties and sanctions specified in that policy, will apply to all State Championship matches and to all participating players' and officials' behaviour during any HQ tournament.

14.3 All players and team personnel must observe the Host Associations venue rules.

14.4 The [HA Member Protection Policy](#) has been adopted by HQ and the penalties and sanctions specified in that policy will apply to all HQ Tournament matches and to all players, officials and associated persons behaviour during any HQ tournament.

14.5 Personal Penalty Cards issued to Players

14.5.1 The temporary suspension starts when the player is seated in the designated area.

14.5.1.1 If a player is issued with a temporary suspension (green or yellow card) they can:

- Quietly and respectfully support their team; and
- Request a jacket and / or drink from their manager.

They cannot:

- Coach from the sidelines;
- Receive coaching from their coach or the bench; or
- Provide commentary on or towards match officials or the opposition.

14.5.2 Timing of the suspension is controlled by a Technical Officer on duty.

14.5.3 The offending player is permitted to resume play when the Technical Officer on duty indicates that the period of suspension has been completed unless this occurs during the taking of a penalty corner in which case the offending player can return to the pitch after the ball has been injected to start the penalty corner.

14.5.4 If the offending player is a goalkeeper, the Technical Official on duty notifies the Umpires when the period of suspension has been completed; the Umpires stop the time at the next stoppage of play to enable that player to resume play. As time is stopped the goalkeeper should enter the field at the halfway line.

Goalkeepers who are suspended at the award of a Penalty Corner may be substituted by another fully kitted goalkeeper, who is already fully kitted. In these circumstances a field player must leave the field for the duration of the goalkeeper suspension to ensure that the team is playing with one less player.

14.6 In deciding on the duration of any suspension, the TD is limited to the remaining matches in the competition. Refer to Appendix 7.

14.7 Suspended persons may not enter the field of play or the technical facility areas (including team benches) until completion of the match or matches comprising the suspension.

14.7.1 Personal Penalty Cards will be recorded as:
Green = 2 points; Yellow = 4 points; Red = 12 points.

14.7.2 Points are cumulative for the duration of a tournament including semi-finals and finals but shall lapse at the end of the tournament.

14.7.3 Once a player has received a total of twelve (12) points, that player shall be automatically suspended for the next match due to be played by his/her team in the tournament, except that if the player has been awarded a red

card, the TD may impose a harsher penalty. Following the serving of a suspension, a player's penalty points total shall revert to zero points.

- 14.7.4 The Player shall have the right of appeal against the awarding of a red card suspension. This appeal must be in writing and handed to the TD or match Technical Officer within ten (10) minutes of the completion of the game. Any such appeal shall be heard by the Tournament Jury.

For further information refer to **Appendix 7 – Codes of Conduct - Offences and Penalties, Hearings**

15. Penalties

- 15.1. The penalty for non-compliance with the player eligibility rules is the automatic loss of the points and goals from any game in which an ineligible player participated.
- 15.2 The penalties and sanctions specified in the HA Anti-doping policy and HA Member Protection policy will apply to all HQ tournament matches and to all players, officials and associated persons behaviour during any HQ tournament.
- 15.3 In any other circumstance, the TD (at any time during a tournament) may impose any one or more of the following penalties where a breach of the above rules has occurred:
- 15.3.1 Issue a warning to the relevant person to cease their offending behaviour;
- 15.3.2 Suspend the transgressing player or official from a match if the offending behaviour occurs during a game;
- 15.3.3 Disqualify the team from the game in which a transgression has occurred whether the transgression has been affected by one or more than one player, coach, manager or associated person;
- 15.3.4 Disqualify the player, official or team from the tournament
- 15.4 In all circumstances the transgression, details of the penalty and the name of person and/or team penalised, should be forwarded to both the Team Manager and HQ Competitions Coordinator. HQ will then forward these details to the Association with which the player or team are registered or to which the associated person belongs for the imposition of such further penalties and/or sanctions as that club or association may wish to impose (if any).
- 15.5 Repeated transgressions will result in the imposition of harsher penalties.

For further information refer to **Appendix 7 - Codes of Conduct - Offences and Penalties, Hearings**

16. Protests & Appeals

- 16.1 Before, during or after each match, the TD or TM may be faced with a protest, complaint or inquiry from the competing teams or any of the officials involved. Only matters brought forward by a Team Manager, appointed Umpire or another appointed official shall be dealt with. The TD or TM should not entertain any subject brought before them by any team member/coach, supporter, spectator or other unappointed persons in relation to the match.
- 16.2 Where a team wishes to lodge a protest over matters relating to a match the Team Manager must indicate intention to do so under their signature in the AltiusRT system when digitally signing the Match Report.
- 16.3 Protests must be lodged in writing to the TD within ten (10) minutes of the completion of the match. Failure to do so will indicate no protest is registered. The TD will advise the outcome of a protest within two (2) hours of the match concluding. However, any inquiry, complaint or matter of dispute that requires an urgent decision to be made can be lodged with the TD directly who shall adjudicate on the matter accordingly.
- 16.4 The TD may elect to resolve any matter immediately or may, if circumstances dictate, call together the Tournament Jury to conduct a hearing.
- 16.5 Complaints in relation to behaviour or other dispute not involving a protest on a particular match shall be dealt with by the TD in accordance with the provisions of the HQ Operations Manual and/or the relevant Code of Conduct and Policies.
- 16.6 There is no appeal on a decision by the TD.
- 16.7 Notwithstanding the provisions of this Regulation, a protest from a decision of an umpire or a technical official during a match or shoot-out competition may not be made to or considered by the TD.

17. Interruptions to Matches

17.1 Interruptions due to Weather

Where tournament playing conditions are affected by weather, including but not restricted to rain, hail, storms, lightning, floods, fog, dust storms, fire and excessive heat, sleet, frost, ice and snow, any stoppages or cancellations of a match, matches, or the tournament, shall be at the sole discretion of the TD. No protest or appeal shall apply to decisions made by the TD.

