

BWHA Operations Manual

As at 26.11.19

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BRISBANE WOMEN'S HOCKEY ASSOCIATION INC

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1 Definitions

- (1) **BWHA or the Association** is Brisbane Women's Hockey Association Inc.
- (2) **Board of Management** as defined under BWHA Rules of Association 17.
- (3) **Council Meeting** refer under BWHA Rules of Association 29.
- (4) **Club/s** shall be a Club granted affiliation with the BWHA to play in fixture competitions organised and run by the Association.
- (5) **Club Official** shall mean any person nominated by a Club as their representative.
- (6) **Competition** shall be the competitions controlled by the Association. Junior, Senior Grass, Senior Turf and Masters competitions are separate competitions for the purposes of this Manual.
- (7) **Fixture** is any game organised by the Association played as part of the BWHA competition, and unless otherwise stated, including semis, finals and grand final.
- (8) **DO** is the BWHA Development Officer as appointed by the Board of Management.
- (10) **Fixture Game** – any game played in any BWHA Competition.
- (11) **Fixture Round (inc Finals)** – all Fixture or Finals games played in a period to complete one week of competition, normally a round is games played from Friday to Monday each week.
- (12) **Divisional Round:** all fixture rounds required for each team to play every other team in their division once.

2 General

- (1) BWHA operates under the FIH Rules of Hockey as published in the FIH Rulebook for Outdoor Hockey and these rules apply unless altered by the following sections of the Operations Manual, in which case the alterations apply. No other match rules or tournament regulations of FIH apply.
- (2) The Board of Management may relax a rule for a specific member on a case by case basis in exceptional circumstance in line with the objects of the association. Any request to relax a rule for a specific member needs to be submitted by their club and supported by appropriate documentation for the request. A list of these exceptions shall be kept.
- (3) Any Club may use any part of this operation manual for its own purposes.

3 Players

- (1) *Registered Player* is a player who is registered with BWA by an Affiliated Club to play in the BWA fixture competition as per Section 6.
- (2) *Unregistered Player* is a player who is not registered with BWA by an Affiliated Club at the time of playing in a BWA fixture competition as per Section 6.
- (3) *Senior Player* is a player of age thirteen (13) years or older at the 1st of January of the current year, who plays eleven (11) or more games in any season in the senior fixture competition.
- (4) *Senior Casual Player* is a registered senior or masters player who plays no more than:
 - (a) five (5) fixture games per season (Cas5); or
 - (b) ten (10) fixture games per season (Cas10).
- (5) *Reserve Player* is a *registered player* in one competition who plays
 - (a) no more than five (5) fixture games per season in another competition (Res5);
 - (b) between six (6) and ten (10) fixture games per season in another competition (Res10).
- (6) *Junior Player* is a player who is over the age of eight (8) years by the first of January of the current year, and is still at school.
- (7) *Under 7 Rookey Player* is a player who over the age of four (4), and who has not reached the age of seven (7) by the first of January of the current year, who plays in rookie competitions.
- (8) *Under 9 Rookey:* is a player who is over the age of six (6), and who has not reached the age of nine (9) by the first of January of the current year is eligible to play in the U9 Rookey (Half Field) hockey fixtures.
- (9) A player who is over seven (7) but under the age of eight (8) by the first of January of the current year, may be given consideration to play in the lowest full field Junior team for their club to act as a reserve, but permission must be sought in writing on Club Letterhead from the Junior Committee to do so. The request must clearly state the player's date of birth, reason for request, playing history and ability, and the full field team for which they would be acting as a reserve.
- (10) A player who has reached the age of thirteen (13) by the first of January of the current year is eligible to play in Senior fixtures, however a player who has reached the age of twelve (12) by the first of January of the current year is eligible to play in the Senior fixtures with the prior written approval of the Board of Management.
- (11) *Masters Player* is a player who is of the minimum age within the age as set by the Board of Management at the beginning of the season and who plays in the masters fixture competition.

- (12) *Primary Registered Player* is a player who plays only in the BWA fixture competition, and must only nominate for BWA representative teams for tournaments
- (13) *Dual Registered Player* is a player who is simultaneously registered with BWA and another association affiliated with Hockey Queensland Inc.
- (14) *Primary Dual Registered Player* is a player who participates in both BWA Fixture Competition and another association's fixture competition but elects to represent BWA at all tournaments.
- (15) *Secondary Dual Registered Player* is a player who participates in both the BWA Fixture Competition and another association's fixture competition and/or elects to represent another association at all tournaments.

4 Affiliation

- (1) Affiliations must be as per Rule of Association 5.
- (2) Affiliations requests each year must be submitted on the form provided by the due date.
- (3) Clubs seeking affiliation must:
 - (a) Follow all rules of the Association
 - (b) Submit all paperwork as and when required
 - (c) Remain financial at all times with payment terms being 14 days from date of invoice
 - (d) Communicate to the Association through their club official
 - (e) Have at least two (2) teams with at least 24 club players
 - (f) Have enough officials including coaches, umpires and administrators to facilitate their teams playing in the BWA competition.
 - (g) Participate in working bees, duty rosters and all other activities requested by the Board of Management.
 - (h) Have at least one (1) delegate attend all Council Meetings.
 - (i) Submit a colour picture (front and back view) of a proposed uniform including socks for the Board of Management to consider.

5 Start of Season

- (1) Each Club shall register all players, in the format required by the Board of Management, before such players participate in a BWA controlled game.
- (2) Each Club shall directly input into the Association database, by a date advised by BWA, the details of their officials, players, coaches, umpires, and members.
- (3) Each club shall provide an Umpire Register by a date advised by BWA.
- (4) BWA will allocate each club a date on which they may conduct a stall and/or raffle during the season. Such stall and/or raffle shall be located as advised by the Board of Management and shall be conducted in accordance with the Association's Raffle Day Policy.

6 Registrations

- (1) Clubs must maintain a minimum of eleven (11) registered fulltime players per team at all times or the following equivalent. At least eight (8) players must be fulltime registrations, with the extra full time positions required being filled by any combination of Casual registered players with Cas5 being equal to .25 of a player (ie 4 x Cas5 = 1 FT) or Cas10 being equal to .50 of a player (ie 2 x Cas10 = 1 FT)
- (2) Junior and masters players may be required to provide proof of age, to allow them to compete in BWA competitions.
- (3) No player shall be registered with more than one (1) Club, including those playing Junior and Senior hockey except:
 - a. A junior player playing with a club that does not have a senior team may elect to register with one senior club of her choice.
 - b. A senior player playing with an affiliated club may elect to register with a masters team of her choice.
- (4) Any player registered in two (2) clubs who has their membership conditioned, suspended or terminated by the Board of Management as the result of their actions in one (1) club, shall have their membership conditioned, suspended or terminated in both clubs in which they are registered.
- (5) The club in which the player is registered to play the highest divisional level shall be the player's primary club in respect of financial obligations.
- (6) Changes to registrations will be considered by the Match Secretary and Management or Junior Committee (as applicable) and must be submitted to the BWA Office by noon Thursday to be eligible to play in the new division at the next fixture round. Clubs will be contacted if approval is not given for a change.

- (7) If a player plays three (3) consecutive fixture rounds for a higher graded team than that which the player is registered, and not during this period for the team in which the player is registered, the player's registration shall be upgraded to the higher grade in which she has been playing. The player must then play a minimum of five (5) further fixture rounds in their upgraded division before a further change of registration will be allowed.
- (8) The Board of Management reserves the right to change a player's registration.
- (9) No player registrations can be down-graded after the 1st Management Meeting in July.
- (10) Any team who plays an unregistered player in a game shall be penalised as per the fees and fines schedule.

7 Goalkeepers

- (1) Goalkeepers registered in any division may, upon written application from their Club to the Board of Management, be approved to play in another division on the field.
- (2) The Board of Management shall determine the lowest division in which the player may be registered as a field player.
- (3) This player shall not play in a goalkeeping or player with goalkeeping privileges position in a lower division than the team that they are registered in as a goalkeeper.
- (4) Masters goalkeepers may fill in as goalkeepers for other masters teams in divisions equal or higher than their normal registration.

8 Playing in more than one competition

- (1) Any player eligible by age shall be allowed to register in multiple fixture competitions.
- (2) Players playing in multiple competitions must be registered in each competition and pay the appropriate fee.
- (3) Where players are registered in more than one competition they can only be registered in equivalent divisions as per the tables below.
- (4) Clubs may write to BWA to request exemption and these will be approved or not approved on a case-by-case basis.

Senior Turf	Senior Grass	Masters
1		MM1
2		MM1
3		MM1
4	DP1	MM2
5 & 6	DP2	MM2
	DP3	MM2 & MM3
	DP4	MM3 & MM4

Juniors Playing Division	Senior Division allowed
JT1	1
JT1	2
JT1	3
JT1, JT2, JT3, JT4	4
JT2, JT3, JT4, JG1	5, 6, DP1, DP2
JT3, JT4, JG1, JG2, JG3	DP3
JG2, JG3	DP4

9 Dual Registered Players

- (1) Players playing in more than one association shall register as a Dual Player specifying if BWA is their Primary (DualP) or Secondary (DualS) association, and where requested who their other association is.
- (2) Players under the age of fifteen (15) years as at the 1st of January of the current year shall not be allowed to apply for Dual Registration with BWA.
- (3) Dual Registered Players shall be required to pay a BWA registration fee.
- (4) Players holding Secondary Dual Registration with BWA will be ineligible for BWA Awards.

10 De- Registration

- (1) Should a player fail to play for their Club for five (5) consecutive fixture rounds, the player shall be deemed to be de-registered. Any player de-registered under this provision may only be re-registered on the day that the player actually plays their next fixture game and in the division they play in on that day.
- (2) Should a junior player fail to play five (5) consecutive junior fixture rounds and during that same period, play as a senior player or senior reserve player, that player shall be de-registered with the junior section for the remainder of the season.

11 Transfers from Clubs

- (1) Players transferring from one club to another club must request a transfer from their previous club through the database and must not take part in any BWA Fixture until that transfer is completed.
- (2) Clubs must approve the transfer request immediately, unless there are outstanding monies or other items owed to the Club.
- (3) Clubs refusing a transfer to a player should immediately notify the Association Secretary and outline the reason in writing.

12 Junior Competition

- (1) Coaches in Under 11B, C & D shall be permitted for the first round of fixtures to take the field to assist teams in these Under 11 hockey (i.e. Full Field) divisions. The coaches who are on the field must position themselves between the two 25 yard lines only when on the field to insure that they do not interfere with the play or umpiring of the game.
- (2) All Junior Team Grading will be based on the personnel lists submitted to the BWA Fixture & Grading Committee. Clubs must ensure all information requested is completed and submitted on the correct date as advised to clubs at the beginning of the season. Failure to meet the rule conditions will mean the team will not be considered for a position in the division requested.
- (3) All players listed on the Junior Turf Division Team Lists for trials must be available and intending to play all fixtures in the first round. If players are named who don't play most of the fixtures during the first round, the team will forfeit all points for that round and the club will receive a fine to be advised by Junior Committee. A Club must advise the Junior Committee immediately if a players' name is to be removed from the team list and advise the reason, they will then determine if this rule will be enforced.
- (4) If a team forfeits on 3 or more occasions or withdraws a team from the competition leaving a bye in that division, then the club will be fined \$110.00 (GST inc) per match for the third and every subsequent forfeit/bye.
- (5) Registered Senior Players, eligible by age to play Junior fixtures, may not register with the Junior Section after the last game of the first round of fixtures.

13 Grading

- (1) There shall be a minimum of eight (8) teams in all divisions where possible.
- (2) There shall be only one (1) team per club in any division where possible.
- (3) When requested, clubs must submit additional information on teams and individual players with their registrations to assist the Grading Committee in their deliberations.

- (4) Senior Turf Division affiliations for the next year shall be submitted by the 30th October of the current year. Where possible all senior turf affiliation requests will be accepted up to 12 teams per division.
- (5) Immediately prior to the new fixture season, but following the receipt of the club team affiliations, the senior grass, masters and junior grading committees shall undertake the grading of teams as follows:
 - (a) Each grading committee shall follow the guidelines as outlined in Rule 13 but shall have the discretionary power to amend gradings to accommodate changes in club affiliations and registrations.
 - (b) Each Grading Committee shall follow the procedure in the BWA Grading Policy and the Grading Committee Duties.
 - (c) The grading committee shall, if deemed necessary, organise grading matches to assist the determination of the gradings
 - (d) The grading committees shall submit in writing by the required date, their recommendations for grading, detailing their processes and results for approval by the Board of Management.

14 Fixtures

- (1) Once team gradings are approved by the Board of Management, the Office shall liaise with the Fixtures Committees to prepare the draws. Once the draws are finalised no requests for changes will be considered.
- (2) Only the designated BWA personnel shall have the power to cancel, change or postpone fixture matches.
- (3) Suspension of a fixture shall be done at the instigation of the person in charge of the fixtures at the venue.
- (4) In the event of wet weather at Grass venues on the day of play:
 - (a) The BWA Junior Committee and the rostered Facility Supervisor will inspect the fields by 7.00 am and determine by 7.15am if the Junior games will be played;
 - (b) The rostered Facility Supervisor and the Grass Match Secretary or a Committee Member will inspect the fields for senior fixtures and determine by 10.00am if the Senior games will be played;
- (5) Any cancellation of fixtures will be advised as soon as possible using all means possible including the Wet Weather line, the BWA website and facebook.

15 Conduct of Fixtures

- (1) For fixtures played at turf venues for Senior and Junior fixtures, each club shall provide one technical judge. The Technical Official will be rostered by BWA. For Masters games clubs will be rostered to provide the Technical Official and are responsible for managing the Technical Bench as per our rules.
- (2) Each team **must** supply the Technical Bench with their Match Booklet with the starting line-up marked prior to the start of the match.
- (3) A maximum of sixteen (16) players with rolling substitution is permitted, however player names shall not remain entered on a match sheet unless they take the field.
- (4) Games that are centrally controlled start and conclude on the "hooter". Games that are not centrally controlled (semi, preliminary and grand finals) are listed with earliest start time and the Board of Management has the discretion to delay the time of commencement of individual games in exceptional circumstances. These games start and conclude on the umpires whistle.
- (5) In the case of misconduct/dissent, players are still under the control of the officiating Technical Official/Umpires/Umpires Coach until 30 minutes after the final hooter/whistle. Club Officials, Players and Spectators may not approach umpires immediately after a game to query their decisions in the game. Any concerns Club Officials or Players have are to be raised through the Umpire Coach, if available, or through the club secretary to the BWA Office.
- (6) There is no right of appeal for any decision of an umpire or technical officer during a match.
- (7) For matches on grass surfaces, there shall be a warning siren five (5) minutes before the start time.
- (8) A one (1) minute (before start time) verbal warning shall be given for teams and umpires to take the field.
- (9) The starting siren shall be sounded at the designated fixture start time and teams shall be on the field at this time.
- (10) The team on the field at the starting siren may claim a forfeit if the other team is not on the field.
- (11) A full field team that cannot field a team of at least eight (8) players, one of whom must be a goalkeeper, at the starting siren, shall forfeit the game. Should a forfeit be called due to breach of this rule, the Match Book must be completed indicating a forfeit and the winner, signed by the Captains and Match Officials and only then if agreed a practice match can be played between the teams.

- (12) All teams (except U7's) must have a fully equipped Goalkeeper on the field at all times.
- (a) To avoid a forfeit, however, a player with goalkeeping privileges, wearing an approved helmet and different coloured shirt from the teams playing, may be used in place of a Goalkeeper.
 - (b) If a player with goalkeeping privileges is used in the BWAHA competition, this player shall have the same privileges as a goalkeeper and therefore must stay primarily within their defensive goal circle, except when taking a Penalty Stroke.
 - (c) Teams must have a goalkeeper or player with goalkeeping privileges on the field at all times ie you cannot have field players only, except as per 15(11)(d).
 - (d) Division 1 (Senior Turf) teams may play with 11 field players, after starting the game with a Goal Keeper as per Rule 15 (11) & 11 (a).
- (13) Fixture Match Times
- (a) All Junior Full Field Fixtures shall be 30 minutes each way, with a 5 minute half time, unless otherwise advised by the Junior Committee.
 - (b) All Senior Full Field Fixtures except Division 1 & 2 (Senior Turf) shall be 35 minutes each way, with a 5 minute half time, unless otherwise advised by the Board of Management.
 - (c) All Masters Full Field Fixtures will be reduced length games played in 2 halves, the actual time and break will be as set by the Fixture committee each year.
 - (d) Division 1 & 2 (Senior Turf) Full Field Fixtures shall consist of four quarters of 17.5 minutes, an interval of 2 minutes between Quarter 1 and 2 and between Quarter 3 and 4 and a half - time interval of 5 minutes between Quarter 2 and 3. Time will not be stopped for Penalty Corners.
- (14) The time clock shall not be stopped for injuries during games on either grass or artificial surfaces unless otherwise indicated by the Board of Management.
- (15) Players suffering minor injuries shall be removed from the field of play as quickly as possible and treated off the field.
- (16) For matches on grass surfaces if the player cannot be removed from the field of play within five (5) minutes, the game may immediately be transferred to another field where possible. Such transferred game shall resume play and time lost shall not be made up providing that the total match time lost does not exceed fifteen (15) minutes.
- (17) On artificial surfaces if the player cannot be removed from the field of play within ten (10) minutes the time clock may be stopped until the player is removed from the field of play.
- (18) The following points shall be awarded to teams in the fixture competition: three (3) points for a win, one (1) point for a draw, zero (0) points for a loss.

- (19) Any player who has a wound which is bleeding must leave the field immediately and cannot return to the field until:
- (a) The bleeding has stopped and the wound securely covered.
 - (b) All traces of blood have been removed from their skin and clothes. Blood must be washed from the ground/turf area.
- (20) Head Injury
- (a) Any player injured by a direct or indirect force to the head must leave the field and not retake the field without the approval of a BWA approved sports trainer, or medical officer and in the absence of a sports trainer or medical officer their club official.
 - (b) Any player requiring a significant stoppage in play following a direct or indirect force to the head, or who in the umpires opinion has suffered a significant head contact shall be treated as if injured and must leave the field and not retake without the approval of a BWA approved sports trainer, medical officer and in the absence of a sports trainer or medical officer their club official.
 - (c) if a player is diagnosed with concussion by a medical practitioner then that player is unable to retake the field or participate in any match until a medical clearance to resume participation in hockey is provided. If the player is under the age of 18 years that certificate must also identify the player has been symptom free for 14 days.
- (21) BWA recommends that any player who suffers from any medical condition, which may require attention from or impact on treatment given by the BWA Sports Trainer/First Aid Officer, should ensure that the BWA Sports Trainer/First Aid Officer is advised prior to participation in any fixtures.
- (22) BWA will where possible employ a qualified sports trainer for all fixtures. Should a sports trainer not be available, then teams are to act prudently and organise medical treatment or call an ambulance for a player should it be deemed appropriate. Sports trainers may only enter the field of play when called on by the umpires.
- (23) Any injury which requires a Sports Trainer to be called onto the field, then the player (except a goalkeeper with the approval of the duty Sports Trainer) must leave the field for a minimum of two (2) minutes.
- (24) If an injury results in an ambulance taking a player to hospital, that player shall provide a medical clearance prior to playing another fixture.
- (25) No player may take part in any game while wearing a non-removable cast on any part of the body.
- (26) For fixtures played at turf venues, the rules of the relevant venue will apply at all times.
- (27) Teams are allocated a dugout as per the draw: first team named – northern dugout; second team named - southern dugout.

- (28) Authorised persons only are permitted in team dugout area: the team of eleven (11) players plus five (5) substitutes, (i.e. a total of sixteen (16) players), plus Manager, Coach, Assistant Coach and when approved by the Board of Management, a sports trainer.
- (a) If an injured registered player cannot be written in the Match Book as a Team Official (Coach, Asst. Coach or Manager), then the injured player may sit in the team bench during their team's fixture as long as they are a registered member of that team, they are listed on the Match Booklet as a player and are wearing the team playing shirt. NB: At the end of the game the players name is to be ruled out in the Match Book and noted as a "NS" non-starter.
- (29) If a fixture match is interrupted by the umpires, technical officials or duty officer (e.g. because of injury, weather, field of play conditions, or thunderstorm with lightning) this match should be resumed as soon as possible and be completed within the allocated timeslot + **30 minutes**. If this cannot occur then the following rules apply:
- (a) If more than 55 minutes game time is played and the game is then abandoned for that day, the result when the match was abandoned stands.
- (b) If less than 55 minutes game time is played and the game is abandoned for that day, the match will be determined by Management.
- (c) For reduced length games, eg 50 minutes or 60 minutes then 10 minutes less than the recognised match time will replace the 55 minutes listed above.
- (30) Players and officials are to take due care when competing in high temperatures and the interchange of up to 16 players is encouraged to ensure players remain hydrated. In the event of extreme temperatures, a water break may occur during playing time:
- (a) On artificial surfaces the Technical Officer before the commencement of play will ask both team coaches if they want a drinks break, if they both agree a drinks break will be scheduled. The Technical Official shall advise the nearside umpire to stop the game at an appropriate interval near the 17 minute point of each half.
- (b) On grass surfaces if the captains of the competing teams both agree before the commencement of play that a water break is required, they are to advise the umpires that they wish to have a water break. The umpires will stop the game at an appropriate interval at the 17 minute point of each half.
- (c) The umpire will blow time when a break in play (decision/penalty) is made.
- (d) The timer is not stopped for any water break.
- (e) The drink break will be for 2 minutes only and must not be used as a coaching or instruction period.

- (f) The Umpires (grass) or Technical Official (turf) will advise when two minutes is up.
 - (g) The game will be restarted based on the decision made prior to time out being called.
 - (h) Players will re-take the field immediately and recommence the game on the umpires whistle.
 - (i) Any water break shall occur during playing time and shall not affect the scheduled start and finish times of any fixture.
- (31) At grass venues the Team Manager is responsible for supervising any Green or Yellow card recipients; they must note the time when the player reports to them on the sideline and time the temporary suspension as indicated by the umpire; once the temporary suspension is completed the player can return to the field of play as per the FIH rules; the Team Manager is to ensure that the player sent off does not participate in the game in any way including being coached, calling out to team members, the opposition or officials, they must sit or stand quietly with the Team Manager until their time off is completed, noting that they can be provided with a drink and a jacket if required. Where a Team Manager is not available, the team coach, the match book official or a responsible adult on the sideline may take on this role.
- (32) In the event of a player receiving a red card, the player shall do the following:
- (a) Where the fixture is being played on an artificial surface, the player shall immediately leave the field and dugout area.
 - (b) Where the fixture is being played on a grass surface, the permanently suspended player shall immediately leave the field and its surrounding area.
 - (c) as soon as practical remove themselves from the playing venue and must not take part in any further hockey event or activity on that day at that venue.

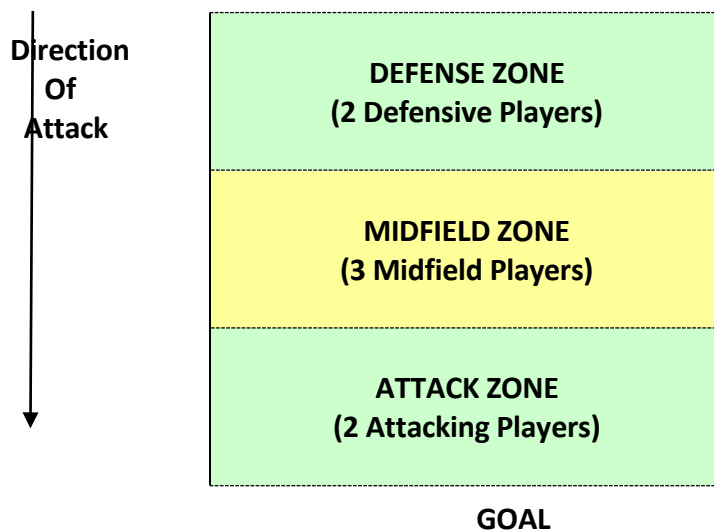
16 U7 Rookey Rules

- (1) The game is played by two teams of seven players. Reserve players may be interchanged freely during the game.
- (2) There is no limit to gender numbers in team registrations, but there shall be a maximum of three (3) boys per team allowed on the field at any one time.
- (3) Playing time is divided into two halves of twenty (20) minutes with a break of five minutes between. The teams should change ends after the half time interval.
- (4) The game is commenced at the start of each half and after each goal, with a centre pass. At the time of commencement, each team must be on their own goal side of the centre spot.
- (5) U7 Rookey is played with junior hockey sticks. These have one flat side and the curved back of the stick may not be used to stop or propel the ball. The stick must be no more than 5.1cm (2 inches) broad and should be no longer than the player's waist height. It is important that these junior sticks have full size heads.

