HKHAWS NOTES FOR CAPTAINS – 2021-22 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 HKHAWS 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 HKHAWS will be using e-Match Cards 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-March 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 HKHAWS Competition Bye-laws. 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 HKHAWS 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. Please note captains inputting information incorrectly (such as failing to input or inputting incorrect umpire details) does not constitute a technical difficulty)

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

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.***

Team Captains must ensure 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 2020-21 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 2021-22 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

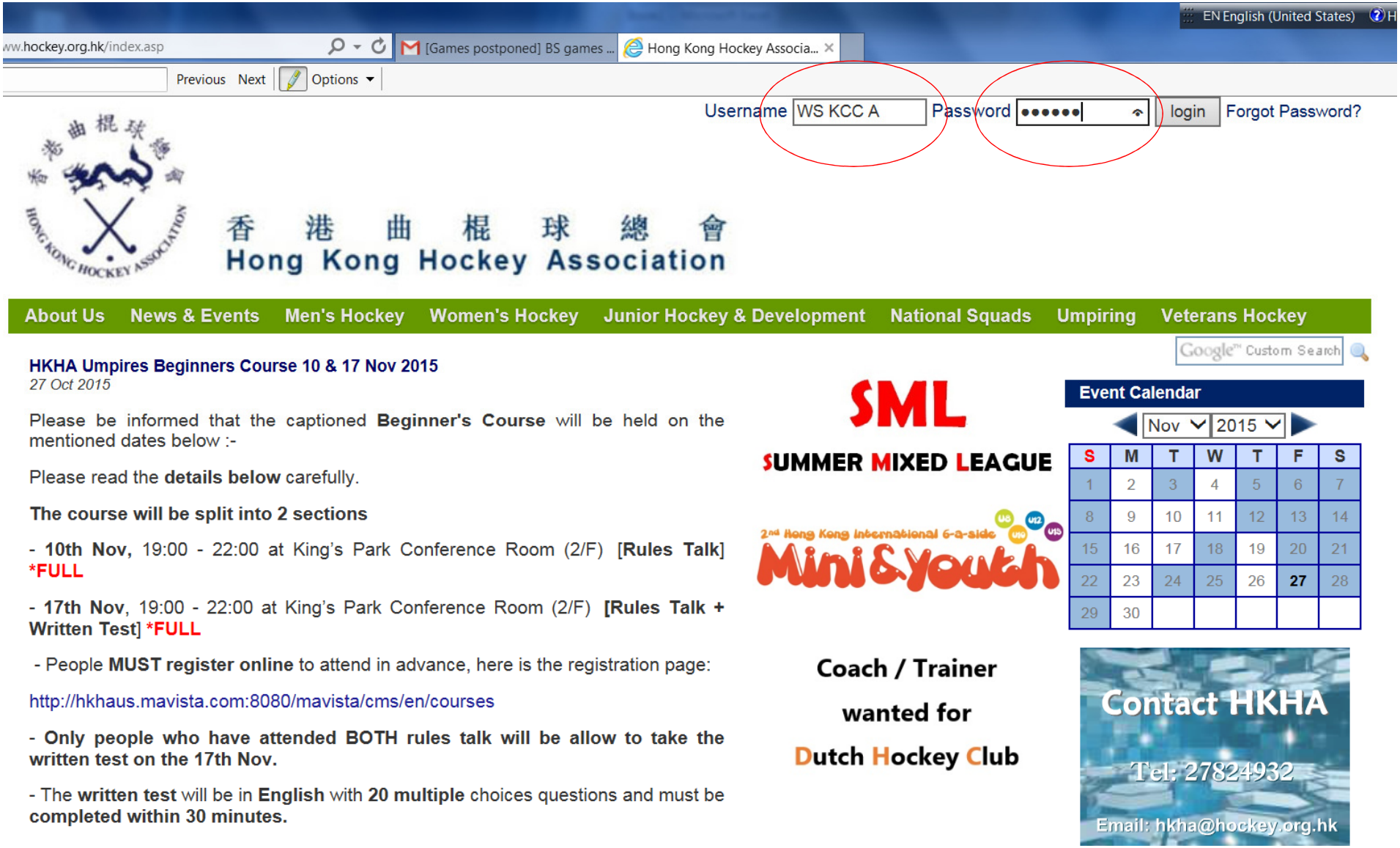
In the event that any of the following situations occur, **the umpires and/or the ground staff** may consider postponing or shortening the match:

- 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

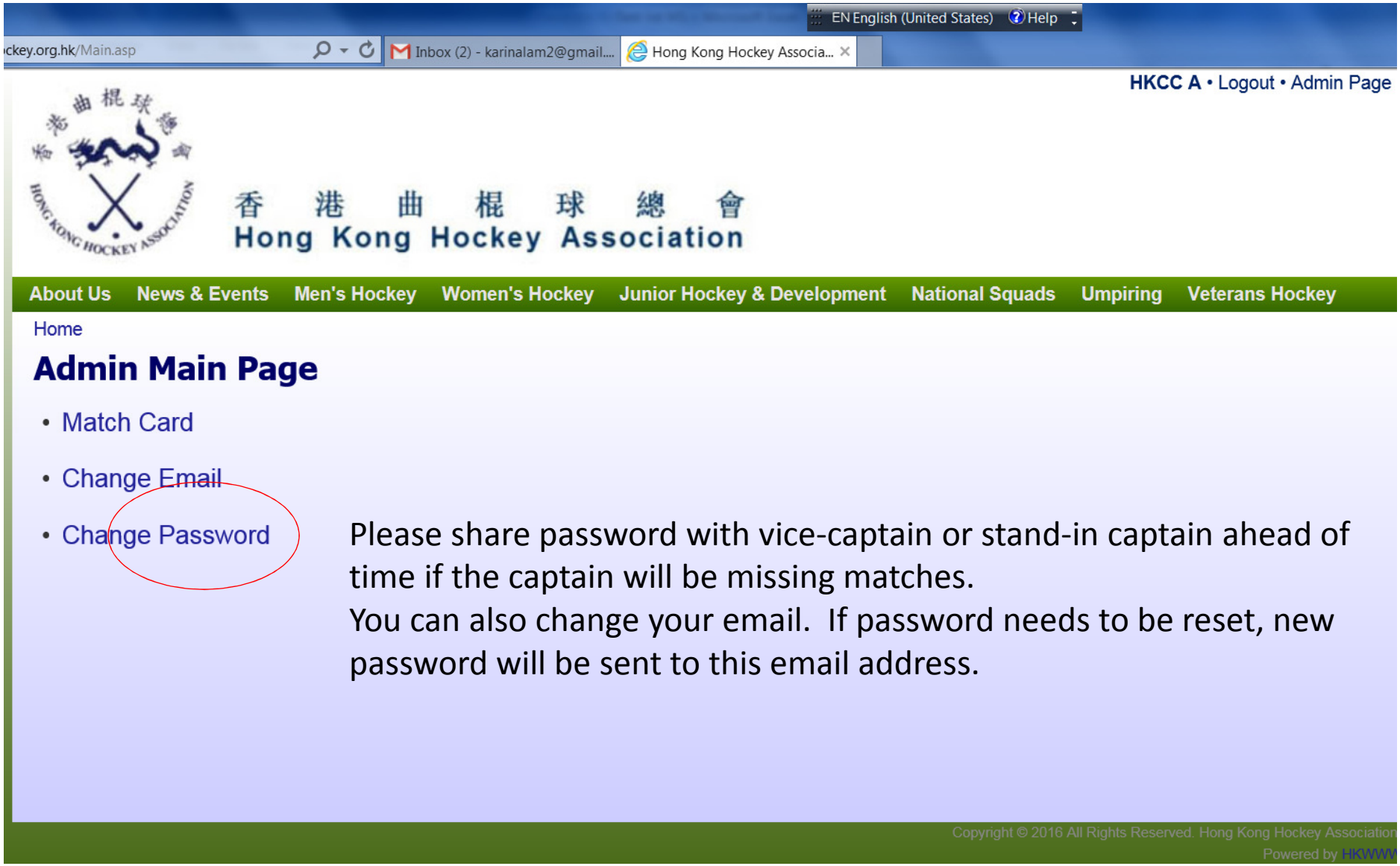
HKHA Electronic Match Card

Guidelines to captains and umpires

Captains to Log on to HKHA Website



Change Password the First Time You Log In



Please share password with vice-captain or stand-in captain ahead of time if the captain will be missing matches.
You can also change your email. If password needs to be reset, new password will be sent to this email address.

Click “Match Card” to Access

The Upcoming Fixture Should Show up on the List

Click “edit”

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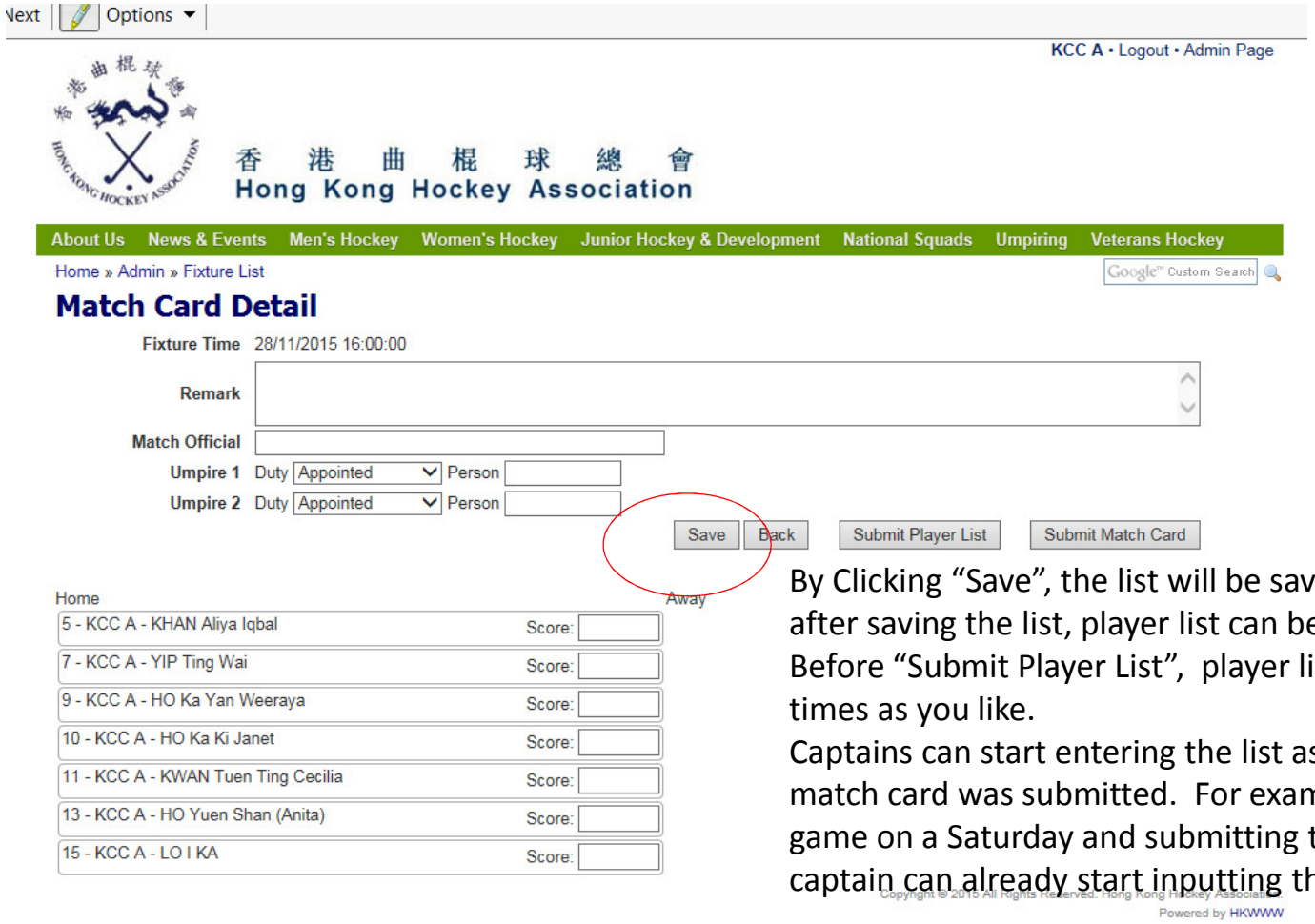
Select Players

If there are any players pulled up from lower teams, click on these tabs to get the player list

After Selecting All Players for the Match

Player List Can Be Amended As Many Times As You Wish



By Clicking “Save”, the list will be saved. By Clicking “Back” after saving the list, player list can be amended.

