HockeyHKWS NOTES FOR CAPTAINS – 2025-26 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 <u>ALWAYS</u> 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 HockeyHKWS 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 HockeyHKWS will continue 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 HockeyHKWS 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 HockeyHKWS 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 garychung@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 HockeyHKWS within 48 hours of your match. You should also send the original Match Card to the HockeyHKWS by post to the HockeyHKWS, so the league standings can be updated, to arrive at the HockeyHKWS office within fourteen (14) days of your match. You may also drop it in the HockeyHK 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-initialed by **BOTH** Team Captains. Comments will be reviewed by the HockeyHKWS 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:

- HockeyHK 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 as per the new experimental bylaws. Please note that the following two byelaws shall remain in place:

- 7.2 All player movements must be recorded on the Match Card by the respective Team Captains prior to the start of a Match.
- 7.3 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 HockeyHK League. For the avoidance of doubt, this provision does not apply among teams outside the Premier Division.

FACEMASK

In alignment with FIH rules and to prioritize the safety and welfare of athletes, all players defending a penalty corner in all divisions must wear a PC facemask. The use of a helmet is prohibited except for GKs; players are restricted to using a facemask. Should a defending team not have enough face protections, the number of defenders will be reduced accordingly and only defenders wearing face protections are permitted to defend penalty corners.

According to FIH rules, time stops once a PC is awarded and teams only have 40 seconds to prepare for the PC (including putting on the facemasks) and the PC will be taken after the 40 second countdown. Furthermore, players may not exit the 23m area with a facemask on. Once the umpire blows the whistle to signal the end of a short corner, defenders wearing a facemask may do a quick start, but may not do a self pass.

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.

PITCH SIGNING

All teams are responsible for ensuring the pitch is signed before every league match begins, this also applicable even if instant walkovers were given on the match day. To make this process more efficient, we strongly recommend that the teams playing the first match of the day to sign ALL available slots for that day. However, it remains every team's responsibility to confirm the pitch has been signed before their own match.

Any unsigned pitches will be considered a no-show, which will negatively impact HockeyHK's priority for future bookings.

Additionally, the last teams of the day should inform the groundsman after their final match.

Kindly be reminded each club should send us the full name, phone number and HKID of the pitch signing person that could arrive on time in

https://docs.google.com/forms/d/e/1FAIpQLSde2SVLApuHy9tiPXu1VGP_8dOSkADkfd00GeFVtK_U1GjpDiA/viewform. Only one person's signature will be needed on the day but we are collecting two as back up.

WALKOVERS

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

Unless the HockeyHKWS 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 HockeyHKWS 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 50% of their team umpiring duties for league matches must be done using female umpires.

No less than the same number of qualified female umpires (or female players who have passed the beginner's course and are awaiting their practical assessment) as the number of registered teams within the women's league by the last league game of the season.

Failure to do so will result in each team of any affected affiliated club being deducted one point.

The HockeyHKWS will review the above guidelines half-way through the season.

All registered umpires within the HockeyHKWS are required to umpire at least two (2) matches for their Affiliated Club during the 2025-26 HockeyHKWS Winter League.

Umpires Refresher Course

As advised by HockeyHKUS, **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 HockeyHK League matches **ONLY** after attending a HockeyHKUS Refresher Course and having their attendance recorded. Dates of these courses have been circulated by the HockeyHKUS to umpires directly.

FINES

Fines for various contraventions are clearly set out in the Second Schedule of the HockeyHKWS Competition Bye-laws which may be downloaded from the HockeyHK website http://www.hockey.org.hk/Content.asp?Uid=1393

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 HockeyHKWS Competition Bye-laws.

MATCH POSTPONEMENT

Club-requested:

Requests or enquiries for non-HockeyHKWS initiated fixture changes must come from your Convenor, be received by the HockeyHKWS – 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 HockeyHKWS

HockeyHK Electronic Match Card

Guidelines to captains and umpires

Captains to Log on to HockeyHK Website



Junior Hockey & Development

HKHA Umpires Beginners Course 10 & 17 Nov 2015

27 Oct 2015

About Us

Please be informed that the captioned **Beginner's Course** will be held on the mentioned dates below:-

Women's Hockey

Men's Hockey

Please read the details below carefully.