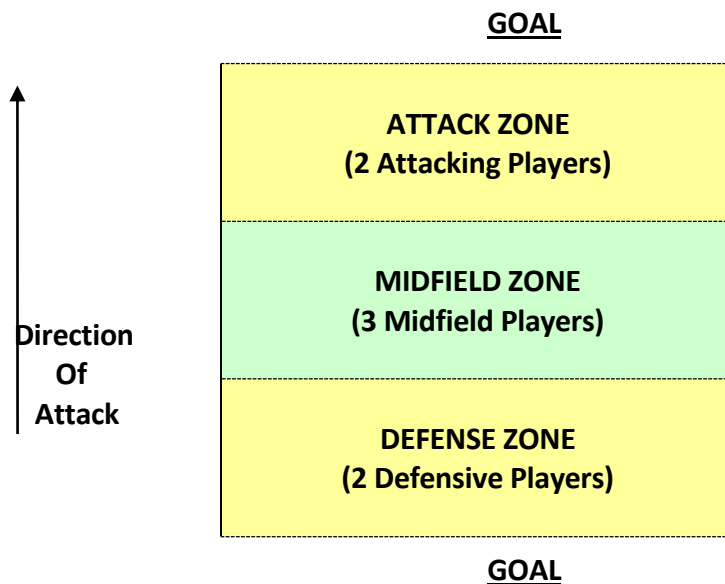
- (6) Sticks must be on the ground at all times.
- (7) It is recommended that a smaller hockey ball is used for U7 Rookey. A light coloured hockey ball of approximately 23cm (9 inches) circumference and 110g (3¾ ounces) should be used.
- (8) There are no goalkeepers or 'kicking backs' in U7 Rookey.
- (9) There is no body contact.
- (10) Players are not allowed to stop or kick the ball with their feet.
- (11) Players must be 3 metres away from the ball at a 'free push'.
- (12) The U7 Rookey playing field is to be marked out into 3 zones with 2 separate goals, as indicated on the diagram below.
- (13) Each team of 7 is divided into 2 defenders, 3 midfielders and 2 attackers. BWAH strongly recommends interchanging between players & positions to ensure maximum participation.
- (14) Field dimensions are approximately 30-40m long and 25-30m wide (quarter field).
- (15) Players must remain in their zone during play ie: defenders must remain in the designated defensive zone; midfielders must remain in the designated midfield zone, etc.
- (16) The aim is for the players to learn about each zone and the ability to use vision to pass the ball out of each zone while maintaining possession.
- (17) Although a penalty will not be awarded for a player moving out of their zone, both coaches and umpires will be encouraging players to remain within their designated zone.

GAME 1

GOAL



GAME 2



- (18) Pushing and slap hitting only are permitted in U7 Rookey. The ball must always be moved by a player that has their hands apart on the stick.
- (19) A goal may be scored from anywhere within the opposing team's defensive zone.
- (20) A goal is scored when the ball passes over the opponent's goal line between the goalposts after having been played by an attacking player or deflected off the attacking player's stick. The team scoring the most goals is the winner of the game.
- (21) Players are not permitted to:
- Raise the stick above the shoulder.
 - Hit the stick into an opponent.
 - Use the stick to obstruct an opponent reaching the ball or moving about the field.
 - Play the ball with their hands or feet. Due to U7 Rookey being a learning experience for our youngest players, leniency and common sense should be applied to this rule in regard to accidental use of the feet.
 - Raise the ball above knee height.
 - Criticise or ridicule another player.
 - Obstruct an opponent from playing the ball by moving any part of his or her body between the opponent and the ball.
- (22) Rough and dangerous play is not permitted and body contact must be avoided.
- (23) If the ball becomes raised from the playing surface, all players must wait for it to return to the ground before attempting to play it.
- (24) If the ball gets stuck between a player's feet or stick, stop play and restart by rolling the ball away.

- (25) Talk to the players during the game, to let them know what they can and can't do.
- (26) A free push may be awarded to the opponents for any breach of the rules. At the time that a free push is taken no other player may be within three metres of the ball.
- (27) For an accidental breach by a defender in the defensive zone, the attacking team will be awarded a free push at a point on the defensive line opposite the point where the breach occurred.
- (28) A defender may not deliberately play the ball over their own goal line. If the ball is deliberately played over the goal line by a defender the attacking team will be awarded a free push at a point on the attacking line opposite the point where the ball crossed the goal line.
- (29) When the ball is played over the goal line outside the goal by an attacker, or accidentally by a defender, the defending team will be awarded a free push on the 10m line opposite where the ball went out of play.
- (30) When the ball is played over the sideline the opposing team will be awarded a free push at the point where the ball crossed the line.
- (31) Where the rules of U7 Rookey do not provide for a situation that arises, the umpire/guide shall give a decision bearing in mind the objectives and spirit of the game.
- (32) One umpire is required for U7 games, the team listed first on the draw is responsible for supplying the game umpire for that week. It is important the umpire knows and understands the rules of the modified game and enforces the rules enough to keep the game safe, fair and teach the children, but not so much that it creates a stop/start match which is not enjoyable. Beginner umpires with mentors should not be placed on U7 games.

17 U9 Rookey Rules

- (1) A player who is over the age of six (6), and who has not reached the age of nine (9) by the first of January of the current year is eligible to play in the U9 Rookey - Half Field hockey fixtures.
- (2) There is no limit to gender numbers in team registrations, but there shall be a maximum of three (3) boys per team allowed on the field at any one time.
- (3) Teams are increased to nine (9) players and teams are required to introduce a fully equipped goalkeeper with pads, kickers, helmet etc and allow each player to try this position at least once during the season.
 - (i) BWA strongly discourages the practice but if a team does not have an equipped Goalkeeper – no player can play with goal keeper privileges, and the team will have nine field players.
- (4) The goalkeeper is permitted to use the body including hands to stop the ball. The goalkeeper is allowed these privileges only inside the defending circle. If the goalkeeper uses them outside the circle, a penalty corner is awarded.
- (5) Players may now hit, push, flick or scoop the ball.
- (6) The ball should not be raised above waist height. This is a logical progression from the knee-high rule in U7 Rookey.

- (7) Rough or dangerous play such as raising the stick above the shoulder when another player is within playing distance is not permitted. Breaches for dangerous play must be penalised immediately to eliminate the risk of injuries. In all divisions of Junior Hockey, "DANGEROUS STICKS" will be penalised under the FIH Rules: *"Players on the field must hold their stick and not use it in a dangerous way."* and *"Players must not intimidate or impede another player"*
- (8) For a deliberate breach by a defender inside the circle, the attacking team shall be awarded a modified penalty stroke. The modified Penalty Stroke applied is:
- Only the goalkeeper is permitted to defend the penalty stroke.
 - All other defenders stand beyond the 9m goal circle.
 - The goalkeeper can stop the ball with any part of the body or the flat side of the stick.
 - The penalty stroke taker must push or flick the ball only once from the 6m penalty spot.
 - If there is no equipped goalkeeper (with helmet) no defender shall be in the goal box to defend the stroke.
- (9) For an accidental breach by a defender inside the circle, an U9 Rookey penalty corner will be awarded to the attacking team. The U9 penalty corner process is:
- An attacker shall push or hit the ball out from the penalty marks on the back line.
 - All other attackers shall be outside the circle until the ball is played from the back line.
 - The ball must pass outside the circle, then be brought back into the circle for a shot at goal to be taken.
 - A hit at goal that rises above eighteen inches when crossing the goal line without being deflected by a defender will be disallowed.
 - Until the hit out is taken the goalkeeper shall stand inside the goal box behind the goal line. Four other defenders will stand behind the goal line outside the goal box on the opposite side of the goal to where the ball is being pushed out. The remaining defenders will stand on the centre line until the hit out is taken.
 - If there is no equipped goalkeeper (with helmet) no defender shall be in the goal box to defend the penalty corner. The fifth player must stand outside the goal behind the goal line with the other defending field players (as above).
- (10) If a defender deliberately plays the ball over the back line, a penalty corner should be awarded. When the ball is played accidentally over the back line by a defender or by an attacker a free hit is awarded to the defending team level with the top of the circle at the point opposite to where the ball went out.
- (11) Playing time is divided into twenty-minute halves with a five-minute half time interval.
- (12) The Ball used should be a regulation hockey ball.

- (13) Each team should have a coach and an umpire. It is not appropriate for a coach to be umpiring and/or mentoring a junior coach or umpire at the same time. It is important the umpire knows and understands the rules of the modified game and enforces the rules enough to keep the game safe, fair and teach the children, but not so much that it creates a stop/start match which is not enjoyable.

18 Smoking at Venues

- (1) Smoking at venues with an artificial surface shall be in accordance with the requirements prescribed by law for each venue and any other requirements imposed by BHWA.
- (2) At Downey Park, the following provisions apply:
- a. Smoking is not permitted in the clubhouse.
 - b. Smoking is not permitted within 10 metres of any field. (Note: Smokers are requested to display courtesy to players, umpires and spectators when smoking and where possible, remove themselves from the vicinity of sidelines, but at a minimum must remain 10 metres from any field when smoking).

19 Downey Park and other Grass venues

- (1) No coaches, officials, spectators or other persons may position themselves behind the goal line on any field to coach, intimidate, talk to or influence players or umpires. Except a club appointed Goal Keeper Mentor wearing the appropriate vest is allowed to position themselves near a beginner goal keeper to provide support, instruction and guidance in U9 to JG2; DP3 to DP5 and U13T to JT3, during all rounds prior to the commencement of the finals, with the following requirements:
- I. When the ball is in the team's attacking half, the mentor can come onto the field to show positioning and line of sight;
 - II. When the ball is in the team's defending half, the mentor must be off the field and positioned behind the goal box;
 - III. The mentor can assist the beginner goal keeper, but cannot coach, influence or speak to the umpires, the other team members or officials;
 - IV. The Goal Keeper mentor must advise the Umpire before the game that they will be taking on this role & it must be noted on the Match Sheet;
 - V. The Umpire, Technical Official or Duty Supervisor can remove the GK Mentor from this role, if in their opinion they are not acting in line with this rule.
- (2) All coaches, officials, spectators or other persons must be at least one metre from any sideline. The umpires and the Board of Management have the right to ask the offending person/s to move.

- (3) To reduce the risk to spectators and umpires where separation distance between fields is limited, coaches and spectators must not situate themselves between the sidelines of the following fields:
- a. Field 1 and Field 9
 - b. Field 2 and Field 8
 - c. Field 6 and Field 7
- (4) To call a sports trainer to your field, the umpire is to blow three (3) loud, sharp blasts on their whistle and ask the players on the field to raise their sticks vertically to identify to the sports trainer and control room the field requiring attention. At fields 5, 13 and Rasey Park a phone should be used to ring the BWA clubhouse to organise a Sports Trainer to attend. A phone is available in the canteen at Rasey Park, the change room at Field 13 (one-way direct line to the clubhouse) and the BWA clubhouse number is provided at field 5 to allow people to use their mobile phones.

20 Code of Conduct

- (1) The Association supports and encourages appropriate behavior from players, BWA/Club officials and spectators, when either participating in the Association competitions, or when representing the Association, as a player, official or spectator. The following code of conduct applies:
- (a) Officials (umpires and other appointed officials) must:**
- (i) Treat all players with respect at all times.
 - (ii) Accept responsibility for all actions taken. Exercise reasonable care to prevent injury by ensuring players play within the rules.
 - (iii) Be impartial and maintain integrity in your relationship with other officials, players and coaches.
 - (iv) Avoid situations that may lead to a conflict of interest.
 - (v) Be courteous, respectful and open to discussion and interaction.
 - (vi) Be a positive role model in behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favourable image of hockey and officiating at all times.
 - (vii) Refrain from any personal abuse towards players.
 - (viii) Show concern and caution towards ill and injured athletes. Enforce the blood rule and apply procedures regarding ill or injured players according to the rules.
 - (ix) Abstain from the use of tobacco and the consumption of alcoholic beverages when officiating or whilst in uniform.
 - (x) Adhere to the Anti-Doping Policy advocated by FIH.
 - (xi) Maintain the fitness level deemed acceptable when the appointment to the tournament was made.
 - (xii) Abide by all relevant policies documented by the Association in relation to the appointment.

(b) Manager and other appointed officials

Team administration must meet the following requirements in regard to their conduct during any activity or event to which they have been appointed to by the Board of Management.

- (i) Treat all players with respect at all times.
- (ii) Ensure the athlete's time spent with the team administration is a positive experience.
- (iii) Treat each athlete as an individual.
- (iv) Be impartial and maintain integrity in the team administration relationship with other officials, players and coaches.
- (v) Make a commitment to providing a quality service to your athletes.
- (vi) Avoid situations that may lead to a conflict of interest.
- (vii) Be courteous, respectful and open to discussion and interaction.
- (viii) Provide a safe environment at training and in competition and at all other times throughout the competition.
- (ix) Be a positive role model behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favourable image of hockey and officiating at all times.
- (x) Refrain from any personal abuse towards players.
- (xi) Show concern and caution towards ill and injured athletes. Enforce the blood rule and apply procedures regarding ill or injured players according to the rules.
- (xii) Abstain from the use of tobacco and the consumption of alcoholic beverages when performing your official duties or whilst in uniform.
- (xiii) Adhere to the Anti-Doping Policy advocated by Hockey Queensland.
- (xiv) Abide by all relevant policies documented by the Association in relation to your appointment.
- (xv) Actively discourage the use of performance enhancing drugs and the use or consumption of alcohol, tobacco and illegal substances.
- (xvi) Vocal communications by team officials and/or players on the team bench must not in any way be directed at the technical officials seated at the table, the umpires and/or the players of the opposing team. The Technical Officer on duty, after warning a team manager of acts of misconduct by a person or persons on that team bench is empowered, should misconduct continue, to order that person or persons involved to go and stay in the team changing room for the remainder of the match. Further disciplinary action may be taken by the Technical Official after the match, depending upon the circumstances.

(c) Spectators

- (i) Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behaviour.
- (ii) Spectators shall at all times respect officials, coaches and players and extend all courtesies to them.
- (iii) Spectators shall lead by example and respect all players, coaches,

umpires and other spectators. Physical or verbal abuse will not be tolerated.

- (iv) Spectators shall respect the umpires' decision and shall not abuse, threaten or intimidate an umpire or match official. Spectators shall not show dissension, displeasure or disapproval towards an umpire or match official's decision in an abusive or unreasonable fashion.
- (v) Spectators shall never publicly criticise umpires. Any personal concerns shall be raised with Club/Association officials in private.
- (vi) Spectators shall support skilled performances.
- (vii) Spectators shall show respect for opponents.
- (viii) Spectators shall display appropriate social behaviour by not using profane, demeaning or derogatory language, or harassing players, coaches, officials or other spectators.
- (ix) Spectators shall not throw any object.
- (x) Spectators shall barrack in a positive way.
- (xi) Spectators shall leave the area tidy and free from litter or other mess.
- (xii) Spectators shall remember that they are there to assist the participants to enjoy the game.
- (xiii) Spectators shall never ridicule mistakes or losses. Supporters are there to support not downgrade.
- (xiv) Spectators shall recognise and appreciate all volunteers who are giving up their valuable time.
- (xv) The umpire may issue an appropriate warning card to the team captain of the spectators which are breaking the code of behavior.

(d) Players

- (i) Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
- (ii) Do not tolerate acts of aggression.
- (iii) Respect the talent, potential and development of fellow players and competitors.
- (iv) Care for and respect the equipment provided to the player as part of their program.
- (v) Be frank and honest with the coach concerning illness and injury and the ability to train fully within the program requirements.
- (vi) At all times avoid intimate relationships with your team administration.
- (vii) Conduct themselves in a professional manner relating to language, temper and punctuality.
- (viii) Maintain high personal behaviour standards at all times
- (ix) Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
- (x) Be honest in the player's attitude and preparation to training. Work equally hard for the player and the team.
- (xi) Co-operate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
- (xii) Adhere to the Anti-Doping Policy advocated by Hockey Queensland.
- (xiii) Abide by all relevant policies documented by the Association in relation to selection.

- (iv) Abstain from the use of tobacco and the consumption of alcoholic beverages whilst in uniform and under the control of the coach and manager.

(e) Coaches

The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long term interest as of greater importance than short-term athletic considerations. To fulfill this role the coach must behave in an ethical manner respecting the following points:

- (i) To agree to respect the basic human rights, that is, the equal rights, of each athlete under control with no discrimination on the grounds of age, sex, race, colour, language, religion, national or social origin, association with a national minority, birth or other status.
- (ii) To agree to respect the dignity and recognise the contribution of each individual. To ensure that the practical environment is safe and appropriate, this appropriateness will take into consideration the age, maturity and skill level of the athlete
- (iii) To agree to ensure that all equipment used in the activities, are safe for the users and that the supervision provided for these activities within each session is adequate.
- (iv) To agree to plan sessions adequately and activities within, by using appropriate teaching progressions so as to reduce the risk of possible injury.
- (v) To agree to identify and to evaluate athletes with injuries and incapacities so as the workload and performance expectations are modified accordingly.
- (vi) To agree to warn all athletes under control of the inherent risks of the sport/individual events with continual reinforcement being ongoing so as each athlete appreciates those risks.
- (vii) To agree to evaluate the skill level and experience of each athlete in the group so as mismatching of athletes can be kept to a minimum.
- (viii) To agree to advise all athletes under control the rules of the hockey events so as the athletes respect these rules and the spirit of the rules as they are intended.
- (ix) To agree to respect the image of the coach and to continuously maintain the highest standards of personal conduct reflected in both the manner of appearance and behaviour.
- (x) To agree not to smoke whilst coaching, nor consume alcoholic beverages so soon before coaching that:
 - a. the prior consumption of alcohol is obvious,
 - b. it affects the competence to coach.
- (xi) To agree that the authority to discipline athletes under control extends only to minor infractions (ie attentiveness) and that any serious disciplinary breach must be referred to the Board of Management for their attention.
- (xii) To agree to abide by the general rules of the Association constitution

- and operations manual so as not to bring the Association into disrepute.
- (xiii) To agree to abide by the general rules outlined in any relevant coaches contract.
 - (xiv) To observe all written codes of behaviour as prescribed and produced by Hockey Queensland Inc or the Association.
 - (xv) To beware, understand and follow the rules and responsibilities as for Coaches as prescribed and produced by the Association.
 - (xvi) To beware, understand and follow all protective measures as outlined in any policy or the operations manual.

(f) Selectors

The selectors primary role is to facilitate, monitor, view and process players at times as determined by the Board of Management ensuring the best possible group of players are selected to represent the Association at the relevant championship. To fulfill this role the selector must behave in a professional and ethical manner respecting the following points:

- (i) To perform the role of selector at all times aiming to select the best possible players available.
- (ii) To agree not to smoke, nor consume alcoholic beverages in the public gaze whilst performing selector duties, such duties are to be determined by the Convenor.
- (iii) To agree to respect the image of the selector and to continually maintain the highest standards of personal conduct reflected in both the manner of appearance and behaviour.
- (iv) To agree that any actual or perceived conflict of interest of a selector means that such selector will withdraw from the discussion where such actual or perceived conflict of interest exists. The selector must declare their actual or perceived conflict at the commencement of selection process to the convenor.
- (v) To agree to respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of sex, race, colour, language, religion, national or social origin, association with a national minority, birth or other status
- (vi) To agree to abide by the general rules of the Association constitution and policies so as not to bring the Association into disrepute.
- (vii) To observe all written codes of behaviour as prescribed and produced by the Association.
- (viii) To be aware, understand and follow the roles and responsibilities as for selectors as prescribed and produced by the Association.
- (ix) No selector, other than the convenor is to make any public comment about the selection process or team/squad make up.

(2) Consequences of Breach of Code of Conduct

In the event of a breach of the Code of Conduct, the following shall occur:

- (a) The matter shall be reported to the Board of Management, in writing, by an affiliated club;
- (b) The secretary shall contact the club the complaint refers to and they must investigate and advise the outcome and what remedial action, if any, they have taken as determined by their investigation;
- (c) If, the result of the (2)b. is not satisfactory then a sub-committee of the Board of Management shall hear the case and make a recommendation to the Board of Management. This recommendation could include actions, if any, are to be taken, including whether the matter should be referred to the judiciary committee.

21 Forfeitures

- (1) Teams which forfeit a game as per breaches of this operations manual shall be subject to a match penalty as per Section 51 and their Club shall be fined an amount as listed in the Fees, Fines and Payment Schedule.
- (2) Where a fixture is forfeited in advance, BWA shall advise the opposing club and officials of the forfeit.
- (3) Clubs receiving official notification of the forfeit from the Association Secretary prior to the day of the schedule fixture are not required to field a team on that date.
- (4) In the event of a forfeit on the day of the fixture, the team claiming the forfeit must take the field and the umpires must sign the team sheet indicating the forfeit accordingly.
- (5) In the event of neither team having sufficient players to avert a forfeit, the match shall be deemed void and no points or goals allocated.
- (6) A forfeit entitles the winning team to three (3) points and three (3) goals for and the forfeiting team has only three (3) goals debited against them.
- (7) A team forfeiting on two (2) occasions shall show cause to the Board of Management why it should not be de-registered.

22 Results

- (1) All Match Sheets shall be completed in accordance with BWA requirements. The signing of a Match Sheet by the Team Captains, the Umpires and where applicable the Judges and Technical Official, constitutes the final record and result for the game and no changes will be made once all parties have signed. It is therefore essential that all details and results are carefully checked before signing.
- (2) Once completed appropriately, the original match sheet shall be forwarded to BWA in accordance with BWA requirements.

- (3) Results will be recorded on the database.
- (4) Teams shall be ranked in their fixture competition based on accumulated points, and final placings at conclusion of the fixture season shall be determined based on accumulated points. However, where any teams are tied on points at the conclusion of the fixture season then:
 - (a) 'Goal balance' shall determine positions. Goal Balance shall mean the difference between the "goals for" minus the "goals against".
 - (b) If teams have an equal goal balance, the team with the highest number of goals for shall decide the position.
 - (c) If, after this the teams are still equal, the count back system will be applied as follows:-
 - (i) total the teams' performances against each other in the fixture rounds.
 - (ii) the team with the highest number of points will be declared the winner.
 - (iii) if after this the teams are still equal, the team with the better goal balance will be declared the winner.
 - (d) If after this the teams are still equal, the board of management shall decide:
 - (i) whether a shoot-out competition shall be conducted or
 - (ii) to declare a tie

If a shoot-out competition is to be conducted then management shall determine the scheduling of the competition.

23 Finals

- (1) No player shall take part in the semi-finals and finals unless having been registered and played at least six (6) fixture games in each of six (6) separate sets of fixture rounds for the relevant fixture section (senior grass, senior turf, masters or juniors) with their club during the season.
 - (a) The penalty for breach of this section shall be forfeiture of the game.
- (2) If a semi or final match is interrupted by the umpires or technical officials (e.g. because of weather, field of play conditions or thunderstorm with lightning), this match must be resumed as soon as possible (not necessarily on the same field of play or on the same day) and must be completed up to the regulation full time or the completion of extra time, as the case may be, with the score on the resumption being that at the time the interruption took place.
- (3) If at full time a Senior (Turf, Grass, Masters) Final (semi, preliminary, grand) is drawn, the game winner will be decided in accordance with FIH rules. This rule doesn't apply to a game to which rule 23 (2) applies.

- (4) Finals Time Out
- (a) All Senior Turf Competition Semi-finals and Finals will have time-out applied as per normal hockey rules.
 - (b) All Senior Grass Grand Finals will have time-out applied as per normal hockey rules, with each team required to provide a “Time Keeper” and Stop watch to facilitate this.
- (5) If a Junior semi-final is drawn, no extra time shall be played.
- (a) the game will be awarded to the highest placed team at the end of the fixture rounds as per rule 22(4).
- (6) If a Junior Grand Final is drawn the following shall apply:
- (a) For teams playing on grass surfaces and lower level turf no extra time shall be played and the teams shall be declared joint premiers.
 - (b) If at full time the Junior Grand Final for JT1 only is drawn, the game winner will be decided in accordance with FIH rules. This rule doesn't apply to a game to which rule 23 (2) applies.
- (7) Where possible the following Finals Play-off Systems will be used:

Senior Eight or Six Team Divisions and Junior Divisions: Four (4) Team Semi-Finals

Position on table as per Rule 22(4): 1st, 2nd, 3rd, 4th.

Week 1 – Semi final

Game 1: 1st Vs 2nd Winner Game 1 – straight into Grand Final
 Game 2: 3rd Vs 4th Loser Game 2 – out of final series

Week 2 – Preliminary Final

Game 3: Loser Game 1 Vs Winner Game 2
 Winner Game 3 – into Grand Final
 Loser Game 3 – out of finals series

Week 3 – Grand Final

Game 4: Winner Game 1 Vs Winner Game 3

Senior Ten Team Divisions: Five (5) Team Semi-Finals

Position on table as per Rule 22(4): 1st, 2nd, 3rd, 4th, 5th.

Week 1 – Semi final

1st – straight through to next round

Game 1: 2nd vs 3rd

Game 2: 4th vs 5th Loser Game 2 – out of final series

Week 2 – Semi final

Game 3: 1st vs Winner Game 1

Winner Game 3 – straight into Grand Final

Game 4: Loser Game 1 vs Winner Game 2

Loser Game 4 – out of finals series

Week 3 – Preliminary Final

Game 5: Loser Game 3 Vs Winner Game 4

Loser Game 5 – out of finals series

Week 4 – Grand Final

Winner Game 3 vs Winner Game 5

24 Umpires

- (1) Clubs must as a minimum be able to supply umpires of the correct level to officiate on any divisions in which they have teams competing. Teams if in Division 1 shall have at least one (preferably two) Division 1 level club umpires, available to umpire each week, and at least 4 capable umpires for every other division they are registering in, including umpires available at the correct level when umpiring your own club. Umpires listed on the Umpires Register must be capable of officiating on the division they are listed for and clubs must tell the people listed on their Umpires Register they have been put forward for allocation.
- (2) Clubs shall supply umpires as allocated by the Umpire Steward.
- (3) In the event the allocated umpire is substituted, the club shall ensure the substituted umpire is of equal or better standard than the originally allocated umpire. Non-conformance of this rule will result in a fine of half the non-arrival penalty.
 - (a) Clubs shall advise BWAH by 12 noon on the Friday prior to the fixture of any change to umpire allocations.