Before “Submit Player List”, player list can be saved as many times as you like.

Captains can start entering the list as early as the previous match card was submitted. For example, after playing a game on a Saturday and submitting the match card, the captain can already start inputting the player list.

Home Team Captains to Enter Umpires and Match Official (if any)

HKCC A • Logout • Admin Page

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Match Card Detail

Fixture Time 10/2/2016 10:55:00

Remark

Match Official

Umpire 1 Duty Appointed Person 1008 × Tabassum Nazar

Umpire 2 Duty Appointed Person 2048 Richard Mak

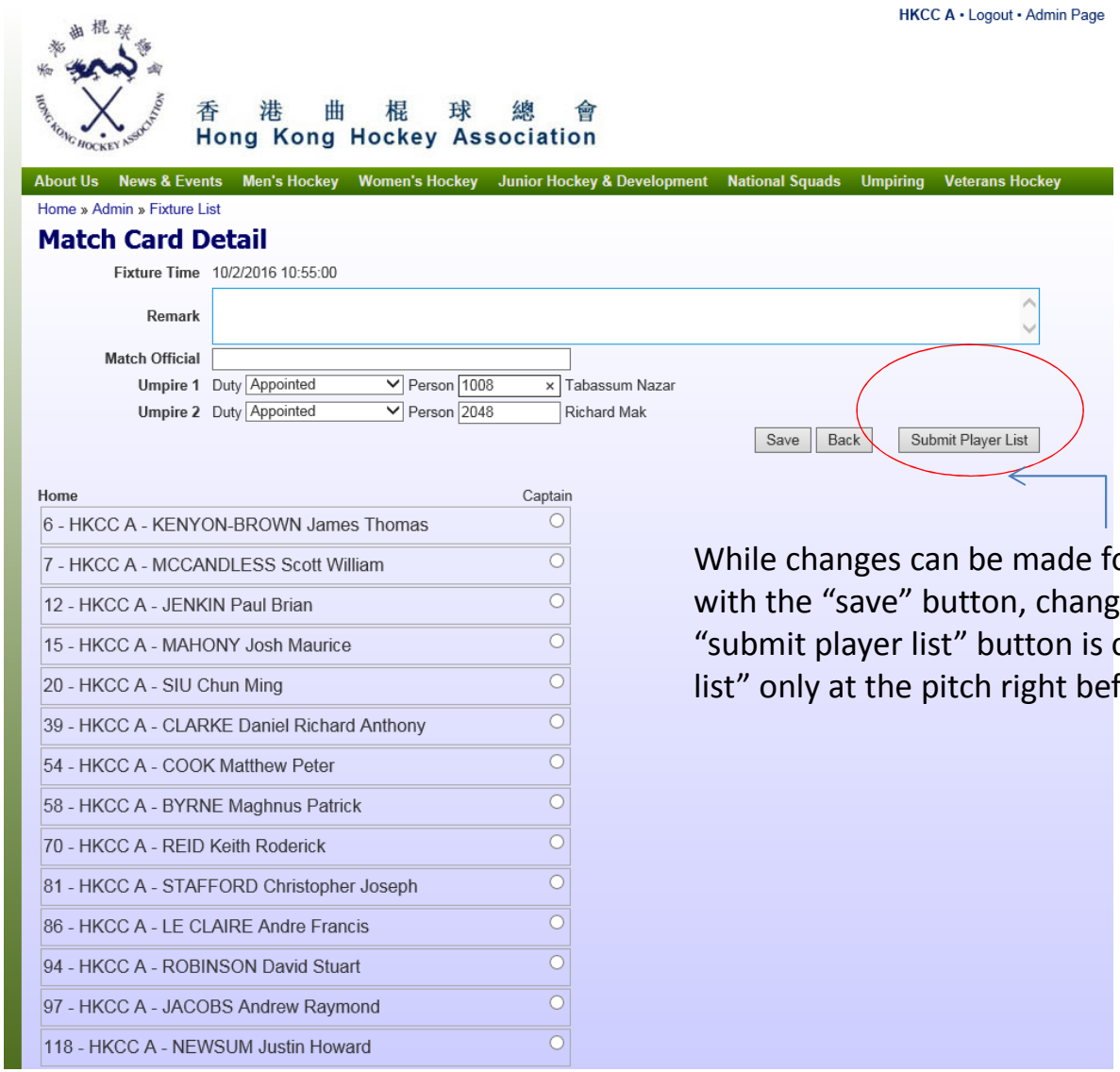
Save | Back | Submit Player List

Home	Captain
6 - HKCC A - KENYON-BROWN James Thomas	○
7 - HKCC A - MCCANDLESS Scott William	○
12 - HKCC A - JENKIN Paul Brian	○
15 - HKCC A - MAHONY Josh Maurice	○
20 - HKCC A - SIU Chun Ming	○
39 - HKCC A - CLARKE Daniel Richard Anthony	○
54 - HKCC A - COOK Matthew Peter	○
58 - HKCC A - BYRNE Maghnus Patrick	○
70 - HKCC A - REID Keith Roderick	○
81 - HKCC A - STAFFORD Christopher Joseph	○
86 - HKCC A - LE CLAIRE Andre Francis	○
94 - HKCC A - ROBINSON David Stuart	○
97 - HKCC A - JACOBS Andrew Raymond	○
118 - HKCC A - NEWSUM Justin Howard	○

Before match starts, home captain is to ask for umpire registration numbers. Once registration numbers are entered into these boxes, umpire names will show up. Check with umpires if names are correct. If not, then correct umpire number can be re-entered to generate correct umpire name.

