



# **WELLINGTON HOCKEY ASSOCIATION**

OPEN GRADE COMPETITION HANDBOOK 2025

SENIOR CLUB HOCKEY



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# ADMINISTRATION



## 1. INTRODUCTION

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- 1.1 The “Wellington Hockey Association Open Grade Competition Rules and Regulations Handbook”, describes the rules and regulations that apply to all grades administered by Wellington Hockey for the Open Grade Competition. Grades include Premier 1-4 and Reserve for both Men and Women. All matches scheduled by Wellington Hockey will adhere to these rules and regulations.
- 1.2 All matches administered by Wellington Hockey are run in accordance with the rules and regulations detailed in this document, along with the following which can be found under Key Documents & Policies on WHA’s Website:
- Wellington Hockey Code of Conduct
  - WHA Annual Key Dates Document
  - WHA Annual Competitions Structure Document
  - WHA Annual Fees Schedule
  - FIH Outdoor Rules of Hockey
- 1.3 The management of any conflict or dispute or matter not specifically dealt with in this document, or in the documents listed above, will be dealt with by the Wellington Hockey Association, in consultation with the appropriate advisory committee/s.

## 2. GENERAL INFORMATION

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### 2.1 Contact Details

Wellington Hockey Association (WHA)

#### Postal Address

Wellington Hockey  
P.O Box 2891  
Wellington 6140

#### Physical Address

Wellington Hockey  
9 Mt Albert Road  
Berhampore  
Wellington, 6023

#### Phone

04 260 2963

#### Website

[www.wellingtonhockey.org.nz](http://www.wellingtonhockey.org.nz)

#### Email

[competitions@wellingtonhockey.org.nz](mailto:competitions@wellingtonhockey.org.nz)

### 2.2 Wellington Hockey Staff

CEO

Michael Langley

Competitions & Engagement Manger

Kieran Wells

Performance & Pathways Manager

James Birkefeld

Community Hockey Officer

Jack Paton

Community Hockey Officer

Kelly Newlands

Administration Officer

Philippa Henwood

### 2.3 Wellington Hockey Website

All documents involving the Open Grade Competition can be found on the Open Grade section of the WHA website under “Competitions/Winter Hockey/Open Grade Hockey”. This information includes Draws & Results, Player Registration, Competition Handbook, WHA Code of Conduct, Competition Feedback Form, Umpires Report – Yellow/Red Card, Health & Safety, Pre-season Administration, Key Season Dates, & Key Information.



### 3. COMMUNICATION BETWEEN WHA AND CLUBS

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- 3.1 All official communication between Wellington Hockey Association (WHA) and clubs must occur through designated **Club Officials** (e.g., Club Presidents, Secretaries, or nominated representatives).
- Clubs to WHA:** Any inquiries, complaints, protests, requests for re-scheduled matches or dispensations must be submitted to WHA by the designated Club Officials.
  - WHA to Clubs:** All correspondence from WHA will be directed to the designated Club Officials, who are responsible for passing on information to their respective teams, players, coaches, and managers.
- 3.2 Unless there are exceptional circumstances, WHA will **not accept any complaints, protests, or dispensation requests** directly from players, coaches, or team managers. These matters **MUST** be raised through the club's designated communication pathway.
- 3.3 Each club is required to provide WHA with current contact details (email and phone number) for their designated Club Officials at the start of each season or as personnel change. This database will be used for ALL communications between WHA and Clubs.

### 4. OBJECTIVES

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- 4.1 **Fair Play:** Competitions are organised and played in such a way that exemplifies the spirit of the sport, playing one's best within the rules, acknowledging winners and losers, challenge, enjoyment and fellowship among teams and clubs.
- 4.2 **Like-players-like:** A realistic matching of skills and capability of teams to provide challenging and enjoyable competition.
- 4.3 **Integrity of Competition:** The competition, its rules, regulations, and conditions are clear, accepted and consistently observed, with umpires officiating according to the current FIH hockey rules.

### 5. AMENDMENTS

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- 5.1 These Competition Rules will be reviewed annually by the Open Advisory Group and approved by Clubs at a Wellington Hockey General Meeting (either SGM and/or AGM). In rare circumstances, if any modifications or amendments to these Rules are necessary during the season, WHA will distribute an updated document that clearly details the changes made to all clubs. All previous versions of the document will be removed from the website and replaced with the updated document.



## 6. GLOSSARY / DEFINITIONS

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- 6.1 The following words and phrases, used in this Handbook, shall mean as follows:
- a. **"Abandon"** A match is abandoned if it is interrupted after it has started and cannot be completed for any reason, such as poor weather conditions, safety concerns, or serious injury.
  - b. **"Affiliation Fee"** Entry fee per team participating in competitions to cover competition related costs.
  - c. **"Association/Member/Club/Player"** In any instance where these terms are used, they mean "Affiliated..."
  - d. **"Cancelation"** A match is cancelled when it is called off before it is played, often due to unforeseen circumstances such as weather conditions. The decision is made by WHA or umpires prior to the scheduled commencement of a match/es.
  - e. **"Challenge Match"** A match held at the end of the season to determine promotion or relegation between grades.
  - f. **"Default"** A default occurs when one team is unable to field the minimum number of participants for a match or fails to show up for the match without notifying WHA.
  - g. **"FIH"** means the International Hockey Federation.
  - h. **"Forfeits"** A forfeit is declared when a team is found to have fielded an 'illegal' participant following a successful protest. A participant is deemed 'illegal' if they are ineligible to play for a team because they have not completed any necessary transfer and/or registration process, or if they are playing in an incorrect grade.
  - i. **"Game Fee"** Fee per team, per match to cover umpire (Premier grades only) and facility related costs.
  - j. **"Match Card"** Means the process decided upon by WHA that will record the match details. This could either be by physical card, electronic entry or a combination of both.
  - k. **"NHS"** National Hockey Stadium
  - l. **"OGAG"** Open Grade Advisory Group
  - m. **"Player movement"** Refers to the movement of players through club-to-club transfers and association-to-association transfers or promoting players within teams of their own club.
  - n. **"Re-schedule"** Refers to the process of changing the originally scheduled dates, times, or turf/venue location of matches within the competition.
  - o. **"Round Robin"** This term can be interchanged with "Pool Play", depending on the grade format. Some grades may use this structure based on the number of teams registered to make a meaningful competition.
  - p. **"Suspend"** A match is suspended when it is temporarily halted but may resume later within the allocated time slot. This could be due to weather conditions, lighting failure, or other stoppages where the match can potentially continue once conditions improve.
  - q. **"Team List Due Date"** 5:00PM of the Thursday prior to the first match of the season.
  - r. **"Turf Fee"** Hire fee per hour for turf use outside of competitions (i.e. trainings, pre-season matches).
  - s. **"WHA"** Wellington Hockey Association

## 7. PLAYING VENUES

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- 7.1 WHA reserves the right to schedule games for any turf venue it deems necessary.
- 7.2 Turfs have been named as follows at the following locations within the Greater Wellington Region: Cello NHS 1, Accountants Plus NHS 2, NHS 3, NZCT Fraser Park, Maidstone, Elsdon and Kapiti.
- 7.3 A Premier 1 team may be required to travel in the cases where another club teams Premier 1 side is outside the Wellington region.
- 7.4 **Home and Away games:** WHA will provide a home game to the highest grading teams for the first finals week, where practical. Past this point, WHA will appoint game locations at their discretion, considering turf availability and other logistics.
- 7.5 Where possible all grand finals will be played at the National Hockey Stadium.
- 7.6 All clubs, teams and players participating in the competition must comply with the turf rules outlined at each venue location which can be found on WHA's website.

## 8. KEY SEASON DATES

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- 8.1 Season dates relevant to clubs will be produced each year in an annual WHA Key Dates document and will be made available on WHA's website. This document will also be sent to all Club Presidents and/or Club Secretaries.

