



Hockey Queensland

TOURNAMENT OPERATIONS MANUAL

2023

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REGULATIONS & POLICIES

Host Centre Responsibilities and Venue Requirements (Outdoor & Indoor Competitions)

Tournament Regulations – Outdoor The Hockey Queensland Championship

Tournament Regulations – Outdoor Women's Masters

Tournament Regulations – Outdoor U13s

Tournament Regulations – Outdoor U15s

Tournament Regulations – Outdoor U18s

Tournament Regulations – Indoor U13s

Tournament Regulations – Indoor U15s

Tournament Regulations – Indoor U18s

Tournament Regulations – Indoor Super 6s

Tournament Regulations – Masters Indoor Challenge

Roles of Officiating Personnel Policy

Outdoor Uniform Register Men & Women

Indoor Uniform Register Men & Women

Masters Indoor Challenge Uniform Register

Women's Masters Policy

ASSOCIATED HOCKEY QUEENSLAND POLICIES

The following Hockey Queensland policies should be read in conjunction with the Operations Manual and its Attachments.

Member Protection Policy

State Team Payments and Financial Assistance Policy

Unfinancial Suspension Policy

Financial Assistance Policy for Officials & Volunteers

Codes of Conduct

Risk Management

Judiciary

Extreme Weather Policy

Anti-Doping

Junior Sports Policy

Selection Policy

Hockey Queensland Membership Terms and Conditions

Hockey Australia – Concussion Policy

2022 Inclusion and Diversity Strategy

Communication Strategy

Interstate Release Policy

HQ Blue Card WWCC Policy

HQ Integrity Policy

Hockey Australia – Concussion Policy

HQ Concussion Action Plan for HQ Events

1. PURPOSE

This manual is designed to provide procedures and guidance to Hockey Queensland affiliated Associations, host centres, participating teams and tournament officials regarding Hockey Queensland tournaments. Supplementary to this manual are the regulations and competition rules that are required for each tournament.

Tournament specific rules and regulations are outlined in each of the individual Tournament Regulations for Outdoor and Indoor Tournaments.

This manual, along with the Regulations, Policies and Appendices apply to all tournaments sanctioned by Hockey Queensland and should be read in conjunction with the current FIH "Rules of Hockey" and any FIH variations to the rules adopted by Hockey Australia and approved for use at state level.

Hockey Queensland continually reviews and improves internal procedures and as such, this manual is revised from time to time as new procedures are officially adopted. Hockey Queensland reserves the right to make amendments to this manual when required.

2. INTRODUCTION

2.1 Naming Rights

Hockey Queensland shall nominate naming rights for State Leagues, Championships or other tournaments where sponsorships with Hockey Queensland are in place. Hockey Queensland shall approve naming rights for a State League, Championship or other Hockey Queensland tournament in other circumstances. Naming rights may only be secured by the Host Centre if Hockey Queensland approves. If a Host Centre secures naming rights, an agreed portion of any naming rights sponsorship shall be allocated to Hockey Queensland.

2.2 Sanctioned Tournaments

2.2.1 Outdoor

Hockey Queensland conducts the following outdoor tournaments each year:

- Chemist Warehouse U13 State Championships (men and women)
- Chemist Warehouse U15 State Championships (men and women)
- Chemist Warehouse U18 State Championships (men and women)
- The Hockey Queensland Championship (men and women)
- Women's Masters State Championships
- Big Hockey Hit Out Competition (men and women)
- Men's Masters State Championships

2.2.2 Indoor

Hockey Queensland conducts the following Indoor tournaments for men and women each year:

- U13 Indoor State Championship (men and women)
- U15 Indoor State Championship (men and women)
- U18 Indoor State Championship (men and women)
- Super 6's Indoor State Championship (men and women)
- Masters Indoor Challenge (men and women)

2.3 Eligible Teams – State Championships

- 2.3.1 Hockey Queensland will accept team (s) from any affiliated Association to compete at a State Championships, in accordance with the Team entry requirements for each Tournament. This includes providing the correct and mandatory information for on the team nomination form, along with any other Team and Player eligibility requirements outlined in the Tournament Regulations and Minimum Age Requirements Policy.