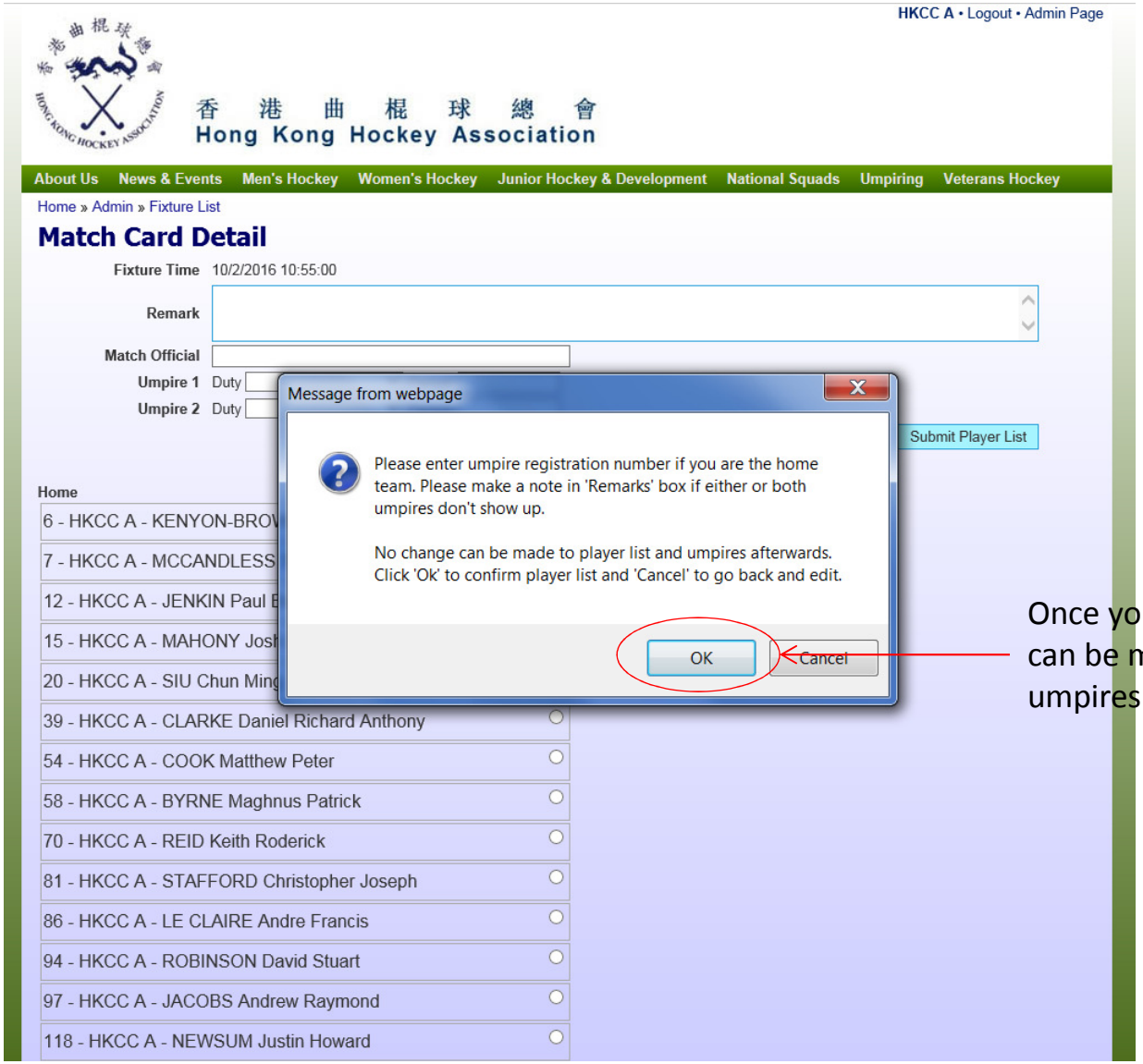
Check Captain's box.

Submit Player List



While changes can be made for infinite number of times with the “save” button, changes cannot be made after “submit player list” button is clicked. So “submit player list” only at the pitch right before the start of the match.

Point of No Return!

