

HKHAWES NOTES FOR CAPTAINS – 2020-21 WINTER LEAGUE

KIT

Please obtain a copy of the team kit colour list from your Convenor or download the list from www.hockey.org.hk/Content.asp?UId=171.

Please note that if there is a kit clash, it is the **SECOND-NAMED** team on the fixture or “**AWAY**” team that is required to change to its alternative strip. The “**AWAY**” team can either change entirely to the second strip or change the shirt or socks to avoid the relevant clash. Please also note that, although some colours are not the same, they will still warrant a change in strip for the away team because they are too similar. For example, navy blue and black, pink and red, etc.

You should request your players to **ALWAYS** bring both sets of kits (shirts and socks) in case the opposition has not adhered to the above requirements. Should a team **NOT** have their second strip available to change into when a kit clash occurs, a fine shall be imposed against each player listed on the Match Card.

Goalkeepers should be reminded that they are to wear, over any upper body protectors, a shirt or garment of a colour different from that of their own team **AND** of their opponent. **NOT** wearing an overshirt is considered a kit breach and is a fineable offence.

All players are required under HKHAWES Competition Bye-laws to wear protective shin guards for matches and **MUST NOT** take to the field without them.

Captains should notify umpires where they see players not wearing shin guards. It is within the rights of the umpires to request players to leave the field should they be found to not be wearing shin guards.

MATCH CARDS

Captains are reminded that the HKHAWES will be using e-Match Cards again during this season. Attached to these notes at ANNEX 1 (*E-MATCH CARD GUIDELINES*) are the guidelines to using the e-Match Cards.

The Captains of both teams are responsible for completing the e-Match Card relevant to their team. This should be completed with the names of the players from their team who will be playing in that match.

The completed e-Match Card should be released to the Umpires at least ten (10) minutes before the match is due to commence. Once the match is over, the e-Match Card should be signed off by both Umpires and both Team Captains pitch side immediately after the match to reduce the likelihood of teams being fined for late submission of e-Match Cards as set out in the HKHAWES Competition Bye-laws. As with last season, such fines will be applied from the start of the season.

In particular, if you are the Captain of the “home” team, you are responsible for ensuring that the e-Match Card is released to the HKHAWES within 24 hours of your match. In the event you encounter any technical difficulties completing this step, you must send a screenshot of your failed attempt to release the match card within the prescribed time frame by e-mail to hkhaws@hockey.org.hk explaining your issue and evidencing the technical issue. The Committee will then be able to

determine whether or not the relevant fine should be applied. Failure to follow these steps will result in a fine being applied with immediate effect.

In the event that there are any issues with the e-Match Card on any given match day, you can find a form of emergency paper Match Card here <http://www.hockey.org.hk/Content.asp?UId=171>. We recommend that each Team Captain keep a couple of spare print-outs of this emergency Match Card in their bags.

NOTE THAT THIS EMERGENCY PAPER MATCH CARD SHOULD ONLY BE USED IN CASE OF EMERGENCY ONLY.

If you are the Captain of the first-named (“home”) team you are responsible for providing this emergency paper Match Card. This should be filled in with your player names and shirt numbers then given to your opposition Captain so that they can complete their side of the card. The completed card should be given to one of the Umpires at least ten (10) minutes before the match is due to commence.

Once the match is over, the Match Card should be signed by both Umpires and both Team Captains. If you are the Captain of the “home” team, you are responsible for sending an electronic copy of the Match Card to the HKHAWs within 48 hours of your match. You should also send the original Match Card to the HKHAWs by post to the HKHAWs, so the league standings can be updated, to arrive at the HKHAWs office within fourteen (14) days of your match. You may also drop it in the HKHA office or mail box at King’s Park.

If any comments are written on the match card, either by Team Captains or Umpires, they must be counter-initialled by **BOTH** Team Captains. Comments will be reviewed by the HKHAWs committee at the next meeting. Please note that Team Captains should also fill in the comments section if one or both of the appointed Umpires fails to show up for the match. If a comment is written that you DO NOT agree with, please make a note to this effect.

If any comments are made against Umpires, they should be made before the Umpires have signed the Match Card.

For the avoidance of doubt where comments have been made on the Match Card, it is recommended that both Team Captains should take pictures of the completed Match Card. This is for future reference in case of any dispute regarding the information on the Match Card.

PLAYER IDENTIFICATION

Umpires are within their rights to request to see player identification before or after a match. Player identification must show a photograph and the player’s name.

This can take the form of the following:

- HKHA approved team list (with photo)
- HKID card
- Other photographic identification – i.e. driver’s licence or passport

We strongly recommend that Captains request umpires to check the identification of players following a number of reports during previous seasons that players were being incorrectly fielded.

PLAYER MOVEMENT

Captains should be aware of the player movement Bye-laws below.

