



TOOWOOMBA HOCKEY ASSOCIATION INC

Clubs and Registrars Guide

Procedures Manual 2015



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1. STATEMENT

The Toowoomba Hockey Association (THA) Guide to Registrar's has been developed for the benefit of the game of Hockey in Toowoomba.

This guide is intended to ensure that all that Club Registrar's and Secretary's have a full understanding of and are conversant with the THA rules and requirements.

As a member of the Queensland Hockey community THA is bound to certain requirements and procedures mandated by Hockey Queensland and Hockey Australia. In the event of changes to these requirements, i.e, player registration, every effort will be made to inform club executives and update the relevant THA documentation.

This guide is to be read in conjunction with the THA By-Laws and Playing Rules.

The THA By-Laws and Playing Rules override these guidelines.

2. DEFINITIONS/ABBREVIATIONS/ENTITIES

THA Board	Toowoomba Hockey Association Board – responsible for the overall conduct of hockey within the Association, deals with finance and running of Club Glenvale.
THC	Toowoomba Hockey Committee is delegated the responsibility from the THA Board for managing all aspects of hockey within the Association.
Judiciary Committee	Deals with Code of Behaviour issues during fixture games i.e. allocation of yellow and red cards, abuse to umpires/match directors and players etc
Appeals Committee	Deals with appeals after judiciary decisions
Member Protection	Deals with Code of Behaviour and off field issues involving children, volunteers and staff committee appointed by THA President.
Office	Administrator for both THC, THA and Board of Directors office@toowoombahockey.com.au
THA Accounts	Finance Officer THA accounts@toowoombahockey.com.au
Reception	Front Reception at Club Glenvale
Hockey Expo	THA promotion and club sign on day for all new and existing players and H2H
Hookin2Hockey	Skills and introduction day to all new junior players under age of 9
Registration System	Any registration and or player tracking system that is mandated for use in the administration of hockey by THA Hockey Queensland or Hockey Australia (i.e. IMG, One Sport) and includes registration forms.
Giltrow Cup THA	Competition organised and Played annually between Norths & Rangeville
Liger Cup	Competition organised and played annually between Red Lion and Newtown



3. DOCUMENTATION NOTIFICATION – REQUIREMENTS/DATES

Item	Requirement	By-Law Requirement	THA By-Law	Approximate Date (Refer Notes)	Where	Action/Maintenance
Club office bearers and Officials	Clubs to forward list of each persons title, address, phone numbers and email		1.3.3	Within 7 days of club appointment at AGM or any changes there after	Office	THC/ THA Admin
Special Fixture Date Requests	Forward request to THC in writing			December	Office	THC
Club Coaches/Managers	Club to forward listing of all team Coaches and Managers including contact details			March – 1 st week	Office	THC/ THA Admin
Team Nomination	Club to forward number of proposed teams in specific divisions in writing	Clubs to notify foreseeable changes from previous season by 30 Nov.	3.2.1	30 th of November	Office	THC/ THA Admin
Team Registration	Club are to forward number of exact teams in specific divisions in writing	Three (3) weeks prior to first fixture round (note 1)	3.2.1	February	Office	THC/ THA Admin
Registered 11's	Forward 'Team Registration Form' for all teams i.e. registered 11	Reg 11's/team player lists to be entered into the Registration System prior to the first fixture round and to be submitted in writing to the THC prior to the first fixture round.		March	Office	THA Accounts
Non Playing / Official Member Registration	Club are to forward all/any non playing/ official member registration forms (club volunteers) to THA prior to the fixture round for THA Membership	This will entitle full Association Membership and the right to vote		1 st fixture game or as required	Office	THA Accounts
Individual Player Registration	Player Registration is to be completed in the format or in electronic system designated by THA.	To be in the hands of THA office prior to the first fixture game	3.3.1	January/February	Office	THA Accounts
New Player Registration	Player Registration is to be completed in the format or Registration System designated by THA. All new players over 18 are to complete Club Glenvale Nomination Form .	Completed and Signed	3.3.1	Prior to the start of his/her first game	Office	MD office – game return box/ THA Reception
Hockey Expo	Sign on & Come try Day f orgainsied by aSub Committee of Club delegates			1 st Saturday in February	Off	THC / THA Admin



Item	Requirement	By-Law Requirement	THA By-Law	Approximate Date (Refer Notes)	Where	Action/ Maintenance
	reporting to THC					
Hockey Expo – Recruitment & Signing of New playes after the end of Season & prior to the Expo	Advertising for Hockey Expo commences from term 4 (October) until February the following year. Through this period no club is to actively promote themselves to new participants outside the Toowoomba Hockey Expo brand . It is imperative that the Association actively protects the Hockey Expo brand to ensure that it remains recognisable within the wider community, in particular the school environment.	Hockey Expo Club Guidelines		October to February		THC/ THA Admin
Match Directors	Forward list of Match Directors in writing			February/March	Office	THC/ THA Admin
Junior Player playing in lower age group request	Forward request to THC in writing		3.4.2	As required	Office	THC/ THA Admin
Goal Keeper request to play in lower division	Forward request to THC in writing		3.3.6	As required	Office	THC/ THA Admin
Club Clearances	Forward copy of all club clearances to THC in writing	Copy to be forwarded to THC before player is eligible to play for new club	3.5.1	On Occurrence	Office	THC/THA Admin
THA Committee's	Clubs to forward nominations for THA Judiciary, Appeals, and Member Protection Committee			September	Office	THA Board
Player Transfer – during season	Player transfers are to be completed on-line and a copy of player's clearance to be forwarded to THC seven (7) days prior to his/her first game with the new club	A player transferring from one club to another, other association, inter or intra state should be transferred utilising a system as determined by THA. (electronic & written forms)	3.5.1		Office	THC/THA Admin
HQ form Dual Registration (two(2) Associations)	Forward copy of dual registration form for approval and dual register on-line	A player playing in the competition of a different association must dual register in accordance with Hockey Queensland requirements.	3.6	As required	Office	THC/THA Admin