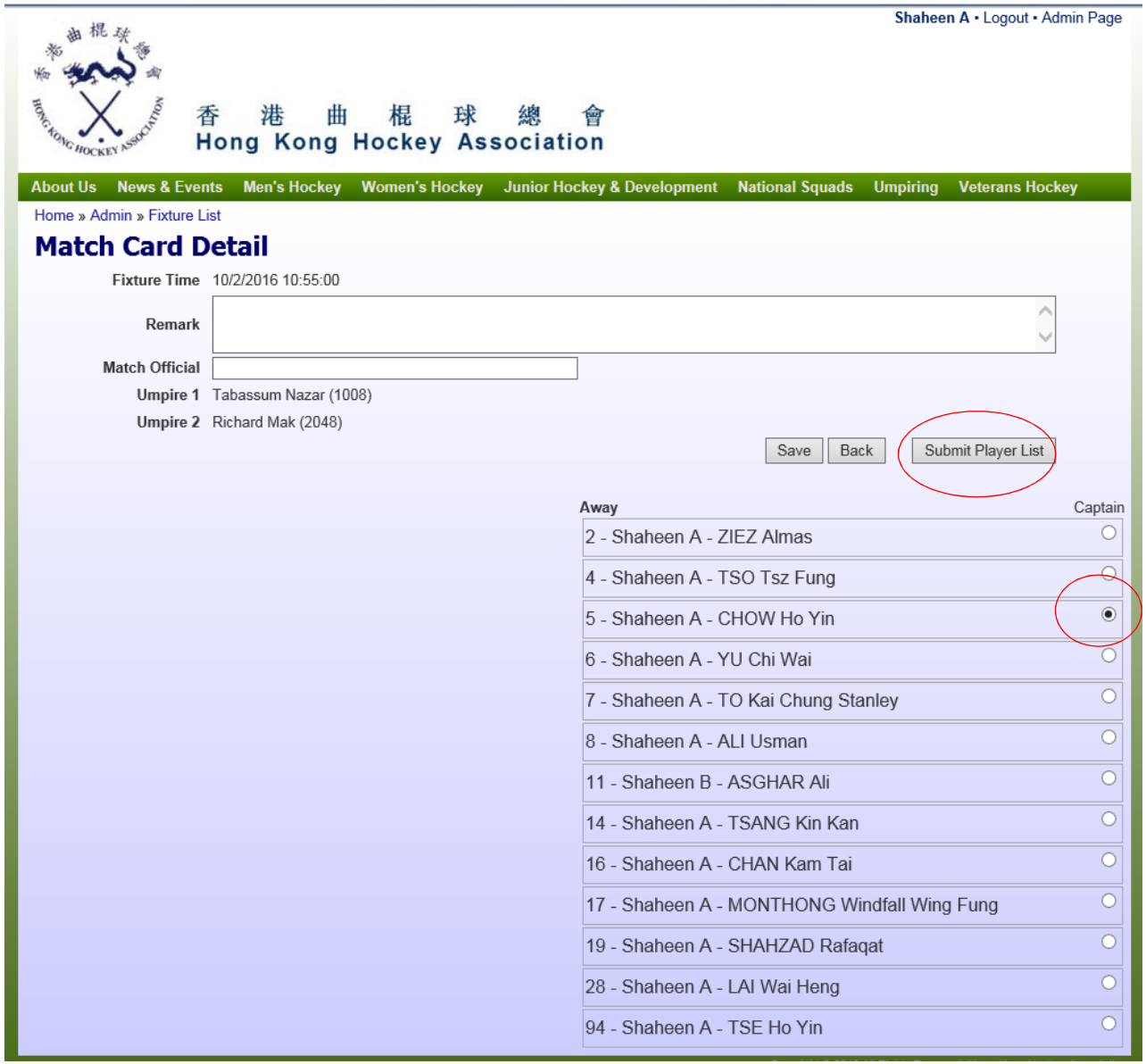


Once you click “OK”, no change can be made to player list nor umpires.

After submitting player list

Click logout and get ready for match

Away Team



Away Team Captain to go through the same process but no need to enter officials.
As mentioned earlier, captains can start entering player list as soon as the previous match card is submitted. Check Captain's box then Submit player list after making sure everything is correct.

Submitted player lists

Shaheen A • Logout • Admin Page

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Match Card Detail

Record Saved

Fixture Time 10/2/2016 10:55:00

Remark

Match Official

Umpire 1 Tabassum Nazar (1008)

Umpire 2 Richard Mak (2048)

Home	Away	
6 - HKCC A - KENYON-BROWN James Thomas	2 - Shaheen A - ZIEZ Almas	Score:
7 - HKCC A - MCCANDLESS Scott William	4 - Shaheen A - TSO Tsz Fung	Score:
12 - HKCC A - JENKIN Paul Brian	5 - Shaheen A - CHOW Ho Yin	Score:
15 - HKCC A - MAHONY Josh Maurice	6 - Shaheen A - YU Chi Wai	Score:
20 - HKCC A - SIU Chun Ming	7 - Shaheen A - TO Kai Chung Stanley	Score:
39 - HKCC A - CLARKE Daniel Richard Anthony	8 - Shaheen A - ALI Usman	Score:
54 - HKCC A - COOK Matthew Peter	11 - Shaheen B - ASGHAR Ali	Score:
58 - HKCC A - BYRNE Maghnus Patrick	14 - Shaheen A - TSANG Kin Kan	Score:
70 - HKCC A - REID Keith Roderick	16 - Shaheen A - CHAN Kam Tai	Score:
81 - HKCC A - STAFFORD Christopher Joseph	17 - Shaheen A - MONTHONG Windfall Wing Fung	
86 - HKCC A - LE CLAIRE Andre Francis	19 - Shaheen A - SHAHZAD Rafaqat	Score:
94 - HKCC A - ROBINSON David Stuart	28 - Shaheen A - LAI Wai Heng Score:	Score:
97 - HKCC A - JACOBS Andrew Raymond	94 - Shaheen A - TSE Ho Yin	Score:
118 - HKCC A - NEWSUM Justin Howard		

After submitting the player list, team captains can see each other's player list.

Umpire login

Username 1008nazar Password ••••••••• login Forgot Password?

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Holland Cup (Men's and Women's)/ HKHA Cup/ Plate/ Bowl Finals on 15 May 2016
13 May 2016

The Holland Cup (Men's and Women's)/ HKHA Cup/ Plate/ Bowl Finals will be played at KP on 15 May 2016 (Sun).

Fixtures:

Event	Home	Away	Venue	Time
HKHA BOWL FINAL	Police A	Antlers A	KP	09:00
HKHA PLATE FINAL	Shaheen C	Valley E	KP	10:45
HKHA CUP FINAL	Khalsa B	KCC B	KP	12:30
HOLLAND FINAL (Women's)	HKFC A	Valley A	KP	14:30
HOLLAND FINAL (Men's)	Khalsa A	SSSC A	KP	16:00

Please come and support the teams!

HKHA Coaching and Umpiring Course 2016
6 May 2016

Men's Premier Division Top 5

	Team	Pld	Pts
1	Khalsa A	20	57
2	HKFC A	20	48
3	SSSC A	20	46
4	HKCC A	19	24
5	Pak A	19	20

Women's Premier Division Top 5

	Team	Pld	Pts
1	HKFC A	10	28
2	Valley A	10	22
3	KCC A	10	18
4	Shaheen A	10	13
5	HKFC B	10	6

Event Calendar

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Umpire login

Change Personal Details

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Personal Detail

Change password the first time you log in.

* = mandatory fields

Password	Input only if you want to change password
Re-type password	
Email *	taba
Club	-
Team	-
Div	-
Mobile	90
Bank A/C	
Men's Match	◉ Y ○ N
Sunday	◉ Y ○ N
Weekdays	○ Y ◉ N
Women's Match	○ Y ◉ N
Saturday	○ Y ◉ N
Weekdays	○ Y ◉ N
Location	○ HK ○ KLN ◉ Both

Submit

You can update email address, mobile number, bank a/c number etc any time

After captains submit player list

Umpires can access match card any time after captains submit player list

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Pending Match Card

Next Fixture

Day	Date	Div	Home	Score	Away	Score	Venue	Time	Ump 1	Ump 2	
Wed	10/02/2016	P	HKCC A		Shaheen A		BS	10:55	Appt - Tabassum Nazar	Appt - Richard Mak	Edit