## 9. PLAYING AND NON-PLAYING DAYS

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### 9.1 Playing Days

Premier 1 Men & Women	Saturdays
Premier 2 Men & Women	Sundays
Premier 3 Men & Women	Saturdays
Premier 4 Men & Women	Saturdays
Reserve Men & Women	Saturday and Sunday Grades*

*\* Dependent on number of team entries to form a meaningful competition.*

### 9.2 Non-Playing Days

As this competition is primarily for adult club teams, the Open Grade Competition generally has games scheduled in both school holidays and sometimes on the long weekends of public holidays. This enables completion of games before the National Hockey Championship which is typically held in September. Public holidays that will be played will be highlighted in the annual WHA Competitions Structure Document shared to clubs and available on the WHA website prior to the competition commencing.

### 9.3 Mid-week / Double Header Matches

Subject to competition formats for the season, midweek or double-header matches may be required to accommodate the number of rounds or matches required before playoffs. These matches be communicated with clubs / teams affected and outlined prior to the season commencing. Other circumstances that would require a mid-week match to occur outside of





the control of WHA could be from match deferrals due to cancellations or rescheduling requests.

## 10. AFFILIATION, TURF AND GAME FEES

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- 10.1 Affiliation, Turf and Game Fees are set each year by the WHA Board and sent out to club contact's pre-season.
- 10.2 These fees are outlined in WHA Annual Fees Schedule which can be found on WHA's website under "About/Key Documents & Policies".
- 10.3 All affiliation, game fee and turf fee invoices must be paid in two instalments: the first 50% is due by **30 April**, and the remaining 50% is due by **30 June**. Any club failing to meet these deadlines and who have not reached an agreement with WHA for payment may be withdrawn from the competition and may also incur a 10% penalty.
- 10.4 For defaulted matches, WHA will charge the full game fee to the club of the team that defaulted with a credit to the team defaulted to.

## 11. TEAM ENTRY

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- 11.1 Teams must be entered into the PlayHQ software platform that WHA will be using for competition management and player database via Hockey NZ.
- 11.2 Teams must be entered four (4) weeks prior to the start of the upcoming season.
- 11.3 Clubs will be required to enter team names, and they must enter teams into the relevant grade through PlayHQ which they are eligible for. Entry into a competition is subject to acceptance by the Club President and/or Club Secretary. Entry into a grade does not guarantee a team will be accepted into the grade applied for.
- 11.4 WHA may refuse to accept, or may place on a waiting list, any team entries that arrive after the due date.
- 11.5 Any Club failing to register its teams by the specified date shall be deemed to be unregistered until this is complete.
- 11.6 Teams entering the club competition, agree to pay the affiliation and turfs fees set out in Section 10.
- 11.7 A pre-season meeting is to be attended by at least two representatives of each club to discuss requirements and expectations for the upcoming season. The date of this will be confirmed each year.

## 12. GRADE ENTRY

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- 12.1 At the start of the season, all clubs are entitled to enter teams according to their previous seasons' final placings in the Competition grades, provided that:
  - a. A Club may enter only one team in a Premier 1 grade; and
  - b. A Club may enter a maximum of two teams in all grades (other than Premier 1) except for the bottom grade (Reserve) which is made up of the remaining teams; and
  - c. A team qualifying for promotion, as set out in Section 16, following the completion of the previous competition may not be promoted if there is already the maximum number

- of teams from that club in the grade above. In such case, the team finishing last in the higher grade will not be relegated.
- 12.2 If any grade has insufficient teams to make a meaningful competition, WHA may combine the grades. This will be done in consultation with the impacted clubs and teams.
- 12.3 The competition format is based on the very strong premise or expectation that the clubs will support the integrity of the competition format and the entitlement to entry in a grade as outlined above. If clubs need to cater for growth in player numbers, new teams will be entered in the lowest grade (Reserve).
- a. **EXCEPTION:** If a club wants to field a competitive team, they can enter in the lowest Premier grade, subject to Rule 12.1b, while all other teams will enter in the Reserve grades.
- 12.4 A new team may apply to be placed in a more appropriate grade. This will be considered on a case-by-case basis and at the discretion of WHA in discussion with the Open Grade Advisory Group. This request must be submitted prior to the team registrations closing via completing the online form (Appendix 2) and must be approved by the WHA Competitions Manager for the new team to be registered in the requested grade.

## 13. DRAWS AND RESULTS

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- 13.1 Draws and Results are available on the WHA and PlayHQ website. On the WHA homepage click on the "Fixtures and Results" button which will redirect you to PlayHQ.
- 13.2 All match fixtures are intended to be scheduled to start between 11:00am and 6:30pm according to turf and competition requirements. This may change due to turf availability.
- 13.3 WHA reserves the right to change the draw if required e.g., if turf becomes available through default, deferment or commencing a game earlier. Where possible, 24 hours' notice will be given to club representatives via both email and phone.

## 14. CANCELLATIONS

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- 14.1 WHA rarely cancels games; however, cancellations may occur due to conditions that may result to health and safety issues for players such as:
- a. equipment failure (e.g. lights, watering, playing surface or goal defects),
- b. natural disasters and inclement weather (e.g. flooding, ice, hail, severe wind chill or thunder and lightning (see Appendix 3),
- c. other unforeseen circumstances.
- 14.2 Games may be cancelled on a game by game, grade by grade or turf by turf basis.
- 14.3 Unless a decision to cancel was made earlier in the day by WHA, any decision to cancel will be made by the umpires no more than 15 minutes prior to the scheduled start time after consultation with the affected team captains/coaches.
- 14.4 Cancelled round robin or pool play games will be re-scheduled by WHA where practical. Where this is not practical (i.e. time restraints due to lack of turf time, impending finals or similar) then the cancelled match will be deemed a draw (0-0).
- 14.5 Where a quarter final, semi-final or final is cancelled and re-scheduling of the match is not possible, the 'winner' of the game shall be the higher placed team from the round robin competition, as determined by Section 32 of this Handbook.
- 14.6 Until confirmed otherwise by WHA, all clubs and teams should operate that matches will proceed as scheduled. Where practical, cancellations will be communicated to club contacts

via email and text message as soon as a decision has been made. Where possible, cancellations will be notified on WHA's Facebook page and Website.

- 14.7 If a team chooses not to play when conditions have been deemed suitable for play by the umpires or WHA, the other team will be declared the winner by default and the defaulting team will pay all game fees.
- 14.8 When a cancellation occurs on game day, affected teams must contact the Competitions Manager by 5:00PM on the Monday after the scheduled game to inform them of the cancellation.

## 15. REQUESTS TO RE-SCHEDULE

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### **Representative Re-scheduling**

- 15.1 In the event of a team from any club having three or more players (not coaches or team managers) participating in a HNZ representative hockey tournament (being the National Hockey Championships, National Under 18s, National Masters, Premier Hockey League), New Zealand Representation or National Level Camp, then that club may seek postponement from Wellington Hockey for the scheduled match.

### **Re-scheduling for other reasons**

- 15.2 If a team wishes to re-schedule a game for reasons other than those specified above, the club must first contact Wellington Hockey to explore possible options (if available). Once options are clarified, the club must discuss and confirm an agreed preference with the opposing club. The agreed re-scheduling preference must then be communicated back to Wellington Hockey for final approval.
- 15.3 A team may not seek a re-schedule of a game on consecutive weekends.

### **Request to Re-schedule Procedure**

- 15.4 Due to the demand for turf use, games will be difficult to re-schedule, therefore requests may not necessarily be granted if no suitable date can be found.
- All requests to re-schedule a game will be lodged (by the Club Secretary or President), by completing the online form (Appendix 2) to the WHA Competitions Manager at least 14 days in advance of the scheduled match, unless the draw hasn't been published 2 weeks in advance.
  - The WHA Competitions Manager will review the request and communicate the outcome to all teams involved.
  - Where a request to re-schedule is made, both teams must endeavour to reach agreement on the new playing day and time. The WHA Competitions Manager will then ensure there is suitable match support available. If either cannot be resolved, WHA will determine a day and time it considers fair, and this will be binding.
  - The re-scheduled game details will be communicated to all impacted parties by the WHA Office/WHA Competitions Manager.