The TD shall seek advice from local Ground Staff and local officials with knowledge of weather patterns, field drainage and drying out times etc., and may also consult

the UM, Senior Umpires, and TM(s). The TD shall primarily exercise a Duty of Care to players, umpires and officials and shall also give due consideration to the care and preservation of playing fields.

Where there is lightning, the TD shall continually monitor the conditions and exercise necessary precautions. Local knowledge of storm patterns should be relied upon as well as Bureau of Meteorology warnings and observations if available.

Where there is uncertainty a thirty (30) second rule should be applied in determining whether a match is to be suspended or abandoned. (The 30 second rule is where there is less time than 30 seconds between a strike of lightning and thunder). A five minute window is to be observed following the last occurrence of a strike outside the 30 second rule to ensure a safe environment for the resumption of play.

In the case of excessive hot weather conducive to heat exhaustion, the TD shall take a responsible attitude to the safety of players and participants, and should venue specific details not be available shall consult the Bureau of Meteorology website and apply the Hockey Australia Extreme Weather Outdoor Heat Illness/Ambient Temperature chart for HQ Championships

Ambient Temperature

Easily understood, most useful on hot, dry days.

Ambient temperature °C	Relative humidity	Risk of heat illness	Recommended management for sports activities
15 - 20		Low	Heat illness can occur in running. Caution over-motivation.
21 - 25	Exceeds 70%	Low - Moderate	Increase vigilance. Caution over-motivation
26 - 30	Exceeds 60%	Moderate - High	Moderate early pre-season training. Reduce intensity and duration of play / training. Take more breaks.
31 - 35	Exceeds 50%	High – Very High	Uncomfortable for most people. Limit intensity - take more breaks. Limit duration to less than 60 minutes.
36 and above	Exceeds 30%	Extreme	Very stressful for most people. Postpone to cooler conditions (or cooler part of the day) or cancel.

The TD may consider the following options:

- (a) Wait and see if conditions clear and the fields become playable, and resume play.
- (b) Where a tournament is so disrupted by weather, as described herein, that the tournament cannot continue in accordance with the published draw and schedule, the TD may;
 - i. Adjust the match times for the balance of the tournament. It is recommended that matches not be shortened to less than twenty (20) minutes per half or 10 minutes per quarter, but where prevailing conditions are such that this is not possible then matches may be shortened to a time and formulae that will allow the Championship to proceed to an outcome.

AND/OR

- ii. Adjust the Tournament Draw (where possible and convenient) to allow for earlier and later match playing times. No match shall be scheduled to commence earlier than 7.00 am and no match shall commence later than 9:00 pm for juniors and 10:00 pm for seniors.

AND/OR

- iii. For divisions with pools where the positions in the pools have been determined, cancel the crossover matches and semi-finals and play classification matches and the final directly across the pools as follows:

1st Pool A v 1st Pool B (Final - Positions 1 & 2);

2nd Pool A v 2nd Pool B (Positions 3 & 4);

3rd Pool A v 3rd Pool B (Positions 5 & 6);

4th Pool A v 4th Pool B (Positions 7 & 8) and so on.

Should it not be possible to play all these matches, the TD shall give priority to the final and the relegation match in that order. If these matches cannot be played in their entirety, then a result may be determined by a shoot-out provided that a playable half field is available for this purpose.

AND/OR

- iv. For divisions without pools, cancel the crossover matches and semi-finals and the classification matches and finals and determine the tournament on the results of the Round Robin matches alone.

AND/OR

- (c) Where the crossover matches and semi-finals have already been completed, the TD shall make every effort to conduct at least the final and the relegation match in that order. If these matches cannot be played in their entirety, then

a result may be determined by a shoot-out provided that a playable half field is available for this purpose. Should teams have to play more than two (2) matches per day to complete a tournament, the number of matches per day shall be at the discretion of the TD having due care for the wellbeing of the players and that the actual playing time per team per day does not exceed 150 minutes. The number of matches each team is required to play per day shall be allocated in as equitable a manner as possible across the division.

- (d) Where it is clear, on reports and projections that the tournament cannot be continued to a final and satisfactory conclusion, then the tournament shall be cancelled to allow teams and officials to disperse in a timely fashion. Where stoppages and cancellations render the tournament results inconclusive, there shall be no positions awarded and the current year seeding of teams shall be carried forward to the following year.

17.2 Interruptions due to Loss of Lights, Riot or Commotion

In the case of other stoppages or cancellation of matches from loss of lights, riot or commotion the rules used for weather interruptions shall apply.

17.3 Interruptions due to Player Injury

Due and responsible care must be exercised when removing injured players from the field of play. An injured player must be removed from the field of play as soon as possible and having due regard to the type of injury.

Should a seriously injured player not be able to be removed from the field of play in a reasonable time, the match shall resume immediately on another field where available. On resumption, the score, interchange of players and penalty infringements, etc., shall be the same as those in place at the time of the stoppage. For interrupted matches played on artificial turf, the match should resume on an artificial turf where possible, but if no artificial turf is available, then matches may be resumed on grass fields at the discretion of the TD. Should the match not be able to be resumed immediately on a reallocated field, it may be rescheduled and resumed at a later time at the sole discretion of the TD taking into consideration time restraints and other tournament schedules and considerations. Should the match not be able to be resumed, the result of the match will be determined in accordance with Clause 17.5 below.

17.4 Resumption of Play and/or Rescheduling of Matches after Interruptions due to Weather

- (a) On resumption of play in interrupted matches, the score, interchange of players and penalty infringements, etc., shall be the same as those in place at the time of the stoppage.
- (b) In order to keep the program running closely to schedule, no match interrupted by a weather event (except in the case of a final) shall be resumed in the same time slot if the balance of playing time left in the match upon

resumption exceeds fifteen (15) minutes after the normal end of playing time for that match. Such matches shall be temporarily abandoned and resumed at a re-scheduled time and/or on a reallocated field, where possible, taking into consideration time restraints and other tournament schedules and considerations.