- (4) Prior to their allocations umpires and club mentors will sign in and at the conclusion of each fixture, umpires shall sign match sheets and documents as required by the Board of Management, with the Mentors writing their name at the bottom of the team's Match Sheet.
- (5) When officiating fixtures, umpires and club mentors are to wear the correct uniform or wear a bib or other distinguishing shirt. Appropriate footwear is required.
- (6) The Association may from time to time impose on clubs and /or players penalties and/or fines for failure to fulfill their umpiring responsibilities.
- (7) All allocated umpires on fixtures will have club initials after their name. Where there are no club initials after an umpire's name, an umpire of this standing is deemed an independent umpire and it is their responsibility to find a replacement umpire if the need arises.
- (8) BWA will conduct pre-season umpires talks. Clubs must ensure that umpires, coaches, captains and a minimum of two (2) players per team attend these talks.
- (9) BWA may administer a "Player's Rules Paper" each season. The following criteria apply:
 - (a) All players as directed by BWA Management must sit the BWA (or equivalent) Rules Paper including the U13, U15 and U18 BWA Representative Players of the current year.
 - (b) The period for completion and return of the Rules Paper will be advised by BWA Management (each year).
 - (c) Pass mark is $\geq 80\%$ and it is each Club's responsibility to ensure that a pass mark is attained by all players that are registered as at the closing date of that year's exam period.
 - (e) Penalty for failure to achieve a pass mark – player is to be suspended from fixtures until a pass is attained.
 - (f) Penalty for a club that allows a player to take the field if a pass mark has not been attained within the exam period – as per the Unregistered Players By-Law in force at that time.
- (10) Either the relevant teams, the Time Steward or the Technical Officer may report the late arrival of an umpire to the Match Secretary/Database Officer.
- (11) No time shall be allowed for the late arrival of umpires to designated fixtures.
 - (a) Umpires not present when the starting hooter sounds, but who subsequently arrive within ten minutes and umpire the game shall incur a late penalty to be determined by the Board of Management.

- (b) Umpires who arrive after ten minutes but before half time and umpire the game shall incur an extended late penalty to be determined by the Board of Management.
 - (c) Umpires arriving after half time shall not be allowed to umpire the games and will incur a penalty as determined by the Board of Management.
- (12) Should the Central Control Area call for a "Volunteer Umpire" due to the failure of a club to fulfil an umpiring commitment, then the volunteer umpire, at the discretion of Management will get a certain portion of the fine. Management has the discretion to pay up to \$25 for senior grass games, and up to \$50 for senior turf division replacement umpires. The volunteer umpire will not be paid, in the event that their club has not fulfilled an umpiring commitment in the same timeslot.
- (13) Umpires have the right to suspend the captain of a team in the event of ongoing sideline abuse or misconduct.
- (14) Umpire warning cards given to players shall be recorded, the following penalties apply:
- (a) Card values
 - Red card: attend judiciary
 - Yellow card (10 mins): 5 points
 - Yellow card (5 mins): 3 points
 - Green card (2 mins): 2 points
 - (b) Any warning cards given must be entered on the Team Match Sheet and the Card Register held at the Technical Bench (Turf) or for grass games the Umpire who gave the card is to write the card details on the back of the match report for the club whose player got the card (to correspond with the card recorded on the front of that match sheet). The team captain is to read and initial the Card Register (the Match Sheet can be initialed on grass fixtures), so they are aware of the card, the recipient, and the reason, and can provide this information to their club so action can be taken, if needed, to manage a player's conduct.
 - (c) The accumulation of 12 points in a single BWA Competition (Senior Turf, Senior Grass, Masters, Juniors), for any combination of yellow or green cards during a divisional round, will result in an automatic one fixture round suspension in the BWA Competition in which the 12 points were accumulated. At the beginning of each divisional round all players start at zero points.
 - (d) If a player reaches 12 points in the final fixture game of a divisional round then the suspension is carried over to the next divisional round or equivalent season (i.e. points do not carry over into the finals series).

- (e) During the finals series there is no automatic suspension, all players start at zero points and accumulate card points as per 24(14)(a) during the finals series. If a player reaches 10 points, an adjudication will be made on the penalty to be imposed, this may include suspension for a match in the finals series. The adjudication will be made by a 3 person group comprising the Chair U&TC, Umpires Mentor and a Senior Umpire.
 - (f) The Board of Management may refer a case to the Judiciary Committee for determination and/or arbitration on a person's misconduct on receipt of a serious complaint from a Club and/or an Official.
- (15) If an umpire is having trouble controlling a game the following steps should be taken:
- (a) Stop the game
 - (b) Call the other umpire over
 - (c) Call captains over
 - (d) Send a messenger to the competitions office for assistance. DO NOT LEAVE THE FIELD.
 - (e) Write a report after the match and submit to the Board of Management.
 - (f) Request their club umpire coach to have assistance next time they umpire.
- (16) Male umpires in BWA competition:
- (a) Clubs may register 3 male umpires who hold current HockeyEd Umpiring accreditation, on their Umpires Register submitted to BWA;
 - (b) The male umpires will then be allocated as per normal allocation practices or can be used as substitute umpires.

25 Judiciary (including Appeals)

- (1) Definitions that apply to this section are:
- (a) **Charged Person** is
 - a. a person who has received a red card for misconduct arising from a game whilst under the control of an umpire and/or BWA technical official; or
 - b. the person or club referred to the Judiciary by the BWA Management under rule 20 (2)(b).
 - (b) **Complainant** is
 - a. the umpire or Technical Official that issued the red card; or
 - b. the official, club or any person who makes a complaint which is referred to the Judiciary by BWA Management under rule 20 (2)(b).
 - (c) **Affected Party** is an umpire, player, match official or spectator present at the time of the incident resulting in the charge and whom the behaviour or actions of the charged person was directed towards.
- (2) Persons required to attend the hearing will be contacted by the Association Secretary and must attend a Judiciary Hearing when requested.

- (3) The Association Secretary shall:
- (a) Obtain from the Complainant written particulars of the circumstances giving rise to the charge eg: umpires report/correspondence or an extract from any correspondence identifying the complaint.
 - (b) Notify the Charged Person's club of the charge being brought against the Charged Person, their rights under the Rules of the Association, and that a hearing will take place, as soon as possible. The club is to contact and advise the charged person.
 - (c) Where the charged person is not a member of a BWA club, notify the Charged Person of the nature of the complaint being brought against them the Judiciary rules, and that a hearing will take place, as soon as possible.
 - (d) Provide the Charged Person/charged person's club with a copy of the written particulars of the complaint as soon as possible and prior to the judiciary hearing.
 - (e) Notify the complainant/s of the name of the Charged Person, the nature of the complaint and their obligations under the Rules, prior to the Judiciary hearing. Where a red card has been issued in a game the co-umpire should also be notified and in attendance at the judiciary hearing where possible.
 - (f) Notify affected party/s of the charge, the name of the Charged Person, the nature of the complaint and their rights under the Rules, prior to the Judiciary hearing. Advise the affected party that they are entitled to attend the hearing and be heard, or to submit a written statement if they so wish, to the Association Secretary, to be provided to the Judiciary Chairperson to be read at the hearing, if they do not wish to attend. Advise the affected party that they only have a right to appeal a decision of the Judiciary Panel if they are in attendance at the Judiciary Hearing.
- (4) The Association Secretary will organise the Judiciary Hearing for a suitable time. This will include forming a Judiciary Panel of three persons (one of which will be the chairman) from the BWA Judiciary Committee or suitable BWA members.
- (5) The Association Secretary shall notify all persons involved of the time, date, and place of the hearing and the hearing shall be held as soon after the event as practicable, prior to the next fixture game where possible. The Charged Person may continue to be involved in competitions until the Judiciary is convened.
- (6) On appointment of the Judiciary Panel and as soon as possible prior to the hearing, the Association Secretary shall advise the Judiciary Panel of the name of the Charged Person, the nature of the complaint, the name/s of the Complainants and where relevant the names of the relevant Clubs. The particulars of the complaint and any relevant documents will be given to the Judiciary Panel.

- (7) The Judiciary Panel appointed to hear a particular case:
 - (a) Shall not discuss the matter under consideration with the Complainants, the Charged Person, their representatives, the affected party or with any witnesses prior to the hearing;
 - (b) Shall not be members of the same Club as the Charged Person or the Complainants; and
 - (c) Who have had discussions regarding the case with the Complainants, the Charged Person, and/or their representatives, or with any witness prior to the hearing are disqualified from hearing the case, and shall inform the Association Secretary and stand down from that particular Judiciary Panel.
- (8) If a Charged Person summoned by the Association Secretary fails to attend the hearing at the time nominated, the Charged Person shall be disqualified from any fixture or representative duties until the hearing has been resumed and determined. If the charged person is not a player, they will be banned from all venues where BWA events and activities are held until the hearing is resumed and determined.
- (9) If the Complainant summoned by the Association Secretary fails to attend the hearing at the time nominated (except in exceptional circumstances), then the charge against the Charged Person will be dismissed and cannot be re-instated.
- (10) The hearing will not be affected and will continue regardless of whether any affected parties are in attendance.
- (11) Procedure of Judiciary Hearing
 - (a) Prior to the hearing the Association Secretary shall appoint a Hearing Clerk/s and a Judiciary Recorder.
 - (b) The duties of the Hearing Clerk/s shall include supervision of all persons waiting outside the hearing chamber and to conduct persons into and out of the hearing chamber at the appropriate times.
 - (c) The duty of the Judiciary Recorder is to document the evidence given at the judiciary hearing and to assist the judiciary panel to document its decision and any written reasons for its decision. The recorder is to produce the judiciary's decision including written reasons in triplicate, with all copies to be signed by the Judiciary Panel Chairman, with one copy to be provided to the Person Charged, the second copy to be placed in the Judiciary register and the third copy to be forwarded to the Board of Management. The transcript of the evidence prepared by the recorder to be placed in the Appeals Committee's Evidence Book.

- (d) The Judiciary hearing is a private hearing and the transcript is, not a matter of public record but property of the Appeals Committee used solely for the purpose of determining whether there is new evidence entitling an appeal.
- (12) The Charged Person and their Club Representative and the Complainant and their Umpires Mentor or Club Representative are permitted in the hearing room for the duration of the hearing. The Club Representatives or Umpire Mentor are only permitted to be in the hearing room for the duration of the hearing if the representative/mentor is not testifying or their testimony relates only to mitigating circumstances or to a person's character.
- (13) Witnesses and any affected party shall only be permitted in the hearing room when they are giving evidence. Witnesses may be called more than once, and shall remain available until dismissed by the Chairman.
- (14) Before the hearing commences the Chairman shall request all parties to identify themselves to the Hearing Clerk. The Chairman will then advise all persons at the hearing that:
 - (a) They may speak only when requested by the Judiciary Panel and that all other persons must remain silent.
 - (b) Persons disobeying the requests of the Chairman, interrupting, interjecting or otherwise disrupting the conduct of the hearing may be ordered from the hearing.
 - (c) A hearing may not proceed while the Charged Person is absent from the hearing unless the Charged Person has nominated a person to act as their representative.
 - (d) A Charged Person removed from a hearing shall remain suspended from taking part in any Association fixture and/or representative duties until the hearing has resumed and a decision reached by the Judiciary Panel.
 - (e) The Chairman will then ask all parties other than the Complainant, the Charged Person and their Club Representative or Umpire Mentor to leave the hearing room.
- (15) The Judiciary Panel shall conduct the hearing in the following manner.
 - (a) The Judiciary Panel members may ask questions of any person appearing before the hearing to clarify their testimony
 - (b) The Chairman shall ask the Complainant or their representative to read the particulars of the complaint that resulted in the Judiciary being held.
 - (c) If the Charged Person is a player the co-umpire will also testify to the events surrounding the complaint.

- (d) The Charged person shall be asked if they have any questions which they wish to ask to clarify the nature of the complaint, and to provide any brief statement in response to the complaint outlining the matters with which they agree or disagree.
- (e) Witnesses with information to assist the judiciary will then be called one at a time in the following order:
 - (i) Witnesses for the Complainant
 - (ii) Witnesses for the Charged Person
 - (iii) The Affected Party
 - (iv) Witnesses for the Affected Party
- (f) Witnesses shall be called in succession and as each witness has finished giving evidence the Chairman shall ask the Charged Person or their representative, or the complainant or their representative if they wish to ask questions of the witness, providing that the Chairman may rule any question out of order.
- (g) The Judiciary Panel will then call for any further documents any parties may wish to submit for consideration.
- (h) These documents will then be read to, or copies given to the complainant and charged person. Any statement submitted by an affected party electing not to attend the judiciary hearing submitted to the Association Secretary shall be read to or given to the complaint and charged person at this time
- (i) The Complainant, Charged Person and affected party if in attendance are given opportunity to make any submission or comment on the documents.
- (j) The Charged Person asked if they wish to plead guilty or not guilty
- (k) If the Charged Person pleads guilty
 - (i) The charged person provide submission/s for mitigation
 - (ii) Any affected party in attendance may make a brief statement about the impact of the behaviour or actions of the charged person on them
- (l) The Complainant makes any closing remarks he/she wishes to make
- (m) The Charged Person makes any closing remarks he/she wishes to make
- (n) The Chairman will then ask for the hearing room to be cleared of all persons while the Judiciary Panel makes their decision in camera.
- (o) If the Charged Person is guilty the Judiciary Panel is to be guided by the following:

Offence	Detail	Penalty Range
Verbal abuse	Minor matters such as swearing	1 - 2 weeks

Offence	Detail	Penalty Range
Verbal abuse	Serious matters such as racial abuse	12 - 18 weeks with significant mitigating factors required for any lesser penalty
Dangerous Play	Involving bodily contact	2 - 4 weeks
Dangerous Play	Involving use of stick or other piece of hockey equipment	3 - 6 weeks
Striking a Player	Any contact/action not associated with a legitimate hockey play or skill	6 weeks up to 1 year
Striking an Umpire	Any physical contact/action against an umpire	6 weeks up to 1 year
Disrepute	Any action that brings damage to the name of hockey as a sport of choice	1 - 2 weeks this can be cumulative with other offences
Code of Conduct	Minor breach of any code of conduct	2 - 4 weeks
Code of Conduct	Serious breach of any code of conduct	Up to 1 year
Re-Offend	Where a person is found guilty of the same offence within a 12 month period	At least double the penalty previously handed down.

- (p) Should the Judiciary Panel determine that some other penalty is appropriate outside the prescribed penalty ranges in 15(o) then the reasons for this must be documented by the judiciary panel by way of written reasons.
- (q) The penalty is served by way of suspension from participation in or association with BWA fixture rounds and must be served in full. If there are insufficient fixture rounds remaining in the season at the time the penalty is incurred, the period of suspension continues into the following fixture season. NOTE: THIS INCLUDES NON PLAYER PARTICIPATION
- (16) The Chairman shall ask the Judiciary Recorder to return to the hearing room and shall advise the Judiciary Recorder to complete in triplicate its decision.
- (17) The Chairman shall then sign the original and both copies of the report.
- (18) The Chairman shall then inform the Hearing Clerk that a decision has been made and the Charged Person, the Complainant, and their representatives shall return to the hearing room.

- (19) The Chairman shall read the verdict and if the Charged Person is found guilty the Chairman shall advise the Charged Person of any suspension and/or period of probation and the facts acted upon and remind them that an Appeal process is available, with the rules in the BWA Operations Manual or they can be supplied on request.
- (20) A signed original copy of the decision will be provided to the Charged Person at the conclusion of the hearing where possible, if this is not possible then within 48 hours of the hearing conclusion.

(21) Appeals

- (a) Persons found guilty of a charge by the Judiciary Panel may appeal the decision and seek a review of any penalties imposed and/or request an appeal hearing. However any penalties imposed shall remain in effect until an appeal has been held and finalised.
- (b) BWA Board of Management may appeal the decision of the Judiciary Panel in respect to guilt or innocence, and also in respect to any penalty/sentence imposed.
- (c) The Complainant in a Judiciary Hearing may appeal a finding of innocence of the Charged Person and any sentence/penalty imposed where there was a guilty finding.
- (d) An appeal against a decision of the Judiciary Panel must be submitted within ten (10) days of the Judiciary hearing to the Association Secretary, specifying the basis for the appeal.
- (e) The Association Secretary shall contact the Appeals Committee Chairman on the receipt of the appeal application and the Appeals Committee shall within three (3) days of the application being received by the Association Secretary meet to consider either an appeal of the severity of the penalty, suspension imposed based on precedent or whether the application meets the criteria for an Appeals Committee hearing.

(22) Appeals – Criteria

An appeal hearing shall only be granted on the following grounds:-

- (a) New evidence can be provided that was not available to the Judiciary Panel at the time of the hearing. New evidence includes new information relating to the incident, or proof that witnesses misled the Judiciary Panel.
- (b) Proof that natural justice was denied
- (c) The sentence is not suitable to the offence or does not meet with the prescribed penalty ranges.

(23) Appeals – Review Process

- (a) The Appeals Committee may in respect to an appeal against penalty

- (i) make a decision to amend the penalty and/or suspension without hearing
 - (ii) make a decision to conduct a hearing
- (b) The Appeals Committee must consider the transcript of the judiciary hearing, the report signed by the judiciary panel, previous Judiciary determinations and BWAHA Rule 25. 15 (o) & (p)
 - (c) The Appeals Committee shall notify the Association Secretary immediately of the outcome of the review, and any amendment to the penalty and/or suspension.
 - (d) The Association Secretary shall notify the person/s appealing of the decision as soon as possible after the decision is received.
- (24) Appeals – Hearing**
- (a) Should the Appeals Committee decide that the application does meet the criteria for an Appeals Committee Hearing the Appeals Committee Chairman shall immediately advise the Association Secretary to convene a hearing within seven (7) days of the decision of the Appeals Committee to hold a hearing.
 - (b) The Association Secretary is responsible for ensuring all relevant parties are advised of the time and place for the Appeals Committee hearing.
 - (c) The Appeals Committee hearing will be conducted under the control of the Chairman and the presentation of any new evidence and the questioning of any witnesses will be conducted in accordance with Section 25.
 - (d) Failure by any party to attend the Appeals Committee hearing without prior notice and explanation will not prevent the hearing from proceeding.
 - (e) The decision of the Appeals Committee shall be presented at the completion of the appeal hearing.
 - (f) The appeal decision shall be recorded in writing in duplicate and be signed by the Appeals Committee Chairman.
 - (g) An original copy of the recorded appeal decision will be provided to the person requesting the appeal within 48 hours after the hearing.
 - (h) The other copy of the Appeals Committee decision shall be forwarded to the Board of Management.
- (25) Any changes to the penalty and/or suspension, originally given by the Judiciary Committee through an appeal shall be recorded in the Judiciary Records.
 - (26) Any appeal that is upheld shall have any records of the original decision struck from the Judiciary Records Register.

26 Uniforms and Protective Equipment

- (1) All club uniforms shall be approved by the Board of Management. Approved uniforms can be found on the Uniform Register.
- (2) All players shall be correctly dressed throughout a match in their clubs approved uniform and their socks pulled up.
- (3) Players must wear their full and correct club uniform at all times when playing; Bike pants when worn must be the same colour as their club skirt, or an approved colour, or black; Bike pants should be shorter than the club skirt where possible, but must be above the knee at all times.
- (4) When teams with similar colours are matched, the Board of Management shall direct that one team substitutes different shirts and/or socks. These requirements are shown in the Alternative Uniform Register.
- (5) All members of teams playing on artificial turf and those players nominating for representative teams, must wear a visible identification number on the back of the shirt (minimum 15 cm high) which must not be duplicated by any other member of that club.
- (6) All players must wear appropriate sports shoes and shin guards. Football boots and cleats are not allowed on any hockey field used by BWhA.
- (7) No sunglasses can be worn while playing, unless permission is given by the Board of Management due to medical reasons.
- (8) BWhA strongly recommends that all players wear mouth guards. Failure to wear a mouth guard may void insurance claims for injuries.
- (9) If a team does not have a goalkeeper, the field player who has the privileges of a goalkeeper (ie kicking fullback) must wear a helmet and contrasting shirt for the entire duration of the match and must remain primarily in their defensive goal circle.
- (10) The wearing of visors or caps with a hard peak is not allowed.
- (11) Captains must be identified by an arm/sock band or ribbon.
- (12) Players competing in Masters fixtures at night may wear long sleeves and long leggings under their uniform provided such items are consistent with approved uniform colours or black.
- (13) Players must remove, cover and/or tape all jewellery that is dangerous to others, prior to taking part in any fixture eg large or heavy jewellery and all watches (including smart watches) must either be removed / covered / taped.

- (14) Bobby pins must not be worn on any artificial surface.
- (15) A BWA official may remove any player not conforming with uniform or equipment requirements from the field. The player shall not return to the field until such time as the requirements are met.
- (16) BWA strongly recommends that all players wear an approved face mask when defending penalty corners in Turf competitions.

27 Representative Teams

- (1) Players selected in BWA teams shall not be eligible to play for another association if they withdraw from that selected team.
 - (a) Primary registered players of the Brisbane Women's Hockey Association must in the first instance nominate for the BWA Representative Teams if they wish to compete in any State Championship.
 - (b) If not selected then players may be released to play for another association, however the nominee must attend all trials and selection processes as required. Failure to attend (without accepted reasons) will result in the nominee not being released to another centre until all other players who fulfilled the requirements but were not selected have been offered a position in a team.
 - (c) Associations requiring players to fill their teams must contact BWA with their requirements, and players not selected for BWA will be asked if they wish to play for that association.
 - (d) BWA retains the right to recall players to their teams if withdrawals require it.
 - (e) Any BWA player who plays for another association will not be recorded as a BWA Representative Player.
 - (f) Players who did not nominate for a BWA team will not be released to another association unless all players who nominated for BWA have been offered a position in a team.
- (2) Players and teams are to wear only approved BWA apparel listed on the Apparel & Uniform order form, no individual or teams are to produce or provide unofficial BWA products for their representative teams.
- (4) All BWA teams on tour will be under the control of the Coach and/or Captain on the field and the Manager at all other times.
- (5) In the event of a player of a representative team or associated person of that team acting in a derogatory, inappropriate or a manner bringing the game or Association into disrepute (this includes general behaviour and also comments made or posted

onto social media sites such as Facebook or Twitter), whilst a member of a representative team, a report shall be submitted by the Team Manager to the Board of Management and the player/person invited to attend a meeting with the Board of Management whilst the complaint is under discussion.

- (6) The Board of Management shall have the authority to remove and replace any person associated with a representative team either before or during any Championship/Tournament should their actions bring the Association into disrepute.
- (7) BWA will not be held responsible for any expenses incurred by any of its members through misadventure on or off the field while a member of a BWA representative contingent.
- (8) BWA will not be held responsible for any expenses incurred after any person has been discharged from their duties.

28 Selection of Representative Teams

- (1) The selection committees will select BWA Representative team/s as per the requirements, rules, policies and procedures of BWA
- (2) Senior selectors on tour shall be the BWA DO, the Team Coach and the Convenor of the Selectors.
- (3) Masters selectors on tour shall be the Team Coach, Team Captain and the Convenor of the Masters Selectors.
- (4) Junior selectors on tour shall be the Team Coach, the BWA DO and the Convenor of the Selectors.

29 Sponsorship

- (1) All sponsorship advertisements placed on club uniforms must be approved by the Board of Management before being worn in BWA fixtures.
- (2) The method of application, granting, details, size and placement of sponsorship advertisement shall be determined by the Board of Management from time to time.
- (3) No Club sponsorship shall obscure the identification number on the player's uniform.

30 Information for Clubs

- (1) The Board of Management shall at all times arrange for all clubs to receive appropriate information pertaining to BWA procedural matters.

31 Office Bearers, Board of Management, Officials and Standing Committees

BWA members may nominate for the positions listed below:

- (1) The following Office Bearers and Board of Management shall be elected at the Annual General Meeting as per rule 17 of the BWA Rules of Association:
 - President
 - Vice President
 - Treasurer
 - Board of Management

- (2) The following officials and standing committees shall be elected at the 1st Council Meeting held after the Annual General Meeting:
 - Appeals Committee Convener with 2 deputies
 - Archives Committee
 - Constitution Committee
 - Fixture Committees
 - Grading Committees
 - Grounds Committee
 - House Committee
 - Judiciary Committee
 - Junior Committee
 - Match Secretaries
 - Umpires and Technical Committee
 - Umpire Stewards
 - Uniform Officer

- (3) Where required Convenors of Committees will be appointed by the Board of Management at the first Management Meeting after the AGM.

- (4) Where a committee has unfilled positions, Management may:
 - (a) determine if that committee can function with the reduced number; or
 - (b) co-opt suitable persons to fill the positions.

- (5) All Office Bearers, Board of Management, Officials and Committee members are encouraged to have a current Blue Card, noting those working with children under 18 must have a current blue card as per legislation.

- (6) The following positions shall be appointed by the Board of Management:
 - Secretary
 - Auditor
 - Member Development Manager
 - Regional Development Officer
 - Canteen Convener
 - Representative Selectors, Coaches, Managers and Umpires
 - Any other positions as deemed necessary from time to time by the Board of Management.

- (7) Each position or convener of a committee may be required to submit a report at the end of the season for inclusion in the Annual Report.

32 Duties of Officials

(1) President

Will act as chairperson of all Board of Management, Council and Special General Meetings; strive to continually improve the Association policies, activities and administration with the full co-operation of all office bearers and officials; ensure that a strategic plan is developed for the Association; and represent the Association to outside bodies.

The time requirements for the President can be up to fifteen hours per week, depending on the timing of the year. The President is required to attend a two hour Board of Management meeting every fortnight, and a one hour Council meeting each month. In addition to these meetings, the President may be required to attend forums, meetings with stakeholders, sponsors, Brisbane City Council and ad hoc meetings with the BWA Executive.

It is desirable that nominees are able to read financial statements and have an understanding of risk registers, policy development and conduct of formal meetings. It is essential that the President has a solid understanding of the sport of hockey, and a capacity to negotiate and liaise with relevant stakeholders and outside bodies. Furthermore, it is essential for the President to have an ability to assess matters in an objective and pragmatic manner, as well as demonstrated leadership skills. The President must not be an undischarged bankrupt and must not have been convicted of an offence that was punishable by imprisonment.