## 16. CHALLENGE MATCHES (PROMOTION AND RELEGATION)

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- 16.1 Promotion and relegation between grades will be by way of a challenge match, held at the end of that season, on a date determined by WHA prior to the season commencing.



- 16.2 In the event of a draw at the end of normal regulation time, the team from the higher grade will be declared the winner of the Challenge Match.
- 16.3 Where promotion is available, it is only ever available to the teams who finish either first or second in their respective grade. The order of eligibility for challenge matches will be:
- First ranking team from the grade below (option to challenge team above).
  - Second placed team from the grade below (option to challenge if first ranking team declines promotion or not eligible due to number of club teams in the above grade).
  - Lowest ranked team from grade above remains in grade if unchallenged by 16.3a or b.

## 17. EQUIPMENT AND UNIFORMS

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- 17.1 Each team shall supply a white kookaburra standard or above ball for each match in which it is engaged. A coloured ball may be used as an alternative if playing under lights or if the turf colour makes a white ball difficult to see.
- 17.2 In the event of a uniform strip colour clash the team appearing second (team b) in the draw is required to provide an alternative strip. For those teams who do not have an alternate strip, they may wear a shirt or bib as long as they are appropriately coloured and numbered.
- 17.3 New Clubs or Existing Clubs which would like to make substantial changes to their existing uniform design or colour must submit their design and colour to the WHA CEO and Competitions Manager before they are able to take part in the competition in the new uniform.
- 17.4 Each Club team must wear its Club approved uniform colours at each match.
- 17.5 All players must wear proper hockey uniform i.e., correct socks, shorts/skirts, and tops as per their Club's approved uniform colours. Playing shorts must not have belts, buckles, or external zips (e.g., on pockets) as these may cause injury to the wearer, to an opposing player or to the turf surface.
- 17.6 For teams in **ALL Grades** - each playing shirt must have a number on the back at least 20cm in height. Only one of each number per team can be on the Match Card.
- 17.7 Goalkeepers must wear protective equipment including a helmet and a different coloured shirt from that of both teams, as per FIH rules.
- 17.8 Goalkeeper pads must have buckles taped.
- 17.9 Players must not wear peaked caps, although foam collapsible sun visors are permitted.
- 17.10 Trackpants may not be worn as playing uniform, unless weather conditions warrant, at the Umpires' discretion.
- 17.11 Running shoes or turf shoes only may be worn when playing on the turf.
- 17.12 **It is highly recommended that all players wear a mouthguard and shin pads.** It is mandatory for youth players (under 18-year-olds) who are playing in a club team, to wear a mouthguard and shinpads. Youth players will not be allowed by team management to take the turf without these items.
- 17.13 Captains must wear a 'Captain's armband' or similar to clearly identify the captain as per FIH rules.
- 17.14 WHA encourages all Club teams to have their own safety masks, gloves and other protective equipment when defending PCs.
- 17.15 Each team is to carry a First Aid Kit, and it is the responsibility of teams to provide their own ice, however, ice is now available at the National Hockey Stadium located inside the tunnel outside the changing rooms.



# ELIGIBILITY AND REGISTRATION

## 18. PLAYER ELIGIBILITY

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- 18.1 Unless granted a dispensation, players must meet all the following criteria to be eligible to participate in activities under the jurisdiction of WHA:
- Players must be registered for their club and team for which they are playing for.
  - Premier 1: Players must be at least 15 years or older as of the start of the season.
  - All other grades: Players must be at least 14 years or older as of the start of the season.

## 19. PLAYER ELIGIBILITY FOR FINALS AND PROMOTION / RELEGATION MATCHES

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- 19.1 Maintaining the integrity of the competition is paramount. A player must have played a **minimum of 5 games** during the competition for that particular team to be eligible to play in Finals/Playoff matches and Promotion/Relegation matches.
- 19.2 Notwithstanding 19.1, late player registration dispensations will only be granted in exceptional circumstances and remains at the sole discretion of the WHA. Those who receive a dispensation will be eligible to play in the Playoff Matches and Promotion/Relegation matches despite not having met the 5-game minimum during any round robin during the season.
- 19.3 **NOTE:** If a player registers prior to the Player Registration cutoff date (as outlined in Rule 25.7), but there are less than five games remaining in the last round of the season, this player will be eligible to play those final four matches of the last round. However, if they wish to be eligible to play in the Finals/Playoff matches and Promotion/Relegation matches, they will need to apply for a late player registration dispensation.

## 20. PLAYER MOVEMENT BETWEEN CLUBS

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- 20.1 If a player wants to transfer clubs from another WHA affiliated club, then they must adhere to the following Club-to-Club Transfers provisions:
- 20.2 Any player requiring a transfer from a previous Club may not take the field unless a transfer has been completed and accepted in PlayHQ by 12:00PM on the Friday prior to the match that the player will be eligible to play.
- 20.3 In all grades, no Club-to-Club transfers will be approved after 12:00PM on the Friday prior to the fourth to last game of the last round robin in the competition; unless dispensation is granted by the Competitions Manager, in consultation with the CEO and OGAG.
- 20.4 A player who has previously been registered with another Club cannot be registered with a new Club until the transfer has been completed and received by the Wellington Hockey Office via PlayHQ.
- The date of notification of a transfer request will be the request date shown in PlayHQ.
  - The Club receiving the request for transfer must respond by approving or declining the request within seven (7) days of the date of notification in PlayHQ. If no action is taken after seven days, the transfer is automatically approved in PlayHQ.
- 20.5 If a transfer is declined, the Club declining the transfer must within the seven (7) day timeframe, in addition to entering a decline on the transfer list, advise the requesting Club in PlayHQ (and/or via email) of the reason/s for declining the transfer e.g. fees outstanding, uniform or gear needs to be returned.



- 20.6 A Premier 1 player that wishes to transfer clubs may not play in a lower grade, unless dispensation has been agreed by WHA.

## 21. PLAYER MOVEMENT BETWEEN ASSOCIATIONS

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- 21.1 A player must follow the Association-to-Association transfer provisions if they:
- Have played for a Club and wishes to transfer and be registered to another club which is not affiliated with Wellington Hockey (i.e. a club affiliated with another association within New Zealand); or
  - Have played for a club which is not affiliated with Wellington Hockey (i.e. a club affiliated with another association within New Zealand) and wishes to transfer and be registered to a Wellington Club.
- 21.2 Any player cannot play for a Club in another Association or a Wellington Club until a PlayHQ transfer has been completed.
- 21.3 The transfer must be accepted by the club they are leaving, the Association they are leaving, the Club they are transferring to and Wellington Hockey Association and approved by the Wellington Hockey Competitions Manager, in consultation with the CEO and/or OGAG.
- 21.4 The transfer must be completed prior to 12.00PM on the Friday prior to the match.
- 21.5 If a transfer is declined, the Club or Association declining the transfer must advise the player or the requesting Club in PlayHQ (and/or via email) of the reason/s for declining the transfer e.g. fees outstanding, uniform or gear needs to be returned.
- 21.6 No Association-to-Association transfers will be accepted after 12.00PM on the Friday prior to the fourth to last game of the last round robin in the competition; unless dispensation is granted by the Competitions Manager, in consultation with the CEO and OGAG.
- 21.7 Players registered in the Highest Grade Level (i.e. Premier 1) in their previous Association or Club team cannot compete in any lower grade competitions within the same season unless dispensation has been agreed by WHA.

## 22. OVERSEAS PLAYER TRANSFERS

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- 22.1 An overseas player (who has never been previously registered with a Wellington Club, or another HNZ affiliated association), and intends to play in a Premier 1 grade is required to obtain a clearance from their overseas club in the form of a "no-objection" email from a person of standing within their overseas club (i.e. president, secretary, club captain etc). The email must simply state that the overseas club has no-objection to the person playing in the Wellington competition, and it must be provided to WHA prior to 12.00PM on the Friday prior to the match.
- 22.2 The same time limits and cut-off dates that apply to club-to-club transfers and association-to-association transfers, also apply to overseas player transfers.
- 22.3 The Wellington Club and the player in question will be responsible for completing the email and providing it to Wellington Hockey.