Hockey Queensland encourages participation at State Championships and will accept multiple nominations from associations. Hockey Queensland reserves the right to limit the number of teams if the capacity of the hosting venue is exceeded.

- 2.3.2 Only affiliated Associations who are financial with Hockey Queensland may enter a team into a Hockey Queensland tournament.

2.4 Competition Management Structure and Administration

- 2.4.1 The management and operation of all Hockey Queensland sanctioned competitions shall be carried out by Hockey Queensland office and Hockey Queensland Operating Committees in coordination with the host association/venue and/or the nominated organising committee and the appointed tournament officials.

- 2.4.2 The day to day administration of all Hockey Queensland sanctioned competitions shall be undertaken by the Hockey Queensland appointed tournament officials in coordination with the host association (and its organising committee) and the Hockey Queensland Competitions Coordinator.

2.4.3 Points of Reference - Competitions

In all situations, the first reference point is the Hockey Queensland Operations Manual (including Regulations, Policies and Appendices). Items relating to competition specific items, where specified within the Hockey Queensland Tournament Regulations, take precedence over items of the same context within the Operations Manual. If neither the Operations Manual nor the Tournament Regulations manual specifically addresses the competition situation, then guidance is by default deferred to FIH rules and subsequently Hockey Australia Tournament Regulations.

3. RESPONSIBILITIES OF HOCKEY QUEENSLAND

3.1 Event Calendar

- 3.1.1 Hockey Queensland will allocate the venue of each Hockey Queensland State Championship as equitably as possible, in accordance with Hockey Queensland format documents, funding and facility requirements.
- 3.1.2 Host Centres must conform to the minimum requirements as contained in *Host Centre Responsibilities & Venue Requirements* of this manual.

3.2. Appointment of Tournament Officials

- 3.2.1 Hockey Queensland, in conjunction with the Technical and Umpire Committees will appoint the following Tournament Officials for all Tournaments and events:

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

Additional officials (Assistant Tournament Directors, Assistant Technical Managers, Assistant Umpire Managers, Technical Mentors and Technical/Umpire Assessors) may be appointed by Hockey Queensland from time to time as required.

Further details on the responsibilities of tournament officials can be found within *Roles of Officiating Personnel Policy*.

- 3.2.2 The Tournament Director appointed by Hockey Queensland, shall be the final arbiter in all matters of contention arising during all Hockey Queensland tournaments.

The Tournament Director may confer with Hockey Queensland for any matters of contention. If required Hockey Queensland may need to assist the Tournament Director with any matters of contention.

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

- 3.2.3 Hockey Queensland will seek availability for Tournament Directors, Technical Managers, Umpire Managers and Umpire Coaches prior to February 1 each year for Hockey Queensland Outdoor tournaments and prior to July 31 each year for Hockey Queensland Indoor tournaments/events.

- 3.2.4 Appointments of technical officials (TD, ATD, TM, ATM, Mentors and Assessors) are made by Hockey Queensland following recommendations from the Hockey Queensland Technical Committee. A Technical Panel will be appointed following recommendations by the Hockey Queensland Technical Committee for The Hockey Queensland Championship only. A Technical Panel will be appointed by Hockey Queensland for The Big Hockey Hit Out Competition.

- 3.2.5 Appointments of umpire officials (UM, UC) are made by Hockey Queensland following recommendations by the Hockey Queensland Umpire Appointments Panel. An Umpire Panel will be appointed following recommendations by the Umpire Appointments Panel for The Hockey Queensland Championship only. An Umpire Panel will be appointed by Hockey Queensland for The Big Hockey Hit Out Competition only.
- 3.2.6 Following the appointment of all tournament officials, Hockey Queensland will notify the Tournament Director and the Chair of the Organising Committee from the host association of all appointments.
- 3.2.7 Hockey Queensland will be responsible for arranging accommodation, flights and ground transport (if applicable) prior to a Hockey Queensland tournament for:
- Hockey Queensland Tournament Officials (if not from the Host Association)
 - State Team Selectors
 - Staff of Hockey Queensland attending the tournament
 - Special guests of Hockey Queensland