(2) Vice-President

The Vice-President shall carry out the duties in the absence of the President and other duties as requested by the President. The Vice-President is responsible for the development and maintenance of rules and policies. Additionally, the Vice-President is currently responsible for management of the BWA turf project and may be required to assist the Treasurer with applications for grants and funding.

The time requirements for the Vice-President can be up to fifteen hours per week, depending on the timing of the year. The Vice-President is required to attend a two hour Board of Management meeting every fortnight, and a one hour Council meeting each month. In addition to these meetings, the Vice-President may be required to attend forums, meetings with stakeholders, sponsors, Brisbane City Council and ad hoc meetings with the BWA Executive.

Any person is able to nominate for the position of Vice-President. It is desirable that nominees are able to read financial statements and have an understanding of risk registers, policy and rule development and conduct of formal meetings. It is essential that the Vice-President has a solid understanding of the sport of hockey, and a capacity to negotiate and liaise with relevant stakeholders and outside bodies. Furthermore, it is essential for the Vice-President to have an ability to assess matters in an objective and pragmatic manner, as well as demonstrated leadership skills. The Vice-President must not be an undischarged bankrupt and must not have been convicted of an offence that was punishable by imprisonment.

(3) Secretary

The Secretary will be responsible to the Board of Management for the day to day management and conduct of the business of the Association. The Secretary shall have the working title of General Manager.

The Secretary must ensure that full and accurate minutes of all proceedings of each Board and Council meeting are recorded and must ensure that the minutes for each Council is available for inspection at all reasonable times by any Member.

The Secretary is responsible for the overall running of the administration office and staff.

This is a full time paid position, with variable hours.

(4) Treasurer

The Treasurer shall table a Balance Sheet and Bank Reconciliation each month to the Board of Management and Council. The Treasurer is responsible for overseeing the financial requirements of the associations carried out by the paid BWA staff, including producing a yearly budget; receiving all monies payable to the Association, and issuing receipts; paying all service accounts as per the approved budget, when due; and shall also be responsible for the provisions of all rules as determined by the association incorporation legislation. The Treasurer is also responsible for financial management, grants, sponsorship and marketing. The Treasurer manages the television broadcasting for Hockey Brisbane and also applies for and administers grants and funding.

The time requirements for the Treasurer can be up to fifteen hours per week, depending on the timing of the year. The Treasurer is required to attend a two hour Board of Management meeting every fortnight, and a one hour Council meeting each month. In addition to these meetings, the Treasurer may be required to attend forums, meetings with stakeholders, sponsors, Brisbane City Council and ad hoc meetings with the BWA Executive.

Qualifications in financial management or accounting are essential for this role. Further, the Treasurer must not be an undischarged bankrupt and must not have been convicted of an offence that was punishable by imprisonment.

(5) Auditor

The Auditor shall audit the Associations accounts annually.

33 Board of Management

The Board of Management shall comprise members as per Rule 17 of the BWA Rules of Association.

The elected Board members shall assume the rights, duties and power of that committee. Board Members shall be responsible for the duties under their appointed portfolios. The President shall have the power to delegate duties to Board Members from time to time as deemed necessary.

Elected Board members shall:

- i. Attend meetings as scheduled;
- ii. Respect the confidentiality of the issues discussed; and
- iii. Be professional at all times in their conduct.

Members of the Board of Management must not be an undischarged bankrupt and must not have been convicted of an offence that was punishable by imprisonment. Members of the Board of Management are not eligible to be members of the Judiciary Committee or the Appeals Committee.

The time requirements for members of the Board of Management vary, depending on the requirements of their respective portfolio. Time requirements can be up to ten hours per week, depending on the timing of the year. Members of the Board of Management are required to attend a two hour Board of Management meeting every fortnight, and a one hour Council meeting each month. In addition to these meetings, members of the Board of Management may be required to attend forums or meetings with stakeholders and sponsors. There are no pre-requisite skills for these positions, but it is essential that nominees are able to maintain confidentiality.

34 Duties of Committees

Each Committee shall report to a designated member of the Board of Management.

(1) Appeals Committee: Convenor and two (2) deputies

The Appeals Committee Convenor (to be Chairman) together with two (2) other members of the Association (appointed by the Association Secretary) shall hear any appeal by a player/s and/or person/s against a decision of the Judiciary Committee.

If the Appeals Committee Convenor is unavailable or has a conflict of interest of the player/s and/or person/s appealing against the decision, the Association Secretary shall appoint one of the elected Deputies to be the Appeals Committee Chairman; where necessary the Association Secretary will appoint a suitable BWA member to act as the Appeal Committee Convenor.

The members of the Appeals Committee appointed must have had no involvement with the original case or its decision.

Members of the Board of Management and the Junior Committee are not eligible for membership of the Appeals Committee.

Members of the Appeals Committee are required on an as needed basis. In the first instance, matters that involve a charged person are referred to the Judiciary Committee. In the event a charged person is unhappy with the decision that has been made by the Judiciary Committee, the charged person may elect to lodge an appeal. A charged person must lodge an appeal within ten (10) days of the Judiciary Hearing and the penalties imposed by the Judiciary Committee are to remain in place until an appeal is finalised. The Appeals Committee is required to meet (either in person or via telephone and/or email) within three (3) days of an appeal being received by the association. The time taken to finalise an appeal can range from one (1) to (5) hours.

It is desirable, but not essential, that members of the Appeals Committee hold a legal qualification and/or a good working knowledge of the rules of the association. The capacity to maintain confidentiality and act in an objective and impartial manner is essential.

(2) Archives Committee

Archives Committee: may have an unlimited number of members.

The Archives Committee shall keep and maintain a historical record of the Associations activities and the Archives Committee shall report to the Secretary.

The Archives Committee sort a variety of hockey memorabilia and maintain records for archiving. The Archives Committee may also be required to send items and/or records to the State Library of Queensland. The Archives Committee generally meet at the Downey Park Clubhouse on a Friday, for two (2) to three (3) hours, once a month.

There are no pre-requisite skills or qualifications for members of the Archives Committee, but an interest in the history of the association is highly regarded.

(3) Constitution Committee

The Constitution Committee shall comprise of not fewer than three (3) and not more than five (5) members and shall be responsible for the making of recommendations to the Board of Management for the upgrading of the Rules of the Association and the Operations Manual and general review of all constitutional matters arising out of any meeting of the Association.

The Constitution Committee reviews the operational documentation of the association. This can include the Rules of Association, Code of Conduct, Policies or the Operations Manual. The Constitution Committee may also be required to perform work that has been requested by the Board of Management. Meetings occur on an as needed basis, and are generally once every three months or when requested by the Board of Management. Meetings generally last for approximately one (1) or two (2) hours.

There are no pre-requisite skills or qualifications for members of the Constitution Committee.

(4) Fixtures Committees

Fixture Committees: there shall be three fixture section committees (1 x senior turf, 1 x masters and 1 x senior grass), each of three persons.

The fixture section members shall have no more than one person from any one Club on each section.

The fixtures sections shall be responsible for finalising all fixtures either compiled by the Association computer or produced manually as required prior to distribution to clubs.

Draft BWAHA competition fixtures are produced by the database and then members of the Fixtures Committee are responsible for allocating times and venues. Once completed, paid BWAHA employees are tasked with re-entering them into the database system and making them available via the BWAHA website. When allocating times and venues every effort should be made to have a fair distribution of times, venues and where applicable TV matches as directed by the Board or Management.

Time requirements for the Fixture Committee vary depending on the timing of the year. Members of the Fixtures Committee should expect to be required for approximately 40 hours prior to the commencement of the season when the bulk of the fixtures are drafted. These fixtures are usually drafted over a period of days and can be worked on from home. Members of the Fixtures Committee often utilise the Downey Park Clubhouse as a meeting place to work together. Once the fixtures for the season are finalised, members of the Fixtures Committee are rarely asked to undertake further tasks until the commencement of finals.

During finals, members of the Fixtures Committee can expect to be required to meet (in person or via email) on a weekly basis to draft the fixtures for the finals for each competition. Generally these meetings last for approximately 30 minutes, and must take place on the weekend so that the fixtures for the following weekend are ready to be entered into the system and placed on the website on Monday.

There are no pre-requisite skills or qualifications for members of the Fixtures Committee, but the ability to act in an objective and impartial manner and attention to detail is essential.

(5) Grading Committee

Grading Committees: there shall be three grading committees (1 x senior turf, 1 x masters and 1 x senior grass), each of three persons.

The grading committee members shall have no more than one person from any one Club on each committee.

The Grading Committee will use the affiliations, club registrations and any additional information supplied by clubs in conjunction with information and statistics from the previous year to rank each team into divisions. The information and statistics required may be:

- Previous year's Team Lists
- % of players retained from previous year
- Number of players transferred from another club/association and their division
- New players
- Number of players upgraded from a lower division.
- Points Table
- Results for each division from previous years
- Goal Scorers
- Results from previous years
- BWAHA Representative Teams lists
- Players selected in Queensland Teams

If required the grading committees may play grading games to finalise divisions. The Grading Committee will use the following to determine rankings when using Grading Matches:

- Match Play
 - Team skill level
 - Individual Player skill level
- Time in
 - Attack%
 - Defence%
- Circle penetrations
- Penalty Corners
 - For
 - Against
- Shots on Goal
 - For
 - Against
- Goals for/against (Result)
- Standard of game, against other games being played
- Potential to develop

Initially a meeting is required on receipt of club affiliations, to do preliminary gradings, this meeting could take between 1 and 2 hours. Additional time will be required if grading games are required, and members of the committees must attend the grading games.

The recommendations of the Committee shall be presented by the Committee Convenor to the Board of Management for approval.

There are no pre-requisite skills or qualifications for members of the Grading Committee, but a thorough knowledge of the game, the ability to act in an objective and impartial manner and attention to detail is essential.

(6) Junior Fixture and Grading Committee

The Junior Fixture and Grading Committee shall be comprised of three persons who shall be responsible for the fixtures and grading of teams registered with the Association Junior Section.

The fixture and grading committee may seek advice from the Member Development Manager, Regional Development Officer or any convenor of junior selection committees for assistance in their deliberations.

No more than one member of the Committee shall be from any one Club.

This committee will undertake the responsibility listed in both the Fixture and the Grading position descriptions contained in this document.

The recommendations of the Committee shall be presented to the Junior Committee for approval.

Initially a meeting is required on receipt of club affiliations, to do preliminary gradings, this meeting could take between 1 and 2 hours for turf and then another 2 and 3 hours for grass. Additional time will be required if grading games are required, and members of the committee must attend the grading games.

The Junior Fixture & Grading Committee need to watch games in the early part of the season and if necessary make recommendations to the Junior Committee to adjust gradings.

There are no pre-requisite skills or qualifications for members of the Grading Committee, but a thorough knowledge of the game, the ability to act in an objective and impartial manner and attention to detail is essential.

(7) Grounds Committee

The Grounds Committee may have an unlimited number of members and its duties shall include the inspection, maintenance, improvement and development of the grounds, and associated equipment including the goal nets and corner posts.

The committee shall report on actions needed for any improvements to the Board of Management.

The Committee shall also be responsible to the Board of Management for information as to the state of the fields for play.

The Grounds Committee are responsible for the maintenance of the Downey and Rasey Park facilities, including the clubhouse and grounds. BWAH owns a significant number of tools that are required by this committee, in addition to lawnmowers and golf buggies. The Grounds Committee are generally asked to perform tasks that have been identified as being required, and members of the Grounds Committee are generally free to perform these tasks in their own time at their own pace. These tasks could include:

- Line marking;
- Whipper snipping;
- Fixing goal boxes;
- Mowing;
- Painting; and
- Maintenance of BWAH property.

It is an expectation that members of the Grounds Committee are available to oversee the volunteers assisting with the working bee. This requirement takes approximately four to five hours. Members of the Grounds Committee are also expected to make themselves available to assist with tasks that are required to facilitate the handover of the fields to and from the Softball Association. When the fields are received by BWAH, there is a need to find the flag posts by using a metal detector, and measuring the fields in preparation for line marking. Assistance is also needed to move the goal boxes onto the fields. At the conclusion of the season, assistance is needed to move the goal boxes off the fields, and to prepare the fields for handover.

There are no pre-requisite skills or qualifications for members of the Grounds Committee, ownership of and capacity to use power tools would be beneficial.

(8) House (including Canteen & Bar) Committee

The House and Canteen committee shall consist of an unlimited number of members and its duties shall include the inspection, maintenance, improvement and development of the BWA buildings and associated equipment. The committee shall report on actions needed for any improvements to the Board of Management.

It is an expectation that members of the House Committee are available to oversee the volunteers assisting with the working bee. This requirement takes approximately four to five hours at the start of the season. Members of the House Committee may need to assist in providing or sourcing emergency coverage of canteen/bar staff shortages as required.

Time required is attendance at the working bee and adhoc meetings or actions determined by the committee.

(9) Judiciary Committee

The Judiciary Committee shall be made up of one member of each Senior Club nominated at the first Council Meeting after the Annual General Meeting. From this committee a panel of three members will be chosen by the Association Secretary to hear a Judiciary as well as a Hearing Recorder and Hearing Clerks to officiate at the proceedings.

The panel shall be responsible for the hearing of charges against player/s and/or person/s who are reported for misconduct or other serious complaint by an official or a Club after referral from the Board of Management.

No member of the judiciary panel shall be able to serve on a hearing if the player/s and/or person/s charged are from the same Club as that member, has a conflict of interest within the case before the judiciary panel or an interest in its result.

The judiciary panel shall have the power to dismiss the charge or reprimand, penalise, fine and/or suspend the player/s and/or person/s found guilty of the charge for any number of games as seen fit or other penalty as seen fit.

The judiciary panel shall inform the player/s and/or person/s charged of the decision of the judiciary panel on completion of deliberation, forward a written report of the decision and action taken to the Board of Management and record the decision in the Judiciary Records Register, which shall remain in the hands of the Association Secretary.

The judiciary panel shall keep records of the proceedings of the hearing, which shall be recorded, in a confidential Judiciary Records Register.

Members of the Board of Management and the Junior Committee are not eligible for membership of the Judiciary Committee.

Members of the Judiciary Committee are required on an as needed basis. When a person is charged, BWA is required to form a judiciary panel. Members of the Judiciary Committee will be advised by

the Secretary if they are required to be on a judiciary panel. The Judiciary Committee may also be asked to review matters that have been referred to them by the Board of Management and provide comment.

If a member of the Judiciary Committee is required to be on a judiciary panel, attendance is generally required out of business hours for the hearing of charges. The time required for a hearing of charges can range from two to ten hours, depending on the complexity of a matter. If a matter is complex, or involves a number of charges or parties, the hearing of charges may be split across multiple sessions.

It is desirable, but not essential, that some members of the Judiciary Committee hold a legal qualification. The capacity to maintain confidentiality and act in an objective and impartial manner is essential. The ability to interpret provisions of the Operations Manual is also essential. The capacity to adduce evidence and an understanding of procedural fairness and natural justice is desirable. As the Hearing Recorder the ability to records accurate minutes and reports for the Board of Management in a timely manner is essential.

(10) Junior Committee

The Junior Committee shall have up to 8 members, who shall organise, manage and control the Junior fixture competition.

The Junior Committee shall be responsible for:

- i. A written report or minutes of the Junior Section activities and events to the Board of Management Meetings;
- ii. The establishment of additional sub-committees deemed necessary for the running of Junior hockey as required from time to time;
- iii. The holding of regular meetings of the Junior Committee to regulate its functions.

Members of the Junior Committee are vested with the responsibility of managing matters related to Junior Competitions and providing regular reports to the Board of Management. The Junior Committee is responsible for the oversight of the Junior Competitions, as well as regularly reviewing the rules related to Junior Competitions. There is a need for the Junior Committee to be able to liaise and communicate as a group which, if agreeable to all members of the Committee, can be conducted via email.

Members of the Junior Committee are required to attend and assist with the Under 11 Southern Cross Tournament each year. The time required for this Tournament is a full day, plus any additional work required in the lead up. The Junior Committee are required to attend meetings, which are held on an as needed basis at the Downey Park Clubhouse. Meetings are generally held prior to the monthly BWA Council meeting, so a person of the Junior Committee is available to provide a report to the BWA Council.

The Junior Committee is responsible for receiving requests from individual clubs in relation to players or teams in the Junior Competition. There is a need for the Junior Committee to assess the implications of any requests that have been made, and seek solutions or options where necessary to

support the Junior Competitions and players. Upon making a decision, the Junior Committee is required to report the decision to the BWA office so that it can be distributed to the relevant clubs. The workload involved in managing requests from individual clubs is ongoing, and can take up to an hour every two days.

During the season, members of the Junior Committee and Board of Management are allocated to be a "Duty Official" (pink vest) on a rotational basis at Downey Park. The time required is approximately five hours, starting at 7:30am. It is preferred that members of the Junior Committee also make themselves available at Junior Competitions where possible, even if they are not rostered on as the Duty Official. While present at Junior Competitions, it is expected that members of the Junior Committee monitor the behaviour of players and parents, and ensure that safety is maintained. If necessary, members of the Junior Committee may be required to manage spectator behaviour, provided it is safe for them to do so. Members of the Junior Committee may also be required to assist with Turf Grading by officiating as a teach bench official, or assist with match secretary tasks. During the finals, members of the Junior Committee are required to allocate umpires for finals, and attend finals and presentations.

(11) Match Secretaries

Match Secretaries: there shall be three Match Secretaries (1 x senior turf, 1 x masters and 1 x senior grass).

Match Secretary shall oversee the results of all Association games played, checking match sheets, team registrations and the record of the team each individual Club player plays in.

The Match Secretary shall record any breaches of registrations under Section 6 (Registrations) and submit a report weekly to the BWA Office, so reminders or fines can be sent to clubs.

Where necessary a Match Secretary shall report any major problems or concerns to management for action.

Time required to complete a weekly allocation can vary from 1 to 3 hours dependent on experience, state of Match Sheets and the competition. The set up at the start of the season may take an initial 2 hours.

There are no pre-requisite skills or qualifications for Match Secretaries, but attention to detail and a willingness to learn and apply the registration rules of the association is essential.

(12) Selection Committee

There shall be one Selection Committee for each of the Tournaments/ Championships in which Brisbane Representative teams compete.

Each Committee shall consist of five (5) members with either the BWA DO being an appointment to the committee and the other four being appointed by the Board of Management based on suitable qualifications. Each committee shall be responsible for the selection of their respective Brisbane representative team/s.

All committee members will follow the rules, policies and procedures of the position.

The Selection Committee's primary role is to select players for representative teams. The selection process lasts for up to two months, and each member of the Selection Committee is required to remain engaged during this time. Members of the Selection Committee are required to attend fixture games to observe players for approximately six weeks. Members of the Selection Committee are required to maintain notes from observations in case there are late changes, or to assist with providing feedback when requested. Once the process of observing players has been completed, members of the Selection Committee are required to meet and work as a team to finalise the selection of representative teams. Members of the Selection Committee are required to work with paid BWA employees to finalise representative teams.

If the Selection Committee is focused on selecting players for junior representative teams, members of the Selection Committee will be required to attend turf fixture games on Friday nights, and grass fixture games on Saturday mornings to observe players. Each attendance at fixture games lasts for approximately four hours. Members of the Selection Committee will also be required to attend the Southern Cross event, which lasts for a full day.

If the Selection Committee is focused on Senior or Masters players, members of the Selection Committee will be required to attend turf and/or grass fixture games on Monday nights, Saturday days and/or nights and Sunday days and/or nights to observe players.

Members of the Selection Committee are expected to have a thorough understanding of the game, and it is preferred if they have a knowledge of the different players that have nominated for representative teams. Members of the Selection Committee must also have a strong understanding of the different skills of hockey and an ability to identify strong and effective plays. It is also expected that members of the Selection Committee understand the different field positions of hockey, and appropriate positioning for those positions.

Members of the Selection Committee are appointed, and not subject to voting at the AGM or BWA Council meetings. All applications for appointment to the Selection Committee are to be completed online via <http://www.bwha.com.au/register-nominate/>. All enquiries regarding appointments to the Selection Committee should be directed to the BWA office.

(13) Umpires and Technical Committee

The Umpires and Technical Committee shall consist of an Umpires Chairperson, the BWA DO and an unlimited number of elected Committee Members who are active umpires or technical officers.

The Umpires Chairperson and at least two (2) of the elected Committee Members shall be Ordinary Members of the association.

The Umpires and Technical Committee shall be responsible for the following duties:-

- i. The promotion and conducting of umpire education and accreditation programs;
- ii. The setting of an online rules paper;

- lii. Determine & advise expenditure required for the following calendar year by the 31st October;
- iv. After receipt of nominations to attend Tournaments, the Association RDO will rank the nominees and make recommendations to the Umpire & Technical Committee for ratification. The ratified umpires and technical officers will be advised to the Board and Office for record keeping;
- v. The calling of at least five (5) meetings of the Umpire and Technical Committee and forwarding of minutes of meeting to the Board of Management;
- vi. The forwarding of a report monthly of the detailing the past and future events of the Committee;
- vii. Liaison shall be maintained with the Umpires Steward in recommending of umpire allocation when required for testing and grading of umpires;
- viii. The dissemination of information from Queensland, Australia and/or higher sources regarding umpiring and technical matters;
- ix. For the holding of seminars for umpiring and technical matters;
- x. The discussion of new rules and interpretations with Umpires, Technical Officers, Coaches and Players;
- xi. The presentation by guest umpires and others for forums of matters of interest to umpires and technical persons and discussions of ideas on improvement, application and other information as applicable;
- xii. The passing on of administration policies from management in particular of regard to problems or actions taken of concern by umpires; and
- xiii. The promotion of some social interaction between umpires and technical persons.

(14) Umpire Stewards

Umpires Stewards: there shall be three Umpire Stewards (1 x senior turf, 1 x masters and 1 x senior grass). The Umpires Stewards shall be responsible for the allocation of umpires for fixture games as set.

Using the submitted Club Umpire Registers, appropriately qualified or experienced umpires are to be allocated to all senior fixtures, where possible allocating clubs to the same division as they have teams competing in and with the same number of umpires as they have teams competing.

These allocations where possible are to be completed and submitted to the BWA Office at least 7 days prior to the fixture day, for distribution to clubs and placement on the association website by the BWA Office.

Clubs are responsible for finding replacement umpires, but Umpires Stewards may be asked to give advice or suggestions to clubs to find a suitable replacement.

Liaise with the BWAH DO to place umpires for testing on appropriate games to be assessed.

Time required to complete a weekly allocation can vary from 1 to 3 hours dependent on experience, available umpires and the competition.

There are no pre-requisite skills or qualifications for Umpires Stewards, but attention to detail and a knowledge of umpiring pathways is essential.

(15) Uniforms Officer

The Uniforms Officer shall be responsible for the maintenance and allocation of all Association uniforms, representative hockey merchandise and representative playing equipment.

The Uniforms Officer is required to attend Rasey Park on nominated Saturday mornings to ensure that all representative players have uniforms for representative competitions. The Uniforms Officer performs fittings of uniforms and is then required to record sizes for players. The Uniform Officer is responsible for all BWAH merchandise purchases, liaising closely with BWAH staff to issue invoices and complete payments for all merchandise purchased. Upon the completion of a shift on Saturday mornings, the Uniforms Officer is responsible for delivering money to the BWAH office and is expected to perform calculations and accounting for purchased items. The Uniforms Officer is expected to prepare and package uniforms and merchandise orders, ready for delivery to team managers.

When the uniforms are returned, the Uniforms Officer is required to check the uniforms for damage and return uniforms in satisfactory condition to the storage cupboards. Any damaged uniforms must be reported to BWAH office so that replacements can be ordered. The Uniforms Officer is also required to monitor stock levels and advise BWAH when further items need to be ordered.

Time required is normally 3 hours on up to 6 Saturday mornings during the season.

There are no pre-requisite skills, it would be beneficial for a person to be able to identify if a uniform is correctly fitted. It would also be beneficial for a person to be able to perform a stock take and basic money handling and accounting.

35 Service Awards

Service awards are for voluntary service only and time spent in any position for which remuneration has been received may not be taken into account when determining eligibility for any Service Award except that monies reimbursed for expenses incurred on behalf of BWAH and/or honoraria received shall not be deemed remuneration for these purposes.

36 Long Service Award

- (1) A Long Service Award may be presented to any member of the Association who has voluntarily served BWA in any capacity, either elected or appointed for a period of not less than ten (10) years.
- (2) The period of service need not be consecutive.
- (3) Ten (10) year, fifteen (15) year and twenty (20) year, long service awards may be given.
- (4) The Archives Committee shall annually present a list of eligible persons to the Board of Management Meeting held one (1) month prior to the Annual General Meeting.

37 Life Membership

- (1) Members nominated for Life Membership of BWA shall meet the following criteria:
 - (i) Service to BWA shall be for an extended period with the minimum period being ten (10) full years.
 - (ii) A member who has given twenty five (25) years of service to BWA shall be considered for Life Membership.
 - (iii) The decision to award life membership shall be determined by the Board of Management.

38 Umpiring Awards

- (1) All Umpiring Awards shall be approved by the Board of Management on the recommendation of the committee responsible for the awarding of umpires' badges within the Association, providing that the Senior section shall recommend Senior awards and the Junior section shall recommend Junior awards.