Past Fixture

Day	Date	Div	Home	Score	Away	Score	Venue	Time	Ump 1	Ump 2	
Sun	08/11/2015	P	Shaheen A	0	Pak A	3	KP	14:15	Appt - Richard Mak	Appt - Tabassum Nazar	Detail
Sun	15/11/2015	P	HKU A	2	Khalsa A	15	KP	14:15	Appt - Richard Mak	Appt - Tabassum Nazar	Detail
Sat	12/12/2015	P	Valley A	3	HKCC A	1	HV1	15:00	Appt - Tabassum Nazar	Appt - Ravdeep Sethi	Detail

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Umpires can see Submitted Player Lists

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Fixture Card

Fixture Time 10/2/2016 10:55:00 Next

Click "Next" if no player penalties

Please select player(s) for penalties, if awarded.
(* = Captain)

Home HKCC A	Away Shaheen A
6 - KENYON-BROWN James Thomas	2 - ZIEZ Almas
7 - MCCANDLESS Scott William	4 - TSO Tsz Fung
12 - JENKIN Paul Brian	*5 - CHOW Ho Yin
15 - MAHONY Josh Maurice	6 - YU Chi Wai
20 - SIU Chun Ming	7 - TO Kai Chung Stanley
39 - CLARKE Daniel Richard Anthony	8 - ALI Usman
54 - COOK Matthew Peter	11 - ASGHAR Ali
58 - BYRNE Maghnus Patrick	14 - TSANG Kin Kan
70 - REID Keith Roderick	16 - CHAN Kam Tai
81 - STAFFORD Christopher Joseph	17 - MONTHONG Windfall Wing Fung
86 - LE CLAIRE Andre Francis	19 - SHAHZAD Rafaqat
94 - ROBINSON David Stuart	28 - LAI Wai Heng
97 - JACOBS Andrew Raymond	94 - TSE Ho Yin
118 - NEWSUM Justin Howard	Total number of players: 13

Total number of players: 14

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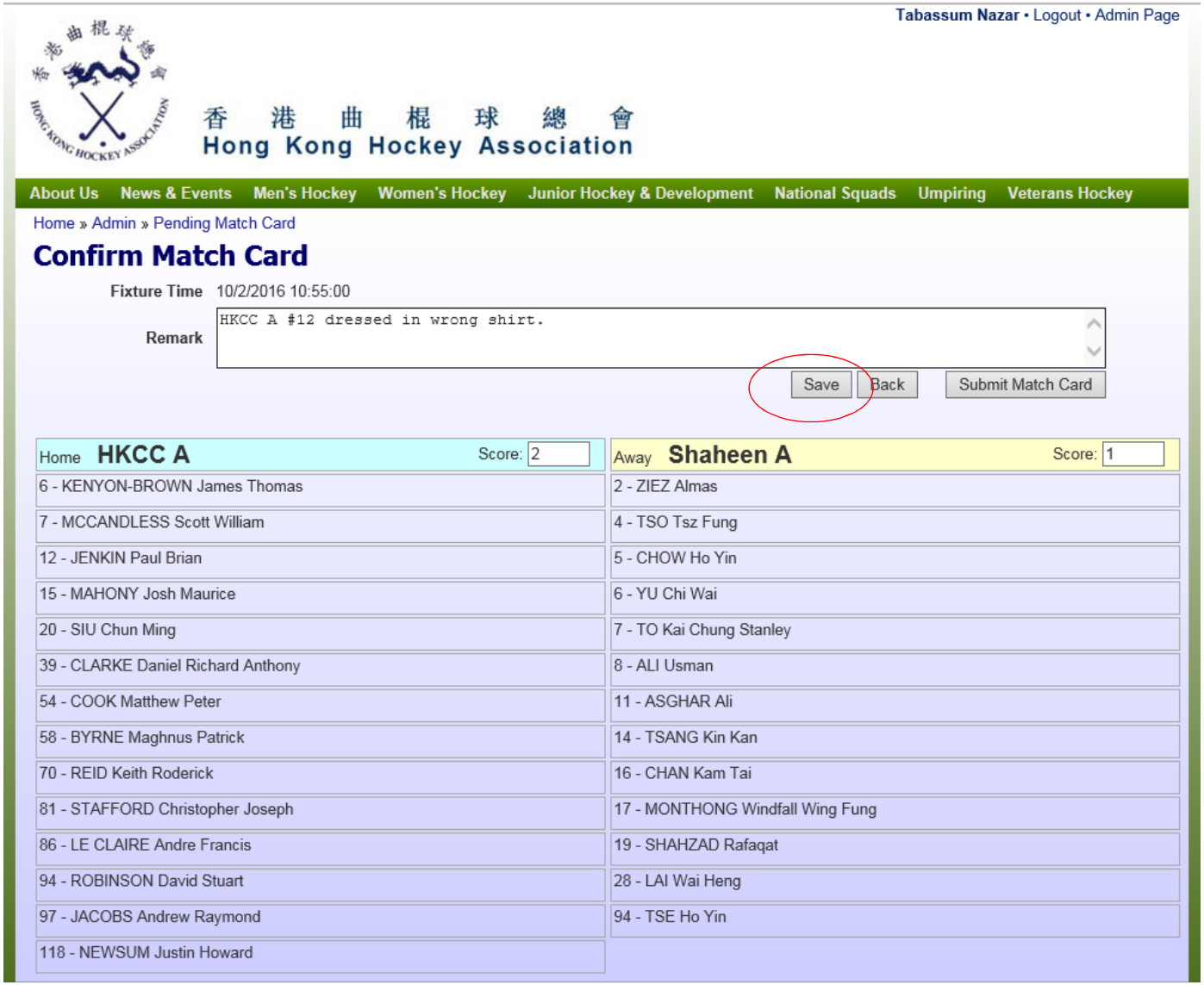
Umpires can enter player penalties any time after match starts

