



Wellington Hockey
Association

Secondary School
Competition Handbook
2011

*Information for Secondary Schools
for the Playing Season*

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1. General Information

Contacts

Wellington Hockey Association (WHA)

P.O Box 2891
Wellington 6140
Ph: 04 389 3337
Fax: 04 389 3130
Email: info@wellingtonhockey.org.nz
Web: www.wellingtonhockey.org.nz

Physical Location:

Administration Building
National Hockey Stadium
Mt Albert Rd
Newtown

Board:

Tim Brown, Chair
Karen Wallace, Deputy Chair
Richard Taylor
Derek Wilshire
Sarah Neaves
Elaine McCaw

Staff:

Chief Executive	Anne-Margaret Campbell
Office Administrator	Donna Mote
CoachForce Officer	Niniwa Roberts
Finance Officer	Sandra Proctor
Development Manager	Sean Dancer

- **Donna Mote** manages the Secondary School Competition and can be contacted using any of the above details for enquiries regarding draws, results etc.
- **Sandra Proctor** manages the invoices for affiliation fees and game turf fees and can be contacted using the above phone and fax numbers or by email sandra@wellingtonhockey.org.nz for enquiries in regard to finance
- The **Youth Advisory Council** comprises a number of volunteers who together with the above WHA personnel, manage all aspects of the WHA youth competitions. Further details are on the WHA website.

National Hockey Stadium Trust (NHS Trust)

The NHS Trust manages the four turfs in the Wellington region (NHS (2), Elsdon and Fraser). They are responsible for the upkeep of all the facilities and turfs and manage the turf bookings. If you wish to book practices, additional games etc, please contact them directly for assistance. WHA liaise with the Trust through the Management Committee.

NHS Trust
PO Box 1608
Wellington

Pavilion, Newtown - Ph: 04 389 5714

Catering - Ph: 04 389 5713

A/H – Ph: 04 232 6317

Turf Bookings – Ph 04 526 5043

Trustee Rex Manning

Administrator Paddy Frankenberg

Management Committee Rex Manning (NHS), Anne-Margaret Campbell (WHA), Derek Wilshire (WHA), David Bott (Club Rep)

School Contacts

A register will be established for the current season's contacts. This database is used for ALL communications to Schools by WHA. Please advise the WHA Office immediately should any of these details change.

Draws and Results

Draws and Results are made available on the WHA website at www.wellingtonhockey.org.nz/page/competitionsdraws

The rules noted in the **Wellington Hockey Association Local Competitions Handbook** apply to all Primary, Secondary and Open Grade competitions.

This Handbook provides any exceptions to the Local Competitions Handbook for WHA Secondary School competitions.

2. Changes from 2010

There are a number of changes implemented within these rules. These include but are not limited to:

- Additional text from and reference to the Local Competition Handbook to clarify areas of ambiguity
- Removal of Challenge Week for 2012 onwards (promotion/relegation at the end of the 2011 season will be automatic for bottom and top-placed teams)
- A reduced number of Grading Round games to be trialled in 2011 (5 rather than 7). Partially to cope with the change in school term dates due to the Rugby World Cup, but also in line with changes to the Open Grade Competition introduced in 2010.
- Possible introduction of a social grade for boys and girls competitions
- Further clarification for schools wishing to request deferrals
- Clarification of the non-eligibility of teams to enter Premier 1 grade if they already have a team from their school in that grade (in line with the Local Competition Handbook rules)
- Teams which do not have an alternate playing uniform, they must carry with them a set of bibs to wear in case of a uniform clash
- Introduction of a bonus point for 3 goal winning margin (in line with Open Grade Competition)

3. Competition Dates

(Replaces sections 1.3 and 2.2 of the Local Competitions Handbook)

Non-Playing Days:

Queen's Birthday Monday	6 June 2011
Winter Tournament Week	22 – 26 August 2011

Playing Schedule:

Challenge Week	11 – 15 April 2011
Grading Round	2 May – 3 June 2011
Promotion/Relegation Week	7 – 10 June 2011
Competition Round	13 June – 19 August 2011
Semi-Finals Week	29 – 2 September 2011
Finals Week	6 – 9 September 2011

Other useful dates:

WHA AGM	Wednesday 16 March, 7.00pm, NHS Pavilion
Convenors/managers meeting 1	Wed 30 March, 6.00pm, Fraser
Convenors/managers meeting 2	Mon 4 April, 6.00pm, NHS
End of season review meeting	Wednesday 2 Nov, 6.30pm, NHS
Youth Representative Prize Giving	Sunday 13 November 2011

4. Playing Days

(Replaces section 2.3 of the Local Competitions Handbook)

- Premier 1** **Friday** - Boys and Girls - games will start at 5.30pm, 6.45pm and 8.00pm. Umpires for the 5.30 games will blow for the end of the 4.15pm game at 5.20pm
- Premier 2** **Friday** - Boys and Girls - games will start at 4.15pm, 5.30pm, 6.45pm and 8.00pm. Umpires for the 5.30 games will blow for the end of the 4.15pm game at 5.20pm
- Premier 3** **Thursday** - Boys and Girls
- Reserve 1** **Wednesday** - Boys and Girls
- Reserve 2** **Tuesday** - Girls; **Wednesday** - Boys
- Reserve 3** **Tuesday** - Girls; **Thursday** - Boys
- Reserve 4** **Tuesday** - Boys
- All grades** Games will also be played as required to allow for promotion/relegation games and deferred games. Promotion/Relegation games are held on the playing night of the higher graded team.
- WHA reserves the right to change the draw if required e.g. if turf becomes available through default, deferment or commencing a game earlier.