39 Perpetual Trophies

- (1) A small replica shield or medallion shall be presented to all awardees and shall be retained by the awardees. The perpetual shield shall be retained by the Association.
- (2) Perpetual trophies shall be awarded annually as per the following:

Heather Scraggs Shield 'significant achievement in umpiring'	awarded annually to the female BWA member who is appointed to umpire the highest level match in a Tournament / Championship or has accomplished a significant achievement in Umpiring in the current year. The BWA U&TC will recommend to the Board of Management the suitable recipient each year.
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<p>Lyn Thomas Shield</p> <p>‘most promising senior umpire’</p>	<p>Shall be awarded to the Female BWHA member who is judged the Most Promising Senior Umpire in the Association Senior Fixture Competition, with the proviso that it may not be awarded in a particular year if in the opinion of the selection committee there is no suitable candidate. This award is not generally awarded more than once to an individual. The BWHA U&TC will recommend to the Board of Management the suitable recipient each year.</p>
<p>Jan Hadfield Shield</p> <p>‘significant achievement in coaching’</p>	<p>Shall be awarded annually to the female BWHA member who coaches the highest representative level representative team or has accomplished a significant achievement in Coaching in the current year.</p> <p>The BWHA MDM will provide a detailed short list of nominees for this award to the Board of Management for a final decision.</p>
<p>Pam Glossop Shield</p> <p>‘significant achievement as a player’</p>	<p>Shall be awarded annually to the Brisbane Representative Player gaining the highest representative playing honours or has accomplished a significant achievement as a player in the current year.</p> <p>The BWHA MDM will provide a detailed short list of nominees for this award to the Board of Management for a final decision.</p>
<p>Mary Hughes Medal</p> <p>‘most valuable senior grass umpire’</p>	<p>Shall be awarded annually to the BWHA umpire considered the most valuable at Senior Grass Fixtures.</p> <p>The BWHA U&TC will recommend to the Board of Management the suitable recipient each year.</p>
<p>Cheryl Kann Trophy</p> <p>‘most improved senior grass umpire’</p>	<p>Shall be awarded to the Most Improved Senior Umpire in the Grass competition taking into consideration umpiring qualifications and representative honours. This award is not generally awarded more than once to an individual.</p> <p>The BWHA U&TC will recommend to the Board of Management the suitable recipient each year.</p>
<p>Technical Officer Shield</p> <p>‘significant achievement in technical officiating’</p>	<p>awarded to the BWHA member who is appointed to act as a Technical Officer on the highest level match in a Tournament / Championship or has accomplished a significant achievement in Technical Officiating in the current year.</p> <p>The BWHA U&TC will recommend to the Board of Management the suitable recipient each year.</p>
<p>Most Promising Technical Officer Shield</p> <p>‘most promising technical officer’</p>	<p>Shall be awarded to the BWHA member who is judged the Most Promising Senior Technical Officer in the Association Senior Fixture Competition, with the proviso that it may not be awarded in a particular year if in the opinion of the selection committee there is no suitable candidate. This award is not generally awarded more than once to an individual. The BWHA U&TC will recommend to the Board of Management the suitable recipient each year.</p>

40 Final Medal for Umpires

A Final Medal shall be presented to all umpires officiating on a Grand Final of the Associations Fixture Competition.

41 Individual Player Awards

- (1) Secondary Dual Registered Players are ineligible for all individual player awards with the exception of the Players Player Award.

42 President's Medal: Ronda Nix Medal

- (1) The President's Medal shall be awarded annually to the "Best and Fairest Player" in the highest division of the Association Fixture Competition. The players registered in that division, who are placed in the top six of players with the most points allocated by the umpires on fixtures throughout the season in that division, will be considered for the award with the final recommendation being made to the BWA Board by the BWA DO's.
- (2) Points shall be awarded to the best and fairest player of each match, and no player shall be awarded more than three (3) points per game.
- (3) Umpires shall allocate a total of six (6) points per game to players in each and every fixture played in the division.
- (4) The player accumulating the most points at the end of the fixture rounds excluding the semi-finals and final shall be the winner, providing in the event of a tie, a count back shall be held, and the player with the most three (3) points games shall be the winner.
 - (a) In the event of a tie after a count back, joint winners shall be declared.
- (5) The BWA Office shall be responsible for monitoring the collection, tallying and recording the points, and shall keep such records confidential.
- (6) Points are not transferable between divisions.

43 Best and Fairest Award

- (1) Best and Fairest awards shall be awarded annually to the "Best and Fairest Player" in all other divisions, including Masters and/or Veterans and shall be awarded to the player registered in that division gaining the most points allocated by the opposition team on fixtures throughout the season in that division.
- (2) Each team playing shall at the end of each fixture game nominate a player of the opposing team as the best and fairest player in that team. The team sheet shall be noted accordingly.
- (3) Points are not transferable between divisions.

44 Rookie of the Year Award: Shirley Otto Award

A Rookie Award shall be made annually to the Rookie of the Year, determined by recommendation to the Board by the BWA Senior Selectors using the criteria below. A Rookie shall:

- (1) Be under the age of twenty one (21) as of 1st January of the current year.
- (2) Be a player, who in registered for the first time in the BWA Division 1 competition.
- (3) Not have represented any State or Territory in Under 21 or Open level in previous years.
- (4) Not have represented Australia in an Under 18, National Squad or higher level in previous years.
- (5) If picked in any of the above representative teams, after the start of the current season they shall still be eligible for the award, providing that Sections 45 (1) and (2) are met.
- (6) Is a good role model for hockey on and off the field.

45 Players Player Award: Janne Ellis Award

- (1) A Players Player award shall be made annually to a player in the highest division of the Associations Fixture Competition from points allocated by the participating players in that division.
- (2) On every fixture played in the division each team shall give one (1) point to a player in their team and one (1) point to a player in the opposing team.
- (3) The player accumulating the most points in the season is the Players Player.
- (4) In the event of a tie, a count back shall be held and the award shall go to the player awarded the most points by an opposition team.
- (5) In the event of a tie after a count back joint winners shall be declared.

46 Player of the Final Award

- (1) A Player of the Final for all senior and masters division grand finals shall be chosen annually by an independent selector.
- (2) The following shall be awarded annually to players as noted:

Win McMullin Shield	Player of the final in Division 1
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Elaine Green Memorial Shield	Player of the final in Division 2
Jenny Heron Shield	Player of the final in Division 3
Mary Cockings Shield	Player of the final in Division 4
Mary Hughes Shield	Player of the final in Division 5

47 Premiership Medals

A Premiership Medal shall be presented to each Player, Coach and Manager of the winning teams participating in the Associations Grand Final in Senior, Masters and Junior Fixture Competitions.

48 Runners Up Medals

A Runners Up Medal shall be presented to each Player, Coach and Manager of the losing teams participating in the Associations Grand Final in Senior, Masters and Junior Fixture Competitions.

49 Teams Awards

(1) Premiership Trophy

The winning teams of the Grand Final shall be presented with the Premiership Trophy as per the following:

Shirley Higgins Memorial Trophy	Division 1
Annette Eve Trophy	Division 2
Olive Perry Trophy	Division 3
Marilyn Chatfield Trophy	Division 4
Dell Parkyn Trophy	Division 5
Betty Watson Trophy	DP1
Pixie Josiffe Trophy	DP2
Ruby Robinson Trophy	DP3
Phemie McDougall Trophy	DP4
Fay Crunkhorn Trophy	DP5
Lynda Mauchlin Trophy	DP6
Ros Julien Trophy	Monday Masters 1
Isabel Sims Trophy	Monday Masters 2
Caroline Schomberg Trophy	Monday Masters 3

(2) Minor Premiership Shield

The teams winning the Minor Premiership Trophy (team with the highest points before the semi-finals) shall be presented with the Minor Premiership Shield as per the following:

Taxation Shield	Division 1
Mary Nairn Shield	Division 2

Dellit Family Shield	Division 3
Thomas Family Shield	Division 4
June Snarski Shield	Division 5
Jenny Tidey Shield	DP1
Heather Scraggs Shield	DP2
Taxation Shield (<i>R Robinson, E McDougall, E White</i>)	DP3
Taxation Shield (<i>K Lehman, D Hirst</i>)	DP4
Taxation Shield (<i>D Byrne, V Worthington, P Josiffe</i>)	DP5
Hannah Allen Shield	DP6
Joyce Proctor Shield	Monday Masters 1
Faye Wastell Shield	Monday Masters 2
Noala Gordon Shield	Monday Masters 3

(3) Junior Team Awards

Trophies bearing the name of the age division shall be awarded annually to the winning teams in the Association's Junior Fixture Competition.

(4) Junior Premiership Trophy

The team winning the Associations Junior Fixture Competition Grand Final in each age division shall be presented the Junior Premiership Trophy.

(5) Junior Minor Premiership Trophy

The team winning the Associations Junior Fixture Competition Minor Premiership (team with the highest points in each division before the semi-finals) shall be presented with the Junior Minor Premiership Trophy.

(6) Vicky Spice Memorial Shield

An award for the Most Promising Junior Umpire shall be presented annually to a junior umpire officiating in the Junior Fixture Competition.

(7) Most Improved Junior Umpire

An award for the Most Improved Junior Umpire shall be presented annually to a junior umpire officiating in the Junior Fixture Competition.

(8) Ruby Robinson Shield

- (a) The Ruby Robinson Shield shall be awarded annually for the best team performance in the Junior Fixture Competition.
- (b) All full field teams participating in the Associations junior fixture competition shall be eligible.

- (c) Best team performance shall be decided by the highest game-point average per team.
- (d) Game-point averages shall be calculated by totaling the number of points for the fixture season, excluding any points for byes and dividing by the number of fixture games played and/or won on forfeit
- (e) In the event of game-points averages being equal the winner shall be the team with the highest goal differences calculated for each team by subtracting the number of goals against from the number of goals for.
- (f) In the event of game-points averages and goal differences being equal the winner shall be the team with the highest number of goals for.
- (g) In the event of game-points averages, goal differences and goals for being equal joint winners shall be declared.

50 Club Awards

(1) BWA Best Senior Club Shield

- (a) The BWA Best Senior Club Shield shall be presented annually to the Best BWA Club for the best Club performance by teams from Clubs participating in the Associations Competition in the current season. The BWA Best Senior Club Shield shall remain the property of BWA.
- (b) For BWA Clubs to be eligible for the BWA Best Senior Club Shield, the Club must field three (3) or more teams in the Association Fixture Competition and complete the fixture competition.
- (c) The club must have at least one team in each fixture section: Senior Turf and Senior Grass.
- (d) On completion of the Association Fixture Competition premiership rounds teams shall be allocated points in relation to their position in each grade.
- (e) Points allocated will be determined by the grade with the largest number of teams within (e.g.: if one grade has ten (10) teams and the rest have eight (8) teams the winning team in all grades shall receive ten (10) points with the second receiving nine (9) points and so on.)
- (f) Points received by Club teams shall be totalled, divided by the number of Club teams fielded to arrive at their percentage.
- (g) The BWA Best Senior Club Shield shall be presented to the Club receiving the highest percentage of points based on the number of teams fielded.

- (h) In the event of Clubs being equal on percentage points the BWA Best Senior Club Shield shall go to the Club fielding the greatest number of teams.
- (i) In the event of Clubs being equal on percentage points and number of teams fielded they shall be deemed to be joint winners of the BWA Best Senior Club Shield.
- (j) A small replica shall be presented and be retained by the winning Club.

(2) Taxation Shield (Best Junior Club)

- (a) The Taxation Shield shall be presented annually to the Best Junior Club for the best Club performance by teams from Clubs participating in the Associations Junior Fixture Competition in the current season. The Taxation Shield shall remain the property of BWA and shall be returned annually as requested by the Junior Committee.
- (b) For Junior Clubs to be eligible for the Taxation Shield, the Club must field three (3) or more teams in the Junior Fixture Competition and complete the fixture competition.
- (c) The club must have at least one team in each fixture section: Junior Turf and Junior Grass.
- (d) On completion of the Junior Fixture Competition premiership rounds teams shall be allocated points in relation to their position in each grade.
- (e) Points allocated will be determined by the grade with the largest number of teams within (e.g.: if one grade has ten (10) teams and the rest have eight (8) teams the winning team in all grades shall receive ten (10) points with the second receiving nine (9) points and so on.)
- (f) Points received by Club teams shall be totaled, divided by the number of Club teams fielded to arrive at their percentage.
- (g) The Taxation Shield shall be presented to the Club receiving the highest percentage of points based on the number of teams fielded.
- (h) In the event of Clubs being equal on percentage points the Taxation Shield shall go to the Club fielding the greatest number of teams excluding any U7 or U9 teams.
- (i) In the event of Clubs being equal on percentage points and number of teams fielded they shall be deemed to be joint winners of the Taxation Shield.
- (j) A small replica shall be presented and be retained by the winning Club.

51 Fees, Penalties and Fines

The following fees and fines will be updated annually and shall apply:

BWHA REGISTRATION FEES (All fees & fines inclusive of GST)

<u>Code</u>	<u>Type</u>	<u>Amount</u>
FT3C	Senior – registered in 3 competitions*	\$ 519.00 per player
FT2C	Senior – registered in 2 competitions*	\$ 358.00 per player
FTST	Seniors Turf (Primary Association BWHA)	\$ 197.00 per player
FTSG	Seniors Grass (Primary Association BWHA)	\$ 197.00 per player
FTMT	Masters (Primary Association BWHA)	\$ 197.00 per player
DualP	Dual Members (Primary Association BWHA)	\$ 197.00 per player
DualS	Dual Members (<u>Secondary</u> Association BWHA)	\$ 197.00 per player
Cas5	Casual – 5 games only	\$ 72.00 per player
Cas10	Casual – 10 games only	\$ 133.00 per player
Res10	Reserve players, playing up to 10 games in a second competition	\$ 133.00 per player
FTJP	U17 playing Seniors only	\$ 182.00 per player
FTJS	Playing both Junior & 1 Senior competition	\$ 182.00 per player
FTJT	Junior Turf Hockey	\$ 143.00 per player
FTJG	Junior Grass	\$ 123.00 per player
U9	U9's Rookey	\$ 85.00 per player
U7	U7's Rookey	\$ 85.00 per player

All players must register online with Hockey Queensland and pay Hockey Queensland, Hockey Australia and Player Insurance fees at that time, these fees are not included in the above fees payable to BWHA.

<u>AFFILIATION</u>			
	All Senior Teams	\$40.00	per team
	All Junior Teams	\$30.00	per team

UMPIRE & TECHNICAL FINES
(All fees & fines inclusive of GST)

TURF TECHNICAL BENCH/DUGOUT PENALTY

Penalty for any person who does not arrive to carry out a Technical Bench commitment or breaches the Dugout rules: A club fine of \$55.00 will be imposed for each breach.

SENIOR/MASTERS UMPIRING PENALTY

Penalty for any umpire who does not carry out a Senior/Masters umpiring commitment:

1. 1st Offence: Player not permitted to participate in the next fixture round, and
 - a. Grass umpire: \$52.50 fine invoiced to the club;
 - b. Turf umpire: \$105.00 fine invoiced to the club.
2. 2nd Offence: Player is not permitted to participate in the next fixture round, and
 - a. Grass umpire: \$52.50 fine invoiced to the club and their team to lose three (3) points: If no points available, an additional fine of \$55.00 to the club;
 - b. Turf umpire: \$105.00 fine invoiced to the club and their team to lose three (3) points: If no points available, an additional fine of \$55.00 to the club.
4. Any offence for the last fixture of the season or semi and final matches: Player not permitted to participate in matches the following week, or if no longer involved, the first fixture of the next season and a \$110.00 fine invoiced to the club.
5. Non playing club umpires - double the fines listed above in lieu of a suspension.

JUNIOR UMPIRING PENALTY

1. For named clubs who fail to provide an umpire:
 - a. Grass umpire: \$52.50 fine invoiced to the club;
 - b. Turf umpire: \$105.00 fine invoiced to the club.
2. For umpires allocated by BWA who do not carry out a Junior umpiring commitment, player not permitted to participate in fixtures/matches the following week, and
 - a. Grass umpire: \$52.50 fine invoiced to the club;
 - b. Turf umpire: \$105.00 fine invoiced to the club;
 - c. Non playing club umpires - double the fines listed above in lieu of a suspension.

LATE UMPIRING PENALTIES

Umpires who arrive and umpire a game up to 10 minutes late - late penalty of \$22.00.

Umpires who arrive between 10mins late & half time – extended late penalty of \$44.00

GENERAL FINES

(All fines inclusive of GST)

FORFEITURE FINES: ALL DIVISIONS

- Forfeit at Grass - \$ 55.00
- Forfeit at Turf - \$55.00 + Full Turf Hire and Match Fees.
- If a Team forfeits on 3 or more occasions they will be fined \$110.00 (GST inc) per match for the third and every subsequent forfeit.

MATCH SHEET FINES

- Failure to hand in a Match Sheet - \$11.00.
- Match Sheet errors - \$2.20 per error

REGISTRATION FINES: FOR EACH INFRINGEMENT

- Playing an unregistered player (not in the database) who does not prevent a forfeit - \$22.00 fine.
- Playing an unregistered player (not in the database) who prevents a forfeit - Forfeit game and \$22.00 fine.
- Playing a player, registered in a higher team - Forfeit game and \$22.00 fine.
- Deliberately playing a player under an assumed name or in the incorrect age group without permission - Forfeit game and \$110.00 fine.
- Not maintaining 11 registered players in a team, a penalty will be applied for every round the team is in breach. The penalty will be determined by the Board of Management, and may include a \$110.00 fine per breach or loss of points for each game played while in breach.
- Registering a Junior player in a Junior Turf team who subsequently does not play at least 5 fixtures in the first round of the fixtures, but during the same period plays in the Senior competition – forfeiture of all points for the team involved.
- For teams that do not change as per the Alternative Uniform Register – fine of \$150 per team per breach.

APPENDIX

AGE GROUPS – 2020

U7 Rookey	Born 2013 to 2015
U9 Rookey	Born 2011 to 2012
Under 11	Born 2009 to 2010
Under 13	Born 2007 to 2008
J's	Born 2002 to 2006 <i>If still at school</i>
Seniors	Born 2006 or before
Masters 2, 3 & 4	Born 1985 or before
Masters 1	Born 1989 or before <i>Turning 31 in the current year.</i>

POLICIES AND PROCEDURES

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
CLUB FUNDRAISING / CHARITY DAY POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
VO2	Management Committee	25/11/2014	Checked by Management & amended
VO3	Management Committee	29/11/2016	Check by Management & amended
VO4	Management Committee	28/11/2017	Checked by Management & amended

Authority

BWHA Board of Management

Purpose

BWHA undertakes to allow clubs an opportunity to raise funds on one occasion through the year at Downey/Rasey Park - in line with the team numbers each year.

Scope

For all clubs affiliated with BWHA.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all clubs to grow and develop. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide equitable opportunities for all. The club raffle day policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Constitution and Policy Officer as the Club Raffle Day Policy Coordinator, who has responsibility for ensuring ongoing implementation and compliance of our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC CLUB FUNDRAISING / CHARITY DAY PROCEDURE

Clubs may:

- Conduct a Fundraising activity at Downey and Rasey Park eg Stall, Raffle, Art Union.
- In conjunction with their Fundraising activity support a Charity – the charity and associated activities must be specified on the request form.
- If running a stall the intent must be for purchasers to take the goods home.

Clubs may not:

- Run any stall that requires heating or cooking facilities.
- Run any stall that offers goods for sale that would be in direct opposition to BWA Canteen sales.
- Sell or promote any club fundraising or charity day on a date already allocated to another club.
- Stalls are not to be on the paved area in front of the clubhouse or under the clubhouse area.

Clubs must:

- Gain any or all permits or licenses needed to conduct their raffles, art unions etc.
- Ensure that workplace health and safety issues are addressed.
- Adhere to all items in the Food Safety Laws (Food Act 2006) including food labeling laws.
- Position their stall near the First Aid Room.
- Organise and supply any tables, shelters etc required for your stall or raffles.
- Organise distribution of any prizes.
- Provide a notice by the following week of winning numbers and winner's names for display on the noticeboard.
- Leave the stall area in a clean and tidy state at completion.

BWA shall:

- Provide a form at the 1st Council Meeting for listing 3 alternative dates for the Club Fundraising /Charity day.
- Ask all Junior and Senior Clubs to submit the completed form by the second (2nd) Council Meeting of the year.
- Remind Clubs who fail to submit a form by the required date that they may be ineligible to receive a Fundraising /Charity date.
- Allocate a Fundraising/ Charity time based on the following:
 - Joint Junior and Senior Clubs with combined team numbers greater than 10 – All day
 - Joint Junior and Senior Clubs with combined team numbers less than 10 – Half day
 - Senior Clubs only with 5 or less teams – 2 hours per afternoon
 - Junior Clubs only with 5 or less teams – 2 hours per morning
- Where possible allocate as per requests, but where more than one club requests a date – a 'lot draw' will be held in the BWA Office with at least 2 persons present.
- Distribute a complete Fundraising / Charity Day list at the earliest time possible and no later than the 3rd Council Meeting.
- Allocate unused dates to BWA to fundraise for specific areas/clubs within BWA.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
GRADING POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted

Authority

BWHA Board of Management

Purpose

Provide the Grading Committee with guidelines for the grading of club teams into appropriate BWHA divisions.

Scope

For the use of the elected grading committee members and for the information of clubs involved with BWHA grading of teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all players and clubs to participate in hockey at their correct level. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide equitable opportunities for all. The Grading policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Grading Portfolio Officer as the Grading Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with this policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
GRADING PROCEDURE

The Grading Committee will use the club registrations submitted in conjunction with information and statistics from the previous year to rank each team into divisions. The information and statistics required may be:

- Previous years Team Lists
- % of players retained from previous year
- Number of players transferred from another club/association and their division
- New players
- Number of players upgraded from a lower division.
- Points Table
- Results for each division from previous years
- Goal Scorers
- Results from previous years
- BWA Representative Teams lists
- Players selected in Queensland Teams

The Grading Committee will use the following to determine rankings when using Grading Matches:

- Match Play
 - Team skill level
 - Individual Player skill level
 - Time in
 - Attack%
 - Defence%
 - Circle penetrations
 - Penalty Corners
 - For
 - Against
 - Shots on Goal
 - For
 - Against
 - Goals for/against (Result)
 - Standard of game
 - Against other games being played
 - Potential to develop

Sample: JT1 – Team list for A Club

Team Current Year	Team Last Year	Position last year	Rep History	Other
Jane	JT1	5	U15 – II	
Freda	JT1	5	U18 - III	
Laurie	13B	1	U13 - I	Highest Goal scorer
Etc	JT3	3	-	GK – Goals against 10
Etc	Club B – 13A	1	U13 - I	

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
LIGHTNING POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	28/01/2014	Original Policy

Authority

BWHA Board of Management

Purpose

Sporting organisations have an obligation to ensure they provide guidance in regard to lightning in close proximity of activities.

Scope

This document will give clear guidelines to all members on appropriate actions to provide a safe environment for participation.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
BWHA Staff	Volunteers & Paid Staff working for BWHA

Policy Statement

Brisbane Women's Hockey Association Inc commits to continually improve its guidelines and procedures to provide a safe environment to participate in our sport.

We will encourage staff and members to support our commitment to a safe environment.

The lightning policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Umpires and Technical Committee with the responsibility for ensuring ongoing implementation of and compliance to our policy. This policy will be reviewed each year.

Related Procedures

See attached.

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC LIGHTNING PROCEDURE

Criteria for suspension and resumption of activities:

The safety of participants is paramount and all decisions should be made based on this.

Lightning can strike more than 10km from the edge of a thunderstorm. It is generally agreed that 10km is the minimum safe distance from a storm. The 30/30 rule is used to serve as a guide for the suspension and safe resumption of activities.

The first part of the 30/30 rule is determined by counting the seconds from when the lightning flash was seen to when the thunder is heard. Sound travels at about 1 kilometre every 3 seconds, so a 30 second interval means the storm is 10km away.

Technical Officials/Umpires/Team Managers/Captains should be monitoring the storm's approach and as the flash to bang count nears 30 seconds, people at risk should already be seeking safe shelter. A "flash to bang" count of 30 seconds or less requires immediate and urgent evacuation to safety.

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.

It is important to emphasize that blue sky and the absence of rain are not adequate reasons to ignore the 30/30 rule. Many victims are struck before the storm actually arrives because they wait too long to seek shelter. This is the proverbial "bolt from the blue".

The 30/30 rule is not an absolute rule. A storm may move very quickly, or not generate any lightning or thunder until it is very close or topographical or wind conditions may prevent sound from travelling to your position. It is important that staff observe weather conditions and be alert to the possibility of the above occurring.

The decision on postponement or cancellation of games will be made where applicable by:

Turf: Technical Official on Duty if none on duty the officiating umpires

Grass: BWA Official on Duty if none available the officiating umpires

The manner to restart or replay any portion of game lost to lightning is by a central bully.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
MEMBERS PROTECTION POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	01/12/2009	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted

Authority

BWHA Board of Management

Purpose

Sporting organisations have an obligation to ensure they provide protection to all members from harassment, discrimination and to provide child protection.

Scope

This document together with our Codes of Code will give clear guidelines to all members on appropriate behaviour, to provide a safe and nurturing environment for all members.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
BWHA Staff	Volunteers & Paid Staff working for BWHA

Policy Statement

Brisbane Women's Hockey Association Inc commits to continually improve its social responsibilities and performance. BWHA understands its unique place in this area and its responsibility to ensure a safe environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide a safe environment. We will encourage staff and members to support our commitment to a safe. The members protection policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Constitution and Policy Officer as the Members Protection Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance to our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC MEMBERS PROTECTION PROCEDURE

Policy

BWHA adopts in its entirety, the Hockey Australia Member Protection Policy in its current form and any revision that may, from time to time be adopted. This policy can be viewed at www.hockey.org.au.

Where the document describes areas specific to Hockey Australia, only such references are to have effect to BWHA where applicable.

Working with Children checks - Blue Card

As per the legislation all people who work with children are required to have a current blue card. To gain full details of the legislation, exemptions and application forms please refer to www.bluecard.qld.gov.au.