News & Events

The course will be split into 2 sections

- 10th Nov, 19:00 22:00 at King's Park Conference Room (2/F) [Rules Talk] *FULL
- 17th Nov, 19:00 22:00 at King's Park Conference Room (2/F) [Rules Talk + Written Test] *FULL
- People MUST register online to attend in advance, here is the registration page:

http://hkhaus.mavista.com:8080/mavista/cms/en/courses

- Only people who have attended BOTH rules talk will be allow to take the written test on the 17th Nov.
- The written test will be in English with 20 multiple choices questions and must be completed within 30 minutes.



National Squads

Umpiring

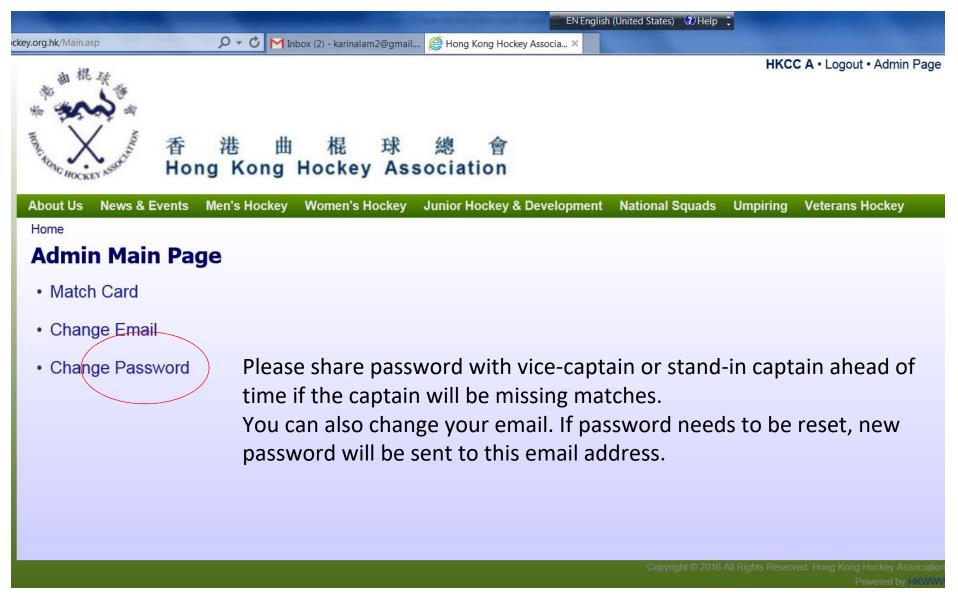
Veterans Hockey

Google™ Custom Search

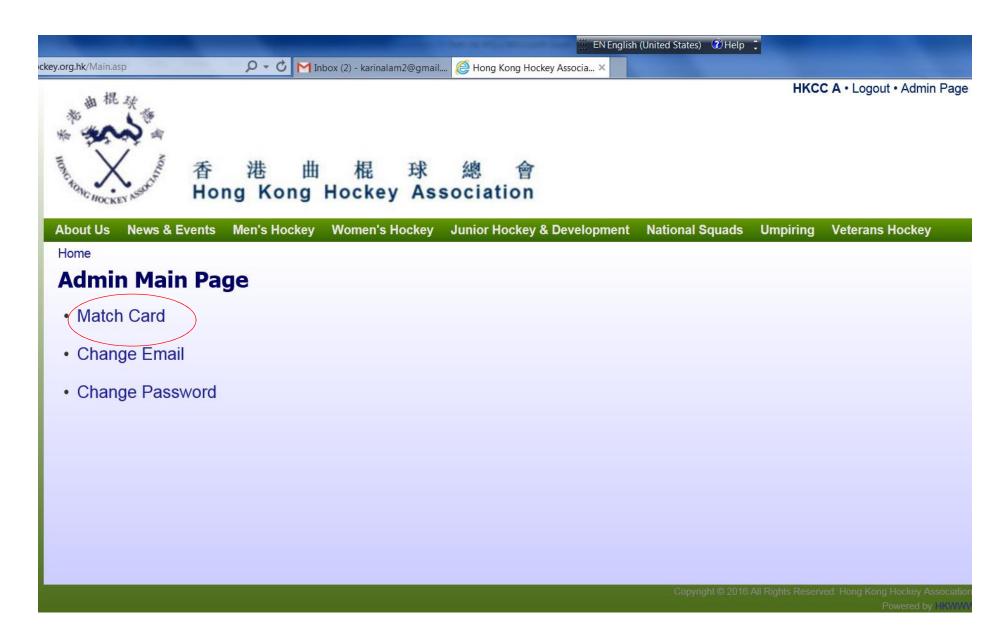
Coach / Trainer
wanted for
Dutch Hockey Club