5. Length of Games

(Replaces section 3.6.9 of the Local Competitions Handbook)

- a. All games are to start and finish on time. If a game starts late for any reason the management of both teams and the umpires must determine the playing time before the game starts. This may include making changes to:
 - Length of first half
 - Length of second half
 - Length of half-time break
 - Length of warm-up time on turf
- b. Premier 1 and Premier 2 games are to have 30 minute halves and at least a 5 minute warm up.
- c. Games in all other grades are to have 25 minute halves and at least a 5 minute warm up where possible. Maximum half time in all grades is 3 minutes. To save time, "the toss" should be taken before entering the turf.
- d. Finish of Games: To allow turf warm-up time for the teams playing next, in Premier 1 and Premier 2 grades, games must finish 10 minutes prior to the start time of the next game. In all other grades games must finish 5 minutes prior to the start time of the next game.
- e. Stoppages: Time may be stopped for serious injury, dangerous conditions or similar occurrences. Time will be "On" during stroke or any other penalty play, with the exception of strokes in Semi-Finals and Finals where time shall be stopped. If the game is stopped in the first half and is unable to be restarted during the allocated playing time, it will be rescheduled on the request of either team. If the game is stopped at half-time or later the score at the time of the stoppage stands as the final result.

6. Umpires

(Replaces section 3.10 of the Local Competitions Handbook)

- a. Umpires will be allocated for Premier 1 games. If at all possible umpires will be allocated to Premier 2 and Premier 3 games. Where umpires are not allocated it is the responsibility of each team to provide an umpire for their game. Umpire training will be available at the start of the season with some supervision available through the season.
- b. The Umpires' Advisory Council will supervise students and parents interested in passing their Junior Local Umpire's badge - contact the Umpires Advisory Council or the WHA Office for further details using info@wellingtonhockey.org.nz.

7. Defaults

(Replaces section 3.9 of the Local Competitions Handbook)

- a. A match cannot commence or continue unless each team has a minimum of 7 players including a goal keeper able to be present on the field of play at any one time. A team unable to do this will default the match.
- b. If a team fails to take the turf within 10 minutes of the scheduled start time they are deemed to have defaulted the game. Seven (7) players including a goal keeper constitute a team.
- c. Any team forfeiting two matches in succession, or three at intervals, may at the discretion of WHA be deemed to have withdrawn from the competition. In the event of any team withdrawing from the competition, no matches played by such team shall count unless otherwise decided by WHA.
- d. The defaulting team will incur the full cost of turf or other fees of both teams.
- e. Where two teams from the same school in the same grade are scheduled to play each other and a default occurs, neither team will be awarded any points. The school will pay the turf fees.
- f. Notification: The team being defaulted to and the WHA Office must be notified of the default at the earliest possible time, and no later than midday on the day of play. Notification of defaults by email alone is not sufficient. The manager/coach of the team being defaulted to must be contacted by telephone to ensure the message is received.
- g. Sports Coordinators and School Office contacts can be found on the WHA website at http://www.wellingtonhockey.org.nz/page/school_contacts.html
- h. A default must be included in results returned for that week.
- i. If a team is late due to circumstances beyond its control that are deemed appropriate by WHA, the game may be rescheduled by WHA.

8. Requests to Re-schedule

(Replaces section 3.8 of the Local Competition Handbook)

- a. In the event of a team from any school having three or more players (not coaches or managers) participating in an official representative fixture, then that school may seek postponement from the Association for the scheduled fixture.
- b. Such requests to reschedule a game must be lodged with the WHA Office at least two weeks in advance of the scheduled playing date. Where a request to reschedule is made both teams must agree on the new day and time. If this cannot be resolved the original playing night must be used.
- c. Requests for re-scheduling will not be granted for school field trips, school dances etc. NB there is however opportunity at the beginning of the season prior to the draw being generated to request such specific time or bye allocation changes.
- d. With so little extra turf time available games are very difficult to reschedule and requests may not necessarily be granted.

9. Cancellations

(Replaces section 2.3.8 of the Local Competitions Handbook)

- a. WHA rarely cancels games; however this may occur due to equipment failure, weather conditions or other unforeseen circumstances.
- b. Games may be cancelled due to flooding, ice, hail or severe wind chill. The Umpires will make the final decision, after consultation with the affected teams, if the decision to cancel was not made earlier in the day by WHA.
- c. Games may be cancelled due to failure of lights, watering equipment, playing surface or goal defects that may cause health and safety issues for players. The Umpires will make the final decision, after consultation with the affected teams, if the decision to cancel was not made earlier in the day by WHA.
- d. Where practicable, cancellations will be advised to team contacts as provided on the Team Registration Form, however, WHA recommends teams/players contact WHA as conditions may alter and allow games to be recommenced.
- e. If a team chooses not to play when conditions have been deemed suitable for play, the other team will be declared the winner by default.
- f. If a cancellation occurs, affected teams must notify the WHA Office within 24 hours of the scheduled game.
- g. Cancelled games will be rescheduled by WHA.
- h. The NHS Trust, as provider of the venues, has the right to close the grounds.
- i. The decision to cancel may be delayed as late as possible to allow the chance for any flooding to clear or conditions to improve sufficiently for games to proceed. Schools will be notified of cancellations (using the contact details provided on the team registration form) by telephone or email as soon as a decision is made.

10. Game Cards

(Replaces section 3.6 and 3.7 of the Local Competitions Handbook)

- a. Game cards will be issued to all schools at the pre-season convenors/managers meetings. Additional cards can be obtained by contacting the WHA office. Any injury incurred during a game must be noted on the card.
- b. It shall be the responsibility of the team named on the left-hand side of the draw to provide the team card for the match.
- c. The match cards must have clearly printed first and surnames of each player participating beside their playing number.
- d. Starred players must be clearly marked on the match card.
- e. Goalkeepers playing below their registered grade in the field must be marked on the match card.
- f. The match cards can record up to sixteen (16) players and not less than seven (7) including a goal keeper.
- g. No player or substitute player may take the field unless that player's name appears on the match card. For the sake of clarity "take the field" mean participate for all or any part of the match in field play.
- h. Captains must sign the match card at the end of the match to confirm score, player details or any other circumstances observed or agreed to by both teams (e.g. such as a goal keeper from a higher grading taking the field of play as a field player).
- i. Both umpires must print their name on the card and check that serious harm incidents or individual penalty cards are recorded clearly and correctly.