BWHA will ensure where legislation requires that all workers (paid and volunteer) have Blue cards.

BWHA Clubs should ensure that they fulfill the obligations of the legislation by ensuring all their workers (paid and volunteer) have blue cards.

No BWHA staff member is to be with a child unaccompanied.

Parents must deliver and pick-up children at the designated time and place as BWHA staff are not responsible for children outside the designated activity time.

BWHA members who believe that some inappropriate activity may be happening involving BWHA staff are to report the matter immediately to the BWHA Secretary.

Codes of Behaviour

BWHA Codes of Behaviour are found in the Operations Manual.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
PHOTOGRAPHY POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management Committee	01/12/2009	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
Vo2	Management Committee	09/10/2018	Added point 4 – re photographers in turf fenced areas.

Authority

BWHA Board of Management

Purpose

BWHA acknowledges that many parents and club supporters wish to take photographs and videos for both personal and club reasons and as coaching tools.

BWHA recognises that in the current environment that we live in, that there is a potential for inappropriate use of photographic and video material.

Both the Association and the Clubs need to ensure that their members, parents and supporters are advised of their responsibility and only take photographs/videos for appropriate and genuine reasons.

Scope

This policy covers all players and officials participating in BWHA competitions.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc

Policy Statement

Brisbane Women's Hockey Association Inc commits to continually improve its social responsibilities and performance. BWHA understands its unique place in this area and its responsibility to ensure a safe environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide safe playing options and directions. We will encourage staff and members to support our commitment to a safe playing environment. The photography policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Constitution and Policy Officer as the Photography Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with this policy. This policy will be reviewed each year.

Related Procedures - See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
PHOTOGRAPHY PROCEDURE

1. Clubs are:

To take responsibility for their members at each match they attend to ensure their members are using photography/video for an appropriate reason.

2. BWA will:

If any club or supporter has a concern about the motive, intention or activity of anyone photographing/videoing at the venues used for BWA activities we ask that they:

- **Immediately contact the Competitions Office (Grass – 3357 9560) or Technical Bench (Turf) and report your concerns**

BWA will then send an appropriate officer to investigate the concern and take any necessary action.

3. BWA with the Clubs:

Will work to achieve a safe environment for all members and supporters. We ask for the support and vigilance of all members to make this happen.

4. At BWA Fixtures, Club Photographers will only be allowed inside the field fence at turf venues if the photographer:

- a. has written approval from the BWA Office;
- b. has asked for and received permission from the BWA Technical Officer on Duty;
- c. wears the BWA Photographer vest to clearly identify themselves;
- d. stays at least 1m away from the sidelines and cannot stand along the goal line,
- e. stays out of the pathway of the match officials, umpires and players;
- f. ensures their own safety, by remaining at least 1mt away from the ball, players, umpires and equipment;
- g. follows all directions of the BWA Technical Officer;

The BWA Technical Official and Board Members can at any time ask a photographer to remove themselves from inside the turf fenced area.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
PREGNANT PLAYER POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	01/12/2009	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted

Authority

BWHA Board of Management

Purpose

The health of players and officials is of primary concern to Brisbane Women's Hockey Association Inc. It is acknowledged that as a women's sporting organisation that the health and well being of both our playing members and officials and unborn children is a major consideration. While BWHA will endeavour to assist in providing a healthy and safe sporting environment at meetings, training and competition, it is accepted that ultimately, the responsibility is that of each individual.

Scope

This policy applies to all players and officials in BWHA competitions.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc

Policy Statement

Brisbane Women's Hockey Association Inc commits to continually improve its social responsibilities and performance. BWHA understands its unique place in this area and its responsibility to ensure a safe environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide safe playing options and directions. We will encourage staff and members to support our commitment to a safe playing environment. The pregnant player policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Constitution and Policy Officer as the Pregnant Player Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with this policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
PREGNANT PLAYER PROCEDURE

1. All players, on confirmation of their pregnant status, are strongly encouraged to seek medical advice in respect to their own medical position and the medical position of the unborn child, and to consult closely with the medical practitioner if/whilst the pregnant player continues to participate in hockey fixtures and training.
2. Pregnant players are also strongly encouraged to obtain relevant advice as to their position - legal and/or otherwise - regarding the mother's duty of care to the unborn child.
3. It is the responsibility of the pregnant player to inform their coaches, trainers and sports medicine attendants if they are participating in hockey fixtures or training.
4. Given the high risk nature of hockey, where contact between players, the ball, hockey sticks and fixed structures such as goal boxes is possible, it is in the best interest of the pregnant player, unborn child, fellow team members, and the members of the opposition team if pregnant players are strongly discouraged from participating in hockey fixtures at the end of their first trimester of pregnancy.
5. BWA Inc management and duty officers cannot be held liable for any injury to pregnant players who continue to play hockey without or against medical advice.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
PRIVACY POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	01/12/2009	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted

Authority

BWHA Board of Management

Purpose

The Privacy Act 1988 ("The Act") now applies to private sector organisations, the definitions of which includes incorporated associations, and so includes Brisbane Women's Hockey Association Inc.

The Act provides protection for "personal information" which is understood as information or an opinion that can identify a person. It applies to recorded information, including information recorded electronically.

Scope

This privacy policy explains in general terms how Brisbane Women's Hockey Association protects the privacy of personal information as detailed in the Act which requires organisations to comply with National Privacy Principles (NPP's).

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc

Policy Statement

Brisbane Women's Hockey Association Inc commits to continually improve its social responsibilities and performance. BWHA understands its unique place in this area and its responsibility to ensure a safe environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas. Special consideration will be given to employing and empowering the members and staff of BWHA to provide a safe environment. The privacy policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Constitution and Policy Officer as the Privacy Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with this policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC PRIVACY PROCEDURE

1.0 Introduction

On 21/12/2001 the amendments made by the Privacy Amendments (Privacy Sector) Act 2000 to the Privacy Act 1988 became law.

The Privacy Act 1988 ("The Act") now applies to private sector organisations, the definitions of which includes incorporated associations, and so includes Brisbane Women's Hockey Association Inc.

The Act provides protection for "personal information" which is understood as information or an opinion that can identify a person. It applies to recorded information, including information recorded electronically.

This privacy policy explains in general terms how Brisbane Women's Hockey Association protects the privacy of your personal information as detailed in the Act which requires organisations to comply with National Privacy Principles (NPP's).

It will tell you how we collect, use, disclose, and how to contact us if you have any queries.

2.0 Minimum Standards

The NPP's provide guidance in dealing with personal information.

1. Collection;
2. Use and disclosure;
3. Data quality;
4. Data security;
5. Openness;
6. Access and correction;
7. Identifiers;
8. Anonymity;
9. Transborder data flows;
10. Sensitive information.

(See Annexure "1" attached, "Privacy Principles" (Schedule 3 of the Privacy Act 1988)).

Information will be collected from you when:

- You become a member of a club affiliated to Brisbane Women's Hockey Association
- You are selected and/or nominated for a Representative Team or Squad
- You are elected onto a committee with a club affiliated to Brisbane Women's Hockey Association
- You subscribe to the Brisbane Women's Hockey Association web site e-mail database or to any publication of Brisbane Women's Hockey Association
- You are elected onto a committee of Brisbane Women's Hockey Association
- You are selected and/or are nominated as an official for a State Championship.

In most cases the only information collected by Brisbane Women's Hockey Association includes name, address, telephone numbers, e-mail addresses, credit card details, playing club, date of birth, feedback, membership numbers, communications between you and us, and transactional information about your use of our services, such as surveys and feedback and medical information.

This Privacy Policy does not apply to Brisbane Women's Hockey Association's employee records, which are generally exempt from the legislation.

The types of information we collect from you depend on the circumstances of collection and on the type of service you request from us or that we provide you with. For example, when you are selected for a state team we will ask for your name, address, telephone numbers, e-mail address, medical and health information relevant to your trip and body measurements for uniform sizes.

As we are requested by law to obtain your consent of "sensitive information" we will assume that you have consented to collection of all information that is provided to us for use in accordance with this statement, unless you tell us otherwise. Sensitive information includes (but is not limited to) information that reveals racial or ethnic origin, political opinion, religious or philosophical beliefs or affiliations, health information or details of criminal records. Brisbane Women's Hockey Association will disclose personal information when required by law, and may disclose it when reasonably necessary to assist an enforcement body, or to lessen or prevent a threat to individual or public health or safety.

Brisbane Women's Hockey Association will before or at the time of collection take reasonable steps to ensure that the individual is aware of:

- The purpose for which the information is collected
- The organisations (or types of) to which the organisation usually discloses information of that kind

3.0 Linked Websites

Websites linked to the Brisbane Women's Hockey Association website (www.bwha.com.au) are not subject to the Brisbane Women's Hockey Association privacy standards, policies or procedures. These individual websites would need to be contacted or reviewed directly to determine their privacy standards, policies and procedures.

4.0 Privacy Policy

Brisbane Women's Hockey Association is committed to the protection of personal information. Our commitment is based on an adherence to the National Privacy Principle.

1. Collection

Brisbane Women's Hockey Association collects a minimum of personal information from a prospective member, such as their name, contact details and date of birth.

Brisbane Women's Hockey Association collects medical information from individuals seeking selection as a representative individual of the BWHA Association. This information usually concerns emergency contacts and health care details.

2. How We Use and Disclose Your Personal Information

All personal information collected by Brisbane Women's Hockey Association is only made available to those authorised individuals who need to handle that information for the purposes outlined in this policy. In some circumstances, personal information may also be disclosed outside Brisbane Women's Hockey Association. That is, information that is not sensitive information, and the use of the information is for the reason of direct marketing (eg. this may include receiving up to date information about events and news editions and sponsors products/services offers.

If you do not want to receive e-mail or posted offers from Brisbane Women's Hockey Association, please let us know by sending an e-mail to admin@bwha.com.au or by contacting the Brisbane Women's Hockey Association's Privacy Officer at the address listed below. To do so you must supply Brisbane Women's Hockey Association with your complete name and address.

Medical information obtained by Brisbane Women's Hockey Association is maintained solely by the Association's Privacy Officer for the purpose of ensuring an individuals safety if injured in competition while representing the Association. Individuals' medical information will at all times remain protected and will be released only to designated medical practitioners if the individual is injured in competition while representing the Association. An individual has the right to refuse consent for the use of the collected medical information. An individual also has the right to refuse to supply the information. If an individual refuses to provide the requested medical information or not consent to the use of that information in the case of injury or other medical emergency, then Brisbane Women's Hockey Association will not assume any liability for any resulting action or disability that the individual may suffer as a result of his or her refusal.

5.0 How Brisbane Women's Hockey Association Manages Data Quality, Collection and Security

Brisbane Women's Hockey Association will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

Brisbane Women's Hockey Association will destroy or permanently de-identify personal information if it is no longer needed for any reasonable purposes for which the information may be used or disclosed under the above section.

If requested Brisbane Women's Hockey Association will take reasonable steps to let a person know generally what types of information we hold, for what purpose it is held, how we collect it, hold it and use and disclose the information.

3. Access and Correction

You can ask to obtain access to your personal information that Brisbane Women's Hockey Association hold, although under certain circumstances permitted by law, we may not provide such information to you.

If you wish to access information held by Brisbane Women's Hockey Association, then you should address your request, in writing, to our Privacy Officer. Please note that in the interests of information held by us, we will need to identify you properly. To do this, we may telephone you or require your current drivers license or passport.

We will assume, unless you tell us otherwise, that your request relates to our current records about you. This will include the personal information about you which is held on our database and files. Generally, we will not charge you for our costs of providing access to our current records about you.

For legal and administrative reasons, Brisbane Women's Hockey Association may also store records containing personal information in its archives. You may seek access to the records held by Brisbane Women's Hockey Association which are not current records, but if you do so, we may charge you for the cost of providing access.

It is important to us that the personal information we hold about you is accurate, complete and up to date. If you are aware that this is not the case and would like your personal information corrected, or simply desire access to your personal information, please contact the Brisbane Women's Hockey Association's Privacy Officer with your request for correction.

4. Removal From Our Lists

If you don't want to receive e-mail or posted offers and/or be removed from our lists, please let us know by sending an e-mail message to admin@bwha.com.au or by contacting the Privacy Officer at the address detailed below.

Brisbane Women's Hockey Association Privacy Officer
C/O Brisbane Women's Hockey Association
16 Melbourne Street
Windsor QLD 4030
PH: 07 3357 9560
Fax: 07 3357 7234
E-Mail: admin@bwha.com.au
Website: www.bwha.com.au

If you have any queries about the privacy policy, please contact the number above, or visit our website. If in doubt, go to www.privacy.gov.au or call the toll free Privacy Office Hotline on 1300 636 992.

This tagline will appear at the bottom of relevant forms where information is being sought (eg player registration forms)

"Privacy Statement: Brisbane Women's Hockey Association collects information about you to provide services to you, and to facilitate your involvement in the game of hockey, conduct marketing activities and market research. If the information is not provided Brisbane Women's Hockey Association may not be able to provide the service requested. Brisbane Women's Hockey Association may disclose your non-sensitive information to uniform suppliers, sponsors, Hockey Queensland and

Hockey Australia and to those organisations required by law. Further details can be found in our privacy policy at www.bwha.com.au, Hockey Queensland at www.hockeyqld.com.au and Hockey Australia's Privacy Policies at www.hockey.org.au. You can gain access to the information Brisbane Women's Hockey Association holds about you by contacting Brisbane Women's Hockey Association on 07 3357 9560.

HockeyNet Specific

Hockey Australia (HA) requires the information requested for use in relation to HockeyNet. Any personal information provided will only be used in accordance with the objects and purposes of HA, HA general business and in relation to HockeyNet. If the requested personal information is not provided, you may not be able to receive the benefits of registration with the HockeyNet system. Individuals will be able to access their personal information through HA upon reasonable notice. For further information on Hockey Australia's Privacy Policy, please refer to www.hockey.org.au

5. ANNEXURE 1: National Privacy Principles

1. Collection

- 1.1 An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.
- 1.2 An organisation must collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- 1.3 At or before the time (or, if that is not practicable, as soon as practicable after) an organisation collects personal information about an individual from the individual, the organisation must take reasonable steps to ensure that the individual is aware of:
 - (a) the identity of the organisation and how to contact it; and
 - (b) the fact that he or she is able to gain access to the information; and
 - (c) the purposes for which the information is collected; and
 - (d) the organisations (or the types of organisations) to which the organisation usually discloses information of that kind; and
 - (e) any law that requires the particular information to be collected; and
 - (f) the main consequences (if any) for the individual if all or part of the information is not provided.
- 1.4 If it is reasonable and practicable to do so, an organisation must collect personal information about an individual only from that individual.
- 1.5 If an organisation collects personal information about an individual from someone else, it must take reasonable steps to ensure that the individual is or has been made aware of the matters listed in subclause 1.3 except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.

2. Use and disclosure

2.1 An organisation must not use or disclose personal information about an individual for a purpose (the *secondary purpose*) other than the primary purpose of collection unless:

- (a) both of the following apply:
 - (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
 - (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
- (b) the individual has consented to the use or disclosure; or
- (c) if the information is not sensitive information and the use of the information is for the secondary purpose of direct marketing:
 - (i) it is impracticable for the organisation to seek the individual's consent before that particular use; and
 - (ii) the organisation will not charge the individual for giving effect to a request by the individual to the organisation not to receive direct marketing communications; and
 - (iii) the individual has not made a request to the organisation not to receive direct marketing communications; and
- (iv) in each direct marketing communication with the individual, the organisation draws to the individual's attention, or prominently displays a notice, that he or she may express a wish not to receive any further direct marketing communications; and
- (v) each written direct marketing communication by the organisation with the individual (up to and including the communication that involves the use) sets out the organisation's business address and telephone number and, if the communication with the individual is made by fax, telex or other electronic means, a number or address at which the organisation can be directly contacted electronically; or
- (d) if the information is health information and the use or disclosure is necessary for research, or the compilation or analysis of statistics, relevant to public health or public safety:
 - (i) it is impracticable for the organisation to seek the individual's consent before the use or disclosure; and
 - (ii) the use or disclosure is conducted in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph; and
 - (iii) in the case of disclosure—the organisation reasonably believes that the recipient of the health information will not disclose the health information, or personal information derived from the health information; or
- (e) the organisation reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (i) a serious and imminent threat to an individual's life, health or safety; or
 - (ii) a serious threat to public health or public safety; or

- (f) the organisation has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
- (g) the use or disclosure is required or authorised by or under law;
or
- (h) the organisation reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.

2.2 If an organisation uses or discloses personal information under paragraph 2.1(h), it must make a written note of the use or disclosure.

2.3 Subclause 2.1 operates in relation to personal information that an organisation that is a body corporate has collected from a related body corporate as if the organisation's primary purpose of collection of the information were the primary purpose for which the related body corporate collected the information.

2.4 Despite subclause 2.1, an organisation that provides a health service to an individual may disclose health information about the individual to a person who is responsible for the individual if:

- (a) the individual:
 - (i) is physically or legally incapable of giving consent to the disclosure; or
 - (ii) physically cannot communicate consent to the disclosure; and
- (b) a natural person (the *carer*) providing the health service for the organisation is satisfied that either:
 - (i) the disclosure is necessary to provide appropriate care or treatment of the individual; or
 - (ii) the disclosure is made for compassionate reasons; and
- (c) the disclosure is not contrary to any wish:
 - (i) expressed by the individual before the individual became unable to give or communicate consent; and
 - (ii) of which the carer is aware, or of which the carer could reasonably be expected to be aware; and
- (d) the disclosure is limited to the extent reasonable and necessary for a purpose mentioned in paragraph (b).

- 2.5 For the purposes of subclause 2.4, a person is *responsible* for an individual if the person is:
- (a) a parent of the individual; or
 - (b) a child or sibling of the individual and at least 18 years old; or
 - (c) a spouse or de facto spouse of the individual; or
 - (d) a relative of the individual, at least 18 years old and a member of the individual's household; or
 - (e) a guardian of the individual; or
 - (f) exercising an enduring power of attorney granted by the individual that is exercisable in relation to decisions about the individual's health; or
 - (g) a person who has an intimate personal relationship with the individual; or
 - (h) a person nominated by the individual to be contacted in case of emergency.

- 2.6 In subclause 2.5:
- child* of an individual includes an adopted child, a step-child and a foster-child, of the individual.
- parent* of an individual includes a step-parent, adoptive parent and a foster-parent, of the individual.
- relative* of an individual means a grandparent, grandchild, uncle, aunt, nephew or niece, of the individual.
- sibling* of an individual includes a half-brother, half-sister, adoptive brother, adoptive sister, step-brother, step-sister, foster-brother and foster-sister, of the individual.

3. Data quality

- 3.1 An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

4. Data security

- 4.1 An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- 4.2.1 An organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Principle 2.

5. Openness

- 5.1 An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it.
- 5.2 On request by a person, an organisation must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

6. Access and correction

6.1 If an organisation holds personal information about an individual, it must provide the individual with access to the information on request by the individual, except to the extent that:

- (a) in the case of personal information other than health information—providing access would pose a serious and imminent threat to the life or health of any individual; or
- (b) in the case of health information—providing access would pose a serious threat to the life or health of any individual; or
- (c) providing access would have an unreasonable impact upon the privacy of other individuals; or
- (d) the request for access is frivolous or vexatious; or
- (e) the information relates to existing or anticipated legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- (f) providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- (g) providing access would be unlawful; or
- (h) denying access is required or authorised by or under law; or
- (i) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (j) providing access would be likely to prejudice:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) the protection of the public revenue; or
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders;by or on behalf of an enforcement body; or
- (k) an enforcement body performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

6.2 However, where providing access would reveal evaluative information generated within the organisation in connection with a commercially sensitive decision-making process, the organisation may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

Note: An organisation breaches subclause 6.1 if it relies on subclause 6.2 to give an individual an explanation for a commercially sensitive decision in circumstances where subclause 6.2 does not apply.

- 6.3 If the organisation is not required to provide the individual with access to the information because of one or more of paragraphs 6.1(a) to (k) (inclusive), the organisation must, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.
- 6.4 If an organisation charges for providing access to personal information, those charges:
- (a) must not be excessive; and
 - (b) must not apply to lodging a request for access.
- 6.5 If an organisation holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up-to-date, the organisation must take reasonable steps to correct the information so that it is accurate, complete and up-to-date.
- 6.6 If the individual and the organisation disagree about whether the information is accurate, complete and up-to-date, and the individual asks the organisation to associate with the information a statement claiming that the information is not accurate, complete or up-to-date, the organisation must take reasonable steps to do so.
- 6.7 An organisation must provide reasons for denial of access or a refusal to correct personal information.

7. Identifiers

- 7.1 An organisation must not adopt as its own identifier of an individual an identifier of the individual that has been assigned by:
- (a) an agency; or
 - (b) an agent of an agency acting in its capacity as agent; or
 - (c) a contracted service provider for a Commonwealth contract acting in its capacity as contracted service provider for that contract.

- 7.1A However, subclause 7.1 does not apply to the adoption by a prescribed organisation of a prescribed identifier in prescribed circumstances.

Note: There are prerequisites that must be satisfied before those matters are prescribed: see subsection 100(2).

- 7.2 An organisation must not use or disclose an identifier assigned to an individual by an agency, or by an agent or contracted service provider mentioned in subclause 7.1, unless:
- (a) the use or disclosure is necessary for the organisation to fulfil its obligations to the agency; or
 - (b) one or more of paragraphs 2.1(e) to 2.1(h) (inclusive) apply to the use or disclosure; or
 - (c) the use or disclosure is by a prescribed organisation of a prescribed identifier in prescribed circumstances.

Note: There are prerequisites that must be satisfied before the matters mentioned in paragraph (c) are prescribed: see subsection 100(2).

7.3 In this clause:

identifier includes a number assigned by an organisation to an individual to identify uniquely the individual for the purposes of the organisation's operations. However, an individual's name or ABN (as defined in the *A New Tax System (Australian Business Number) Act 1999*) is not an *identifier*.

8. Anonymity

Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with an organisation.

9. Transborder data flows

An organisation in Australia or an external Territory may transfer personal information about an individual to someone (other than the organisation or the individual) who is in a foreign country only if:

- (a) the organisation reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or
- (b) the individual consents to the transfer; or
- (c) the transfer is necessary for the performance of a contract between the individual and the organisation, or for the implementation of pre-contractual measures taken in response to the individual's request; or
- (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party; or
- (e) all of the following apply:
 - (i) the transfer is for the benefit of the individual;
 - (ii) it is impracticable to obtain the consent of the individual to that transfer;
 - (iii) if it were practicable to obtain such consent, the individual would be likely to give it; or
- (f) the organisation has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.

10. Sensitive information

10.1 An organisation must not collect sensitive information about an individual unless:

- (a) the individual has consented; or
- (b) the collection is required by law; or
- (c) the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:
 - (i) is physically or legally incapable of giving consent to the collection; or
 - (ii) physically cannot communicate consent to the collection; or
- (d) if the information is collected in the course of the activities of a non-profit organisation—the following conditions are satisfied:
 - (i) the information relates solely to the members of the organisation or to individuals who have regular contact with it in connection with its activities;

- (ii) at or before the time of collecting the information, the organisation undertakes to the individual whom the information concerns that the organisation will not disclose the information without the individual's consent; or
- (e) the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

10.2 Despite subclause 10.1, an organisation may collect health information about an individual if:

- (a) the information is necessary to provide a health service to the individual; and
- (b) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation.

10.3 Despite subclause 10.1, an organisation may collect health information about an individual if:

- (a) the collection is necessary for any of the following purposes:
 - (i) research relevant to public health or public safety;
 - (ii) the compilation or analysis of statistics relevant to public health or public safety;
 - (iii) the management, funding or monitoring of a health service; and
- (b) that purpose cannot be served by the collection of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained; and
- (c) it is impracticable for the organisation to seek the individual's consent to the collection; and
- (d) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation; or
 - (iii) in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph.

10.4 If an organisation collects health information about an individual in accordance with subclause 10.3, the organisation must take reasonable steps to permanently de-identify the information before the organisation discloses it.

10.5 In this clause:

non-profit organisation means a non-profit organisation that has only racial, ethnic, political, religious, philosophical, professional, trade, or trade union aims.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
V04	Management Committee	10/11/2015	Checked & Updated
V05	Management Committee	29/11/2016	Checked & Updated
VO6	Board of Management	26/11/2019	Checked & Updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all members involved in the BWHA Representative process.

Scope

This policy applies to all members involved in the selection and participation of BWHA Representative Teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Delegate
TB	Technical Bench
DO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at Regional and State Championships. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide equitable opportunities for all. The representative policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Representative Policy Coordinator, who has responsibility for ensuring ongoing implementation and compliance of our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE PROCEDURES

1. Representative trials and training sessions are compulsory and take priority over any club training or fixtures and will be directed by your team coach or BWA Development.
2. Appointment of all representative coaches and assistant coaches will be made by the Board of Management. Recommendations will be made by the BWA DO by applying the BWA Representative Coach Selection Criteria.
3. Appointment of all selectors will be made by the Board of Management. Recommendations will be made by the BWA DO by applying the BWA Selection Criteria.
4. Representative players, coaches, assistant coaches and managers are to attend all representative team commitments unless permission is granted by the Board of Management or the BWA DO i.e. clinics, training sessions, team photos, team functions, games etc.
5. All nominees for BWA Representative Teams must be financial with their registered club to be eligible for selection in a BWA team
6. All selected players must pay in full for the tour and apparel at least 7 days prior to the tournament commencing. Failure to comply with this rule will make the player unfinancial with BWA and BWA may remove the player from the team prior to the tournament
7. Representative Teams will be accommodated and travel together unless otherwise determined by the Board of Management.
8. Where possible representative teams are to travel by air when competing in State Championships held north of Gladstone.
9. Representative players are to represent BWA in either the Under 18, Under 15 or Under 13 State Championships or U11 Southern Cross only one per year, to maximise overall development of players and to avoid overuse of talented junior players unless additional players are required to fill teams.
10. U11 Representative players must meet the following criteria:
 - a. Must be aged between 9 years and 11 years, as at 1st January of the selection year;
 - b. The team the player is registered in must be from their Clubs top U11 team or an U13 team if playing higher or directly selected through the development program.
11. Late nominations for representative teams due to extreme circumstances, will be considered by the Board of Management and a decision made on each individual case.
12. All field players must wear protective equipment i.e. mouthguards, shinguards. Goalkeepers must wear full protective kits i.e. gloves, helmet, chest plate, throat protectors (optional for U11's), pads, kickers. Pelvic protector and padded pants are recommended where possible.
13. Where necessary players and umpires will be fitness tested, 2 weeks prior to the Championships. Any injury/illness must be reported to the team coach and manager.
14. Coaches will rotate players on the field to ensure all players in the team play for equal time (as close as possible). Only in semi-finals and finals will the coach use their discretion on playing time for players.