Change Password the First Time You Log In



Click "Match Card" to Access



The Upcoming Fixture Should Show up on the List

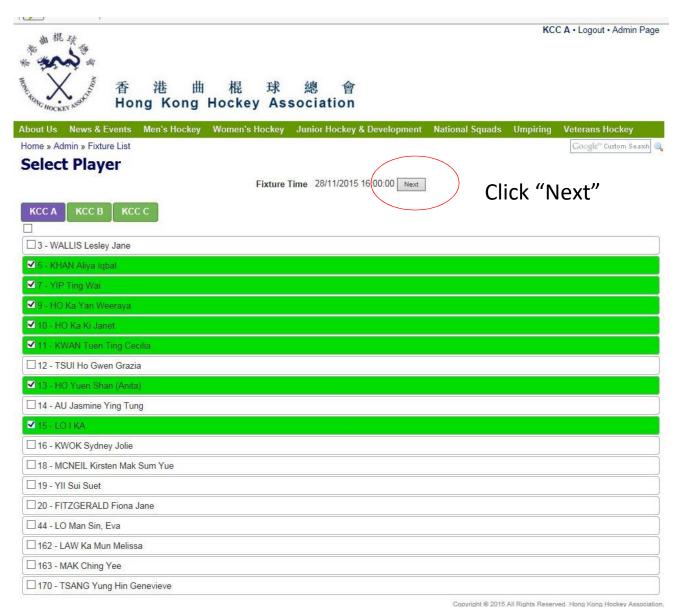


Click "edit"