## 23. PLAYER MOVEMENT BETWEEN TEAMS OF OWN CLUB

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Team lists will be downloaded from PlayHQ at **5:00PM of the Thursday prior to the first match of the season**. Once players have been registered in a team the following rules apply for all grades:

- 23.1 The intent of this rule is about fairness and the principle of the rule is that teams have sufficient players to field a team for the entire season.
- 23.2 A player registered in a team may not play in a team below their team's ranking and may only play in their club's team ranked immediately above their own (the "promoted player").
- 23.3 Any club wishing to have a player play in a team that is ranked by their club more than one ranking higher than the player's registered team must make a request via submitting the Player Dispensation online form (Appendix 2) to WHA, outlining reasons for the request. Dispensation to play is at WHA's discretion.

### For Example:

- Green Club has four teams in the women's competition.
  - They are ranked A, B, C, D.
  - Players in team D can only play up into team C.
  - If Teams B and C are in the same grade, then players in team C can still only play up one ranked team into team B. They may **NOT** play up a grade into team A.
- 23.4 The maximum number of games a player can play up is eight (8) games within a season (including both Open Grade and Intercity competitions combined). When a player plays their 9th game for a team one ranking higher, they are then a part of that team and can no longer play for their original team (or any other team) in their original grade or in a lower grade.
  - 23.5 To provide a pool of players for the lowest ranked teams, clubs may nominate up to 4 players or 3 players and a goalkeeper from that club's next lowest team above that in which the club's bottom team is participating. Clubs must complete the online nominated players form (Appendix 2) to nominate players from their second to bottom ranked team by 5:00PM of the Thursday prior to the first match of the season. It is expected that the nominated players will be of a similar ability to those in the lower-graded team and must not be the contributing team's stronger players. Those players that are nominated for the lowest team **must not** be called on to play for the clubs higher teams. The lowest team will be determined as outlined by rule 26.3.
  - 23.6 A dispensation may be granted by WHA to allow Goalkeepers to play down in support of a club being unable to field a team in the event of a goalkeeper. This will be done on a case-by-case basis, upon submitting a dispensation request (Appendix 2) **no later than 12:00PM on the Friday** of the game weekend.

## 24. UNFINANCIAL PLAYERS

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- 24.1 Any player who owes money to WHA or to their club or is in possession of WHA or Club uniform will not be eligible for either club or representative team selection. Any Club requiring assistance with an unfinancial player should contact WHA.



## 25. PLAYER REGISTRATION

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- 25.1 All players must register for the current season through PlayHQ. Players must answer all mandatory questions as set by Wellington Hockey/Hockey NZ:
- Full Name
  - Address
  - Email Address
  - Phone Number
  - Gender
  - Date of Birth
  - Affiliated Club
- Clubs may add additional questions to their registration forms*
- 25.2 Every player entering the field of play for all grades **MUST** be registered prior to the match commencing, except in the situation of Rule 25.8.
- 25.3 Players who do not register through PlayHQ prior to taking the field of play shall be deemed to be unregistered until this is complete. Through a successful protest, where a team fields unregistered players, they will forfeit match points until the player is registered.
- 25.4 WHA policy will be that players participating in Open Grade competition teams may only be registered in same gender teams. Playing in a team of the opposite gender is subject to approval by the Competition Manager. This is on a case-by-case basis.
- 25.5 Players can be registered in one team only (except under 25.10 where a goalkeeper wishes to play as a field player in a lower ranked team).
- 25.6 No player can be registered in a grade two grades or more below the grade in which they were registered in either of the previous two seasons.
- 25.7 Clubs participating in the competition are not permitted to register new players after 12:00PM on the Friday prior to the fourth to last game of the last round robin in the competition; unless dispensation is granted by the Competitions Manager, in consultation with the CEO and OGAG.

### **Reserve Grade Flexibility**

- 25.8 To foster opportunity for clubs to encourage new players to play social hockey, an unregistered player may play two games for a club in the Reserve grades without that team forfeiting game points.
- 25.9 For club teams to utilise Rule 25.8, the team manager/coach **MUST** manually add these players as a "fill-in player" on the PlayHQ match card before the commencement of the match.

### **Goalkeepers**

- 25.10 WHA allows for a goalkeeper registered in a higher grade to play as a field player in a lower grade OR a field player registered in a higher grade to play as a goalkeeper in a lower grade. For such players, clubs must complete the online Goalie Nomination Form (Appendix 2) prior to the commencement of the match to notify WHA.

### **Subsequent Individual Registrations Post Season Commencement Date**

- 25.11 Any player not originally registered for a team may be registered after the commencement of the season by the player registering via PlayHQ. This must be completed prior to the player taking the field of play in any match that they are eligible for. Club administrators will then be required to allocate the player to the team which they played for **BEFORE** their second game or within 7 days (regardless of if they are to play again for that team), and



WHA **MUST** be notified via submitting the online form (Appendix 2) of the players registered team.

## 26. TEAM REGISTRATION AND LISTS

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- 26.1 Once players, coaches and team managers have registered in PlayHQ they must then be allocated to a team by the club administrator.
- 26.2 Every club team must register a **minimum of 14 players** (a named goalkeeper is not required), to play regularly for that team. In extreme circumstances if a team does not have 14 players, then they can request a dispensation from the Competitions Manager. E.g. A club team only has 12 players therefore they can request a dispensation for the season to register their team with 12 players.
- 26.3 Teams must be ranked within a club for both men and women:
- Upon the team list due date, the club must complete the online form (Appendix 2) with their club team rankings for their men's teams and women's teams.
  - Club teams must be ranked A, B, C, D etc. or through other formats, from the top team down including when there is more than one club team in the same grade.
  - Through PlayHQ, teams can identify this ranking order when creating teams for the competition using the "ID" text field.
- 26.4 Clubs must check that all players are registered in PlayHQ and allocated to their regular playing team by **5:00PM of the Thursday prior to the first match of the season**. After this date, the Competitions Manager will download team lists from PlayHQ and this will be the official record of the team list for the current season. If clubs wish to add more players to their team list after this date, they must adhere to Rule 25.11.
- 26.5 For a team to be eligible for registration they must have no less than the number of players listed above in Rule 26.2 at the date of registration.

## 27. RE-GRADING OF PLAYERS

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- 27.1 The Competitions Manager, in consultation with the CEO and/or OGAG will re-grade a player that is not playing the majority of their games in their registered team.
- i.e. If you are registered in a Premier 3 grade team, the majority of your games played must be for that team. While you may play games in a grade higher (e.g. Premier 2) when required (following Section 23), if the majority of your games are not being played in your registered team, then the Competitions Manager will re-grade you to the correct team.
  - Clubs may provide reasoning for why a player is not playing the majority of games in their registered team. Such explanations will be considered before a re-grade decision is finalised.
  - All player registrations will be reviewed after week six (6) of the competition and then on a fortnightly basis. Any re-grades will be communicated directly with the club.
- 27.2 If a club wishes to re-grade a player to a different team due to changing circumstances (work, injury, etc.), the club must apply to the WHA Competitions Manager. Players may be re-graded down **ONCE** only within a single season (unless they can provide exceptional circumstances), and thereafter they must play the remainder of the season within the lower grade.



- 27.3 All re-grading must be approved by the WHA Competitions Manager, in consultation with the CEO and/or OGAG, with players being unable to play in their revised grade that is received.
- 27.4 The conditions that a re-grade must meet are:
- a. A completed player re-grade online form (Appendix 2) must be submitted to the Wellington Hockey Office for approval by the WHA Competitions Manager.
  - b. Re-grade requests sent via email will not be approved.
  - c. Acceptable reasons for re-grades include, but not limited to: injury, changing work circumstances, playing as goalkeeper, loss of confidence.
- 27.5 Re-grades to a lower grade will not be approved after 12.00PM on the Friday prior to the fourth to last game of the round robin prior to playoff games for all grades in the competition; unless dispensation is granted by the WHA Competitions Manager, in consultation with the CEO and/or OGAG.

