

Using the BHA Team & Match Record Books

These books have now been in use since 2001. Other Associations have since copied the format and produced their own similar versions. BHA supplies one book per registered team for its affiliated Clubs prior to the commencement of each season.

The aim of this document is to explain the correct way to use and fill in the BHA Team & Match Record sheets. This document has been revised several times over the years, mostly in response to changes to local rules. While completing these sheets is a mostly straight forward exercise and obvious to most, this document sets out to help maintain practical Association-wide standards. A copy of this document is to be initially included with each book.

This document includes updates to the books and procedures up to and including Season **2020**.

Prior to the Match

There are several sections of the sheet that must be filled in **prior** to the match. These include:

1. The Match details:

Team:	Comp & Div:	Date: / /
Opposition:	Venue/Field N^o:	Time:

1.1 Name of your Club or Team
1.2 Competition & Division, e.g. BHL3
1.3 Date of the match

1.4 Name of the opposing Club or Team
1.5 Field name &/or number, eg SHC1
1.6 Start time of match

2. The Player' details:

1	Player's Registered Division	Start Team ✓	Time Sub On (min)	Shirt N ^o	IN ALPHABETICAL ORDER OF SURNAMES USING BLOCK LETTERS (JNR) (C)		
					SURNAME	FIRST NAME	
1							
2							
3							

2.1 Players' Registered Comp & Division to be entered here

2.2 Enter a tick beside each of the 11 players starting the match

2.3 During the match the time that each player who did not start the match (see 2.2) joined the match is recorded by the Tech Bench here

2.4 Shirt numbers must be unique

2.5 These numbers (1 -20) are for guidance, ie
(a) a maximum of 16 players may participate in a match;
(b) a maximum of 4 team officials may enter the dugout;
(c) therefore a maximum of 20 people may enter the dugout; per team. The names of all such persons must be recorded.

2.6 Surname first followed by first name for each player and team official

2.7 Use a bracketed 'C' team Captain & use bracketed 'Jnr' beside registered Juniors for Juniors playing in a Senior match.

3. The Team Officials' details:

17		Team Manager:	
18		Team Coach:	
19			
20			

Maximum of twenty (20) named personnel permitted in the dugout area; for 19 & 20 include position/title in the space available. (Ab

Prior to the commencement of centrally controlled (artificial surface) matches, and in a timely manner, the Team & Match Record Book is to be handed over to the Technical Bench. The Technical Bench will be responsible for the recording of goals scored, a summary of set plays and the details of offences.

In the case of other matches that are not centrally controlled (e.g. grass) each participating team should nominate a person on the sideline to record details of the match. In the absence of such persons the books will be handed to the match umpires who will locate the books in a safe place after checking the details on the sheets prior to the commencement of the match. In such circumstances the umpires will be required to keep the scores and to record the scores in the books at half time and full time. Further, in these circumstances, it is not a requirement that umpires record 'Set Plays' however they must record the details of 'Offences' (if any) in full.

During the Match

Only the people named on the sheet will be permitted in the dugout at any time as per the *BHA Competition Rules and Requirements* for the current year. When recording the 'minute' that an event occurred (goal scored, card received, etc) the following convention applies:

During the first minute of the match the time is recorded as '1'. Half-time and quarter time breaks are included in the minute count so that for example in a match of two halves, the first minute of the second half is the total time of the first half + the time for half-time + 1. In the case of a match consisting of quarters the break times for the quarters is also added in. Reasons for the inclusion of break times include, where play encroaches on break time in the case of set plays, and where a card might be issued to a player or official during a break.

Details of the match are recorded as follows.

4. Goals and Offences:

In each of these columns goals *and* offences are indicated by using the digit '1' for each occurrence for each player (or official). These are further summarised in other sections.

4.1 Record the per player goals (if any)	Goals (use a 1 for each)	Offences (use 1's only)		
		G Δ	Y O	R □

4.2 Record the cards (if any) issued for offences to players and officials.

5. Goal Summary:

Each goal scored is summarised in this section. It is a compulsory requirement for centrally controlled matches that these details are recorded. They should be recorded during the match.

5.1 The scorer's shirt number is recorded here

5.2 The minute of the match when the goal was scored

Goal Summary (Type = FG, PC or PS)

Shirt N ^o	Min	Type

5.3 Type of goal where:
F or FG = Field Goal,
PC = Penalty Corner,
PS = Penalty Stroke

6. Set Play Summary:

Set Plays are Penalty Corners and Penalty Strokes. These should be recorded during centrally controlled matches by the Technical Bench. They are no longer recorded in a separate section of the sheet. They are only recorded in the Goal Summary section, see Section 5 above.