- j. It shall be the responsibility of the winning team captain, or in the case of a drawn match, the captain of the first named team on the draw, to ensure that the card is in the hands of WHA within three (3) days of the match, this will generally be by placement in the match box provided at the venue. Schools should also email or fax their results to the WHA Office no later than 3pm in the Monday following the game. Schools have ten (10) days to get their result to the WHA Office. Failure to do so will result in the game being voided.
- k. Results from match cards shall be compiled by WHA and posted either on its website or by other means available at the time.

NOTE; Match cards are the sole official record of the match. As it is the requirement of BOTH CAPTAINS to check & confirm details it is therefore the only official document for independent review of who played and what incidents, injuries, personal penalty cards and points scored may have resulted. Thus it is essential that cards are correctly completed. In the event of a complaint, incorrectly completed cards shall result (in many cases) with the complaint being thrown out for lack of information.

11. Turfs and Facilities

(Replaces section 4.3 of the Local Competitions Handbook)

- a. The NHS, Fraser Park and Elsdon turfs are administered by the National Hockey Stadium Trust. Kapiti Coast turf is administered by the Kapiti Community Recreational Turf Trust.
- b. All players must comply with the rules set down for turf use by the Trusts. These include but may not be limited to;
- No practice on the turf or side of turf while games are in progress, or on the concrete area in front of the Pavilion at the NHS.
 - Players and coaches ONLY may be present "turf side".
 - No sugar based drinks are allowed on the turf.
 - Glass bottles must not be taken onto the turf
 - No food is allowed on the turf.
 - Blood stains on the turf must be washed off the turf immediately.
 - No spitting on the turf.
 - No smoking within the grounds
 - As the NHS Pavilion is a licensed facility, no alcohol may be brought onto the site or into the Pavilion (Licensing conditions do change from time to time, NHS will advise of these as they occur).
 - No dogs allowed within the grounds
 - Drivers must observe the parking restrictions or risk being towed away. Clear access must be available to the Pavilion and turf areas for ambulance access in the case of serious injury.
 - Valuables should not be left visibly in cars nor left in the changing rooms.
 - Changing Rooms must be left in tidy condition after each team use - coaches or managers please check this. Teams will be invoiced for damage and changing rooms will be locked to School grades if vandalism occurs.

Kapiti Coast Recreational Turf Trust Contact Details;

KCRTT
P O Box 523
Paraparaumu 5254
Phone: 0508 462 539
Website: <http://www.kapitisport.org.nz/>

Physical Location:

Mazengarb Reserve, Scaife Drive, Paraparaumu

Lights and Water

- a. *NHS lights are operated by a timer at the NHS Stadium and by NHS personnel (or by pressing the button on the light panel under the external stairs leading into the pavilion). Lights are also on a timer at Fraser Park (button on lamp post near rubbish bin outside pavilion) and Elsdon (button on lamp post on corner of turf as you walk in the main gate) and can be turned on by users as required. Kapiti-based teams are responsible for the lights and watering the pitches and the Wairarapa Association arrange these services at Clareville.*
- b. Both NHS turfs and the Kapiti turf are water based and require regular watering. This is carried out according to an arranged schedule.

Turf Fees

- a. The charge-out rate for a turf is \$44.00 per game per team for Premier 1 and Premier 2 grade games and \$35.00 per game per team for all other grades. Schools will be invoiced for turf fees by WHA. Most teams will play between 13 and 15 games each season.
- b. Turf fees for training times are billed directly by the NHS Trust, not by WHA.

12. Equipment and Uniforms

(Replaces section 3.11 of the Local Competition Handbook)

- a. Each team shall supply a ball for each match in which it is engaged. These balls shall be used one in each half of the game. For all games played under lights teams will provide a coloured ball other than white, this may be used as an alternative.
- b. Each School must register their Club uniform/colours/design with WHA at the time of team registration and send a photo of the team uniform to be displayed on the WHA website.
- c. WHA will advise Schools in grades where there is potential for a colour clash at the commencement of the season.
- d. In the event of a uniform strip colour clash the team appearing first in the draw is required to provide the alternative strip. For those teams who do not have an alternate strip, they must use their own set of bibs.
- e. New Schools or Schools which would like to make substantial changes to their existing uniform design or colour must submit their design and colour to WHA for approval before they are able to take part in the competition in the new uniform.
- f. Each School team must wear its School approved uniform colours at each match.
- g. All players must wear a proper hockey uniform i.e. correct socks, shorts/skirts and tops as per their School'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.
- h. Each playing shirt must have a number on the back at least 30cm in height. Only one of each number per team. The Goalkeeper is to have their number on both the front and back of the shirt.
- i. Goalkeepers must wear protective equipment including a helmet and a different coloured shirt from that of both teams.
- j. Goal keeper pads must have buckles taped
- k. Players must not wear peaked caps, although foam collapsible sun visors are permitted.
- l. Track pants may not be worn as playing uniform, unless weather conditions warrant, at the Umpires' discretion.
- m. Running-shoes or turf shoes only may be worn when playing on the turf.
- n. All players must wear a mouth-guard and shin pads. Players will not be allowed by team management to take the turf without these items.

- o. Each team is to carry a First aid Kit. This should include water and ice.

Blood Bin Rules

- a. 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.
- b. Blood stained clothing must be replaced.
- c. If blood staining should occur on the turf, immediate cleaning must take place by applying alcohol which is available from the bar at NHS and in the foyer at Fraser Park and in the kiosk in the first aid box at Kapiti and in the Umpires Room at Clareville. (Elsdon does not have alcohol available.)