## **28. REGISTRATION DISPUTES**

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- 28.1 There may be times when, as a result of Club or Wellington Hockey miscommunication or unforeseen circumstances, registration is not completed as required. The Competitions Manager in consultation with the CEO and/or OGAG has power to act as an arbiter and, upon compelling argument being presented by the penalised Club can, if it believes it to be equitable, waive penalties.



# COMPETITION

## 29. FAIR PLAY

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- 29.1 All clubs should ensure that their teams and spectators exhibit a good standard of sportsmanship. Bad language, dangerous play and abuse of umpires will not be tolerated.
- 29.2 Bad sportsmanship of any sort is not tolerated by Wellington Hockey from players, coaches, or supporters.
- 29.3 Any complaints should follow the process in Section 44.

## 30. RULES OF HOCKEY

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- 30.1 Current FIH Rules of Hockey apply and NZ Hockey's updated Rules if applicable (see WHA website). WHA, in consultation with the Officials Advisory Group, may introduce local rules if deemed necessary, but these will be notified before the season begins.

## 31. POINTS FOR MATCH RESULTS

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- 31.1 WHA Open Grade Competition points will be awarded as follow for all grades:
  - Win – 3 points
  - Draw – 1 point
  - Loss – 0 points
- 31.2 If a team wins a match by 5 or more goals, they will receive 1 Bonus Point.
- 31.3 A team winning by default – 4 points will be awarded.
- 31.4 A team failing to notify WHA of a request to default or appear for a scheduled match will result in the loss of 2 competition points. The opposition team will win by default.
- 31.5 Competition points accumulate through to the conclusion of the last round or pool play of the competition with no points carrying over into the playoff and/or finals rounds.

## 32. DETERMINING RANKING AFTER POOL PLAY OR ROUND ROBIN

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- 32.1 WHA will use Hockey New Zealand tournament rules to determine ladder rankings:
  - a. In each grade, teams will be ranked according to the number of points each has accumulated in the competition.
  - b. If at the end of the competition two or more teams have the same number of points for any place, these teams will be ranked according to their respective number of matches won.
  - c. If there still remains equality between two or more teams, then these teams will be ranked according to their respective goal difference (which means 'goals for' less 'goals against').
  - d. If there still remains equality between two or more teams, then these teams will be ranked according to their respective number of 'goals for'.
  - e. If there still remains equality between two or more teams, then the result(s) of the match(es) played between (only) those teams involved will be taken into consideration to determine the ranking of the tied teams. If more than two teams are involved, then a

ranking based upon the results of the matches between (only) them shall determine their respective ranking using Rule 32.1b, c, d.

- f. If there still remains equality between two teams, then the matter will be settled by a penalty shoot-out competition between those teams.
- g. If more than two teams are involved, then each team will play a penalty shoot-out competition against the other teams.

### 33. FINALS SERIES MATCHES

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- 33.1 In all finals series matches, if after regulation time the game is tied, a penalty shootout competition shall take place to determine the winner as per Appendix 1 of this handbook.
- 33.2 **NOTE:** For promotion/relegation matches, Rule 16.2 will apply if the match is tied at the end of normal regulation time. No penalty shootout competition will take place.

### 34. GAME DURATION

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- 34.1 All grades will be adopting 17-minute quarters with intervals of:
  - a. 2 minutes between periods 1-2 and 3-4.
  - b. 5 minutes between periods 2-3 (halftime).
- 34.2 There will be no stoppages for PC's or goals. This is an amendment to the current FIH rules of hockey designed to suit the local conditions and time restraints.
- 34.3 To save time and ensure the match starts on time, "the toss" should be taken before entering the turf.
- 34.4 To help ensure adherence to time allocations, the umpires may, at their discretion, start the game clock after each break period if players have not taken the field. The match will then start when the umpires blow the whistle as normal. Teams should be organised and ready to play to avoid losing game time.

### 35. DELAY TO START OF GAME AND STOPPAGES

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- 35.1 If a match starts between 0-minutes to 5-minutes late, the game will be played in accordance with Rule 34.1.
- 35.2 If a match starts between 5-minutes to 10-minutes late, it must still finish within the 90-minute allocated game slot. To achieve this, the match duration will be adjusted to 15-minute quarters. The umpires, in consultation with team management, will determine any necessary extra adjustments before the game starts. If teams cannot mutually agree on any time alternations, the umpires will have the final decision. This may include making changes to any of the following:
  - a. Length of warmup time
  - b. Length of half-time/interval breaks
- 35.3 If a delayed start would result in more than 10 minutes of lost game time, the match will be re-scheduled. For the avoidance of doubt, this clause applies to ALL circumstances expect for a team NOT reaching the required minimum number of players to start a match which is outlined in Rule 39.1 and Rule 39.2.

- 35.4 Once a match has commenced, game time is not stopped under any circumstances unless any of the following is observed:
- 35.4 a. Serious injury, dangerous conditions e.g., lightning, or similar occurrences.
  - 35.4 b. By umpires, at the umpire's discretion, including for, but not limited to, discussion between umpires on on-field calls and in the spirit and fairness of the competition.
  - 35.4 c. The game may be halted, but the game time will remain "on" during a penalty stroke, or any other penalty play, including the delivery of penalty cards.

## 36. SUSPENDING / ABANDONING A MATCH

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- 36.1 All grades need to be suspended (or start delayed, if possible) if any of the following situations occur:
- 36.1 a. The pitch is more than 75% underwater.
  - 36.1 b. 75% of either or both circles are underwater.
  - 36.1 c. If less than 75% of lights are not functioning during a night game.
  - 36.1 d. If less than 50% of lights are not functioning when lighting is required due to dark clouds (e.g. overcast, late afternoon)
  - 36.1 e. Extreme Hail Storm
  - 36.1 f. Lightning (following 20-20 rule outlined in Appendix 3).
  - 36.1 g. Serious injury
- 36.2 **The decision to suspend play (or delay the start)** is made by the umpires and match official appointed to the match in consultation with WHA and the team captains. The final decision is with the match official if one is appointed, otherwise the umpires will make the decision.
- 36.3 To support any subsequent interpretation or appeal, the umpires must record the following at the time of the abandonment and be sent to the WHA Competitions Manager:
- 36.3 a. The final score at the time of stopping the match.
  - 36.3 b. Any suspended players during the match (if any).
  - 36.3 c. The time at which the match was stopped, and the amount of time lost/remaining.
  - 36.3 d. Approximate location on the turf and what team had possession of the ball when the match was stopped.
  - 36.3 e. Reason(s) for the suspension/abandonment of the match.
- 36.4 If the game is abandoned prior to the commencement of the fourth quarter (for the avoidance of doubt this does not include the 3-4 period break) and is unable to be restarted during the allocated playing time, it can be re-scheduled on the request of either team if this is achievable, unless both team captains agree to the result at the time of suspension of play being the final result.
- 36.5 If the game is abandoned after the commencement of the fourth quarter for all grades, then the score at the time of the stoppage stands as the final result.

## 37. REPLAYING ABANDONED MATCHES

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- 37.1 When a match is abandoned due to unforeseen circumstances and a team has requested a re-scheduled match under Rule 36.4, the following process will apply:
- 37.1 a. WHA will provide re-scheduling options to the clubs involved where there is turf availability.
  - 37.1 b. The clubs must attempt to reach a mutual agreement on the re-scheduled match date, venue and game time by 5:00PM on the Wednesday following the abandonment.

- c. If an agreed time/date cannot be found between the clubs, WHA will then determine a day, time and venue it considers fair and will notify the clubs via email by 5:00 PM on Thursday. This decision will be final and binding.
- 37.2 If a team defaults their re-scheduled game, then they will receive 0 points, and 4 points will be awarded to the team that they defaulted against.