Refer to the ***Financial Assistance Policy for Officials & Volunteers*** for further detail

3.3. Notify Host Centres of State Sponsorship Servicing Requirements

- 3.3.1 It is the responsibility of Hockey Queensland to inform Host Associations of their State Sponsor servicing requirements. Servicing may include erecting State Sponsor signage at the tournament venue, acknowledgments in the programme and announcements over the public address system during the tournament.
- 3.3.2 Where a sponsor attends a Hockey Queensland tournament, the Host Association (in conjunction with Hockey Queensland) will be responsible for ensuring all necessary protocol is observed and hospitality provided.
- 3.3.3 Host Associations allowing competing Sponsors of Hockey Queensland to attend a Hockey Queensland tournament will be fined a minimum of \$500.00.

3.4. Tournament Seeding and Pools

- 3.4.1 Seed order for all 2023 tournaments shall be based on the previous year's results and approved by the Technical Committee.

The HQ Board endorsed changes to the Seeding Process from 2023, Seeding for the 2023 U13, U15 and U18 State Championships will change as follows:

- Seeding Changes U15 age group **(from 2023)**:
Based on an average of U15 results of the previous year and U13 results two years prior.
- Seeding Changes U18 age group **(from 2023)**:
Based on an average of U18 results of the previous year and U15 results two and three years prior.
- Number of teams in Division 1 **(from 2023)**:

U13: 10 teams

U15: 8 teams

U18: 8 teams

- Seeding requests (**effective immediately**):
 - Requests can be made to HQ for a team to move up or down a division;
 - HQ to contact a maximum of three teams in target division in order of seeding;
 - Request accepted if swap is agreed upon by both Associations;
 - Moved teams to be placed at top / bottom of target division depending on promotion or relegation;
 - If no agreement can be reached, the seeding request will be rejected.
 - The full document of the requirements is attached and accessible on the HQ website.

3.4.2 Seed order shall be determined in accordance with the procedures outlined in relevant Tournament Regulations for each event.

3.4.3 Where the duration of a tournament requires teams to be separated into pools, the teams shall be allocated to pools in accordance with the procedures outlined in the relevant Tournament Regulations for each event. Pools shall be approved by the Technical Committee prior to the tournament draw being compiled.

3.4.4 Seeding Requests can be made for Hockey Queensland State Championships in accordance with the procedures outlined in the ***HQ State Championships – Seeding Requests*** document.

3.5. Tournament Draw

3.5.1 Hockey Queensland, in consultation with the Technical Committee, will determine the format of each tournament subject to the following:

- The objective of the tournament
- The number of days allocated to the tournament by Hockey Queensland
- The number of team nominations received
- The number and type of fields (and associated time slots) available for use

3.5.2 Hockey Queensland will approve the draw format prior to the draw being compiled.

3.5.3 Hockey Queensland will approve the competition draw prior to its release.

3.5.4 Once completed (and no later than ten (10) days prior to the commencement of the tournament where possible), Hockey Queensland will distribute the competition draw as follows:

- To the Host Association;
- To all participating teams and officials;
- To all HQ Associations; and
- Published on the Hockey Queensland website.

3.6. Appointment of an Eligibility Committee

- 3.6.2 The Eligibility Committee shall comprise the Hockey Queensland CEO, Hockey Queensland General Manager Operations, the Hockey Queensland Competitions Coordinator, and/or the Hockey Queensland Athlete Development Coordinator.
- 3.6.3 The Hockey Queensland Eligibility Committee may, from time to time, in exceptional circumstances which are not solely in the interests of a particular player or Association, but in the interests of hockey in Queensland as a whole, make a determination which is outside the current parameters for player eligibility as set down in these rules.