13. Fair Play

All Schools should ensure that their teams and spectators exhibit a good standard of sportsmanship. Bad language, dangerous play and the abuse of umpires will not be tolerated. Any complaints should be made in writing to the WHA Office as soon after the incident as possible.

Refer to section 5 of the Local Competition Handbook (Judicial) for full detail.

14. Affiliation Fees

(Replaces section 4.1 of the Local competitions Handbook)

- a. The Affiliation fee for each School team in 2011 is \$445 and must be paid in full no later than 15 June 2011. This fee includes a player affiliation fee passed on from Hockey New Zealand.
- b. Affiliation fees partially fund the salaries for staff who administer the youth competitions (Secondary School, Primary and Mini Hockey) but do not cover all costs associated with managing the competitions.
- c. Invoices for Turf fees will be sent out with the invoice for Affiliation fees (this will cover the first 10 games). The final account will be sent out at the completion of the competition. All turf fee invoices are to be paid in full on the 20th of the month following the invoice date. Any School falling more than 30 days in arrears shall be withdrawn from competition.

15. Team Registration

(Replaces section 3.1 of the Local Competition Handbook)

- a. Teams must be registered by 5.00pm on Friday 25 March 2011.
- b. Grades are Premier 1 to 3 and Reserve 1 to 4: P1 – P3 and R1 – R4. A social grade is being introduced in 2011 for the boys' and the girls' competitions (S1).
- c. The WHA may refuse to accept or may place on a waiting list any team entries that arrive after the due date.
- d. WHA may impose a fine on any School that fails to submit team registration lists by the due date.
- e. Team placement into round 1 (grading round) will be determined by the results of the previous season (see Competition Structure for details).
- f. Placement into the competition rounds will be based on the results of the grading rounds (see Competition Structure for details).
- g. On registration of each team, Schools must rank their teams from highest to lowest, 1 being highest.

- h. Where any School enters two or more teams for any grade, the above ranking method shall still be applied.
- i. This ranking shall apply throughout the grading rounds with regrading and playing out of grade rules applying accordingly during the grading round.
- j. At the completion of the grading round, the results of the grading round will determine rank.
- k. WHA will confirm to schools if any team rank has been altered due to the grading round competition. If the rank has changed for two teams from the same school, the team names will change (with the higher ranked team having the lower number) to avoid confusion through the competition round.
- l. The rank at completion of the grading round shall be the rank that will govern transfer, regrading and playing out of grade rules.
- m. Any School failing to register its teams by the specified date on the Team Registration Form or failing to supply all mandatory information as noted below shall be deemed to be unregistered until this is complete. A team contact must be identified; they may be a player, coach or manager. The following information is mandatory;
 - Team Contact First Name,
 - Team Contact Last Name,
 - Team Contact Phone No,
 - Team Contact Physical Address,
 - Team Contact Email Address,
 - Grade wishing to compete in the 2011 season,
 - Team Rank (see rules above).
- n. Team fees are calculated on a team not a per player basis. However this shall be up to a maximum of 19 players.
- o. For clarity, Team Registration shall not be confused with the number of players permitted on a Match Card, the match card shall comprise not more than 16 players registered to the team, all 16 of whom may take the field of play for all or part of that match.

16. Player Registration

(Replaces section 3.2 of the Local Competition Handbook)

- a. Any Team failing to register its players by the due date noted on the Registration Form or failing to supply all mandatory information as noted below shall be deemed to be playing unregistered players and shall forfeit match points and be fined accordingly until this is complete. The following information is mandatory;
 - First Name,
 - Last Name,
 - Contact Phone No,
 - Address,
 - Email Address (Coach/Managers may be substituted only if one not available),
 - Date of birth (for affiliation purposes),
- b. Every player entering the field of play MUST be registered prior to the commencement of the match.
- c. Additional registrations (one off) may be entered; emailed to WHA advising of the new player. They must be completed prior to the player taking the field of play.
- d. Players can be registered in one team only and registration of team players must be received by 5.00pm on 23 May 2011.
- e. For a team to be eligible for registration they must have no less than 12 players listed at the date of registration.

- f. If a player has played 3 games for a team in a grade higher than their registered grade they cannot then play in a team below that higher grade until re-registered. Girls cannot return to their team if they have played three (3) games for a boys' team.
- g. Girls cannot be starred in boys' teams (see Starred Players below).
- h. Re-registration can be requested by e-mail to the WHA Office.
- i. A player may only be re-registered ONCE in any one season.
- j. No player may be re-registered after the conclusion of pool play in either round prior to playoff games.
- k. Game cards must be completed fully and will be regularly scrutinised to ensure that Schools are following the correct procedure.
- l. Goal-keepers may be registered as field players in a lower grade team (note this on your Player Registration Form and on the Team Card).

(Replaces section 3.2 of the Local Competitions Handbook)

Player Eligibility

All members of a team representing a School must be bona fide pupils of that School or a member of an approved cluster school, taking a minimum of 4 subjects, be in Year 7-13 and be under the age of 19 as at 1 January 2011. (See 'h' below re year 7 and 8 players).

Any exemptions from this rule are at the discretion of WHA and must have written approval from the relevant School Principal(s). Applications for exemptions must be received by the WHA Office by 25 March 2011.