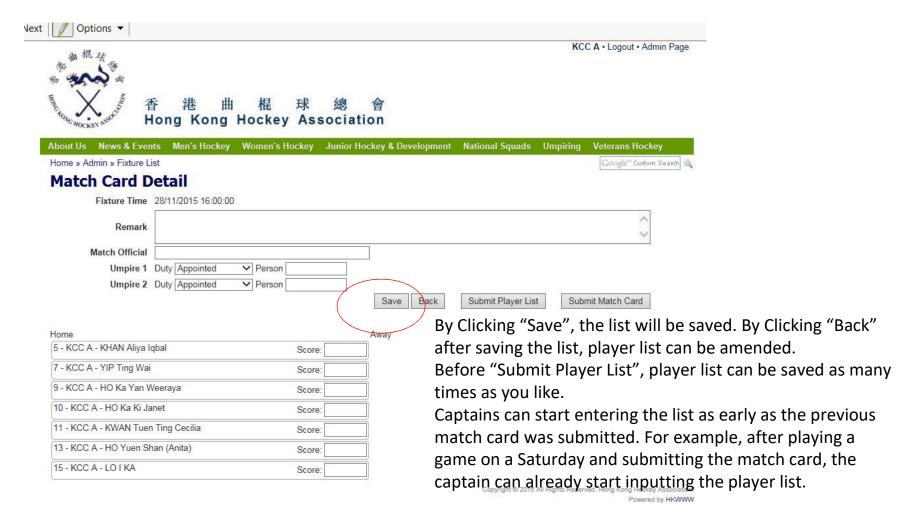
Select Players



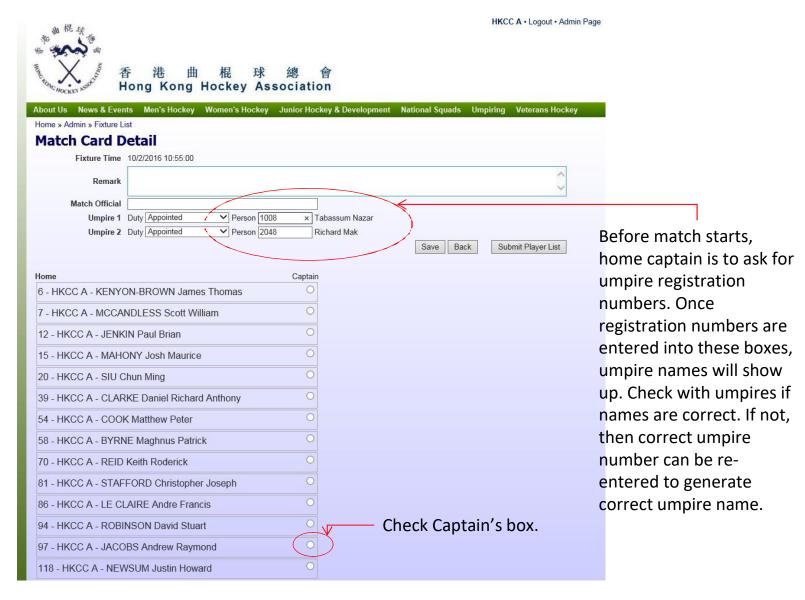
After Selecting All Players for the Match



Player List Can Be Amended As Many Times As You Wish



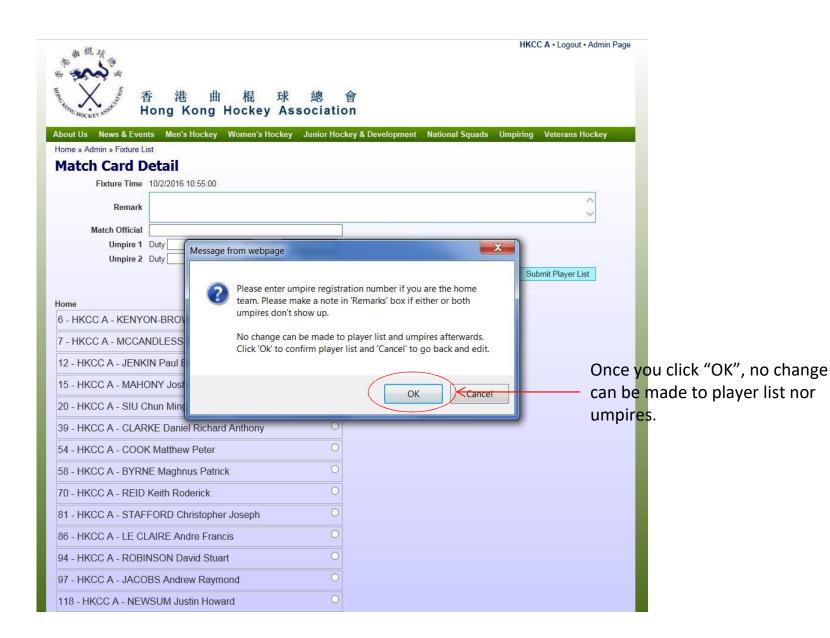
Home Team Captains to Enter Umpires and Match Official (if any)



Submit Player List

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Home » Admin » Fixture List		
Match Card Detail		
Fixture Time 10/2/2016 10:55:00		
Remark		
Match Official		
Umpire 1 Duty Appointed Person 100		
Umpire 2 Duty Appointed Person 204	Richard Mak	Save Back Submit Player List
Home	Captain	
6 - HKCC A - KENYON-BROWN James Thomas	0	
7 - HKCC A - MCCANDLESS Scott William	0	While changes can be made for infinite number of times
12 - HKCC A - JENKIN Paul Brian	0	with the "save" button, changes cannot be made after
15 - HKCC A - MAHONY Josh Maurice	0	"submit player list" button is clicked. So "submit player
20 - HKCC A - SIU Chun Ming	0	list" only at the pitch right before the start of the match
39 - HKCC A - CLARKE Daniel Richard Anthony	0	
54 - HKCC A - COOK Matthew Peter	0	
58 - HKCC A - BYRNE Maghnus Patrick	0	
70 - HKCC A - REID Keith Roderick	0	
81 - HKCC A - STAFFORD Christopher Joseph	0	
86 - HKCC A - LE CLAIRE Andre Francis	0	
94 - HKCC A - ROBINSON David Stuart	0	
97 - HKCC A - JACOBS Andrew Raymond	0	
118 - HKCC A - NEWSUM Justin Howard	0	

Point of No Return!