#### **Re-scheduled Match Conditions**

- 37.3 Using the information provided from the umpires outlined from Rules 36.3a, b, c and d, will determine the following factors:
- a. The re-scheduled match will re-commence at the point when the game stopped. For example, a game stopped in the 23rd minute begins from the 23rd minute of the first half.
  - b. The match will commence with the score starting as per the score at the point when the match was stopped.
  - c. If any player was red carded during the abandoned match continues to be that in the re-scheduled match. If any player that was awarded with a yellow or green carded at the time of the abandonment must complete the remainder of their suspension time.
  - d. All efforts will be made to start the match where and how the match was stopped. If this cannot be achieved, the match will resume from a bully at halfway.
- 37.4 The match card from the original game will be made available at the re-scheduled match. The same players (where possible and following 37.5) and the same number of players listed on the original match card must be present in the re-scheduled match. For example, if there were 14 players on the original match card, you are limited to only 14 players in the re-scheduled match.
- 37.5 If required due to availability, a maximum of 3 players are permitted to be changed from the original lineup for the re-scheduled match. All players registered at the time of the abandoned match are eligible to play, meaning players who have registered after the date of the abandoned match are not eligible.

## **38. UMPIRES**

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- 38.1 Where possible, umpires will be allocated to Premier competition grades where availability allows in line with the Officials Advisory Group appointment policies and procedures.
- a. Where umpires are not allocated in these grades, it is the responsibility of each team to provide an umpire for their game. Club Presidents and/or Club Secretaries will be notified by WHA via an email notification if they are required to provide an umpire.
- 38.2 Teams playing in the Reserve grade **MUST** provide an umpire in games which it plays. Club Presidents and/or Club Secretaries will be notified by WHA if umpires have been appointed otherwise.
- 38.3 The Officials Advisory Group alongside WHA will provide umpire training opportunities throughout the season.
- 38.4 Umpires will enforce the current FIH Rules of Hockey that apply at the start of current season and any local amendments stated in this handbook.



## 39. DEFAULTS / FORFEITS

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- 39.1 As an alteration to the Rules of Hockey, a match cannot commence or continue unless each team has a minimum of 7 players able to be present on the field of play at any one time. A team unable to do this will default the match.
- 39.2 WHA expects teams to have a goalkeeper in the starting lineup. However, the match will not be defaulted if the goalkeeper is unavailable at the start of the match.
- 39.3 If a team fails to take the turf within 10 minutes after the scheduled start time, they are deemed to have defaulted the game. Seven (7) players constitute as a team.
- 39.4 Any team defaulting two matches in succession, or three at intervals across a season, may at the discretion of WHA be deemed to have withdrawn from the competition. In the event of any team withdrawing from the competition, all previously played match results from this team shall not count.
- 39.5 The defaulting team will incur the full game fees for the match.
- 39.6 Where two teams from the same club in the same grade are scheduled to play each other and a default occurs, neither team will be awarded any points. The club will pay the turf fees.
- 39.7 **NOTIFICATION:** If a team is unable to fulfil their playing responsibilities and intending to default, the club of the team defaulting must notify both the club of the team being defaulted to and the WHA Competitions Manager via email and phone at the earliest possible time, and **no later than 12:00PM on the Friday** of the game weekend. All parties involved in the defaulted match should be copied in the email notification.
- 39.8 Failure to notify WHA through the means above to default a scheduled game will result in the loss of 2 competition ladder points.
- 39.9 If a team is late due to circumstances beyond its control that are deemed appropriate by WHA, the game may be re-scheduled by WHA.
- 39.10 A team winning by default will receive 4 points.
- 39.11 Where a forfeit occurs from a successful protest, any competition points earned from the game are forfeited, but the match result remains. If a player is found to be ineligible and was required to meet the minimum number of players needed to start the match, as outlined in Rule 39.1, the match will be deemed a default.

## 40. GAME DAY / MATCH CARDS / PLAYHQ

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### Match Cards

- 40.1 All teams must ensure their match day line-up is selected online via PlayHQ prior to the match. Line-ups will be published to the public participant site as soon as they are selected and saved. Line-up selection will remain when the game is live or final. There will not be physical match cards for teams to fill in. PlayHQ online cards will be the official match card format.
- 40.2 Umpires will submit a record of penalty cards and points issued in a match to Wellington Hockey separately from PlayHQ through an online form which can be found on WHA's website, as umpires and match officials do not have access to the platform for entering in match results.
- a. Where a participant has been issued with a Red Card, the umpires concerned shall submit a written report to the WHA Office within 48 hours.
- 40.3 All players, including any fill-in player(s), must be registered, eligible and selected in PlayHQ on the relevant match day.



- a. The captain, goalkeeper, and player shirt numbers must be identified on the PlayHQ electronic card.
- b. A player cannot be prevented from playing simply by virtue of their name being left off the PlayHQ electronic match card at the commencement of the match provided that the umpires, along with the opposition coach/team manager, agree that person is a registered and eligible player and the player's name is added to the PlayHQ electronic card before the end of the match.

#### **Composition of a Team**

- 40.4 Premier 1 grade: A maximum of 18 players may be used by a team in a match, of whom two must be bona fide<sup>1</sup> goalkeepers wearing full protective equipment. If a team chooses not to include a second goalkeeper in the 18 players, they are limited to using a maximum of 16 players in a match.
- 40.5 Premier 2 and below grades: A maximum of 16 players may be used by a team in a match.

#### **Admission to the Field of Play**

- 40.6 A maximum of eleven (11) players from each team, and the umpires, may be on the field of play during a match.
- 40.7 The substitute players registered on the Match Card up to a maximum of seven (7) persons (Premier 1) or five persons (Premier 2 and below) should remain in the team dugout during regulation time, including time stoppages, unless the umpires direct otherwise, or when following substitution procedures or providing medical assistance.
- 40.8 A maximum of 3 (three) team management staff can be in the dugout during the course of a match (regulation and extra time including stoppages).
- a. These are – 2 x coach, 1 x manager.
  - b. Those placed in these management positions must be genuine.
  - c. The umpires (or Match Official, if appointed) reserve the right to remove any persons from the dugout they feel should not be there.
- 40.9 WHA Staff are permitted to enter the team dugouts to resolve any issues and communicate with Match Officials, Umpires and Team Management as required.

#### **Pre-Match Procedure**

- 40.10 It is up to the Team Manager/Coach to ensure their team line-up is selected within PlayHQ prior to the commencement of the game with correct shirt numbers allocated, captain and goalkeeper identified. No two players may be allocated the same shirt number.
- 40.11 Team Managers/Coaches have sole responsibility to check prior to the start of the match that the PlayHQ electronic card has been completed properly and if it hasn't, it is required that the deficiency be remedied.
- 40.12 Before the start of the match (ideally during the coin toss), the team captains and officials appointed to the match must meet and discuss any discrepancies on the PlayHQ match card.
- 40.13 In all cases, if the PlayHQ electronic match card has not been submitted or proven to contain false player information from a successful protest, the result will see the offending team forfeiting the match.
- 40.14 The exception to this is if the PlayHQ system is not working and the electronic match card cannot be completed online through no fault of the players or team manager. The match

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<sup>1</sup> 'bona fide' means a genuine goalkeeper with experience playing in the goalkeeper position.

should proceed on time and a surrogate card completed as best as can be managed, at the discretion of the umpires.

- 40.15 After attempting to enter the required match information through PlayHQ and confirming that the system is not working as normal, both teams are required to notify WHA via email of the issue and state that the match card will be generated on a surrogate card.
- 40.16 Information that is required for a surrogate card to be deemed official:
- Match Details: Date, Team Names, Grade, Turf and Match Time
  - Team lists with players first and last names
  - Player shirt numbers
  - Identified captain and goalkeeper
  - Goals scored for each team and the result of the match
  - Penalty cards issued (green, yellow, red)
- 40.17 In the event that the PlayHQ system is not working, both team captains/coaches are to sign the surrogate card to confirm the result of the match. A copy of the card is to be provided to WHA promptly at the conclusion of the match.

