



# *Brisbane Hockey Association Inc*

AFFILIATED WITH HOCKEY QUEENSLAND INC

ABN 43 857 681 225

## **Brisbane Hockey Association Inc Procedures & Guidelines for Technical Officials**

Generally a BHA “qualified” Technical Official is required to be present at BHA Fixture matches played on the artificial surfaces. While such Officials are not required to be holders of a current Hockey Queensland or Hockey Australia recognised Technical qualification, they must however meet or exceed standards and levels of competency that have been set by the BHA Board of Management. Such standards and levels may be varied from time to time by the BHA Board.

The primary role for BHA Technical Officials is to attend to various subordinate duties associated with conducting and management of Hockey Fixture matches, both Junior and Senior, on the artificial surfaces. BHA Technical Officials are required to provide assistance to the participating teams and their management and coaching personnel, the Match Umpires, and to liaise with the relative venue personnel. They are to ensure that details and results are correctly recorded and that the venue equipment is used and operated correctly. The following outlines these procedures and requirements in more detail.

**Prior** to the commencement of the match the BHA Technical Official shall be required to make certain:

1. that the field is ready for play, watered and nets in place. Liaise with venue personnel as necessary;
2. that the match sheets of each team have been completed correctly including the Clubs' names, division, match date and time, the players' names, officials names, etc;
3. that a First Aid Officer is in attendance and has signed at least one sheet;
4. that the “rostered (player) Umpires” have signed the books whether or not Official BHA Umpires are in attendance;
5. that the “rostered (player) Umpires” are only released should they not be required;
6. to start the relevant clock/s including the electronic scoreboard in sync with the match Umpires.

**During** the match the BHA Technical Official shall be required to:

1. assist Club Scorers to correctly record the scores and penalty cards during the match;
2. in the absence of Clubs Scorers, correctly record the scores and penalty cards during the match;
3. maintain the time and scores on the relevant clock/s and electronic scoreboard;
4. liaise with the teams' management and coaching personnel to ensure that players enter and exit the field of play in accordance with the relevant rules.

**After** the match the BHA Technical Official shall be required to ensure:

1. that the details of the goals and penalty cards have been correctly recorded;
2. that all players who take the field are correctly noted;
3. that the final results (top section) are correctly recorded on both sheets;
4. that the Club Scorers have signed the sheets;
5. that the two team Captains (or representatives) have checked and signed the sheets;
6. that the Umpires have signed the sheets and in the case of BHL1 ensure that the match Umpires complete the BHA Best & Fairest voting slip;
7. that they sign the sheet only after all of the above points have been satisfied;
8. that if one or more red penalty cards were issued during the match that the BHA General Secretary or BHA President is contacted and given the details;
9. that the completed sheets are inserted in the return envelope and if it is the last match of the day for the venue, then seal and post the envelope on the way home.

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**BHA Inc LOCATION ADDRESS**

State Hockey Centre  
400 – 420 Lytton Road  
COLMSLIE Q 4170

**MAILING ADDRESS**

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MORNINGSIDE Q 4170

**TELEPHONE**

+61 7 3899 4399

**EMAIL**

secretary@bha.org.au

**FACSIMILE**

+61 7 3399 9825

**WEBSITE**

www.bha.org.au

## Notes for BHL1 Matches

1. The final scores for all BHL1 (and BHL2 wherever possible) matches are to be sent via SMS to the BHA General Secretary – 0409 873 916 – **do not ring!**
2. For matches that have been recorded for TV, usually BHL1 on SHC1, the BHA Technical Official is required to copy the match sheets on the BHA Copier, located in the foyer of the SHC Office, and to leave those copies in the tray provided beside the copier. These will be collected by TV personnel following the last match recorded on the day. The original sheets are to be returned to the letterbox beside the door of the BHA Office along with the sheets from the other divisions.

## Reporting

If it is found necessary to report either extraordinary matters or serious breaches of BHA or Venue Rules, then such reports must be via the prescribed "Incident Report" form available from the BHA Website. It is important to note that the form has procedural details contained in it, including details of time limits.

## Other Documents

**First Aid** personnel are not required to provide BHA with details of injuries and treatment, unless specifically requested to do so by BHA. This will usually occur when an injured player is claiming against the player insurance. In such cases First Aid Officers are identified by their having signed the relevant match sheet/s and the subsequent request for a Report is made through the First Aid Coordinator. First Aid Officers are required to maintain their own log.

So called **Cheat Sheets** that are sometimes used by Technical Officers are not to be sent to BHA.

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