- (c) Matches unable to commence within fifteen (15) minutes of their scheduled start time due to a weather event shall be temporarily abandoned. Such matches shall be played at a re-scheduled time and/or on a reallocated field, where possible, taking into consideration time restraints and other tournament schedules and considerations.
- (d) Scheduled matches not reached on a particular day because of earlier interruptions and stoppages shall be played at re-scheduled times and/or on reallocated fields on a subsequent day, where possible, taking into consideration time restraints and other tournament schedules and considerations. Should it not be possible for all the matches not reached on a particular day to be rescheduled and played on a subsequent day in any division, then all such matches shall be declared a draw and the results, and any points or goals awarded shall be as outlined in Clause 17.5 below.

17.5 Results of Matches which cannot be resumed or rescheduled

- (a) Where a pool or round robin match interrupted in the first half is unable to be resumed or rescheduled under these rules, then the match will be declared a draw irrespective of the score at the time of the stoppage. Each team will receive one (1) match point and the score will be recorded as nil all draw. No protest or appeal shall apply to this rule.
- (b) Where a pool or round robin match is interrupted in the second half and is unable to be resumed or rescheduled, the match will be declared complete at the time of the stoppage. Scores, interchange of players, penalty infringements etc., shall be confirmed as those in place at the time of the stoppage, and match points awarded accordingly. No protest or appeal shall apply to this rule.
- (c) Crossover matches and Semi-Finals stopped in the first half and unable to be resumed or rescheduled shall be declared a draw irrespective of the score at the time of the stoppage. The team placed highest in their respective pool or the team highest on the round robin ladder as determined by Rule 13.2 in these regulations shall be declared the winner.
- (d) Crossover Matches and Semi-Finals stopped in the second half and unable to be resumed or rescheduled will be declared complete at the time of the stoppage and the team with the highest score shall be the winner. In the case of a draw at the stoppage the result will be determined by a shoot-out provided that a playable half field is available for this purpose. If a shoot-out is not possible, the team placed highest in their respective pool or the team highest on the round robin ladder as determined by Rule 13.2 in these regulations shall be declared the winner.

- (e) Classification matches not requiring a result for promotion and relegation purposes which are stopped in the second half and unable to be continued will be declared complete as at the time of the stoppage. In the case of a draw, teams shall share equal place.
- (f) Finals and classification matches which require a result for promotion and relegation purposes, which are stopped in either the first or the second half and unable to be continued on the current field, shall be immediately resumed on another field where possible. If another field is not immediately available, these matches shall be resumed at the sole discretion of the Tournament Director at a rescheduled time and on a reallocated field, where possible, taking into consideration time restraints, team travel schedules and any other considerations applicable. On resumption, the score, substitutions and penalty cards, etc., shall be the same as those in place at the time of the stoppage.
- (g) Where a relegation classification match is unable to be resumed or rescheduled under this rule, and a match is stopped in the first half, the match shall be declared a draw irrespective of the score at the time of the stoppage, and teams shall share equal last place.
- (h) Where a Final is unable to be resumed or rescheduled under this rule, and a match is stopped in the first half, the teams shall be declared joint winners irrespective of the score at the time of the stoppage.
- (i) Where a Final or relegation classification match is unable to be resumed or rescheduled under this rule and a match is stopped in the second half, the match will be declared complete as at the time of the stoppage. In the case of a draw at the stoppage the result will be determined by a shoot-out provided that a playable half field is available for this purpose. If a shoot-out is not possible, the teams in the Final shall be declared joint winners and the teams in the relegation match declared equal last. Any promotion or relegation of teams in the following year shall be made or not made at the discretion of HQ on the recommendation of the Technical Committee.
- (j) No protest or appeal shall apply to these rules.

17.6 Notification of Alterations to the Tournament Draw and Rescheduled Matches

Communication and lines of communication are of paramount importance at a tournament. Managers or appropriate team representatives must attend all Managers' meetings held prior to and during the tournament so that alternatives can be discussed, and future meetings scheduled.

In circumstances where there is a likelihood of stoppages and cancellations, each team shall maintain a representative at the venue to attend urgent unscheduled meetings and to obtain relevant information.

Teams shall provide accurate telephone numbers and locations of accommodation, so that they may be reached with urgent and pertinent information.

The TD will communicate current and relevant information on the status of the program to all Tournament Officials, Team Managers and Host Association via electronic communication channels (text, email or call).

Where teams do not follow the arrangements communicated by the TD, or are not contactable by the TD as per the arrangement, and the program is further disrupted, then forfeits and points penalties may apply to the defaulting team or teams at the discretion of the TD.

APPENDIX 1

SCHEDULE OF VARIATIONS TO THE RULES OF HOCKEY APPLICABLE TO HOCKEY QUEENSLAND SANCTIONED TOURNAMENTS

1. GREEN CARD – TWO MINUTES SUSPENSION

Rule 14.1.b: For any offence, the offending player may be warned and temporarily suspended for 2 minutes of playing time (indicated by a green card).

Regulation: For any offence, the offending player may be warned and temporarily suspended for 2 minutes of playing time (indicated by a green card).

- a. For the duration of each temporary suspension, the offending team plays with one fewer player.
- b. If a field player receives a green card, the Umpires stop the match (but not necessarily the time) to issue the card; if time has been stopped, the Umpires restart it immediately after issuing the card.
- c. If a goalkeeper receives a green card, the Umpires stop the time and re-start it immediately after that player has left the field of play.
- d. The offending player leaves the field immediately; if he / she interferes with play on their way to the designated suspension area the Umpire may further penalise the player in accordance with the Rules of Hockey.
- e. The 2 minutes temporary suspension starts when the player is seated in the designated area.
- f. Timing of the suspension is controlled by a Technical Official on duty.
- g. The offending player is permitted to resume play when the Technical Official on duty indicates that the period of suspension has been completed.
- h. If the offending player is a goalkeeper, the Technical Official on duty notifies the Umpires when the period of suspension has been completed; the Umpires stop the time at the next stoppage of play to enable that player to resume play.

2. YELLOW CARD – TEMPORARY SUSPENSION

Rule 14.1.c: For any offence, the offending player may be temporarily suspended for a minimum of 5 minutes of playing time (indicated by a yellow card).