15. Primary members of BWA must nominate for BWA teams should they wish to play in any Hockey Queensland championship, and may not offer their services to any other association without the prior consent of BWA. *Refer to the BWA Rules.*
16. Should parents or players require feedback or information about any selection or non-selection, they may request feedback through their club secretary to the BWA MDM via email 48 hours after the publication of a team/s.
17. All players, officials, spectators and parents must comply with the BWA Codes of Conduct during the representative process including nominations, trials, training and tournaments.
18. Players cannot play in any BWA fixture round game on the same weekend as they leave for or play at a State Championship. IE cannot play Friday, Saturday or Sunday, if they leave for or play at a tournament on the Saturday or Sunday.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE FITNESS TESTING POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
V04	Management Committee	10/11/2015	Checked & updated
V05	Management Committee	21/11/2017	Checked & updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all people involved in fitness testing of players and umpires for our representative teams.

Scope

For all appointed officials involved in with BWHA Representative Teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
DO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at Regional and State Championships and provide the necessary service to allow safe participation for all. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide equitable opportunities for all. The Fitness Testing policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Fitness Testing Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with this policy. This policy will be reviewed each year.

Related Procedures

See attached

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE FITNESS TESTING PROCEDURE**

BWHA will endeavour to give the players as much time as possible to be fit enough to play and also treat each injury/illness individually.

1. Procedure for reporting injuries

- 1.1 Players should immediately notify their Team Coach and Manager of any injuries/illness they have sustained, or are carrying.
- 1.2 The recommendation of a player to undertake a fitness test will be made by the Representative Coach or DO after witnessing the player during a representative training and if the player:
 - Has been unable to attend a majority of training sessions due to illness/injuries prior to fitness testing date.
 - Is impeded significantly during training whilst performing a majority of tasks required.
- 1.3 The Team Coach or Manager should then notify the BWHA office who will inform the following personnel:
 - DO
 - Sports Trainer /Physio travelling with team

2. Fitness test requirements

- 2.1 Players requested to undertake a fitness test will be notified of the date, time and location of the fitness test by a BWHA Representative.
- 2.2 Players will need to bring with them a letter from either or both their doctor and physiotherapist.
- 2.3 The letter should summarise the player's injury/illness, when they sustained the injury/illness, what treatment they have had, current state of the injury/illness, statement about the players ability to play 9 games over 5 days or 6 games over 3 days and additional treatment the player may require during the tournament.

3. Completion of Fitness Tests

- 3.1 After consultation between the appointed BWHA Physiotherapist or Sports Trainer and the BWHA representative recommendations will be made.
- 3.2 The BWHA representative will then inform the player and the player's parents (if U/18) of the results of the fitness assessment and recommendation.

REPRESENTATIVE TEAM COACH POLICY

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
VO4	Management Committee	10/11/2015	Checked & updated
VO5	Board of Management	26/11/2019	Checked & Updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all appointed BWHA Representative Team Coaches.

Scope

This policy applies to all coaches of BWHA Representative Teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
DO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at Regional and State Championships. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and to provide equitable opportunities for all. The representative team coach policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Representative Team Coaches Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE TEAM COACH PROCEDURES

- The Coach has overall responsibility at all times for coaching.
- Whilst on the field of play, the Coach shall maintain complete control of the team.
- The Coach will insist on a code of conduct within the team that reflects good sportsmanship both on and off the field of play.
- The Coach will attend all official meetings.
- The Coach will accompany the contingent during both forward and return travel, and be accommodated with the contingent. Applications to travel separately from teams must accompany the nomination form and be approved by the BWA Board of Management. This does not apply for Tournaments where players and officials travel independently.
- The Coach will use appropriate language and behaviour at all times as per the BWA Code of Conduct.
- When actively coaching a BWA Representative Team, the appointed coach shall wear appropriate clothing including footwear. BWA will provide the Coach with a BWA polo shirt, if they don't have one, to wear when coaching at tournaments.
- The BWA Office will provide contact details of all Players, Coach, Umpire and Physiotherapist/Sports Trainer. This information is subject to the BWA Privacy Policy and must not be used for any other purpose except in regard to the tournament. This private information must be returned to the BWA Office at the completion of the tournament to be destroyed and emails received with contact details deleted.
- When liaising with players and parents, all emails must be sent out in BCC (blind carbon copy) to ensure privacy of player information.

The following procedures will be adhered to:

1. Prior to the event, the Coach shall:

- 1.1 Provide a copy of their volunteer's "Blue Card" to the BWA office.
- 1.2 Sign a document advising they have read and will abide by the rules and codes of conduct in regard to BWA representative teams.
- 1.3 Confirm with the Manager and players the training requirements (including venue, dates and training times).
- 1.4 Organise training session content.
- 1.5 Liaise with the BWA MDM regarding team composition playing style sought, etc.
- 1.6 Attend trials whenever possible.
- 1.7 If any injury occurs to any player, notify the BWA office and the office will arrange a fitness test fourteen (14) days prior to departure or assembly, whichever is first.
- 1.8 Ensure team members are appropriately prepared for tournament (psychological and physically). Assistance given on request and if needed.

- 1.9 Where required make recommendations to the BWHA DO on the Captains, Vice Captain and/or Co-Captains for the tournament. The BWHA DO will confer and then have the final decision on these appointments.

NB: No captains or vice captains are appointed for U11 teams. The position of Co-Captains is to be rotated over the whole tournament.

- 1.10 If necessary supply a copy of your Drivers Licence.

2. During the event, the Coach shall:

- 2.1 a) Rotate players on the field to ensure all players in the team play for equal time (as close as possible). Only in semi-finals and finals will the Coach use their discretion on playing time for players.
- b) U11 players must be rotated evenly and given equal time.
- 2.2 Confer with the BWHA DO or Team Manager on any matters of dispute or concern.
- 2.3 Confer with the Manager for the daily schedule.
- 2.4 Select the starting list and advise the Manager as soon as possible after the team meeting and prior to the commencement of the match.
- 2.5 Liaise with the Manager and team Physios/Sports Trainers on the appropriate nutritional intake and hydration needs for players during tournament.

3. During the event the Coach may be required to:

- 3.1 If over 25 years, to
- 3.1.1 Drive a hire vehicle
- 3.1.2 Sign for a hire vehicle
- 3.1.3 Provide their Credit Card as a security for a hire vehicle
- 3.1.4 Provide transport to and from the field each day

NB: BWHA undertakes to compensate any Coach who is charged for any costs of the hire vehicle on their credit card.

- 3.2 Ensure all people travelling in vehicles are in a seat belt at all times.
- 3.3 Check that the entire contingent is in the vehicle before it departs.

4. After the event, the Coach shall:

- 4.1 Complete the Coaches Report (as provided by BWHA), within fourteen (14) days, and submit to the office, and return all BWHA equipment as soon as requested.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE TEAM MANAGERS POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
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V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
VO4	Management Committee	10/11/2015	Checked & updated
VO5	Management Committee	21/11/2017	Checked & updated
Vo6	Board of Management	26/11/2019	Checked & updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all appointed BWHA Representative Team Managers.

Scope

This policy applies to all managers of BWHA representative teams.

Definitions

List here all key terms and acronyms used in the policy, and their definitions.

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
RO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at Regional and State Championships. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and equitable opportunities for all. The representative team managers policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Representative Team Managers Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC REPRESENTATIVE TEAM MANAGER PROCEDURE

- The Team Manager will maintain complete control and be the final authority whilst on tour. This includes BWA Players, Coach and Umpire unless otherwise advised.
- In the event of a player acting in an inappropriate manner, whilst a member of a representative team, then a report shall be submitted by the Team Manager to the Board of Management. See the Operations Manual: Representative Teams and Codes of Conduct for further details
- If there is more than one team, a Senior Manager will be appointed by BWA and all other team managers are under the direction of the Senior Manager.
- The Team Manager will ensure that all players have access to nutritious foods at all meal times and encourage them to eat in a healthy manner while on tour.
- The Team Manager will accompany the contingent for both forward and return travel, and be accommodated with the contingent. This does not apply for Tournaments where players and officials travel independently.
- In conjunction with the BWA Office, the Team Manager will be responsible for all "*Team*" monies during the event.
- Team Managers will be issued with an amount of money to be used for incidental costs including but not limited to washing and phone calls. This money needs to be acquitted on the form provided at the end of the tournament.

For Underage teams where meals are included in the tour cost, the BWA Office will where possible organise and pre-pay for the meals, where this is not possible the Team Managers may be issued with a debit card for payment of meals for their team. This money needs to be acquitted on the form provided at the end of the tournament and the cards only used in accordance with information provided as per the pre-tournament expenditure budget.

- The Senior Manager will have the BWA Debit Card to allow payment for fuel (hire cars) and other approved spending.
- Spending of money outside the approved parameters must be pre-approved by the BWA Office, as all expenditure must be within the approved budget.
- The Team Manager is to check they have all medical consent forms from players and officials in their team. They must clarify all details with the parents/player concerned. These forms must be returned to the BWA Office after the tournament, so they can be destroyed appropriately.
- The BWA Office will provide contact details of all Players, Coach, Umpire and Physiotherapist/Sports Trainer. This information is subject to the BWA Privacy Policy and must not be used for any other purpose except in regard to the tournament. This private information must be returned to the BWA Office at the completion of the tournament to be destroyed.
- The Team Manager will attend any official meetings.
- The Team Manager will maintain direct contact with BWA and must advise the BWA office if any player is not attending training (first clarify with player for full details).
- A small "*Manager's Kit*" will be issued, with a bag of lollies (1 per team), bandaids, antiseptic cream, tissues, hair slides/clips & ties, sunburn cream.
- The Manager will use appropriate language and behaviour at all times as per the BWA Code of

Conduct.

- Sign a document advising they have read and will abide by the rules and codes of conduct in regard to BWA representative teams.
- When actively managing a BWA Representative Team, the appointed manager shall wear appropriate clothing including footwear. BWA will provide the Manager with a BWA polo shirt, if they don't have one, to wear when managing at tournaments.
- Will not provide or organize any team merchandise without the express approval of BWA.
- When liaising with players and parents, all emails must be sent out in BCC (blind carbon copy) to ensure privacy of player information.
- Poor behaviour or any concerns at the tournaments regarding the behaviour of non-BWA people attending the tournament, should be directed to the HQ Tournament Director to deal with.

1. Prior to departure

- 1.1 The BWA Office will provide contact details of all Players, Coach, Umpire and Physiotherapist/Sports Trainer. This information is subject to the BWA Privacy Policy and must not be used for any other purpose except in regard to the tournament. This private information must be returned to the BWA Office at the completion of the tournament to be destroyed.
- 1.2 Complete the equipment/uniform order request form and ensure that this form has been returned to the office at least (14 days) prior to departure.
- 1.3 Ensure all players understand travel and accommodation arrangements. Players must travel with their team if this has been organised by BWA, and wear the approved BWA walk-out uniform.
 - 1.3.1 *Note: If travel has been organised by BWA, then application to travel separately from teams must accompany the nomination form and has to be approved by the BWA Board of Management as per the BWA rules.*
- 1.4 Attend the uniform allocation day to assist the BWA Uniform Officer.
- 1.5 Ensure all players have been allocated uniforms with their correct playing number.
- 1.6 Remind all players/parents that they must pay for the tour and any merchandise purchased at least 7 days prior to departure.
- 1.7 Ensure all players are allocated an alternate strip (shirt and skirt) and have alternate socks.
- 1.8 Ensure all players have returned all relevant forms to the office.
- 1.9 BWA office will liaise with the Team Manager for assistance with notifying the Coach, Players, Umpires and Physiotherapist/Sports Trainers of all training sessions if required.
- 1.10 Liaise with the BWA Office to organise room allocations.
- 1.11 Liaise with the BWA DO at the tournament so results and information can be placed on the BWA Facebook and Web Site. For the Master's Tournament the Team Managers are to organise through the BWA Office to have the results placed on the BWA Facebook &

Webpage.

- 1.12 Liaise with the BWA office for details of any official function and/or activity at the Championships.
- 1.13 Organise Umpires for Training Sessions if necessary.
- 1.14 Be well acquainted with all Championship Rules, Conditions including drug testing policy, and BWA guidelines and procedures.
- 1.15 Be aware of injury requirements eg. Blood to be removed (Blood shirt, spare uniforms)
- 1.16 Notify BWA of any withdrawals and injured players requiring fitness tests.
- 1.17 Injured Player procedure:
 - 1.17.1 Manager informs BWA MDM of any injury to any player in the team
 - 1.17.2 BWA decide/ informs Player, Coach and Selectors of action.
- 1.18 Check that you have received a copy of the current HQ Tournament Regulation and HQ Policy and Procedures.
- 1.19 If necessary supply a copy of your Blue Card and Drivers Licence.

2. Transport to venue

Air, Bus or Train:

Team Managers must ensure all members of the contingent know:

- The correct travelling outfit to wear.
- The amount & weight of luggage allowed
- The meeting time and place

If seatbelts are in the vehicle, ensure all passengers are wearing seatbelts at all times that the vehicle is moving or as directed (air travel).

Check that the entire contingent is in the vehicle before it departs.

3. Transport at Venue

Hire Car or Mini-Bus

Team Managers may be required to:

- If over 25 years, to drive a hire vehicle
- Sign for a hire vehicle
- Provide their Credit Card as a security for the hire vehicle
- Organise transport to and from the field each day

BWA undertakes to compensate any Manager who is charged for any costs of the hire vehicle on their credit card.

- Will ensure all people travelling in vehicles are in a seat belt at all times.
- Make sure hire vehicles are acceptable and liaise daily with team so all players can get to and from fields. This may mean multiple trips.
- Check that the entire contingent is on the vehicle before it departs.

Bus

Liaise with the bus driver to organise movement of players and officials to and from the field of play each day.

Ensure all people travelling in a bus fitted with seatbelts are in a seat belt at all times the vehicle is travelling.

Check that the entire contingent is on the vehicle before it departs.

4. Arrival at the tournament centre

On arrival at the lodgings, allocate the rooms and check that facilities are acceptable (if unacceptable contact Championship Convenor and BWA Management as soon as possible).

- 4.1 Check if the financial arrangements are as pre-established
- 4.2 Check meals and venue and times
- 4.3 Check the training schedules (if appropriate).
- 4.4 U/18, U/15 and U/13 – Find laundry area and organise process for laundering of team uniforms and clothes as required.

At the pre-tournament briefing meeting of the Tournament Director (Manager's Meeting):

- 4.5 Attend the meeting with our other Team Managers and Umpires. (As per requested by Tournament Director)
- 4.6 Notify the Tournament Director on the appropriate form prior to the start of the meeting whether there are any amendments to the entry form of your team (no further amendments will be accepted after the meeting or less than one hour prior to the first match of the tournament, whichever is the later)
- 4.7 Advise the Championship Convenor if there are any concerns regarding your team lodgings, meals, transport arrangements and training schedules.
- 4.8 Ensure the organising committee has received the duly filled entry form for your team.
- 4.9 Receive any changes, directions or information regarding the tournament from Tournament Director, action as necessary.
- 4.10 Book seating time with Championship Photographer, including Umpire (this will be paid for prior to Championship)
- 4.11 Masters: Ensure your team players who have nominated for a Queensland team have the correct colour ribbon pinned to their left, back shoulder area of their playing shirt.

5. Before a match

- 5.1 Advise the contingent of the daily program including, uniform colours, match times, social activities etc. Alternative shirt and socks to be worn as requested by the Tournament Director.
- 5.2 Establish a regular meeting area/room.
- 5.3 Make sure that your transport schedule allows your team to be at the field of play in due time.
- 5.4 Ensure Umpires are catered for re: Travel arrangements to and from fields.
- 5.5 BWA must have all representative teams at the official opening/march past if held. Organise appropriate uniform for each team (may be tracksuit/playing uniform etc) but all players in each team must wear the same uniform.
- 5.6 Deliver to the TD's office at the agreed time during the pre-tournament briefing meeting, the numbers of the players whose name appear on the entry form, (excluding any player who has been suspended), who will be either on the field of play (maximum of 11) or seated on the team bench (up to 5) at the commencement of the match.
- 5.7 Make sure that your players practice only in the designated areas and do not enter the field of play prior to the permission of the TD.
- 5.8 Report to the Technical bench/table prior to the start of the match (time before to be confirmed at the Manager's Meeting) for stick and goalkeeper's equipment check (if requested). Hand in match sheet with the starting line-up, indicating Capt, Vice Capt and goalkeepers, and then substitutes (no more than 5 reserves allowed).
- 5.9 Check that your captain wears an armband or ribbon.
- 5.10 Check that your players are properly dressed at all times during the match ie.
 - 5.10.1 All jewellery to be removed or secured/taped.
 - 5.10.2 Correct hair ties as per centre rules
 - 5.10.3 Masters: that players are wearing the correct colour ribbon for their age group if nominating for a Qld Team (back, left shoulder)
- 5.11 When the match is about to start, sit on the end of the team bench which is the closest to the Technical bench/table, and ensure that there are (9) nine only persons including yourself on the bench.
- 5.12 A suspended player is not permitted to sit on the team bench and must stay outside the technical facility areas surrounding the field of play during regulation time and rest time.

6. During a Match (must check tournament rules and regulations)

- 6.1 You are responsible for the behaviour of the persons seated at the bench. Ensure that all remain seated and that there is no vocal communication directed at the Technical Table, umpires, players and coaches of the opposing team.
- 6.2 When play is interrupted for incapacity, the only persons allowed to enter the field of play, when authorised by one of the umpires, is the registered team medical doctor, and /or Physiotherapist/ Sports Trainer. They will enter the field of play and offer assistance and /or remove incapacitated player when safe to do so (if your team does not have such registered officials, then you are allowed to enter the field of play together with the on-duty

Physiotherapist/sports trainer/first aid attendant). The team coach may not enter the field of play at any time under any circumstances. No treatment for incapacity is allowed on the field of play except for an injured goalkeeper.

- 6.3 Once someone enters the field of play to review an injury, the injured player must leave the field for 2 minutes (except for an injured goalkeeper).
- 6.4 A player that has sustained an injury that has caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned. If required, travel with the injured player to the hospital and organise a substitute manager.
- 6.5 Players wishing to take refreshment during a match, including during time stoppages, must leave the field of play and are permitted to re-enter it but not between the 23 metres line and the back lines (a goalkeeper may re-enter the field of play adjacent to the goal).
- 6.6 You are responsible for the proper application of the players substitution procedure:
 - 6.6.1 Players entering the field of play as a substitute, must do so within 3 metres of the centre line and, if a field player, must attract the attention of the player to be substituted. If the substitution is a goalkeeper, notify the Technical Bench of the required substitution.
 - 6.6.2 A substitute player is allowed to enter the field of play only when the substituted player has left.
 - 6.6.3 There must be an appointed captain on the field at all times during the match, who must wear a distinctive armband or ribbon
- 6.7 During the half-time break, team officials and players may leave their designated bench only with prior permission of the Technical Officer on duty and, in doing so, players must leave their sticks and goalkeeper's their stick, hand protectors and headgear at the bench and must return not less than two minutes before the match is due to be restarted.
- 6.8 If during the match you are requested by the T.B to do something, do this immediately in accordance with the given instruction.

7. At the end of a match (including penalty stroke or shoot-out competition)

- 7.1 Check and then sign the Match Report and (Penalty Stroke/Shoot-out Competition Report, if relevant) and, in case of a protest, proceed in accordance with the tournament regulations.
- 7.2 After the match (or Penalty Stroke/Shoot-out Competition, if relevant) retire your team from the bench as soon as possible in order to make room for next team arriving (if relevant).
- 7.3 A player selected for testing by Anti-Doping teams after the match must remain under the supervision of the escort and must report within 60 minutes to Testing Site.

8. Before leaving tournament site

- 8.1 It is the responsibility of the Senior Manager to ensure that all financial matters of the team/teams are settled.

- 8.2 All hire cars are filled with petrol and checked for any damage before being returned. Any damage must be documented and a report submitted to the BWA Office upon return.
- 8.3 All rooms are checked for missed items or damage. Any damage must be documented and a report submitted to the BWA Office upon return.
- 8.4 All BWA Uniforms and Equipment are collected and uniforms washed upon return to Brisbane.

9. After the event

- 9.1 Complete the Managers Report Proforma (as provided by BWA) and return same to the Secretary within (14) days of the completion of the event.
- 9.2 Complete Finance Acquittal form, attaching dockets as necessary.
- 9.3 Return all equipment/uniforms to the BWA office seven (7) days after the completion of the event.
- 9.5 Return items from small Manager's kit (sunburn cream, band-aids, creams, clips, etc)

Team Manager's Check List

- Know all travel details and ensure all of the contingent know them
- All correspondence regarding travel and accommodation bookings made prior to Championships.
- Small First-aid kit – band-aids etc. *NB: Large kit will be with the Sports Trainer or Physio on tour*
- Completed Medical forms for all members of contingent
- Rules & draw of Championships
- How to fill out a match sheet
- Uniforms plus spare set for any blood-stained clothing.
- Sun Screen – all players to be given access to sunscreen and reminded to apply and reapply. Players to be directed to wear hats and sleeved shirts, and shelter in the shade when not on the field on play.
- Portable shade tents and tarpaulins when possible.

Senior Managers Check List

- As above plus:
- BWA Debit Card
- If required return shield/trophies to the tournament

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE TEAM MANAGERS: U11 POLICY**

Document Control

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V01	Management Committee	25/10/2011	Checked by Management & re-formatted
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V03	Management Committee	25/11/2014	Checked & Updated
V04	Management Committee	10/11/2015	Checked & updated
V05	Board of Management	26/11/2019	Checked & updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all appointed BWHA Representative Team Managers.

Scope

This policy applies to all managers of BWHA U11 Representative Teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
MDM	Member Development Manager
RDO	Regional Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at the U11 Southern Cross. This competition for many is the introduction to intra-state/regional competition and provides opportunity for participant development in a competitive but supportive environment. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and to provide equitable opportunities for all. The representative U11 Team Managers policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Representative Team Managers Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE TEAM MANAGER: U11 PROCEDURE

- The Team Manager has overall responsibility at all times for their team contingent during the lead-up to and the day of the tournament. This includes Players, Coach and Umpire unless otherwise advised.
- The Team Manager will maintain complete control and be the final authority on the day.
 - In the event of a player acting in an inappropriate manner, whilst a member of a representative team, then a report shall be submitted by the Team Manager to the Junior Committee. See the Operations Manual: Representative Teams and Codes of Conduct for further details
- The Manager will be responsible for the "*Team*" lunch and ensure lunch orders are completed and forwarded to the canteen as requested (players can spend up to \$10 each day).
- The Team Manager will be given an amount of money to compensate for washing, phone calls and data used.
- The Team Manager will ensure that all players have access to nutritious foods and encourage them to eat in a healthy manner on the day.
- The Team Manager will encourage sun safety, including the use of shade, sunscreen and hats.
- The Manager will attend any official meetings.
- Show proof of their volunteer's "Blue Card" to office or Management personnel.
- The Team Manager will maintain direct contact with BWHA and must advise the BWHA office if any player is not attending training (first clarify with player for full details).
- The Manager will use appropriate language and behaviour at all times as per the BWHA Code of Conduct.
- BWHA must have all representative teams at the official opening/march past if held. Organise appropriate uniform for each team (may be tracksuit/Playing uniform etc) but all players in each team must wear the same uniform.

1. Prior to the Tournament

- 1.1 Receive names and contact numbers of all Players and Coach from the office. This information is subject to the BWHA Privacy Policy and must not be used for any other purpose except in regard to the tournament. This private information must be returned to the BWHA Office at the completion of the tournament to be destroyed, and emails received with contact details deleted. Any emails sent to the contingent should be sent BCC (Blind Carbon Copy).
- 1.2 Attend the Uniform allocation day to assist the BWHA Uniform Officer
- 1.3 Ensure all players have attended uniform fitting. If a player has not attended, organise with the office to have uniforms available at the first training.
- 1.4 Ensure all players have completed the Medical form and returned to you for your information. These forms must be returned to the BWHA Office after the tournament, so they can be destroyed appropriately.

- 1.5 Ensure all players understand when and where they have to assemble on the day.
- 1.6 Be well acquainted with all Tournament Rules, Conditions including BWA guidelines and procedures.
- 1.7 Be aware of injury requirements eg. Blood to be removed (Blood shirt, spare uniforms)
- 1.8 Notify BWA of any withdrawals.
- 1.9 Remind all players/parents that they must pay for the tour and any merchandise purchased 7 days prior to the Tournament.