#### **Post-Match Procedure**

- 40.18 Both teams are required to enter and ensure the correct result has been recorded via PlayHQ. Teams are also required to submit their Goal Scorers and Penalty Cards themselves into PlayHQ to the correct players in their team lineup.
- 40.19 Umpires and match officials are to review PlayHQ match card and overlook the final submission once team managers/coaches have entered in the details promptly after the game, checking that penalty cards and goals are recorded correctly.
- 40.20 The WHA Competitions Manager relies on PlayHQ electronic match cards being filled in properly to identify players who are playing in inappropriate teams or who are issued with red, yellow or green cards.
- 40.21 If a team manager/coach wants to protest a match card, then they must follow the Complaint Process and Technical Protest section in this handbook. They still will be required to enter in the result as it currently stands in PlayHQ prior to the protest.

#### **Incomplete / Incorrect Match Card**

- 40.22 If an electronic match card has not been completed correctly or is subsequently found to be incorrect from a successful protest, then that team will be found to have forfeited the match.

## **41. BLOOD BIN RULES**

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- 41.1 If a player is bleeding or has an open wound on their skin, then that player must leave the field immediately and shall not re-enter until the bleeding has ceased and/or the wound is adequately covered.
- 41.2 Blood-stained clothing must be replaced.
- 41.3 If blood staining should occur on the turf, immediate cleaning must take place by applying alcohol which is available from the turf kit which are supplied at each turf at NHS and Fraser Park.

## 42. HEAD INJURY RULES AND ILLNESS

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- 42.1 Hockey NZ has a Head Injury Rule and WHA abides with that rule in WHA competitions.
- a. All head injuries must be reported through the QR Code in the dugouts or through the Wellington Hockey website.
  - b. The Head Injury rule states:
    - At all Hockey New Zealand competitions and tournaments, Hockey New Zealand insists that a player that has received a head injury with suspected concussion may only commence playing again when a medical certificate clearing the player of concussion has been supplied to the Tournament Director. Hockey New Zealand strongly recommends that Associations and schools follow the same procedure for their own competitions. Hockey New Zealand endorse the Sports Medicine New Zealand Inc "Head Injury in Sport" Policy Statement and strongly recommend that all hockey Associations and schools in New Zealand adopt this document.
- 42.2 Please see the WHA website (under the "About/Health & Safety" tab) for an updated copy of the Wellington Hockey Concussion Awareness Policy.

### **Sickness**

- 42.3 If a player is unwell then they must not come to the turf and are not allowed to play. It is imperative that you follow this rule to reduce spreading sickness to others.



# **CODE OF CONDUCT, COMPLAINTS, AND DISPENSATION PROCESS**

## 43. PLAYER DISPENSATION PROCESS

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- 43.1 The process for handing player dispensation requests will be:
- Club Secretary/President to submit a player dispensation request to WHA using the relevant form.
  - WHA and the Dispensation Panel will review the request.
  - Decision will be made and communicated via email to the Club Secretary/President. All player dispensation requests will be recorded with reasons for acceptance/decline and will be available to all Club Secretaries/Presidents if requested.
- 43.2 Where possible, all player dispensations should be submitted before 12:00PM Thursday prior to the match. WHA will endeavour to reach an outcome prior to the end of the working week but cannot guarantee an outcome as some applications may require further review.

## 44. COMPLAINT PROCESS AND TECHNICAL PROTEST

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This competition is governed by Wellington Hockey's Complaints Policy outlined in WHA's Code of Conduct (the latest versions are available on the WHA website); and the rules of this Handbook.

Please note that any formal complaint or technical protest relating to the Open Grade Competition Handbook must be made in writing and signed by the Club President / Secretary. The complaint or technical protest must be sent via email by the Club President or Club Secretary only to the WHA Competition Manager and WHA CEO.

Complaints or technical protests from other parties will not be considered.

### 44.1 Complaint/Protest Process

- Complaints or technical protests need to be submitted in writing within 48 hours after the day of the game or end of stand-alone shootout competition. A fee no more than \$100 may be applied if the protest is unsuccessful.
- The supplied complaint will be passed onto the opposition club(s) for right of response.
- The Competitions Manager will then review the complaint or technical protest and response. They may seek further relevant information required to make an informed decision.
- If the Competition Manger thinks they can make a decision, they shall communicate this to the affected parties as soon as possible.
- Where the Competitions Manager is unable to form a decision, the matter will be resolved by way of a hearing which will involve the clubs involved and members of the Open Grade Advisory Group (who are impartial). Once they have reached a decision, they shall communicate this to the affected parties as soon as possible.
- The outcome of the decision may also be communicated to the wider club community for transparency.

### 44.2 Review of decision

- Where the Competitions Manager has made a decision per rule 44.1d, a club can request a review of the decision. This will be conducted by members of the Open Grade Advisory Group (who are impartial). They will determine their own process and timeframe.



- b. Where the Open Grade Advisory Group has made a decision per rule 44.1e and 44.2a, there will be no right of review.

## **45. BREACH OF COMPETITION RULES IN WHA OPEN GRADE HANDBOOK**

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- 45.1 Where a breach of competition rules has been determined through the complaints and technical protest process, the Competition Manager **MUST** change the result of the match to a forfeit and remove any competition points awarded for that match.

In addition, the Competitions Manager or Open Grade Advisory Group **MAY** apply the following penalties:

- a. Issue a warning to the team and club in question.
- b. Overturn a result to be considered a win by default to the affected team. In this case, the win by default clause will be applied as outlined in this handbook. In the event of the game being a quarter final, semifinal or final, the team that wins by default will advance or be declared competition winners.
- c. A point deduction of up to three (3) points may be applied.
- d. Impose other such penalty as considered appropriate with the offence.

## **46. CODE OF CONDUCT**

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WHA has adopted the Hockey NZ Code of Conduct, and this covers all participants' behaviours – players, coaches, managers, spectators on field and off the field. The WHA Code of Conduct should be read in conjunction with this document and can be found on WHA's website.

## **47. MISCELLANEOUS**

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WHA will deal with all matters not provided for in this publication.



# APPENDIX





## APPENDIX 1: SHOOTOUT COMPETITION

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

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

1. If the shoot-out competition takes place after the end of a match, the first shoot-out should take place within five (5) minutes of the end of regulation playing time.
2. Respective team managers nominate five players to take, and one player to defend, the shootouts from those on the team registration form except as excluded below. A player nominated to defend the shootouts can also be nominated to take a shootout. No substitutions/replacements are permitted during the shootout competition, other than as specified below.
3. In line with the FIH rules of Hockey, a shoot-out may be defended by either a goalkeeper, or a field player as defined by the FIH Rules of Hockey.
4. A player who is suspended by the Umpire at the time the shootout competition takes place or has been excluded permanently (red card) during the match which leads to the shootout competition, cannot take part in that shootout competition. A player who has been warned (green card) or temporarily suspended (yellow card) may take part in the shootout competition even if the period of their suspension has not been completed at the end of the match.
5. The Umpire will specify in advance the goal to be used.
6. The Umpire will specify in advance of the method of timing taking account of the facilities available and the need to control time accurately.
7. The Umpire shall appoint one, or preferably two, people to keep time during the shoot outs if no extra match support has been provided.
8. A coin is tossed; the team that wins the toss has the choice to take or defend the first shootout.
9. All players on the team entry form, other than any player who has been excluded permanently (red card) during the match which leads to the shootout competition, are permitted to enter the field of play outside the 23m area used for the shootout but must be at least 10m from the spot where the ball is placed at the start of the shootout.
10. The goalkeeper/defending player of the team taking a shootout may be on the backline outside the circle.
11. A player taking or defending a shootout may enter the 23m area for that purpose.
12. If a player taking a shootout is also defending the shootouts taken by opponents, (s)he is allowed reasonable time to take off his/her protective equipment to take his/her shootout and subsequently to put his/her protective equipment on again.
13. Five players from each team take a shootout alternately against the goalkeeper/defending player of the other team making a total of 10 shootouts.
14. Taking a shootout:
  - a. the goalkeeper/defending player starts on or behind the goal-line between the goal posts.
  - b. the ball is placed on the nearest 23m line opposite the centre of the goal.
  - c. an attacker stands outside the 23m area near the ball.
  - d. the umpire blows the whistle to signal the start of the shootout, the attacker and the goalkeeper/defending player may then move in any direction.
  - e. the shootout is completed when:
    - 8 seconds has elapsed since the starting signal, or
    - a goal is scored, or