After submitting player list

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	Tabassum Nazar (1008)			
Umpire 2	Richard Mak (2048)			
			•	
Home 6 - HKCC A - KENYO	ON-BROWN James Thomas	Score:	Away	
	NDLESS Scott William	Score:		
12 - HKCC A - JENK		Score:		
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	KE Daniel Richard Anthony	/IIII		
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	FORD Christopher Joseph	Score:		
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	BS Andrew Raymond	Score:		
118 - HKCC A - NEV	VSUM Justin Howard	Score:		

Click logout and get ready for match

Away Team

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Umpire 1	Tabassum Nazar (1008)		
Umpire 2	Richard Mak (2048)		
		Save Back Submit Pla	ayer List
		Away	Captain
		2 - Shaheen A - ZIEZ Almas	0
		4 - Shaheen A - TSO Tsz Fung	0
		5 - Shaheen A - CHOW Ho Yin	(•
		6 - Shaheen A - YU Chi Wai	0
		7 - Shaheen A - TO Kai Chung Stanley	0
		8 - Shaheen A - ALI Usman	0
		11 - Shaheen B - ASGHAR Ali	0
		14 - Shaheen A - TSANG Kin Kan	0
		16 - Shaheen A - CHAN Kam Tai	0
		17 - Shaheen A - MONTHONG Windfall Wing Fun	g O
		19 - Shaheen A - SHAHZAD Rafaqat	0
		28 - Shaheen A - LAI Wai Heng	0
		94 - Shaheen A - TSE Ho Yin	0

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

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Umpire 2 Richard Mak (2048)			
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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 A	nthony	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 W	/ing 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	d	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

Women's Hockey Junior Hockey & Development National Squads



News & Events

香港曲棍球總會 Hong Kong Hockey Association

Men's Hockey

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

13 May 2016

About Us

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	ксс в	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

	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

Password ••••••

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	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						
	4	May '	~ 20	116 🗸		
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22	23	24	25	26	27	28
29	30	31				

Umpiring Veterans Hockey

login | Forgot Password?





Rabobank Hockey World Cup 2014 - ONE year to

Umpire login

Tabassum Nazar • Logout • Admin Page



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Home

Admin Main Page

- Match Card
- Personal Details

Change Personal Details

Tabassum Nazar • Logout • Admin Page



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				Submit			

After captains submit player list

Tabassum Nazar • Logout • Admin Page Hong Kong Hockey Association News & Events Men's Hockey Women's Hockey Junior Hockey & Development National Squads Umpiring Veterans Hockey Home **Admin Main Page** Match Card Personal Details

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

Tabassum Nazar • Logout • Admin Page 香港曲棍球總會 Hong Kong Hockey Association **News & Events** Men's Hockey Women's Hockey Junior Hockey & Development National Squads Umpiring Veterans Hockey Home » Admin **Pending Match Card** Next Fixture Date Home Score Away Score Venue Time Ump 1 Ump 2 Wed 10/02/2016 HKCC A Shaheen A BS 10:55 Appt - Tabassum Nazar Appt - Richard Mak Edit Past Fixture Date Home Time Ump 1 Ump 2 Day Div Score Away Score Venue 08/11/2015 3 Shaheen A 0 Pak A 14:15 Appt - Richard Mak Appt - Tabassum Nazar Detail 2 15/11/2015 HKU A 15 KP Sun Khalsa A 14:15 Appt - Richard Mak Appt - Tabassum Nazar Detail Sat 12/12/2015 Valley A 3 HKCC A 1 HV1 15:00 Appt - Tabassum Nazar Appt - Ravdeep Sethi Detail

Umpires can see Submitted Player Lists



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)