Refer to the College Sport Wellington Bylaws as attached and in particular:

Student Eligibility

- a. In order to be eligible to participate in activity under the jurisdiction of CSW, students must meet all of the following criteria:
- b. Be under the age of 19 on 1 January in the year of competition.
- c. Be enrolled as a bona fide student at the school of representation and studying at least 80% of a programme that is part of the timetable provided by the school
- d. Have continuous regular attendance at the school of enrolment or conform to the official attendance policy of that school. The Ministry of Education's "20 Day rule" shall apply.
- e. Be on the official roll of only one school
- f. Not be under suspension or any other disciplinary action by the School.
- g. Be registered on the school's official team list for their team of representation.
- h. Year 7 and Year 8 students from those schools who provide for such levels, will be eligible to participate conditional on them being identified [Y7 & Y8 as appropriate] on team registration lists. Or primary or intermediate schools that are agreed cluster schools (schools approved by WHA who would normally feed into that college or high school). Secondary schools can field a **maximum** total of three players (3 male and/or 3 female) in their player registration information. These players must be identified at the time of registration. These players can only be used to make up numbers or for development.

ID Checks

All players are required to carry photo ID. This is in case of random ID checking that WHA may request at any time. If this is not possible, team managers must carry with them a school supplied team list including photos.

Starred Player Rule (Replaces sections 3.4 and 3.5 of the Local Competitions Handbook)

- a. A maximum of three starred players may be granted to each team in a School in order to achieve one or both of the following objectives:

- i. To assist Schools with limited numbers to field another team (NUMBERS)
 - ii. To facilitate development of younger players by giving them the opportunity to play at a higher level (DEVELOPMENT)
- b. Schools are required to state on the registration form which of the above criteria (NUMBERS or DEVELOPMENT) applies to each of their starred players.
- c. Girls cannot be starred in boys' teams.
- d. Starred players may only be registered in the lower grade team and play 'up' as required.
- e. A list of starred players will be published on the WHA website by 7 June 2011.

17. Trophies

(Replaces section 2.7 of the Local Competition Handbook)

At the conclusion of the Grading Round the Wellington First Round Trophies will be awarded to the top ranked Wellington boys' and girls' teams in the Premier 1 competitions. Rankings will not include points from games against teams from Wairarapa Schools.

18. Competition Structure

(Replaces section 2.4 and 2.6 of the Local Competition Handbook)

Each grade will, as far as possible, comprise 8 teams. Teams will be ranked based on their finishing placings from the previous season.

Challenge Week (Week 1)

- a. In 2011, teams (except for Premier 1) which win their final playoff game (1st v 2nd) will automatically be promoted to the higher grade for the start of the 2012 season. Teams (including Premier1) which lose their 7th v 8th playoff game will automatically be relegated to the lower grade for the start of the 2012 season.
- b. The intention of Challenge Week is to establish the appropriate grades for teams that will be playing the forthcoming season. While it is recognised that players do not have to be registered in teams prior to Challenge Week, players who are likely to be registered in a higher team should not be selected in a lower team.
- c. During 2011 Challenge Week, the following teams will have the opportunity to play a higher placed team in accordance with these rules. Placings referred to below, are those that stood at the completion of the previous season's competition.
- d. Teams placed 1st (except Premier1 Boys and Girls) will play the team that finished 8th in the grade above; teams that finished 2nd (except Premier 1 Boys and Girls) will play the team that finished 7th in the grade above.
- e. In every case the winning team will be placed in the higher grade and the losing team will be placed in the lower grade for the grading round.
- f. In the event of a draw at the completion of a Challenge Week game, "golden goal" rules will apply. That is, the first team to score a goal in extra time will be declared the winner. The game will proceed to a drop off system as follows: For the first three minutes of extra time each team will drop two players and field a maximum of nine players only. For the next three minutes each team will drop two players and field a maximum of seven players only. For the next three minutes each team will drop two players and field a maximum of five players only. A goal keeper can be removed at any time.
- g. In the event of a draw at the completion of nine minutes of extra time, the teams will proceed to a penalty stroke competition.
- h. There will be no Challenge Week from 2012 onwards and this section will be removed from the 2012 Handbook.

Grading Round (Weeks 2 – 6)

Following Challenge Week, a Grading Round will be played. In 2011 the Grading Round format used in Open Grade competitions will be trialled in the Secondary School competitions and reviewed at season-end with a view to permanently introducing it in 2012.

- a. Grading Rounds shall consist of 8 teams where practical.
- b. Teams which did not participate in the previous season shall be graded at the discretion of WHA and for grading purposes shall generally enter in the lowest grade.
- c. Teams shall be divided into grades, based on their rankings at the completion of Challenge Week and team composition.
- d. Relegation for the following season will be based on the bottom placed team following the final playoff games (i.e. loser of 7th v 8th)
- e. Promotion for the following season will be based on the winner of the competition final.
- f. Grading Rounds will commence in round one.

Promotion/Relegation Playoff games

- a. At the end of the grading round the 1st placed team plays the 8th placed team from the grade above, and the 2nd placed team plays the 7th placed team from the grade above. The results of these games determine whether teams will move up, down or remain within a grade.
- b. In the event of a draw at the completion of a Promotion/relegation game, “golden goal” rules will apply. That is, the first team to score a goal in extra time will be declared the winner. The game will proceed to a drop off system as follows: For the first three minutes of extra time each team will drop two players and field a maximum of nine players only. For the next three minutes each team will drop two players and field a maximum of seven players only. For the next three minutes each team will drop two players and field a maximum of five players only. A goal keeper can be removed at any time in the event of a draw at the completion of nine minutes of extra time, the teams will proceed to a penalty stroke competition.
- c. WHA reserves the right to place any team into any grade it sees fit. For competition rounds this shall generally be based on the results of the grading round.

Grading Round Format

- a. All grades from P1 to R4, where sufficient entries permit, will divide into two pools of 4 based on the rankings at the beginning of the season (following promotion/relegation at the end of the Challenge Week).
- b. The grading round structure for the lowest grades will depend on the number of entries received and will be advised to teams as soon as possible after entries are confirmed. All grades will have promotion/relegation games in the same week.