Regulation: For any offence, the offending player may be temporarily suspended for a minimum of 5 minutes of playing time (indicated by a yellow card).

- a. The duration of temporary suspension is indicated to the Technical Official on duty by the Umpire who issues the yellow card.
- b. For the duration of each temporary suspension, the offending team plays with one fewer player.
- c. If a field player receives a yellow card, the Umpires stop the match (but not necessarily the time) to issue the card; if time has been stopped, the Umpires restart it immediately after issuing the card.

- d. If a goalkeeper receives a yellow card, the Umpires stop the time and re-start it immediately after that player has left the field of play.
- e. The offending player leaves the field immediately; if they interfere with play on their way to the designated suspension area the Umpire may further penalise the player in accordance with the Rules of Hockey.
- f. The temporary suspension commences when the player is seated in the designated area.
- g. Timing of the suspension is controlled by a Technical Official on duty.
- h. The offending player is permitted to resume play when the Technical Official on duty indicates that the period of suspension has been completed.
- i. If the offending player is a goalkeeper, the Technical Official on duty notifies the Umpires when the period of suspension has been completed; the Umpires stop the time at the next stoppage of play to enable that player to resume play.

3 RED CARD – PERMANENT SUSPENSION

For HQ Championships and/or Masters Indoor Challenge, a player who is issued a red card will be immediately escorted by the appointed official to the Tournament Director to manage the situation.

4 GOALKEEPERS

Rule 2.2: Each team has either a goalkeeper on the field or plays only with field players

Regulation: The above rule will apply to HQ Women's Masters State Championships (outdoor).

5 PENALTY CORNERS

Rule 13.3 a: Time and play is stopped after a penalty corner is awarded and re-started when the teams are ready.

Regulation: There will be no stoppage of time for Penalty Corners at HQ Women's Masters State Championships, however, umpires should continue to manage the time taken by teams to take their positions which should be no more than 40 seconds.

6 SPITTING & BUSHMAN'S BLOW

HA Regulation: A 2 minute suspension (green card) will be issued to any player caught spitting or bushman nose blowing.

Repeat offenders (i.e. player (s) offending more than once) to be shown a yellow card (10 mins).

APPENDIX 2

WOMEN'S MASTERS STATE CHAMPIONSHIPS DOCUMENT KEY DATES

Day	Date	Time	Form Due
Tuesday	12 March	11:59pm	Team Nominations close
Wednesday	13 March	5:00pm	RevSPORT Team Entry List open
Thursday	11 th April	11:59pm	RevSPORT Team Entry List closes
Thursday	11 th April	11:59pm	State Player Nomination closes - \$50 Fee

APPENDIX 3**SCHEDULE OF FEES & FINANCIAL PENALTIES**

The following list of Tournament Fees and Financial Penalties are applicable to all Hockey Queensland outdoor tournaments

Tournament Fees	
<i>Team Entry Fee</i>	\$570.00 (inc GST)
<i>State Player Nomination Fee</i>	\$50.00 (inc gst)
Financial Penalties (all fees inclusive of GST)	
<i>Late Team Nomination Fee</i>	\$200.00
<i>Late/incomplete Team Entry Form</i>	\$200.00
<i>Late Team Withdrawal Fee</i>	\$500.00
<i>Unforced Forfeit</i>	\$500.00
<i>Mutual Forfeit</i>	\$500.00
<i>Unapproved Team Uniform</i>	\$500.00
<i>Unapproved/No Alternate Socks Provided</i>	\$200.00
<i>Non-attendance at Managers' Meeting</i>	\$200.00
<i>No team Umpire – use of a Host Umpire as per Host Umpire Loan Agreement</i>	\$50.00 per game
<i>No Team Umpire – use of a HQ Pick Up Umpire as per the Pickup Umpire Agreement</i>	All costs incurred for Umpire including Travel (Flights/hire car or kms for own car); Accommodation and daily allowance
<i>No Technical Official for each Association competing</i>	\$10.00 per game (minimum 3 games a day, maximum 6 games a day)

APPENDIX 4

TEAM MANAGER RESPONSIBILITIES & GUIDELINES

1.0 General Responsibilities

Team Managers have certain responsibilities to the Association which has appointed them, and other responsibilities and duties within the team environment.

As well as those responsibilities and duties, Team Managers have responsibilities and duties to the body which conducts the tournament in which their team is competing. In this case that body is Hockey Queensland Limited. This document outlines the duties and responsibilities that Team Managers have to HQ at State Championships and other tournaments conducted by HQ.

Team Managers must be non-players who carry out the duties of a Manager and these duties alone and hold no other position with the team. Team Managers must attend the Managers' Meeting and all other tournament meetings as and when required by the TD.

2.0 Pre-Tournament

- 2.1 Team Managers must ensure that all players participating in the Championships have registered online for the current season with their Primary Association.
- 2.2 If the Association is not the Primary Association of a player, Team Managers must ensure that any players in this situation have received a player clearance from their Primary Association.
- 2.3 Before departing for the tournament the Team Manager should ascertain if any players in their team suffer from any medical conditions and ensure that they have all relevant information relating to the condition, treatment plan and medication readily available in the event that a medical incident occurs during the tournament. Tournament officials/first aid personnel will refer to the Team Manager for information on any medical conditions for a player should they require treatment.
- 2.4 If there are any minors (players under eighteen years of age) in the team they manage, the Team Manager must hold or obtain a Queensland Blue Card or equivalent and should check with their Association that all other adult team personnel travelling with the team to the tournament have done likewise.
- 2.5 Prior to departure for the tournament Team Managers must obtain and familiarise themselves with a copy of the relevant Tournament Regulations for the particular championship or tournament they are attending, Uniform Register and Roles of Officiating Personnel Document. Team Managers must ensure that all players are provided with a registered Team Uniform including socks and approved alternative

socks for the tournament.