3.7. Hockey Queensland Tournament Program

- 3.7.1 Hockey Queensland will be responsible for the production of Tournament Programs (e-Program), with the assistance of Host Associations relating to the information provided in the Tournament Programs.
- 3.7.2 Programs provided by Hockey Queensland will include the following:
- Tournament venue information (including turf/venue rules if provided)
 - Tournament Officials information
 - Tournament Draw
 - Competing Teams (team lists will be correct as of date of initial team entry)
 - Hockey Queensland/Host Centre Sponsors
- 3.7.3 Hockey Queensland will publish Tournament Programs on the Hockey Queensland website. These electronic documents will include any updated information available post printing.

3.8. Tournament Medals, Trophies & Awards

For all Hockey Queensland tournaments Hockey Queensland will provide the following:

- Perpetual trophies for each division and replica shields for winners of each division
- Medallions for the winners of each division
- Individual Player Awards (differ depending on the tournament)
- Umpiring Medallions and Awards (differ depending on the tournament)
- Technical Medallions and Awards (differ depending on the tournament)

For more information on specific tournament medals, trophies and awards provided by Hockey Queensland for each tournament, refer to the relevant Tournament Regulations for each event.

3.9. Officiating Accreditations

Hockey Queensland tournament officials will provide practical assessments for officiating accreditations at Hockey Queensland tournaments as follows:

3.9.1 Hockey Queensland Umpire Accreditations

- 3.9.1.1 Community Advanced Umpire (must hold current HockeyEd Community Accreditation) assessed at all divisions of the U13 and U15 State Championships
- 3.9.1.2 Level 1 Advanced Umpire (must hold current HockeyEd Level 1 Umpire Accreditation) assessed at Division 1 of the U18 and Masters State Championships and The Hockey Queensland Championship

3.9.2 Hockey Australia (HockeyEd) Umpire Accreditations

- 3.9.2.1 Community Umpire assessments provided at all divisions of the U13 and U15 State Championships
- 3.9.2.2 Level 1 Umpire assessments provided at Division 1 & 2 of the U18 and The Hockey Queensland Championship, or Division 1 and 2 of the U15 or Masters Division 1 and 2 State Championships (or semi-final standard matches)
- 3.9.2.3 Level 2 Umpire assessments provided at Division 1 matches of The Hockey Queensland Championship, Division 1 of the U18 and Women's Masters State Championships (equivalent of semi-final standard)

3.9.3 Hockey Queensland Technical Certificates and Accreditations

- 3.9.3.1 Junior Judge Certificates (no prerequisite) assessed at Hockey Queensland Under 13, Under 15, Under 18 State Championship
- 3.9.3.2 Senior Judge Certificates (prerequisite Level 0 technical theory course) assessed at Hockey Queensland Under 18 and Women's Masters Championships only

3.9.4 Hockey Australia (HockeyEd) Technical Accreditations

- 3.9.4.1 Level 1 Technical Official (prerequisites over sixteen (16) years of age and Level 1 technical theory course) may only be assessed at The Hockey Queensland Championship, Under 18 and Women's Masters Championships where there is a formal technical bench operating
- 3.9.4.2 Level 2 Technical Official (prerequisites current Level 1 accreditation and Level 2 technical theory course) may only be assessed at The Hockey Queensland Championship and Women's

Masters Championships where there is a formal technical bench operating

3.9.4.3 A formal bench comprises a Technical Officer plus two Judges, one of whom is recording the match details in an electronic Match Report, and the other is operating the time clock in a match where time out is being taken

3.9.5 All Officiating Accreditations shall be advised to Hockey Qld office at the conclusion of each Tournament

3.10. Tournament Results and Records

3.10.1 Results

For all tournaments, Hockey Queensland shall obtain a complete list of the match results, the final winners and places in each division, and the names of the winners of all awards for publication on the Hockey Queensland website immediately following the completion of the tournament.

3.10.2 Records

Hockey Queensland shall keep a record of the results and awards from all tournaments held each year and shall publish these details in its Annual Report.

4. Amendments to the Operations Manual

Hockey Queensland reviews and updates this Manual annually as new procedures are officially adopted. The revised Manual will be released to affiliated Associations in March each year. Hockey Queensland reserves the right to make additional amendments to this manual when required.