5 game Grading Round Format

Round Robin – 3 x games

Pool A - Teams ranked 1, 4, 5 and 8

Pool B - Teams ranked 2, 3, 6 and 7

Grading Round 4 - Inter-pool play-offs

1st Pool A v 2nd Pool B = Game W

2nd Pool A v 1st Pool B = Game X

3rd Pool A v 4th Pool B = Game Y

4th Pool A v 3rd Pool B = Game Z

Grading Round 5 - Finals

Winner Game W v Winner Game X = Play off for 1st and 2nd

Loser Game W v Loser Game X = Play off for 3rd and 4th

Winner Game Y v Winner Game Z = Play off for 5th and 6th

Loser Game Y v Loser Game Z = Play off for 7th and 8th

Promotion Relegation Week (week 7)

- a. At the end of the Grading round teams will undergo the same process as used in Challenge Week where teams placed 1st after grading (except P1 Boys and Girls) will play the team that finished in 8th place in the grade above and teams that finished 2nd (except P1 Boys and Girls) will play the team that finished in 7th place in the grade above.
- b. To be promoted to Premier 1, the team must not have another team from the same School already competing in the P1 One Grade
- c. In every other case the winning team will be placed in the higher grade and the losing team in the lower grade.

- d. Teams placed 3rd to 6th at end of the 5 grading games will not play any games during the promotion/relegation week
- e. In the event of a draw at the completion of a Promotion/relegation game, semi-final or final, “golden goal” rules will apply. That is, the first team to score a goal in extra time will be declared the winner. The game will proceed to a drop off system as follows: For the first three minutes of extra time each team will drop two players and field a maximum of nine players only. For the next three minutes each team will drop two players and field a maximum of seven players only. For the next three minutes each team will drop two players and field a maximum of five players only. A goal keeper can be removed at any time In the event of a draw at the completion of nine minutes of extra time the teams will proceed to a penalty stroke competition.

Competition Round (Week 8 – 14) (Replaces section 2.4.4 of the Local Competition Handbook)

- a. Competition Rounds will commence with 8 teams per grade ideally with a maximum of 10 teams per grade at the discretion of WHA depending on the number of teams registered.
- b. A Competition Round will then be played with each team playing seven games against the other teams in their grade.
- c. All teams will begin the Competition Round with zero points.

Semi-finals and finals (Weeks 15 – 16) (replaces 2.4.6 of the Local Competitions Handbook)

- a. Refer to section 2.4.5 of the Local Competitions Handbook for details on how final seedings are determined
- b. At the completion of the Competition Round, top 4 and bottom 4 semi-finals and finals will be played. These will determine final placings in each grade.
 - 1 v 4 - Winner to proceed to 1st & 2nd place final (no 3 v 4 play-off)
 - 2 v 3 - Winner to proceed to 1st & 2nd place final (no 3 v 4 play-off)
 - 5 v 8 - Loser to proceed to 7th and 8th place final (no 5 v 6 play-off)
 - 6 v 7 - Loser to proceed to 7th and 8th place final (no 5 v 6 play-off)
- c. All semi-final games will be played in Wellington, unless both semi finalists are Wairarapa or Kapiti teams.
- d. All final games will be played in Wellington.
- e. In the event of a draw at the completion of a Promotion/relegation game, “golden goal” rules will apply. That is, the first team to score a goal in extra time will be declared the winner. The game will proceed to a drop off system as follows: For the first three minutes of extra time each team will drop two players and field a maximum of nine players only. For the next three minutes each team will drop two players and field a maximum of seven players only. For the next three minutes each team will drop two players and field a maximum of five players only. A goal keeper can be removed at any time In the event of a draw at the completion of nine minutes of extra time, the teams will proceed to a penalty stroke competition.

Penalty Stroke Competition (additional to the Local Competitions Handbook)

- a. Five (5) players from each of the two teams, chosen by their respective Team Managers from the players listed on the Game card, but excluding any player who has been suspended Permanently (red card) from the field of play during the same match by the umpires, shall take a penalty stroke alternately against one and the same goalkeeper of the other team, unless the latter has been incapacitated and replaced, making a total of ten (10) penalty strokes, five (5) for each team. The players must take the penalty strokes in the same sequence as the list of five (5) players nominated and communicated by the Team Managers to the umpires prior to the start of the penalty stroke competition. (List of players by name or shirt number in stroke order plus the goalkeeper – if not a stroke taker)

- b. If during a penalty stroke competition a player (either a stroke taker or a goalkeeper) is suspended, then that player shall take no further part in that penalty stroke competition and, unless a goalkeeper, cannot be substituted.
- c. If a stroke taker, any stroke the player should have been entitled to take will be counted as no goal. If a goalkeeper, the replacement may only be from one of the nominated stroke takers.
- d. The player replacing the goalkeeper may continue to take penalty strokes, but when required to defend penalty strokes must wear protective headgear. This player may also wear other approved goalkeeping equipment. (An incapacitated goalkeeper may be substituted).
- e. The umpires shall choose the goal to be used and they shall toss a coin with the captains to decide which team shall take the first penalty stroke. The team having scored the higher number of goals shall be the winner and the competition shall cease once an outright winner has been established.
- f. In the event of an equal number of goals having been awarded, another series of penalty strokes shall be started with the same players, subject to incapacitated goalkeepers being replaced and shall feature "sudden death", which shall mean that the winner shall be the first team to have been awarded one more goal than the opposing team after an equal number of strokes (no minimum) have been taken by each team. If necessary, this "sudden death" series may exceed ten (10) penalty strokes, five (5) for each team. The sequence does not need to be the same as in the previous series and the Team Manager may choose at the time of each stroke which of the five (5) nominated players will take the stroke, using all five (5) nominated players per round.
- g. The Team Managers, goalkeepers and nominated stroke takers only may enter the field of play during a penalty stroke competition. All these persons will remain outside the twenty-three metre area unless a player is authorised by an umpire to take or defend a penalty stroke.