- 2.6 Team Managers must ensure that the goalkeepers are provided with two different coloured goalkeeper shirts/smocks to bring with them to the tournament, both of which must be different colour from the team uniform colours with one being dark and one being light in colour.
 - 2.7 Team Managers must bring two (2) spare sets of players clothing to the tournament, including a shirt, skirt/shorts without number, spare socks in both Primary and Alternative colours, plus suitable material for numbering shirts in an emergency.
 - 2.8 If the wearing of bobby pins and metal hair clips is not be permitted at the venue, Managers should obtain alternative hair accessories for their players such as aluminium or plastic slides, and elastic hair bands to bring with them to the tournament.
 - 2.9 Team Managers must ensure all Team Officials, including themselves, have closed in shoes whilst on the team benches and dugouts during their match time slot.
 - 2.10 Team Managers must bring an approved match ball to the tournament (refer 1.4.1), marked for identification.
- 3.0 During the Tournament
- 3.1 Team Managers are responsible for the conduct of all players and team personnel during the tournament and must ensure they observe the Code of Conduct and for the duration of the tournament must ensure they conduct themselves in a manner which does not bring the sport into disrepute both at the competition venue and off site.
 - 3.2 Team Managers must enter their **Team Line up Form via AltiusRT**, at least one hour prior to the match, and indicate the eleven players starting the match by placing a tick next to their name, as well as the substitute players. The person nominated as the Coach for the match, a Captain (C) and Goalkeeper/s (GK) must be indicated on this form. Managers must hand a match ball to the match technical officials at the time advised by the TD at the Manager's Briefing.
 - 3.3 If a team has an assistant coach, the manager must advise the Technical Officer at each match whether the assistant coach will be on the team bench during the match, or not.
 - 3.4 Team Managers must ensure that all players' sticks and equipment are presented for inspection as directed by the TD and/or the TM.
 - 3.5 It is the Manager's duty to ensure that the coaches, players and any other team personnel taking part in an on-field pre-match warm up leave the field of play and

return to the team bench immediately the siren is sounded to end the warmup period, and that no training balls or other equipment are left on the field.

- 3.6 At the completion of the tournament Team Managers shall ensure that team personnel attend the Closing Ceremony, if held, in neat and tidy attire. (Should there be an Opening Ceremony, the Team Manager shall ensure that the team attends in uniform).

4.0 During Matches

- 4.1 Team Managers are responsible for the good conduct of the team officials and players on the team benches and in the team dressing rooms and must respond to all requests and carry out any instructions given to them by the match Technical Officer on duty, the TM and/or the TD in a prompt manner.
- 4.2 Managers are responsible for ensuring that team members meet the dress code and uniform and equipment requirements as outlined in Section 10 of the HQ Tournament Regulations, noting particularly that shin guards must be worn inside the socks and below the knee at all times during a match. This includes all Team Personnel wearing appropriate closed in shoes.
- 4.3 Managers must ensure that their players are wearing the approved, registered uniform with the correct socks and goalkeeper smock for the match as indicated in the Uniform Register and recorded in AltiusRT for that match, that the Captain is wearing a distinctive armband or similar distinguishing article on an upper arm or shoulder or over the upper part of a sock and that goalkeepers are wearing a smock of a colour different from that of their own team and from that of their opponents.
- 4.4 Managers have a duty to ensure that players wear no items including jewellery and watches (if allowed at the venue) and glasses / sunglasses that may be dangerous to any player on the field and must respond immediately to a direction by technical officials to remove an item the match Technical Officer considers may constitute a danger. Items not removable e.g. medical alert bracelets must be taped over or otherwise covered; and glasses / sunglasses, must be safe to be worn by the player and/or the player concerned understands the possible implications of playing in glasses / sunglasses and must be approved by HQ prior to the Tournament.
- 4.5 Team Managers must ensure that only eligible team personnel are on the team bench (i.e. Subject to regulation 8.1 in relation to goalkeepers, up to seven (7) reserve players, plus the Team Manager (compulsory) and a maximum of three other team officials who are registered on the **Team Entry Form** for that team (e.g. Coach, Assistant Coach, Physiotherapist/Sports Trainer) and who have been included in the **Team Line Up Form** entered in AltiusRT.

- 4.6 Team Managers are responsible for ensuring that all team personnel remain inside the enclosure of the designated team bench area at all times except during player substitutions. Where dugouts have walls, team personnel must remain behind that wall and are not allowed to sit on the wall. Note that the Tournament Director will advise any relaxation of this rule at the Managers' Meeting.
- 4.7 Team Managers must obtain prior permission from the match Technical Officer before any player or member of the team support personnel can leave the team bench during a match for any purpose and must advise the Technical Officer when that team member returns to the team bench.
- 4.8 Team Managers must remain on their team bench at all times during matches and be stationed at the end nearest the technical bench. Prior permission to leave the team bench must be sought from the match Technical Officer if a Team Manager wishes to leave the team bench for any reason while a match is in progress. A substitute manager must be appointed to carry out the Manager's duties during any absence and must carry out those duties and no others until the Manager returns.
- 4.9 Team Managers are responsible for ensuring that team player substitutions are made in the correct manner, that the substitute players do not impede the pathway of the umpires or obscure the vision of the technical officials on the Technical Bench.
- 4.10 Team Managers must control the team personnel on their team bench and ensure that no person except substitute players eligible under the rules enters the field of play without the prior permission of an umpire, noting in particular that coaches and assistant coaches are not allowed on the field of play under any circumstance during a match.
- 4.11 Team Managers must immediately arrange a substitute for any of their on-field players who are bleeding or have blood on any part of their uniform. Before such a player returns to the field of play the Manager must ensure that all wounds are covered, that all clothing is free of blood and that the player is inspected by the Technical Officer on duty before retaking the field. If spare clothing is used the Team Manager must ensure that the player's number is on the uniform (this must be the same number as on the Team Line Up Form and may not be changed).
- 4.12 Team Managers must have their players ready to take the field for the commencement of the third quarter.
- 4.13 At the completion of the match the Team Manager must check and sign the Match Report (electronically through AltiusRT) confirming the results recorded as true and correct. Once the Match Report is signed by the Manager no alterations are permitted to their team's match statistics on the Match Report. If a protest is to be lodged, the Team Manager must indicate this on the Match Report under where they sign their name.