Item	Requirement	By-Law Requirement	THA By-Law	Approximate Date (Refer Notes)	Where	Action/Maintenance
Vets – under age approval	Forward request in writing to THC prior to player taking the field		3.3.7	February/March	Office	THC/THA Admin
Uniforms	Request in writing to change current playing uniforms with colour images of new full strip to be attached	Any changes to the playing uniforms are to be approved by THC prior to acquisition	1.3.4	As required	Office	THC
Fees	THA Fees	Failure to pay fees by due date will deem the club to have forfeited all matches won	10.2 Appendix	Access fees: 21/4, 21/5, 21/6, 21/7, 21/8 Registration: 30/4, 31/5, 30/6	THA Accounts	THA Accounts
Request for eligibility for finals	Club are to submit requests in writing to the THC 2 weeks prior to Semi Finals			By the COB Thursday prior to THC meeting	Office	THC/THA Admin
General Requests	All requests from Clubs are to be forwarded by the Secretary to the THC on club letterhead – requests can not be accepted by THC delegates			By the COB Thursday prior to THC meeting	Office	THC/THA Admin
Forfeits	Clubs needs to notify the THC Chair or Hockey administrator, <u>in writing</u> at least 48 hours prior to the scheduled match – a “Notified Forfeit”	a ‘notified forfeit’ where a club will be unable to play the match for just cause.	2.8	As required	Office	THC/THA Admin & Reception
Team Cards	All team cards are to be legible , completed in full and signed				Placed in Team Card Box in MD Office Field 1	THC /THA Admin/ Reception
THA Hockey Committee	Clubs to forward nominations for THA Hockey Committee (THC)	Clubs may nominate one (1) representatives	8.3.2	September	Office	THA Board/THC
THA Grant Committee	Clubs to forward nominations for THA Grant Committee	Club is to nominate 1 representative		September	Office THA	THA Board
Blue Cards	All volunteers should have a current blue	Queensland state law & THA child		Prior to commencing	THA	THA



Item	Requirement	By-Law Requirement	THA By-Law	Approximate Date (Refer Notes)	Where	Action/Maintenance
	card	protection policy.		as a volunteer.	Secretary/Office	

Note:

- a) No new teams may be accepted into premiership competition after the first round, except where a bye exists.
- b) All senior teams must have a minimum of eleven (11) registered players registered in teams at any time, other than the lowest registered team.
- c) Fixture, Events and Tournament dates will be set by the THC and or THA Board at the end of each season for the next season.



4. IMPORTANT DATE CLAIMERS

The following dates once set and confirmed will be notified to all clubs each year this should only be used as a guide only:

- Club training – commence February
- Hockey Expo – first Saturday in February
- Hookin2Hockey – early February
- Minkey/Modified introduction day – February/ March
- Start of junior fixture –March
- Start of senior fixtures –March
- Giltrow Cup – TBA
- Ipswich Competition Final – July/ August
- President Cup – May / June
- Liger Cup – TBA
- Minkey/Modified break up – junior preliminary final day
- THA End of Season Dinner – September/October
- THA Annual General Meeting – end of November

Normal Fixture Breaks – no games played

- Easter
- Public Holidays – long weekends
- Middle weekend of July school holidays for juniors

Note: All the above dates will vary from year to year depending on school holidays, public holidays, number of teams in competition, representative competitions etc.

5. GENERAL INFORMATION

5.1 Correspondence

All correspondence is to be forwarded on club letterhead. No correspondence will be received and attended to that is not on club letterhead, written and submitted by club secretary or president.

Clubs are to inform all members that, in general if they wish to forward any correspondence to the THC or the Board that it needs to go via the club who is to attach a covering letter.

All correspondence is to be received at THA Office (office@toowoombahockey.com.au) no later than the close of business (COB) on the Thursday preceding the THC or THA meeting. No correspondence will be table that is received after this time.

5.2 Meetings

The THC meet on the second and fourth Tuesday of each month.

6. FORMS ATTACHED

New player registration form

Renewal player registration form

Upgrade/downgrade/ Dual Grade form

HQ Form Dual registration (Hockey Queensland)

Team registration Sheet



7. GOVERNANCE

7.1 Responsibility

Policy Owner	Toowoomba Hockey Committee
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7.2 Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
2	2/2013	Hockey Committee	Date changes and deletion of by-law references.
3	.10/ 2015	Hockey Committee	Update formatting, items, requirements and By Law References.
4	17/11/2015	Board of Directors	Endorsed the amendments