19. Results

(Replaces section 2.5 of the Local Competitions Handbook)

Win – 3 points

Draw – 1 point

Loss – 0 points

Bonus Point for a 3 goal difference – 1 Point

A team winning by default – 4 points (3 points for a win + 1 bonus point) and will have 5 goals awarded

Competition Points accumulate through competition rounds only. Points do not carry into the competition round from the grading round or from the competition round into the semi-final/final rounds

20. Judicial

Any breach of competition rules can result in a three point deduction for the team. Please refer to the Local Competitions Handbook for further details.

21. Miscellaneous

Any situation not covered in this Handbook shall be dealt with in accordance with the WHA Local Competitions Handbook for the Open Grade. WHA will deal with all matters not provided for in this Handbook or the rules of the WHA Local Competitions Handbook for the Open Grade.

Wellington Hockey Association

February 2011

22. By Laws of College Sport Wellington Incorporated

(As applicable to WHA secondary school hockey; in addition to the Local Competition Handbook))

Established 1990

Updated Oct 2010

These By Laws are binding on all member schools [and any affiliate schools] as defined in the College Sport Wellington Incorporated Constitution and prescribed in 1.7 and 1.8 below.

Ultimately, the Principals of member and affiliate schools shall be responsible and accountable for exercising due diligence in the application of them.

1. INTERPRETATION OF BY LAWS

Within these By Laws the following interpretations shall apply.

1.1 "CSW" shall mean College Sport Wellington Incorporated.

1.2 "NZSSSC" shall mean the New Zealand Secondary Schools Sports Council Incorporated.

1.3 "NSO" shall mean National Sports Organisation.

1.4 "Executive" shall mean the members of the Executive appointed under rule 10.1 of the constitution.

1.5 "Chairperson" refers to the appointed Chair of the Executive prescribed in 1.4.

1.6 "Year" means the financial year of the Association, which shall extend from 1 January in any year until 31 December of that same year.

1.7 "Member School" [also referred to as "Host School"] means any school in the Wellington region [bounded by and including Otaki in the northwest, across to and including Upper Hutt in the northeast and south to Cook Strait] that is registered with the Ministry of Education as an accredited secondary school and who have paid the annual financial dues required by CSW. This interpretation shall include state, integrated and private secondary schools.

1.8 "Affiliate School" [also referred to as "Attached School"] means any secondary school who, while not a full time member, has a relationship with a member school [Host School] under the protocols of NZSSSC's Host School - Attached School guidelines [see rule 5]. Such schools may not necessarily be Ministry of Education accredited.

1.9 "Home School" refers to students who are schooled / educated at home and who are not registered or enrolled at a recognized Ministry of Education secondary school.

1.10 "Sanctioned Sport" refers to those sports that are totally administered and delivered under the jurisdiction of CSW.

1.11 "Affiliate Sport" refers to those sports administered and delivered by regional sports bodies or their appointees which may be so administered in partnership with CSW and which preferably but not necessarily exclusively meet the requirements of these By Laws.

1.12 "First Team" level refers to a member school's registered first [top] team squad playing in any of the sports listed in 4.1 of these By Laws irrespective of the division they play in. A "squad" shall be the maximum number of players eligible to be registered in that code at an NZSSSC sanctioned competition or tournament.

1.13 "Commissioner" refers to a person appointed annually by the Greater Wellington Secondary Schools Principals Association, charged with arbitrating any dispute or appeal that may from time to time be referred to them by the Executive Director of CSW or its Executive.

2. ELIGIBILITY - GENERAL

Unless a written exemption is otherwise granted by CSW, in order to be eligible to participate in activity under the jurisdiction of CSW, students must meet all of the following criteria:

2.1 Be under the age of 19 on 1 January in the year of competition.

2.2 Be enrolled as a bona fide student at the school of representation and studying at least 80% of a full time approved programme

2.3 Have continuous regular attendance at the school of enrolment or conform to the official attendance policy of that school. The Ministry of Education's "20 Day rule" shall apply.

2.4 Be registered on the school's official team list for their team of representation – [see rule 14]

2.5 Student registration in teams at their new school can only be initiated from the first date of full time attendance at their new school.

2.6 Year 7 and Year 8 students from those member schools who provide for such levels, will be eligible to participate in CSW sanctioned activity conditional on them being identified [Y7 & Y8 as appropriate] on team registration lists.

2.7 To be eligible to play in a code semi final or final a student must have played a minimum of four (4) CSW sanctioned competition games for that team before they are eligible to play.

3. ELIGIBILITY- FIRST TEAMS

Additional to the protocols prescribed in clause 2, all first teams must, irrespective of whether they play in CSW or affiliate competitions, also meet the following criteria:

3.1 No first team, in the calendar year of that competition, can register players that would have it exceed the quota prescribed in 4.1. Please note that the NZSSSC protocol equivalent prescribes that this quota applies but in the 12 months prior to any specific NZSSSC sanctioned event

3.2 The "Quota" refers to the number of "New to School" or "Non Resident" students that can be registered as a member of any first team. Within this quota, teams are limited to a maximum of two (2) non resident students or one (1) in those sports with a quota of 1.

3.3 A "Resident" student refers to a:

- New Zealand citizen
- Holder of a residence permit
- Australian citizen
- New Zealand passport holder (Cook Islands, Tokelau & Niue)
- Dependent of a work permit holder
- Or as further prescribed by the Ministry of Education

3.4 A "Non-Resident" student refers to any other student outside of the classifications in 3.3. This includes Foreign Fee paying students (FFPS) and those on MOE recognised exchange programmes such as AFS & Rotary.

3.5 An exemption from the quota - Primary Caregiver Relocation Exemption - (PCRE) need only be sought if the inclusions of specific students result in a school's first team exceeding the stipulated quota for a sport.