4.14 Shoot-out Competition

Should a team be involved in a Shoot-out Competition, the Team Manager must nominate five players to take and one player to defend the shoot-outs from those eligible to play in the match as listed on the Team Line Up Form. Players suspended by the TD at the time the shoot-out competition takes place or excluded permanently (red card) during the match which leads to the shoot-out competition, cannot be nominated.

Appendix 5

PROCEDURES FOR TEAM SEEDING AND POOLS

1. Seeding

- 1.1. Seeding for all championships shall be decided on the previous year's results and subject to any penalties levied by Hockey Queensland for team forfeits.
- 1.2. Promotion of the winner of a Division and the relegation of the lowest ranked team in the division above shall automatically occur.
- 1.3. In the case of divisional formats, where there were eight (8) teams in a division the first seven (7) teams and the winner of the next division lower will be seeded 1 through 8. Where there were ten (10) teams in a division the first nine (9) teams and the winner of the next division lower will be seeded 1 through 10, and so on according to the numbers in each division. The team placed eighth (8) or tenth (10) in the previous year's results will be seeded one (1) in the next lower division.
- 1.4. In the case of divisional formats, teams shall be promoted and relegated according to the rules in place during the year in which the tournament was completed. Promotion and relegation shall take place immediately after the tournament and the seed order for the following year shall not be determined until after such promotion and relegation has taken place.
- 1.5. In the case of non-divisional formats where there is no promotion and relegation required teams shall be seeded in the order they finished the previous year.
- 1.6. Should a format be changed from divisional to non-divisional and vice versa in any year, teams shall be seeded using the rules contained in the format from the previous year (e.g. if relegation applied in the format the tournament was played under in the previous year, relegation shall still be taken into account in the seeding process).
- 1.7. A team which does not compete in the current year will be taken from the seeding and all other teams will move up in seed order. If an Association has multiple teams and withdraws a team, the team with the lowest seed will be withdrawn.
- 1.8. Teams competing in the previous year shall be seeded higher than teams that did not compete. Teams which did not compete in the previous year shall go to the bottom of the last division or be ranked after teams which did compete the previous year in a non-divisional format.
 - a. The order of seeding for teams that did not compete in the previous year shall be:
 - i. In the order they finished in the same competition two years before the current year

- ii. If they did not compete then in random order (i.e. drawn from a hat) providing the first team of a Member Association shall be ranked before second and subsequent teams of other Member Associations, a second team of a member association shall be ranked before third and subsequent teams of other member associations a third team before a fourth and subsequent teams, and so on.
- 1.9. Teams finishing in equal place in unresolved classification matches the previous year shall be ranked:
 - a. In the order they finished in the same competition two years before the current year
 - b. If one team did not compete two years before, then it shall be ranked lower than the team that did compete
 - c. If both teams did not compete or finished in equal place two years before, then in random order
- 1.10. Associations entering two (2) or more teams in Age Championships shall retain the right to limit the promotion of their number two (2) team to first division of any age championship.
- 1.11. Where a number two (2) team is eligible for promotion but declines, the promotion shall be offered to the next highest number one (1) team from Division Two (2) provided such team is seeded position three (3) or higher in the second division.
- 1.12. Where a number two (2) team is eligible for promotion but declines, and the next highest number one (1) team from Division Two (2) seeded position three (3) or higher in the second division accepts a promotion to Division One in their stead, the team relegated from Division One shall remain the highest seeded team in Division Two, and the team declining promotion shall become the second seed in Division 2.
- 1.13. Should no number one (1) team meet this criteria the highest seeded relegation team shall retain a place in the first division.
- 1.14. Should a team seeded in Division 1 fail to enter a team in a particular year and leave a vacancy which cannot be filled in accordance with the above guidelines, the HQ Technical Committee shall have the authority to either over-ride the right of a second team to remain in Division 2, and/or to amend the number of teams in Division 1 to equalise the pools at their discretion.
- 1.15 In case of teams not being able to attend the State Championships due to unforeseeable circumstances the following will apply in regard to seeding:
 - 1. Teams not competing due to unforeseeable circumstances will retain their ranking as outlined in the initial seedings (before withdrawals). Any such team shall be known as an “exempt team” for the purpose of this rule.

2. Teams finishing ahead of the seeded position of an exempt team will be seeded higher than this team for the following year.
 3. Teams finishing below the seeded position of an exempt team will be seeded lower than this team for the following year.
 4. Teams finishing in the same position as an exempt team will be ranked against the exempt team:
 - a. In the order they finished in the same competition, two years before the current year
 - b. If one team did not compete two years before the current year, then it shall be ranked lower than the team that did compete
 - c. If both teams did not compete two years before, then they will both be ranked in random order
 5. Notwithstanding the above, teams winning a division shall always be eligible to be promoted into the next higher division for the following year. If there are two free spots available, additional (non-exempt) teams shall be relegated to allow for the team to be promoted.
 6. For any situation not covered by the above, principles of Attachment G (Procedures for team seeding) will apply
 7. Hockey Queensland retains the right to determine seedings at its discretion.
- 1.16 Any seeding requests from Associations will be processed in alignment with the **HQ State Championships – Seeding Requests** document, indicated below:

1.16.1 State Championships Seeding Requests

In the past Hockey Queensland has occasionally received requests of teams to be placed in a different division, mainly as the Association feared the team would be of below standard after losing a cohort of strong players into the next higher age group. Seeding requests have often been denied due to a lack of flexibility in the rules and process. During the State Championship Review a significant appetite to provide some flexibility in this process for the future was apparent.

There is consensus that seeding requests should be taken into consideration and HQ decisions should be based on consultation with the affected regions and Associations. Considerations need to also be given to teams which may be indirectly affected (possible promotion / relegation). Above all, an easy and clear process is required. The HQ Board has endorsed the following process for seeding requests:

- Seeding requests to be placed in a different Division can be submitted to HQ before the team nomination deadline. This can include requests to move up or down Divisions;

- Once a request is received, HQ will contact the respective Associations in the target Division to investigate whether their team would be interested in a division swap as well as consulting with regional stakeholders knowledgeable of the playing standard of teams (where available);
- The team which is first in line for promotion / relegation within that division has first right of refusal;
- A maximum of 3 teams in the target Division will be considered for a swap;
- If no agreement can be reached, the seeding request will be rejected;
- In the case where there are multiple requests from teams impacting the same Division, the request of the team which finished higher in the placings will be considered first if the request is for promotion. If the request is for relegation the team finishing lower would be considered first.
- Once a request is accepted, the affected teams are to be seeded at the top of the division when relegated and at the bottom of the division when promoted.