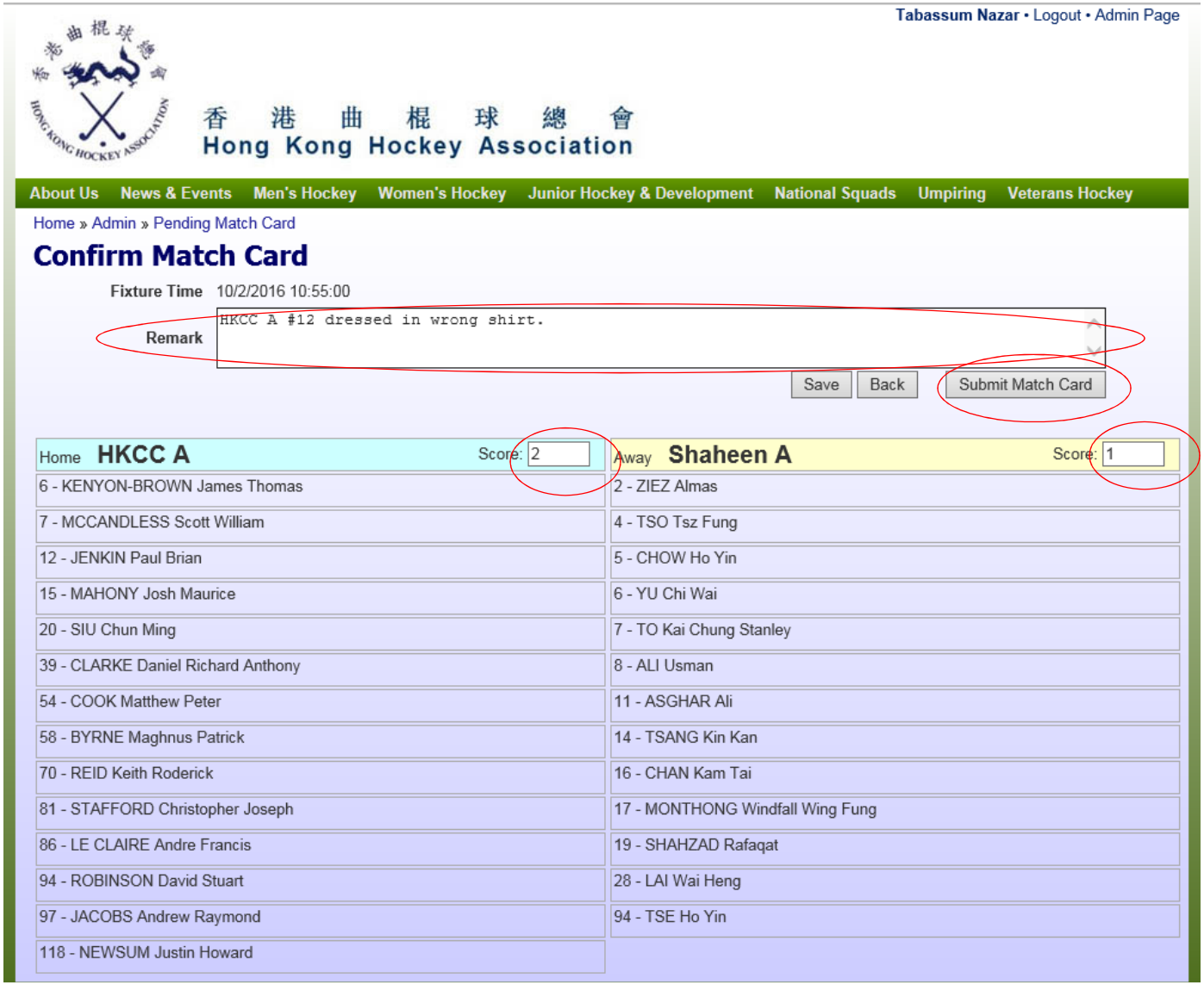
Click “Next” after entering player penalties

Saving entries of player penalties



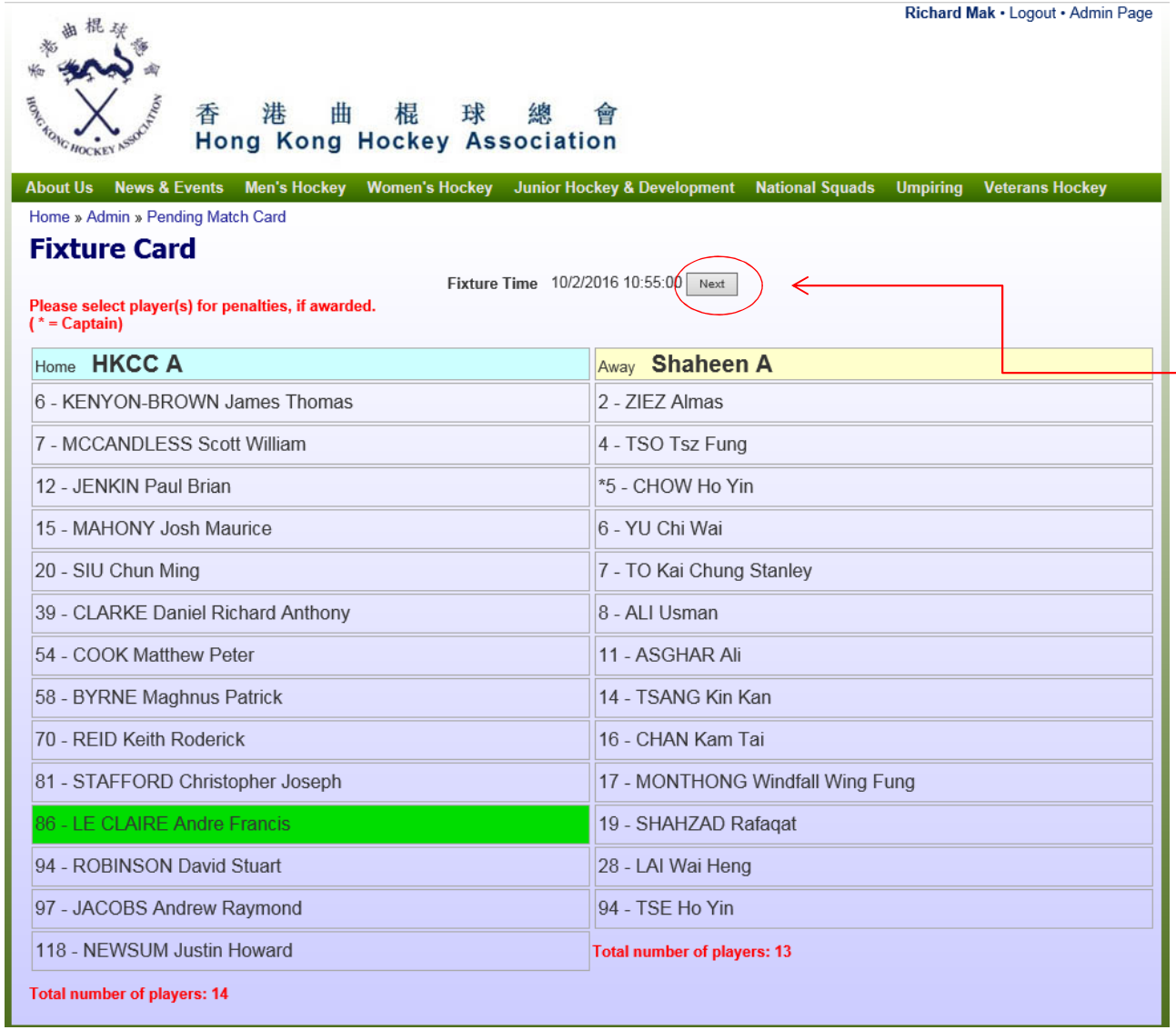
Make sure you save the entry of player penalties if you enter them during the match.