3.6 Where the family or primary caregiver of a student has changed address and the student cannot reasonably be expected to remain at their previous school, an application for exemption may be submitted to CSW and will be considered by the CSW Board & Executive Director. The application must be on the official PCRE form available from CSW, its website or any member school, completed and signed by:

(i) the student

(ii) the Principals of the students Exit and New School

(iii) the student's parent/primary caregiver

(iv) and have evidence of the address change attached as outlined on the application form.

3.7 Any appeal to the CSW determination outcome of any application must be lodged in writing with the Executive Director of NZSSSC within 7 days of any CSW decision being received by the student's new school.

4. SCHEDULE OF MAXIMUM NUMBERS – THE QUOTA

4.1 The following schedule prescribes the number of “new to school” or non-resident students permitted in any First Team participating in a College Sport Wellington sanctioned sport [or any New Zealand Secondary Schools Sports Council sanctioned tournament or competition] in a given calendar year.

Hockey - Quota = 2 Quota Squad Size= 16

4.2 Within these quota numbers, there shall be no more than two non resident students [or one for codes with a quota of one].

5. HOST SCHOOL – ATTACHED SCHOOLS

A member secondary school [host school] may offer sporting opportunities to students who attend community secondary schools [attached schools] not, by themselves, capable of entering normal secondary school events [e.g. special character schools with a secondary roll lower than 50]. These schools may enter teams of students from both host and attached schools in CSW sanctioned activity, [and with the prior approval from NZSSSC and the appropriate NSO, in Island and National school events], provided that before any participation occurs:

5.1. All other eligibility rules regarding age and attendance of the students are met.

5.2. The Principals of the schools complete a written agreement on the terms that allow students from the ‘attached’ school[s] to play for a team[s] of the host school, the terms to include agreement that the student[s] from the ‘attached’ school will be part of the team[s] for the season and not selected only for certain fixtures.

5.3. No later than four weeks prior to the implementation of the proposed shared participation, the agreement[s] will be provided to CSW.

5.4 In the case of any application for a host school - attached school arrangement to be promulgated at any level beyond CSW, the appropriate documentation must be processed through to NZSSSC via CSW no later than eight weeks prior to the event. The NZSSSC will make a recommendation to the NSO or organising committee which will consider, but is not bound to accept, the recommendation of NZSSSC.

5.5 The principal of the host school accepts responsibility for the team.

5.6 The team[s] will compete under the name of the ‘host school’.

5.7 Students will be named as representatives of the ‘host school’.

5.8 An attached school will have only one host school for any/all of its students who participate in CSW sanctioned [or NZSSSC Island or National sanctioned events]. This does not prevent the attached school entering students under its own name in sports where numbers may be viable [e.g. individual sporting codes].

5.9 Any such agreements will only be effected when the appropriate documentation is signed by the Principals of both [host and attached] schools, sighted and approved by CSW.

5.10 All such host – attached school agreements are valid only for the calendar year in which they are made and at an Island or national level for the event for which application is made.

6. HOME SCHOOLED STUDENTS

6.1 Such students [who are not on the roll of any member school] are ineligible [Clause 2] to play at any level of CSW sanctioned competition unless an exemption is granted as prescribed in 6.2.

6.2 CSW may consider a written request from the parent/caregiver of a student for an exemption if it receives from the Principal of the school for whom the student wishes to play, their written affirmation.

6.3 Any such exemption shall apply to CSW sanctioned activity only and exclude such a student playing for a school’s first team in any code or in any NZSSSC sanctioned activity where Home Schooled students are specifically excluded.

7. STUDENTS PLAYING FOR OTHER SCHOOLS – COMPOSITE TEAMS

7.1 If a student's school does not provide a team code that a student wishes to play, a student may, on a case by case basis be considered by CSW to play in a team from another school, apart from in any First Team.

7.2 Any such request must, in the first instance, be made, with the endorsement of the Principal of the student's own school to the Principal of the school for whom they wish to play. This should include a written acceptance by the student to pay all code dues to that school and whilst representing them accept all the authorities of that school.

7.3 If there is an acceptance by the Principal of the school for whom the student wishes to play, this acknowledgement should then be forwarded in writing to CSW for final endorsement.

8. SCHOOL LEAVERS

8.1 Any student who leaves the school in which they are enrolled is no longer eligible to play for that school at any level. To this end, the Ministry of Education's "20 Day rule" shall apply.

8.2 CSW may however consider a written request from the parent/caregiver of a student for an exemption if it receives from the Principal of the student's most recent school, their written affirmation.

8.3 Any such exemption shall apply to CSW sanctioned activity only and exclude such a student playing for a school's first team in any code.

BREACH OF BY LAWS

25.1 Any complaint relating to a breach of any of the CSW By Laws must be received by CSW in writing with supporting evidence, from the Principal [or their appointee], of the complainant school within seven [7] days of the completion of the match in which a breach is alleged to have occurred.

25.2 Such complaints shall be in the first instance be investigated by the CSW Executive Director in consultation with the Principal/s [or their appointee], of the involved school/s.

25.3 If deemed necessary or more appropriate, the Executive Director may refer the matter to the CSW Commissioner for final resolution and/or determination.

25.4 Any individual [including student, coach, manager or other persons] or team who is proven to be in breach of or in any way party to a breach of the CSW eligibility protocols or any other contravention of its By Laws is subject to CSW sanction – this may include, but not exclusively, suspension of the player, suspension of the team, suspension of the coach, manager or administrator associated with that player/team, forfeiture of Premier grade status, deduction of competition points or any other sanction it deems appropriate.

25.5 If an ineligible student participates in any CSW sanctioned activity which is part of any National or Island qualification or elimination, then CSW shall have the right to revoke that school's qualification and advise the appropriate organising body.

Updated, Reviewed and Approved October 2010