2. Before each Match

- 2.1 Advise the players of the day's program eg: match times.
- 2.2 Establish a regular meeting place.
- 2.3 Collect match cards for the day's matches from the office and return at the completion of each game.
- 2.4 Fill out the match card indicating Co-Captains.
- 2.5 Check that your Co-Captains wear a ribbon.
- 2.6 Check that your players are properly dressed at all times during the match ie. socks up, shin-guards and mouthguard worn, jewellery to be removed or secured/taped.

3. During a Match

- 3.1 You are responsible for the behaviour of the players on the sideline.
- 3.2 The people allowed to enter the field of play for an injury, when authorised by one of the umpires, is either the designated Sports Trainer or Team Manager. They will enter the field of play and offer assistance and/or remove injured player when safe to do so. The team coach may not enter the field of play at any time under any circumstances.
- 3.3 A player that has sustained an injury that caused bleeding may not re-enter the field of play until the bleeding has ceased, the wound is adequately covered, the blood stained clothing is replaced and the equipment cleaned. If required, travel with the injured player to the hospital or organise parents to go with the player.
- 3.4 All substitutions are to be made at the half way line except a Goal Keeper as per FIH rules. A substitute player is allowed to enter the field of play only when the substituted player has left it.

4. At the end of a Match

- 4.1 Make sure that the Captain checks and signs the card.
- 4.2 Return card to office after each match.

5. Before leaving the hockey fields

- 5.1 Make sure that designated team area is clean and all rubbish is removed.
- 5.2 Ensure that no player's equipment has been left behind.

6. After the Tournament

- 6.1 Complete the Managers Report Proforma (as provided by BWHHA) and return same to the Secretary within (14) days of the completion of the event.
- 6.2 Return all equipment/uniforms to the office seven (7) days after the completion of the event.

Manager's Check List

- Rules & draw for Southern Cross.
- Medical Consent forms from all players submitted and checked.
- Uniforms plus spare set of uniforms for any blood-stained clothing.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE TEAM PLAYERS POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
V04	Management Committee	10/11/2015	Checked & updated
V05	Management Committee	21/11/2017	Checked & updated
V06	Board of Management	26/11/2019	Checked & updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all appointed BWHA representative team players.

Scope

This policy applies to all members selected as a player for a BWHA Representative Team.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
DO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players to represent BWHA at Regional and State Championships. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and to provide equitable opportunities for all. The representative team players policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Representative Team Players Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE TEAM PLAYERS PROCEDURE

- The player's first responsibility is to the team and its well-being.
- BWA has adopted and supports the Hockey Queensland Anti- Doping Policy.
- The player is expected to conduct themselves in accordance with the BWA code of conduct, and at all times uphold the good name of the Association. If a player acts in an inappropriate manner whilst a member of a representative team, a report shall be submitted by the Team Manager to the BWA Board of Management, and the player invited to attend a hearing while the complaint is under discussion. Please refer to the BWA Rules for Representative Teams
- The player is expected to participate in the true spirit of sportsmanship.
- Under no circumstances are players under the age of 18 permitted to smoke or consume alcohol and players must comply with the Team Manager's curfew time.
- Players over the age of 18 are expected to adhere to curfew times and strongly discouraged from the intake of alcohol and smoking. Players must follow the instruction of the Team Manager.
- The use of recreational drugs or use of prohibited methods pursuant to Anti Doping laws for ingestion of legal substances is not allowed under any circumstances.

The Player shall:

1. **Attend all team trials & training sessions (compulsory)**. If unable to attend they are to contact the Team Manager immediately. If more than one training session is missed, the Team Manager will notify BWA and the player will have to justify their absences to retain their place in the team.
2. Wear the designated uniform for travelling and transfers as directed by the Team Manager.
3. Wear the designated uniform and equipment for games, as directed by the Team Manager, including correct colour bike pants/briefs, socks up, shin guards, mouth guards, no jewellery, correct hair ties and no gum.
4. Once advised of assembly details, adhere to the directions of the Team Manager and/or the association.
5. Be accommodated and travel with the contingent as advised. Application to travel separately from the team to a tournament must accompany the nomination form and to be approved by BWA Management as per the Rules.

Players who wish to travel home with their parents at the completion of the tournament must submit a request in writing at least 2 weeks prior to departure to the tournament.

Players who have asked for and been given permission to leave a tournament with their parents, may leave 1 hour after their last game of the tournament or after the closing ceremony, but their parent must sign them out with the Team Manager.

6. Accept the authority of the Team Manager whilst off the field of play, and accept the authority of the Coach/Captain whilst on the field of play.
7. Be in attendance at all official meetings and functions as directed by the Team Manager.
8. Direct any grievances to the Team Manager.
9. Pay any monies at least 7 days prior to the commencement of the tournament. You may pay BWA direct by cash, credit card, cheque or direct deposit. Failure to comply with this rule the player will be classed as unfinancial with BWA and may be removed from the team prior to the tournament. If difficulties in payment are being experienced players/guardians should contact the BWA Office prior to the payment deadline to discuss if a payment plan is available.
9. Complete the Player Agreement, Medical and Indemnity Form and Uniform Order Form for return to the Team Manager by the due date.
10. If injured prior to any event, undertake a fitness test at least fourteen (14) days prior to departure or last training session. Notify the Team Manager and refer to policy for Fitness Testing for injured/sick players
11. If they need to withdraw from the team, submit notification in writing to BWA including a full explanation and accompanied with a medical certificate (if applicable). BWA will refund any monies paid less costs incurred to date only if a suitable replacement can be found.

**BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE SELECTION COMMITTEES POLICY**

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
V04	Management Committee	10/11/2015	Checked & updated
V05	Management Committee	21/11/2017	Checked & updated
V06	Board of Management	26/11/2019	Checked & updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for elected or appointed BWHA Representative Team Selectors.

Scope

For all appointed officials involved in with BWHA Representative Teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
DO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at Regional and State Championships and provide the necessary service to allow safe participation for all. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and to provide equitable opportunities for all. The Selection Committee policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Selection Committee Policy Coordinators, who have responsibility for ensuring ongoing implementation and compliance to our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE SELECTION COMMITTEE PROCEDURES

1. The Selection Committee must be seen as honest, with the application of integrity and expertise at all times.
2. The appointed members are to sign an agreement acknowledging they have read and will abide by the rules and codes of conduct in regard to BWA representative team selection.
3. Selectors must fulfill all criteria as set down in the Representative Selectors Agreement.
4. The BWA Office will provide contact details of all Players, Coach, Umpire and Physiotherapist/Sports Trainer. This information is subject to the BWA Privacy Policy and must not be used for any other purpose except in regard to the selection process. This private information must be returned to the BWA Office at the completion of the tournament to be destroyed.
5. Selectors must be members of BWA
6. Selectors must not nominate for an age division where a conflict of interest may arise as deemed by management.
7. Selection Committees may confer with the appropriate Coaches where assessment of quality, special attributes, performance or other skills of players need clarification e.g. Development Coaches, Member Development Manager, Regional Development Officer and Club Coaches.
8. BWA office is to advise the Selection Committees and Convenors of dates, times and venue of selection trials and commitments.
9. Committee members must attend all trials and commitments where possible to give them the best opportunity to make informed decisions. If unable to attend then the selector must advise the convener and/or the BWA DO.
10. Each committee is required to work together to select teams as required.
11. The convener will then complete the form provided which includes but is not limited to:
 - a) Selected team/s in alphabetical order
 - b) Shadows including: 1 Goal Keeper; 3 Defender; 3 Midfielders and 3 Strikers
 - c) Non selected players
 - d) Events used to select teams ie: trails, fixtures, southern cross
 - e) Concerns, problems or recommendations
12. To ensure the accuracy of the team lists, the convenors completed team/s selection form will then be sent to the Board of Management for ratification with the full selection committee being copied into the email.
13. When required Masters Selectors will grade club individuals from the Masters Registration Forms into the correct division.
14. Where specified Selectors must submit a copy of their valid Blue Card to the BWA office with their nomination.

CRITERIA

Individuals nominating for a position on any BWA Selection Committee, should possess some or all of the following credentials:

Senior Teams (including U/18)

- Team selection experience (e.g. Senior Club, U/15 Rep).
- Umpiring standard to Senior Hockey.
- Sound understanding of inter-state hockey.
- Sound understanding of intra-state hockey.
- Inter-City playing Experience (Senior)
- State/City coaching experience.
- Current Blue Card
- Understanding of Queensland player development pathways

Junior Teams, Development Teams/Squads, eg: U/15 and Younger

- Team Selection experience Junior Hockey (City/Club Selector)
- Thorough knowledge and understanding of Inter-city competition and BWA Player Development Model.
- Sound knowledge of the game of hockey and interpretations of the rules
- Experienced City or Club Coach
- Current Blue Card
- Understanding of Queensland player development pathways

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE SPORTS TRAINER, PHYSIO OR FIRST-AID OFFICER POLICY

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Management Committee	25/11/2014	Checked & Updated
V04	Management Committee	10/11/2015	Checked & Updated
V05	Board of Management	26/11/2019	Checked & Updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all people appointed to act as Sports Trainers, Physiotherapist or First Aid Officers for BWHA Representative Teams.

Scope

This policy applies to all appointed Sports Trainers, Physiotherapist or First Aid Officers involved in with BWHA Representative Teams.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
DO	BWHA Development Officer

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested players and officials to represent BWHA at Regional and State Championships and provide the necessary service to allow safe participation for all. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA to provide equitable opportunities for all. The Sports Trainers, Physiotherapist or First Aid Officers representative policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Development Department as the Representative Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with the policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE SPORTS TRAINERS, PHYSIOTHERAPIST OR FIRST AID OFFICERS PROCEDURE

1. Sports Trainers, Physiotherapists, First Aid Officers shall:
 - a. Attend training sessions when requested/necessary.
 - b. Attend any official meetings.
 - c. Confer with BWA Office and Team Managers for training schedule, rules and any injured player.
 - d. Be present on teams playing bench where possible.
 - e. Attend to injured players before, during and, if required, after competition.
 - f. Become familiar with tournament/competition rules regarding on field treatment of injuries.
 - g. Confer with Team Manager and Coach about team preparation, eg. Nutritional intake, and care for players.
 - h. Write a report after tournament.
 - i. When required conduct fitness tests 14 days prior to departure and before last training session in conjunction with BWA appointed Representative. (eg.Coach, DO)
 - j. Where known by the team coach or manager be advised of the current injuries and treatments of team members.
2. A Sports Trainer will be sent with U11, U13 and Veteran Teams
3. A Physiotherapist will where possible, be sent with U15, U18, Open and Super League Teams.
4. Payment for services at Tournament/Championship will be made after the Tournament, upon receipt of an invoice (total cost advised is to include GST).
5. BWA can supply a basic medical kit upon request. However, if the Sport's Trainer or Physiotherapist brings their own kit, all stock will be replaced (must be on invoice submitted). Strapping tape will be provided (Head Manager will have supply). Additional equipment used (finger splits, crutches hire, etc) will be reimbursed, upon a full report after the Tournament.
6. Upon appointment to an aged Tournament, your flights/coach travel, car hire, accommodation and some meals are included. All information will be advised in the appointment letter.
7. All contact after appointment will be via email or phone by the BWA office. If you are required to attend trainings, the Team Coach/Manger will contact you (with approval from the office).

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC REPRESENTATIVE UMPIRES POLICY

Document Control

Version	Approved By	Approval Date	Revisions
	Management committee	09/02/2006	Original Policy
V01	Management Committee	25/10/2011	Checked by Management & re-formatted
V02	Management Committee	04/12/2012	Checked & Updated
V03	Board of Management	26/11/2019	Checked & Updated

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all appointed BWHA Representative Umpires.

Scope

For all members selected as an umpire for a BWHA Representative Team.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TD	Technical Director
TB	Technical Bench
UTC	Umpire & Technical Committee

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested officials to represent BWHA at Regional and State Championships. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and to provide equitable opportunities for all. The representative team umpires policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Umpires and Technical Committee as the Representative Umpire Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
REPRESENTATIVE UMPIRES PROCEDURE

1. BWA Selection Process:

- 1.1 Nominations are to be submitted on the nomination form and by the due date.
- 1.2 A list of nominations for each tournament will be collated by the BWA Office and sent to following for appointment:
U11; U13; U15 to the Junior Committee
U18; Open; Masters to the Umpire and Technical Committee
- 1.3 The appointed umpires are to be advised to the BWA Office so newsletters and information can be forwarded to them.
- 1.4 In the event that insufficient or incorrectly qualified nominations are received for any tournament, the Junior Committee and the UTC will source additional nominations
- 1.5 Where insufficient nominations have been found prior to a Southern Cross tournament the Junior Committee (U11, U13, U15) or the UTC (U18, Open, Masters) will make direct contact with suitable umpires to fill the BWA requirements.
- 1.6 Nominees are to be selected based on their ability to gain the next level of badging or development.

2. BWA Expectations:

- 2.1 The umpire's first responsibility is to the BWA Rep Team.
- 2.2 The umpire is expected to conduct themselves inline with the BWA code of conduct, and at all times uphold the good name of the Association.
- 2.3 Should an umpire act in a derogatory manner whilst a member of a representative team, a report shall be submitted by the Team Manager to BWA, and the umpire will be required to attend a BWA judiciary hearing.
- 2.4 The umpire is expected to participate in the true spirit of sportsmanship.
- 2.5 Umpires under the age of 18 are under no circumstances allowed any alcohol, or smoking of tobacco and must comply with the Team Manager's curfew time.
- 2.6 Umpires over the age of 18 are expected to adhere to curfew times and monitor their intake of alcohol and smoking.
- 2.7 BWA has adopted and supports the Hockey Queensland Anti-Doping Policy.
- 2.8 The use of recreational drugs or use of prohibited methods pursuant to Anti Doping laws for ingestion of legal substances is not allowed under any circumstances.
- 2.9 All umpires are responsible for their own personal needs (washing of uniforms, etc), whilst on tour.

3. HQ Expectations:

- 3.1 Approach the assessment process with a positive attitude

- 3.2 Know your current badge level
- 3.3 Ask questions of the assessors and make notes of the feedback provided. Use the feedback provided to develop your performance as an umpire.
- 3.4 Be prepared and enthusiastic for each allocation

4. The Umpire shall:

- 4.1 Be available for all training sessions, trials and Southern Cross. Team Managers will contact you with details of when and where you will be required for training sessions.
- 4.2 Wear the designated uniform for travelling and transfers, as directed by the Team Manager.
- 4.3 Liaise with the Team Manager to ensure you have transport to and from the venue.
- 4.4 Wear the designated uniform for games, as directed by the HQ Rules, including black skirt, knee length black socks, yellow (or designated) HQ umpiring shirt.
- 4.5 Once advised of assembly details, adhere to the directions of the Team Manager and/or the association.
- 4.6 Be accommodated and travel with the contingent as advised. Application to travel separately from the team must accompany the nomination form and to be approved by BWA Management as per the Rules.
- 4.7 Accept the authority of the Team Manager whilst on tour.
- 4.8 Be in attendance at all official meetings and functions as directed by the Team Manager.
- 4.9 Direct any grievances to the Team Manager.
- 4.10 Complete the Umpire Agreement, Indemnity Form and Uniform Order Form for return to the Team Manager or the BWA Office by the due date.
- 4.11 Should an injury occur prior to any event, undertake a fitness test at least fourteen (14) days prior to departure or last training session. Notify the Team Manager and refer to the policy for Fitness Testing for injured/sick players/umpires. Advise BWA immediately in writing accompanied by a medical certificate.

5. Prior to the Championship

- 5.1 Obtain a copy of the current Rule Book (download the FIH App from <http://www.fihockey.org>)
- 5.3 Read both of the above
- 5.4 Buy a Fox 40 or Fox 40 mini whistle (pea-less) and a spare (Fox 40's are available at Just Hockey at SHC and at Downey Park)
- 5.5 Obtain a set of warning cards – green / yellow / red
- 5.6 Watch more experienced umpires to see their positioning / interpretations etc
- 5.7 Try to do as much umpiring as possible to develop your knowledge and confidence

6. At the Championship

- 6.1 Attend the pre-tournament meeting, noting any information or interpretations

- 6.2 Check regularly the draw with umpire and technical allocations, you may be required to be a reserve umpire.
- 6.3 Understand what is required of you as a reserve umpire:
 - you will sometimes have to be the technical official ie fill out the match report sheet(s) / ensure substitutions are done correctly (including on penalty corners) etc
 - you also need to watch the match so that, if you are required, you can step in and takeover from another umpire
- 6.4 Note all your allocations and arrive prepared and ready to each game at least 15 minutes prior to commencement of the game.
- 6.5 Warm-up and down, keep nourished and hydrated during the tournament
- 6.6 Re-read the Rules Book and AHL Briefing
- 6.7 Clarify feedback received etc and ask questions (if necessary) of the assessors
- 6.8 Watch more experienced umpires to see their signally, positioning, interpretations etc
- 6.9 Approach the assessment process as an opportunity to get feedback from International and Australian umpires and to develop your umpiring skills, this is invaluable in your development
- 6.10 Enjoy yourself!!

7. Transport at Venue

Hire Car or Mini-Bus

Representative Umpires may be required to:

- If over 25 years, to drive a hire vehicle
- Sign for a hire vehicle
- Provide their Credit Card as a security for the hire vehicle
- Organise transport to and from the field each day

BWHA undertakes to compensate any Umpire who is charged for any costs of a BWHA organised hire vehicle on their credit card.

Will ensure all people travelling in vehicles are in a seat belt at all times.

Make sure hire vehicles are acceptable and liaise daily with team so all players and umpires can get to and from fields. This may mean multiple trips.

Check that the required personnel are in the vehicle before it departs.

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC TECHNICAL REPRESENTATIVE POLICY

Document Control

Version	Approved By	Approval Date	Revisions
V01	Board of Management	26/11/2019	Original Policy

Authority

BWHA Board of Management

Purpose

Provide guidelines and procedures for all appointed BWHA Technical Representatives.

Scope

For all members selected as a BWHA Technical Official for a HQ State Championship.

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc
TO	Technical Official
UTC	Umpire & Technical Committee

Policy Statement

Brisbane Women's Hockey Association Inc commits to providing opportunities for all interested officials to represent BWHA at HQ State Championships. BWHA understands its unique place in this area and its responsibility to ensure a nurturing environment for all members. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas and to provide equitable opportunities for all. The technical representative policy will be available on our website and both staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Umpires and Technical Committee (UTC) as the Technical Representative Policy Coordinator, who has responsibility for ensuring ongoing implementation of and compliance with our policy. This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC
TECHNCIAL REPRESENTATIVE PROCEDURE

1. BWA Selection Process:

- 1.1 Nominations are to be submitted on the nomination form and by the due date.
- 1.2 A list of nominations for each tournament will be collated by the BWA Office and sent to the UTC for appointment recommendations to be provided to the Board for review and ratification.
- 1.3 The appointed TOs are to be advised to the BWA Office so newsletters and information can be forwarded to them.
- 1.4 In the event insufficient nominations or nominations of the appropriate standard are not received for any tournament, the UTC will source additional nominations.
- 1.5 Nominees are to be selected based on their ability to gain the next level of accreditation, either HQ or HA.

2. BWA Expectations:

- 2.1 The TO is expected to conduct themselves inline with the BWA code of conduct, and at all times uphold the good name of the Association.
- 2.2 Should a TO act in a derogatory manner whilst a BWA representative, the TO may be required to attend a BWA judiciary hearing.
- 2.4 The TO is expected to participate in the true spirit of sportsmanship.
- 2.5 TOs under the age of 18 are under no circumstances allowed to drink alcohol, or smoke tobacco and must comply with curfew times provided by BWA.
- 2.6 TOs over the age of 18 are expected to monitor their intake of alcohol and smoking.
- 2.7 BWA has adopted and supports the Hockey Queensland Anti-Doping Policy.
- 2.8 The use of recreational drugs or use of prohibited methods pursuant to Anti Doping laws for ingestion of legal substances is not allowed under any circumstances.
- 2.9 All TOs are responsible for their own personal needs (washing of uniforms, etc), whilst on tour.

3. HQ Expectations:

- 3.1 Approach the assessment process with a positive attitude.
- 3.2 Know your current accreditation.
- 3.3 Ask questions of the HQ Technical Assessors and / or Technical Manager and make notes of the feedback provided and use the feedback provided to develop your performance as a TO.
- 3.4 Be prepared and enthusiastic for each appointment.

4. The TO shall:

- 4.1 Liaise with the BWA Office to ensure you have transport to and from the HQ Championship.
- 4.2 Wear the designated uniform for games, as directed by the HQ Rules, including black/navy skirt / pants / shorts, black shoes and black / navy shirt.

- 4.3 Once advised of assembly details, adhere to the directions of BWA.
- 4.4 Be accommodated and travel with the contingent as advised. Application to travel separately from the team must accompany the nomination form and to be approved by BWA Management per the Rules.
- 4.5 Accept the authority of a designated Team Manager whilst on tour.
- 4.6 Direct any grievances to the designated Team Manager.
- 4.7 Complete the TO Agreement, Indemnity Form and Uniform Order Form for return to the BWA Office by the due date.

5. Prior to the Championship

- 5.1 Obtain and read a copy of the current FIH Rule Book (buy one or download it from <http://www.fihockey.org> – follow the link via Rules etc).
- 5.2 Obtain and read a copy of the current HQ Operations Manual and Regulations - <http://hockeyqld.com.au/Events/Forms-Information>.
- 5.3 Obtain a stopwatch.
- 5.4 Be appointed to a Technical Bench (club judge or BWA Technical Official) to watch more experienced TOs.
- 5.5 Try to do as much technical work as possible.

6. At the Championship

- 6.1 Attend the pre-tournament Technical Meeting (if held), noting any instructions provided.
- 6.2 Note all your allocations and arrive prepared and ready to each game at least 30 minutes prior to commencement of the game (or per the TD's instructions for that championship).
- 6.3 Re-read the Rule Book, Tournament Regulations and Technical Briefing.
- 6.4 Clarify feedback received etc and ask questions (if necessary) of the assessors.
- 6.5 Approach the assessment process as an opportunity to get feedback from more senior Technical officials and to develop your technical officiating skills as this is invaluable in your development.
- 6.6 Enjoy yourself!!

7. Transport at Venue

Hire Car or Mini-Bus

Technical Representatives may be required to:

- If over 25 years, drive a hire vehicle.
- Sign for a hire vehicle.
- Provide their Credit Card as a security for the hire vehicle.
- Ensure all people travelling in vehicles are wearing a seat belt at all times.
- Check that required personnel are in a vehicle before it departs.

BWA will reimburse a Technical Official who is charged for any costs in respect to a BWA organised hire vehicle on their credit card.

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC SUSTAINABILITY POLICY

Document Control

Version	Approved By	Approval Date	Revisions
V01	Management committee	25/10/11	Original Policy

Authority

BWHA Board of Management

Purpose

Due to the importance of environmental sustainability and the need for a commitment to benefit the Downey and Rasey Park Hockey Precinct, Brisbane Women's Hockey Association will strive to achieve environmental and social sustainability for our hockey members and supporters.

With Downey and Rasey Parks being parks open to the general public the need to provide a safe and sustainable environment for our members and the general public is essential. The area dissected by Breakfast Creek and surrounded by residential and small business is an important recreational hub for the inner north area of Brisbane City.

Scope

Downey Park and Rasey Park

Definitions

Term	Definition
BWHA	Brisbane Women's Hockey Association Inc

Policy Statement

Brisbane Women's Hockey Association Inc commits to continually improve its environmental and social sustainability performance. BWHA understands its unique place in this area and its responsibility to ensure a sustainable future for all users. We will comply with all relevant legislation and regulations, and strive to achieve best practice in all areas.

Special consideration will be given to employing and empowering the members and staff of BWHA and wherever efficient and environmentally sustainable, products and services will be sourced locally. We will encourage staff and members to support our commitment to environmental and social sustainability. The sustainability policy will be available on our Web Site and staff and members will be encouraged to contribute any ideas or suggestions to improve our policy at any time.

Responsibility

We have appointed the Constitution and Policy Officer as the Sustainability Coordinator, who has responsibility for ensuring ongoing environmental performance, identification of environmental risks, recording and monitoring of impacts and implementing environmental and social sustainability measures.

This policy will be reviewed each year.

Related Procedures

See attached

BRISBANE WOMEN'S HOCKEY ASSOCIATION INC SUSTAINABILITY PLAN

Water

- Meet government requirements and WEMP regulations, including dual flush toilets.
- Encourage appropriate conservation of water in canteens, kitchens and bar facilities.
- Install water efficient sprinklers for field maintenance to replace above ground sprinkler units
- Monitor water meter readings and address any potential leaks in a timely manner.
- Investigate means to introduce water harvesting from the buildings on site.

Equipment - Fuel

- Consolidate fuel requirements for all equipment
- Ensure safe storage of all fuels & equipment
- Maintain equipment to a high level to maximise efficiency

Waste

- Ensure adequate waste disposal units at facilities
- Where possible provide varying receptacles for waste: general, paper/cardboard, plastic, aluminium cans, green.
- Monitor waste disposal at the canteen and bar areas.

Energy

- Investigate opportunities to utilise solar energy
- Encourage energy efficiency by switching off all unnecessary equipment
- Monitor usage between like periods (eg Mar-Jun 10 v Mar-Jun 11)

Purchasing

- Where possible purchase products that are made from recyclable products or can be recycled.

Impact on Community

- Have lighting directed to minimise impact on surrounding people
- Set curfew times to minimise impact on surrounding people
- Maintain the park to allow surrounding community to benefit from the facility
- Make available at reasonable cost our clubrooms and facilities to encourage multiple usage of the facility.
- Improve and encourage usage of public transport to and from the facility
- Monitor and manage the use of fertilisers, to minimise risk of runoff.