2. Pools

- 2.1. Prior to the compilation of the draw, when required two (2) equal pools A and B shall be declared by the Technical Committee for each division where possible.
- 2.2. The “zig-zag” method will be utilised to determine which teams are placed in Pool A and Pool B no matter how many teams are in a division as per the following examples.
 - Eight team Division Pools shall be: Pool A - 1, 4, 5, 8 and Pool B - 2, 3, 6, 7
 - Ten team Divisions Pools shall be: Pool A - 1, 4, 5, 8, 9 and Pool B - 2, 3, 6, 7, 10
 - Twelve team Division Pools shall be Pool A - 1, 4, 5, 8, 9, 12 and Pool B - 2, 3, 6, 7, 10, 11

This method shall also be used where there are an odd number of teams in a Division and the Pools are uneven.
- 2.3. If more than two pools are required to be declared by Technical Committee to minimise the number of matches to complete a draw in a particular time frame, the method of allocating teams to pools shall be at the discretion of the Technical Committee.

3. Compiling Championship Draw

All draws shall be compiled in accordance with the requirements of the current Hockey Queensland Operations Manual, its Attachments and Appendices, after the approval of seed order and the declaration of pools by the HQ Technical Operating Committee.

The following guidelines shall also be observed:

- No team shall be required to play more than the equivalent of two matches per day (outdoor) and three matches per day (indoor)
- Recovery time between matches (minimum two matches in between) shall be allowed where possible
- One round shall be completed before another one starts where possible so that both teams have played the same number of matches when they play one another
- Teams playing a late match in the evening shall not be required to play in the early time slot the following morning
- The same team shall not be allocated the majority of early morning matches
- The same team shall not be allocated the majority of late night matches
- The same team shall not be allocated the majority of matches in the heat of the day
- Use of the artificial turfs shall be maximised within the time frames allowed
- For U18, Open and Women's Masters State Championships, the higher division teams shall be given priority in field allocation, i.e. artificial turf first, followed by grass fields in order according to their condition
- Teams shall be allocated matches on both left and right teams' benches
- Player recovery time shall be factored in after round games before semis & crossovers
- Any special team requests must be submitted with the team nomination. Any decision made by Hockey Queensland, will be advised in writing, will be the final decision and no correspondence will be entered into.
- Duty of care to the available tournament officials must be taken into consideration and the workload assessed when preparing the match schedule
- Where possible match times shall be allocated to the host association team/s to maximise attendance and assist the promotion of the tournament locally

Appendix 6
CHAMPIONSHIP FORMAT

STATE MASTERS

Women's Masters Championships shall only be allocated to a centre with at least 1 (one) artificial surface and a minimum of 5 (five) grass fields OR 2 (two) artificial surface and a minimum of 4 (four) grass fields (i.e. a minimum of six fields in total)

Players shall be classified as Masters in the year they reach the age of 34 years.

Women's Masters Players shall play in divisions without reference to ages.

DIVISION/POOL ARRANGEMENTS

All divisions shall have eight (8) teams where possible.

For all Divisions with eight (8) teams two equal pools A and B shall be declared by the Technical Committee. For divisions with more or less than eight (8) teams the allocation of pools shall be at the discretion of the Technical Committee.

For Divisions with eight (8) teams matches shall be played as below:

1.1 Pool Matches

A set of 'round robin' qualifying matches shall be played within each pool to determine pool places

1.2 Semi Finals

Classifications and Semi Finals shall be as follows:

Semi-Final - 1st Pool A v 2nd Pool B

1st Pool B v 2nd Pool A

Winner of Semi-Finals play Final for 1st and 2nd position

Loser of Semi-Finals plays for 3rd and 4th position

Classification - 3rd Pool A v 4th Pool B

3rd Pool B v 4th Pool A

Winner of Classification play for 5th and 6th position

Loser of Classification play off for 7th and 8th position

1.3 In the event of a draw in any of the cross-pool Classification games or Semi Finals, a shoot-out competition as per Clause 12.3 in these Tournament Regulations shall be held to determine the winner.

1.4 Finals

Final - Winners of Semi-Final

In the event of a draw in a Final, a shoot-out competition will be played as per Clause 12.3 in these Tournament Regulations.

1.5 Minor Classification Matches

No shoot-out competitions shall be played in games to determine minor positions, except that if the game for positions last and second last is drawn, a shoot-out competition shall be played.

Should a draw result for the minor positions, seeding for the following year's competition shall be at the discretion of the Technical Committee.

1.6 Divisions That Do Not Have Eight (8) Teams

Divisions that do not have eight (8) teams will be organised by the Technical Committee in one of the most suitable options from those listed.

a set of qualifying rounds within two pools with finals, semi-finals and classifications for minor positions as outlined in Rule 1.2

OR

a round robin with or without finals, with points and places as outlined in these Tournament Regulations Clause 12.2 and 12.3

OR

a set of qualifying rounds within two pools with finals and classifications without semi-finals as outlined below;

Final 1st Pool A v 1st Pool B for 1st and 2nd position

Classification 2nd Pool A v 2nd Pool B for 3rd and 4th position

3rd Pool A v 3rd Pool B for 5th and 6th position

4th Pool A v 4th Pool B for 7th and 8th position

5th Pool A v 5th Pool B for 9th and 10th position

In the event of a drawn final, a shoot-out competition will be played.

OR

a set of qualifying rounds with semi-finals and finals as follows: (e.g. five Teams in a Division)

1st v 4th

2nd v 3rd

Losers play for 3rd and 4th position

The method for deciding upon positions of Teams after completion of the qualifying round shall be as outlined in these Tournament Regulations.