7. Misconduct & Offence Summary:

Where possible offences should be summarised during the course of the match. However it will be necessary on some occasions for the Technical Bench to query the Umpire at half time or full time regarding the nature of some offences.

Misconduct & Offence Summary (Red & Yellow only in this section. Greens are recorded in the Offences column only, beside the relevant players' name/s)

Shirt N ^o	Type	Duration									

7.1 The offender's shirt number is recorded here

7.2 The type of card received, e.g. 'Y1' – see below

7.3 The minute when the offender received the card

There is space for up to eight (8) cards. Should an Umpire issue a card for an offence that is not covered by the set types then record it as a Y5 or R4 and enter its description accordingly in the following locations.

Misconduct & Offence Types - For use in Summary Table above.

Yellow Card Types: Y1 - Bad Tackling; Y2 - Dissent; Y3 - Deliberate breach; Y4 - Swearing; Y5 - Other

Red Card Types: R1 - Deliberate dangerous play; R2 - Striking opponent; R3 - Dissent / Abuse; R4 - Other

7.4 If 'Y5' – record a brief description here

7.5 If 'R4' – record a brief description here

After the Match

At the conclusion of the match the final result is recorded in the Result section near the top of the sheet. Goals For and Goals Against are also added up and entered here. For each Team's sheet these scores will be the reverse of those recorded on the other's sheet.

Result: Win Draw Loss Forfeit

(✓ that which applies above)

Goals For: Goals Ag:

(Above, indicate the final scores only, do not use progressive counting)

When this has been done the following actions are required:

8. Checking & Signing

8.1. It is the responsibility of each of the captains of the teams to check that the details of the match have been correctly recorded on both teams' sheets. Once satisfied each captain is to sign in the spaces provided on both teams' sheets.

Captains (or Managers) Sig: _____	Sig: _____
Match Umpires Name: _____ N: _____ Sig: _____	Name: _____ N: _____ Sig: _____
Rostered (Club) Umpires Name: _____ Club: _____ Sig: _____	Name: _____ Club: _____ Sig: _____
First Aid Name: _____ Start time: ____: ____ Finish time: ____: ____ Sig: _____	Technical Name: _____ Sig: _____
Club Scorers Name: _____ Sig: _____	Name: _____ Sig: _____

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8.2. The match umpires are also required to check that the details of the match have been correctly recorded on both teams' sheets. Once the umpires are satisfied with the details they will each record their name, umpire number and signature in the spaces provided.

Official umpires are those with official qualifications and will have generally been assigned to the match by a BHA Umpiring Coordinator. Listed Back-up umpires are those who have umpired the match on behalf of the club listed to do the match as per the BHA Fixture Draw. Rostered umpires are from the Clubs named in revSPORT beside each match. It is the responsibility of the Clubs named to appoint Umpires to games.

8.3. The attending First Aid Officer is to record their name, their starting and finishing times and their signature in the spaces provided. In the case where they are attending to matches on more than one field at the same time (e.g. grass venues) the First Aid Officer is required to sign at least one of the Team & Match Record sheets for that timeslot. Failure to do so may result in the non-payment of the particular First Aid Officer concerned.

8.4. Finally, at all matches controlled by a BHA Technical Officer, the Officer will check over the sheets of both teams. Once satisfied they will record their name and their signature in the spaces provided on both teams' sheets.

Once completed and signed it is an offence for any further alterations to be made to the sheets.

9. Completed Sheets

Once the sheets have been completed, checked and signed as described above, the "original" (white) copy is removed from each team's book. The carbon (coloured) copies are retained in the book for the teams' and the clubs' records. The "original" copies must be dealt with as follows:

9.1. At centrally controlled venues it is the responsibility of the Tech Officer/s to see that the "originals" from the match are returned to the BHA Office. While BHA SAE envelopes are generally provided in Tech Rooms, when there aren't any it is the TO's responsibility to organise their return to the BHA Office by whatever means available to them.

9.2. At other venues that are not centrally controlled (e.g. grass) it is the responsibility of the match umpires to see that the "originals" are returned to the venue office or canteen. Should this not be possible (e.g. canteen closed) then it becomes the responsibility of the match umpires to see that the "originals" are returned to the BHA Office by way of a safe and secure manner as soon as possible.

9.3. The postal address of BHA Inc is PO Box 503, MORNINGSIDE Q 4170

Final Note

The Brisbane Hockey Association Inc reserves the right to alter details and requirements associated with the Team & Match Record Books and their usage at any time. For further clarification and the latest information regarding all aspects of the usage of the Team & Match Record Books please refer to the BHA "Competition Rules & Requirements".

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