Umpire 1 to enter scores after match



After umpire 1 enters scores and remarks (if any), then click “submit match card”.

Umpire 2 can also enter player penalties (if any)

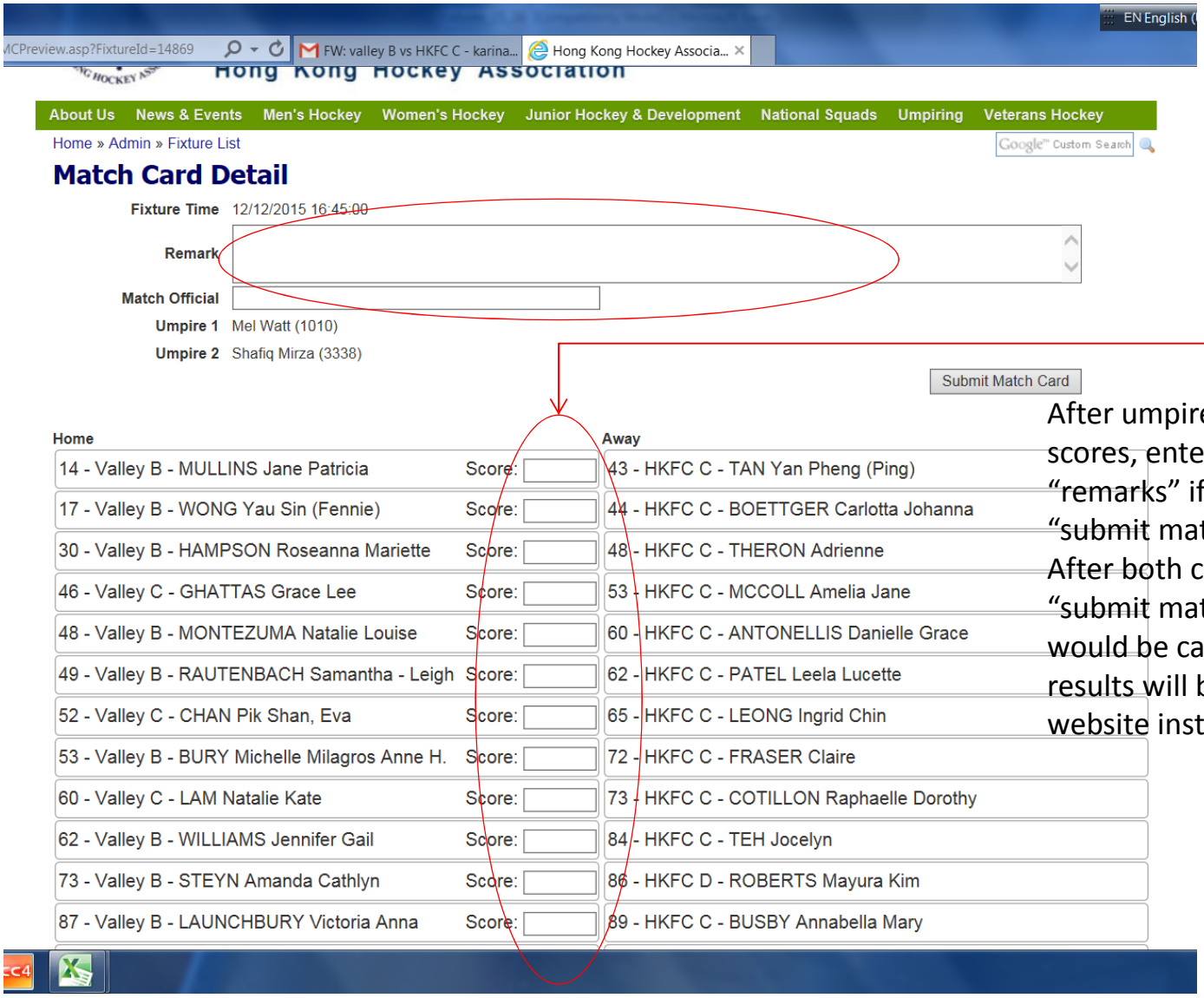


Click “Next” if no player penalties. Otherwise, enter player penalties then click “Next”

Umpire 2 to submit match card

Umpire 2 enters remarks (if any), then click “Submit Match Card”.

Captains to enter scorer details after match ends



After umpires enter the scores, enter scorer details, “remarks” if any, and “submit match card”
After both captains click “submit match card”, all data would be captured and results will be shown on website instantaneously.

The Workflow

Timeline	Home Captain	Away Captain
Between matches	Enter player list, Save	Enter player list, Save
At the pitch, before match starts	Edit player list, if necessary, Save	Edit player list, if necessary, Save
	Enter umpire numbers	--
	Submit Player List	Submit Player List
End of the match	Watch umpires enter scores and ensure umpires Submit Match Card	Watch umpires enter scores and ensure umpires Submit Match Card
Within 24 hours from match start time	Enter scorers, if any, and comments, if any, then Submit Match Card	Enter scorers, if any, and comments, if any, then Submit Match Card

END