In the event of a drawn final, a shoot-out competition will be played as outlined in Rule 13.3 above

OR

Should none of the above options prove possible or suitable for a particular circumstance, the Technical Committee may also use such other methods to determine results within a Division as the Technical Committee approves from time to time.

2.0 TIMING

Unless as otherwise directed by the TD games shall be 15 minute quarters, 2 minute breaks at the end of quarters 1 and 3 and a 5 minute half time.

Appendix 7

CODE OF CONDUCT – GUIDELINES OF OFFENCES AND PENALTIES

LEVEL 1

The penalty for a Level 1 offence shall be an official reprimand and/or a suspension of the individual for a minimum of one match.

Examples of behaviour which may result in a Level 1 penalty:

- Verbal abuse or hostility towards any other participant, person or any other member of the public;
- disputing / protesting, reacting in a provocative or disapproving manner in an inappropriate way toward any decision made by an umpire or official;
- charging or advancing towards an umpire or technical official in an aggressive manner when appealing;
- excessive appealing of an umpire's decision;
- throwing a stick or ball at or near a player, umpire or official in an inappropriate and / or dangerous manner;
- inappropriate and deliberate physical contact between players in the course of play;
- using rude or abusive language, gestures or hand signals gestures which are considered to be obscene, offensive, or insulting;
- abuse of hockey equipment or clothing, venue equipment or fixtures and fittings;
- making public statements which are not fair, constructive or reasonable and involve a personal attack on another player, umpire, appointed official or administrator;
- failure to attend media conferences as requested.

LEVEL 2

The penalty for a Level 2 offence shall be a suspension of the individual for a minimum of two or more matches.

Examples of behaviour which may result in a Level 2 penalty:

- threat of assault on an umpire;
- physical assault, without injury, of another player, umpire, official or spectator;
- any act of violence on the field of play;

- using language or gestures which seriously offends, insults, intimidates, threatens, disparages or vilifies another person on the basis of that person's race, religion, gender, colour, descent or national or ethnic origin;
- Recurrent breaches of Level 1 behaviour.

LEVEL 3

The penalty for a Level 3 offence shall be a suspension of the individual for a minimum of five or more matches.

Examples of behaviour which may result in a Level 3 penalty:

- physical assault causing bodily injury to another player, umpire, official or spectator;
- recurrent breaches of Level 2 behaviour.

GUIDELINES TO TOURNAMENT DIRECTORS ON PROCESSES FOR HEARING AND DETERMINING ANY REPORTED OFFENCE

1. THE REPORT

All reports of any offence against the [Code of Conduct](#) shall be made to the TD. The TD is to determine the level of the offence.

A report can be received by the TD from any person but if received later than 24 hours after the occurrence of the conduct said to constitute the offence the TD must determine (in his/her sole discretion) whether to accept such a report. That discretion is to be exercised taking into account the seriousness of the reported behaviour and the reason for the delay in making the report. The Tournament Director is not required to provide reasons for this decision.

The person who is allegedly in breach of a relevant policy shall be referred to as respondent.

2. PRINCIPLES OF NATURAL JUSTICE

The principles of natural justice apply in the following way.

The TD will advise the respondent of the following. If the respondent is a member of a participating team the TD will advise the team manager:

- the fact of the report of an offence;
- the identity of the team member(s) reported;
- the level of the offence and the associated penalties as outlined in APPENDIX 7;
- the time and place of the hearing;

- details of the conduct and the mode of proof of it;
- details of an appropriate deadline for the team manager and respondent to respond to the report. When determining an appropriate time, the ability to proceed with the tournament without significant delay must be taken into consideration.
- if the report was received later than 24 hours after the occurrence of the conduct said to constitute the offence the TD must state the reasons for the exercise of the discretion to accept the report. No appeal from the exercise of that discretion is available.

3. THE HEARING

The TD must convene a hearing as soon as practicable and chair the hearing of the Tournament Jury, consisting of the TD, UM and TM (subject to delegation for reason of conflict of interest). A Hockey Queensland Staff member may be asked to join the Jury where available.

No hearing shall be conducted after the final game of the respondent's team has occurred.

The hearing must be attended by the person the subject of the report and one representative if they desire (in addition the person the subject of the charge may be assisted by an interpreter).

The TD must outline the evidence relied on to support the report including showing any video footage.

The respondent is to be asked for their response to the report, i.e. do they accept the offence charged or not. The respondent must be permitted to present material as to either or both of the fact of the offence or penalty.

Should the respondent fail to attend the hearing, the hearing shall take place in the absence of that person and the fact of the failure to attend shall be taken into account in the determination of the appropriate penalty in the event that an offence is found to have been committed.

4. THE DECISION

The decision should be in writing and read to the respondent by the TD (through an interpreter if necessary). It should deal (at least) with the following matters:

- i. whether or not the respondent accepts the breach of the Code of Conduct;
- ii. if the respondent does not accept the breach, a finding as to whether a breach has occurred and why.

Should it be found (or agreed) that an offence has been committed either the minimum penalty will be imposed or, at the entire discretion of the TD, a greater penalty. If a greater penalty is being awarded then the following may be taken into consideration:

- i. the disciplinary history of the team member;
- ii. the attitude of the team member at the hearing;
- iii. any penalty already incurred, eg if a card was given during the match the length of time of any suspension served under that card;
- iv. the seriousness of the offence by comparison with other offences at this level will be taken into account by the TD in imposing a greater penalty and details of which will be set out in the written decision.

Any penalty of suspension shall not exceed the amount of remaining matches within the tournament. A separate investigation may be conducted by the Hockey Queensland in adherence to the HQ Judiciary Policy after the conclusion of the event which may result in additional disciplinary action. For this purpose the TD must provide the following to Hockey Queensland within 48 hours of completion of the event:

- initial report of the offence
- all correspondence with the team manager and potential witnesses
- minutes and outcomes of the hearing
- the decision and a suggestion of additional penalty to be served post tournament

The decision on any penalty to be served at the tournament shall be final and not appealable.