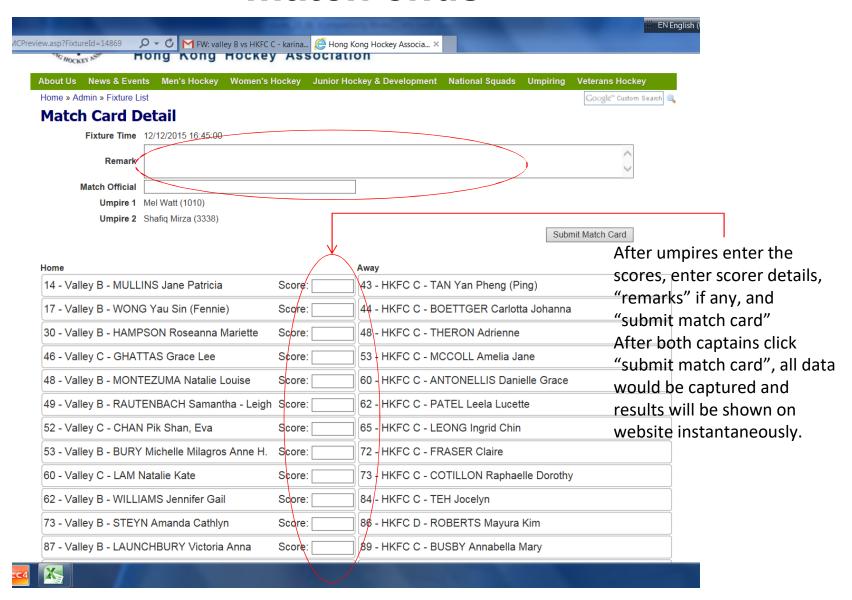
Click "Next" if no player penalties. Otherwise, enter player penalties then click "Next"

Umpire 2 to submit match card



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

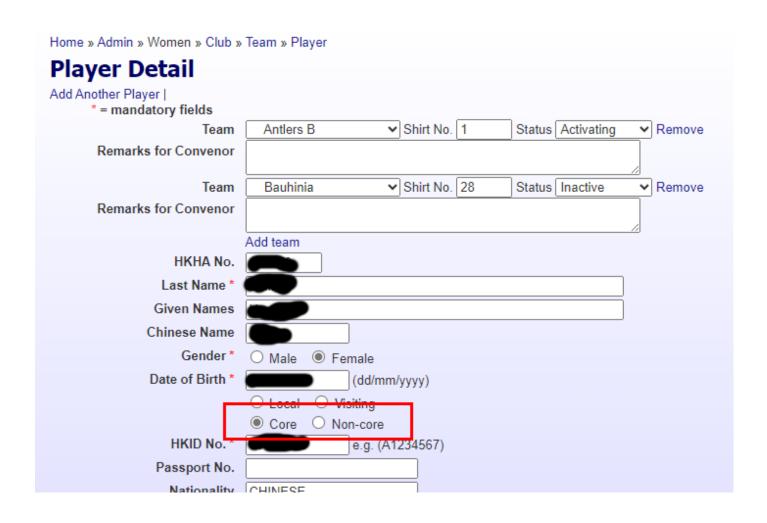
Captains to enter scorer details after match ends



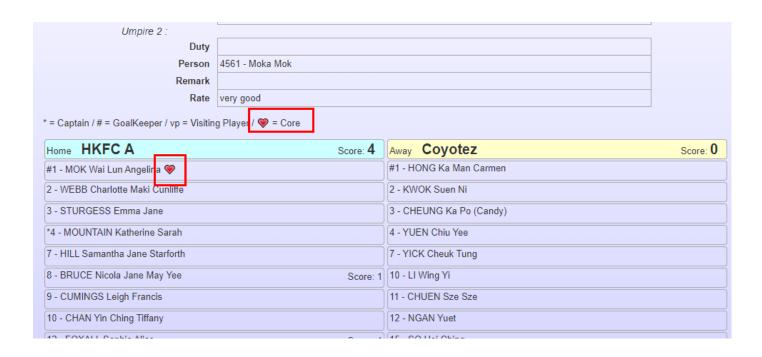
The Workflow

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

Core and Non-Core option box. to be added (mockup)



To be show in Match Card as well



Details regarding this will be released later.

END