- the attacker commits an offence, or
  - the goalkeeper/defending player commits an unintentional offence inside or outside the circle in which case the shootout is re-taken by the same player against the same goalkeeper/defending player, or
  - the goalkeeper/defending player commits an intentional offence inside or outside the circle, in which case a penalty stroke is awarded and taken, or
  - the ball goes out of play over the backline or side-line; this includes the goalkeeper/defending player intentionally playing the ball over the backline.
15. If a penalty stroke is awarded as specified above, it is able to be taken by anyone on the match sheet who has not been suspended.
16. A player may be suspended by a yellow or red card but not by a green card during the shootout competition.
17. If during a shootout competition (including during any penalty stroke which is awarded) a player (either an attacker or a goalkeeper/defending player) is suspended:
- a. that player takes no further part in that shootout competition and, unless a goalkeeper/defending player, cannot be replaced.
  - b. the replacement for a suspended goalkeeper/defending player can only come from the five players of that team nominated to take part in the shootout competition:
    - the replacement goalkeeper/defending player is allowed reasonable time to put on protective equipment similar to that which the goalkeeper/defending player (s)he is replacing was wearing.
    - for taking his/her own shootout, this player is allowed reasonable time to take off his/her protective equipment to take his/her shootout and subsequently to put it on again.
  - c. any shootout (or penalty stroke) due to be taken by a suspended player counts as no goal; the shootouts taken by this player and scored before being suspended count as a goal.
18. If during a shootout competition, a defending goalkeeper/defending player is incapacitated:
- a. that goalkeeper/defending player may be replaced by another player from among the players listed on the team entry form for that particular match, except as excluded in Clause 4 of this Appendix or unless suspended by an umpire during the shootout competition (*in this situation, clause 17.b applies*).
  - b. the replacement goalkeeper:
    - is allowed reasonable time to put on protective equipment similar to that which the incapacitated goalkeeper / defending player was wearing.
    - if this replacement is also nominated to take a shootout, this player is allowed reasonable time to take off his protective equipment to take his shootout and subsequently to put it on again.
19. If during a shootout competition, an attacker is incapacitated, that attacker may be replaced by another player from among the players listed on the team entry form for that particular match, except as excluded in Clause 4 of this Appendix or unless suspended by an umpire during the shootout competition.
20. Any replaced player (defender or attacker) takes no further part in the shoot-out competition.
21. Unless varied by this Appendix, the FIH Rules of Hockey apply during a shoot-out.

### **Shootout between two teams**

22. During a shootout between (only) two teams, if an equal number of goals are scored after each team has taken five shootouts:
- a. a second series of five 'sudden death' shootouts is taken with the same players, subject to the conditions specified in this Appendix.



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

#### **Shootout between three or more teams**

24. During a shootout between three (or more) teams, a round of shootouts is played between each of the teams i.e.. Each team plays each other once.
- a. Teams will play in the order determined by the Match Official, Umpires or WHA.
  - b. Rule 13 of this Appendix will apply to each shootout (viz., five players from each team will take a shootout, making a total of ten shootouts). *NB. Rules 22 and 23 of this Appendix will **not** apply (viz., no shootout will go to 'sudden death').*
  - c. a ranking will then be established based upon the results of the round of shootouts only
  - d. In each shootout points will be awarded:
    - **three** (3) points to the team having scored or been awarded the highest number of goals,
    - **one** (1) point to each team having scored or been awarded an equal number of goals and
    - **zero** (0) points to the team having scored or been awarded the lowest number of goals.
  - e. After each team has played a shootout against every other team, a ranking will be established based upon the total number of points awarded during the round of shootouts.
  - f. If equality remains between any two or more teams, then the teams having an equal number of points shall be ranked according to Rules 32.1b, c, and d (refer to Determining Ranking After Pool Play or Round Robin) **applied to goals recorded during the shootout competition.**
  - g. If equality remains:
    - between two teams, then procedure in 22 and 23 above shall be used to rank the teams.
    - between three (or more) teams, then procedure 24 above shall be repeated until a ranking is determined.



## APPENDIX 2: ONLINE FORM LINKS

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All forms listed below can be found on WHA's website under "Competitions/Winter Hockey/Open Grade Hockey" and must be completed by an approved Club Official which is outlined in Section 3 Communication Between WHA and Clubs.

1. **Player Dispensations Form** – [Click here](#)
  - Required for player movement between teams and clubs and other requests
2. **Subsequent Individual Registrations Notification Form** – [Click here](#)
  - Clubs are required to notify WHA when registering new players into teams post season commencement date to confirm they have been allocated to a team
3. **Player Re-Grade Form** – [Click here](#)
  - Re-grades to a lower grade will not be approved after 12.00PM on the Friday prior to the fourth to last game of the round robin prior to playoff games for all grades in the competition.
4. **Match Re-Schedule Request Form** – [Click here](#)
  - Must be submitted at least 14 days in advance of the scheduled match, unless the draw hasn't been published 2 weeks in advance.
5. **Club Team Ranking Form** – [Click here](#)
  - Due by 5:00PM of the Thursday prior to the first match of the season.
6. **Goalkeeper Nomination Form** – [Click here](#)
  - Due prior to the commencement of the scheduled match.
7. **Nominated Players Form** – [Click here](#)
  - Form must be completed by 5:00PM of the Thursday prior to the first match of the season if nominating players.
8. **New Team Grade Entry Request Form** – [Click here](#)
  - Due by the team registration closing date

## APPENDIX 3: THUNDER AND LIGHTNING PROCEDURE

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### Introduction

The care and well-being of our Hockey whanau is paramount. To ensure the safety of our hockey communities during the presence of thunder and lightning, Hockey New Zealand (HNZ) recommends the **20/20 rule** be adopted.

### The 20/20 rule to be applied is as follows:

- a. Hockey New Zealand's recommended guideline to Associations is to halt activity on the field of play if timing between the first sighting of lightning and the subsequent hearing of thunder is less than **20 seconds**. Everyone at the venue, including participants and spectators, must leave the field of play IMMEDIATELY and find sufficient shelter.
- b. Sufficient shelter includes:
  - Large buildings away from doorways / windows.
  - Cars with your windows closed will suffice if necessary. Avoid contact with anything that links to the external part of the vehicle (i.e., steering wheel, ignition, radio and / or keys).
- c. Poor shelter includes:
  - Team dugouts.
  - Close to floodlight towers or hockey goals.
- d. Remain sheltered for at least 20 minutes after the last sighting of lightning or sound of thunder.

### Safety Tips

- a. Keep a safe distance from tall objects such as trees, hilltops, and telephone poles.
- b. Stay away from objects that conduct electricity, such as metal fences, bats, golf clubs, and bicycles.
- c. If you are in a group in the open, spread out, keeping people several metres apart.
- d. If caught in a field far from shelter and you feel your hair stand on end, lightning may be about to hit you. Crouch on the ground immediately, with feet together, placing your hands on your knees and bending forward. **DO NOT LIE FLAT.**

### Lightning Strike Victim Care

- a. Lightning strike victims do not carry a charge and are safe to assess.
- b. The first rule of CPR, make sure the scene is safe, applies. If need be, move the victim to a safe location.
- c. It has been demonstrated that there is a high success rate of resuscitating lightning strike victims using CPR. Thus, it is imperative to treat the "apparently lifeless" first by promptly initiating CPR.
- d. Secondary assessments should include evaluating and treating these common injuries from lightning strikes: hypothermia, shock, fractures, and burns.

### Partially Completed Games and /or Restart of an Interrupted Match

For partially completed games, please refer to the local Association policy together with the rules and regulations for the relevant competition to determine how a partially completed game should be treated.