- 7.2 Each player shall be registered for one specific team as her designated team. A player:
- (a) who has registered for a higher-ranked team cannot play for a lower-ranked team without first obtaining the approval of the Committee.
 - (b) who has registered for a lower-ranked team may only play for a higher-ranked team for a maximum of three (3) matches during the same HKHA League. This includes league, cup and tournament matches. For the avoidance of doubt, one-day divisional tournament shall be deemed to constitute one (1) match for the purposes of this Bye-Law 7.2. Once she has played four (4) matches for higher-ranked teams, she will be automatically registered for the highest-ranked team that she has played for and cannot play for any other team thereafter without the prior approval of the Committee.
- 7.3 All player movements must be recorded on the Match Card by the respective Team Captains prior to the start of a Match.
- 7.4 No player movement is allowed between any team in the Premier Division and the lower-ranked teams in their respective Affiliated Club until both (or more) teams involved have completed their first two (2) matches of the HKHA League. For the avoidance of doubt, this provision does not apply among teams outside the Premier Division.

MATCH TIME

Please note that late start of any match shall not affect subsequent fixtures. The relevant Bye-law is extracted below for your attention:

- 11.2 All matches shall commence at the scheduled time as stated in the fixtures list. In the event of a late start (i.e. after ten minutes of the scheduled time) where the fault lies with one or both teams (e.g. late completion of result card, goalkeeper not ready etc.) the umpire shall record this on the Match Card. The match playing time may be cut short into four equal quarters in order for the next match to start on time or for the pitch to be handed over in time to LCSD for the next booking. This must be communicated by the umpires to the Team Captains at the start of the match.

We ask that team Captains ensure that they are ready to start at the appointed time and that they work promptly with the umpires to ensure games are started as soon as possible (including acting promptly in the event an umpire is late) and in the event of any delay readily agree to cut game times short. In order to fit more games in for all teams this year teams must stick to their allocated times strictly.

WALKOVERS

Should one of your teams have an insufficient number of players (i.e. less than eight (8)), please inform the HKHAWs as soon as possible by email (with an explanation) **and** by telephone – preferably by 1:00 pm on the day before the relevant match.

Unless the HKHAWS confirms otherwise in writing, the team duties assigned will stand and therefore **TEAMS CONCEDING WALKOVERS WILL STILL NEED TO PROVIDE UMPIRES AS ASSIGNED IN THE FIXTURES.**

Captains should also note the penalties for Walkover set out in the HKHAWS Competition Bye-Laws.

UMPIRING DUTIES

In the event of only one nominated umpire being present at the start of a match, and when no one else is available, it is the responsibility of both team Captains to reach agreement as to the provision of the second umpire. Please ensure this agreement is reached within fifteen (15) minutes of your allocated match start time.

In the event that neither of the nominated umpires arrives at the start of a match, and no suitable volunteers as agreed by both teams are available, the team Captains will act as umpires. Please ensure this agreement is reached within fifteen (15) minutes of your allocated match start time.

If the designated umpire arrives late (after scheduled match start time), captains should note this on the Match Card.

TEAM UMPIRE

Premier Division, Division One and Division Two teams must ensure that **at least 65% of their team umpiring duties** for league matches must be done using female umpires.

No waivers may be applied for through the HKHAWS either for the season or on a weekly ad hoc basis. Please note once again that the female umpires may be from other teams and clubs.

Failure to meet this requirement may result in penalties being applied at the end of the season (such as point deductions).

All registered umpires within the HKHAWS are required to umpire at least three (3) matches for their Affiliated Club during the 2019-20 HKHAWS Winter League.

NOTE – THIS RULE APPLIES TO WOMEN’S SECTION ONLY AND IS NOT RELATED TO UMPIRES SECTION’S 2-MATCH REQUIREMENT.

Each club is strongly encouraged to have at least the same number of active registered umpires as the number of teams entered in the league by the last league game of the 2020-21 season

Umpires Refresher Course

As advised by HKHAUS, **ALL** registered umpires are re-registered for the new season after attending a full **REFRESHER COURSE** before the season starts. Umpires are eligible for umpiring in HKHA League matches **ONLY** after attending a HKHAUS Refresher Course and having their attendance recorded. Dates of these courses have been circulated by the HKHAUS to umpires directly.

The dates of Umpires' Beginner's Course are yet to be released.

FINES

Fines for various contraventions are clearly set out in the Second Schedule of the HKHAWS Competition Bye-laws which may be downloaded from the HKHA website <http://www.hockey.org.hk/images/HKHAWS%20Competition%20Bye-laws%2019Aug2019.pdf>.

Please note that a number of these fines are imposed on the Captains (individually) – e.g. match bans – and so it is critical that as Captains you ensure that your team complies with the HKHAWS Competition Bye-laws.

MATCH POSTPONEMENT

Club-requested:

Requests or enquiries for non-HKHAWS initiated fixture changes must come from your Convenor, be received by the HKHAWS – in writing – and shall only be considered under exceptional circumstances or if three (3) or more players from the team in question are involved in international competitions, either as a player or in another official capacity (e.g. as coach or manager).

Such requests or enquiries will only be considered when accompanied by an administrative levy of HK\$1,000.

Technical Issues:

In the event that any of the following situations occur, your match will be postponed:

- The T8 signal is raised
- A Black Rainstorm Warning

In the event that any of the following situations occur, **the umpires and/or the ground staff** may consider postponing or shortening the match:

- No water – do not play on a dry pitch. The umpires are required to make this decision.
- A Thunderstorm Warning (if local to the pitch) – the umpires are required to make the decision if the ground is not closed.
- Other situations as warranted by the HKHAWS