



Regional Super League:

Hockey

OPERATIONS MANUAL

~ March 2009 ~

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1. Introduction

1.1 Name

The Goulburn Valley Hockey Association (GV) and Central Victoria Hockey Association (CV) conduct a Regional Competition for both Men and Women to be known as the Regional Super League - *Hockey* (RSL)

1.2 Objective of the RSL

The objective of the GV/CV is twofold.

1.2.1 To provide the highest standard of competition for club teams within the Central Victoria and Goulburn Valley Regions and

1.2.2 To present the best regional Hockey competition which is marketable to the public, the media and potential sponsors such that hockey gains prominence and recognition as a major sport in region.

1.3 Number of Teams (*League Teams*)

There will be a Regional Super League, consisting of 12 teams, six (6) Men's and six (6) Women's or such other number as GV/CV may from time to time determine.

1.4 League Sponsorship

GV/CV will have the sole right to approve both RSL sponsorship and the inclusion of a sponsor's name in the title of the RSL.

1.5 Management Structure

The management and operation of the RSL shall be vested in an RSL Commission. The Commission is appointed by the two associations to manage the competitions on its behalf and shall comprise a Chairman and six members comprising of three members from GV and three members from CV.

1.6 RSL Forum

The purpose of the Forum is one of review. The Forum will be convened as required by the RSL Commission.

- Suggestions, reports and submissions from Club Management on behalf of participating teams will be requested prior to the Forum to assist the Commission.
- Each participating team will appoint an RSL Representative to attend the Forum together with the Commission.

1.7 RSL Administration

The day to day administration of the RSL shall be undertaken by the Commission with the assistance of volunteers drawn from the competing clubs.

The Commission shall not have the right to pledge financial undertakings on behalf of either association.

GV/CV will prepare and manage a financial account separate from the usual associations' accounts, specifically for RSL operations. There shall be a minimum of two signatories on all financial documents. The financial records will be subject to audit.

1.8 Rules and Regulations herein

All RSL rules and regulations contained in this manual have been approved by CV/GV Committee of managements. The RSL shall be conducted in accordance with these rules and regulations. Any situation not covered in this manual shall be referred to the RSL Commission for a final and binding determination.

2. Format, Schedule and Competition Rules

2.1 Format

The RSL competition will consist of 12 teams, six (6) Men's and six (6) Women's *or such other number as GV/CV may from time to time determine* each playing in one-pool competitions.

2.2 Schedule

The RSL competition will be scheduled during March - September. Home and away matches are to be scheduled on Sunday only and at club venues where synthetic surfaces are available.

NB: Only on the occasion of both teams' agreement will matches be rescheduled in regional centres for weekday matches.

- See **Attachment "A"** for the RSL Fixture.

2.3 Season Starter (SS) Competition Venue (Pre-season Round Robin)

The selection of the SS Venue shall be determined by the Commission on an annual basis. Where possible, it is preferable that the round robin venue is rotated from year to year. The RSL Commission shall have the sole right to approve or change the SS venue.

2.4 Finals Format

There shall be no finals scheduled for the RSL. At the conclusion of the round games, the top team on the League ladder shall be declared the winner.

- The RSL Commission shall have the right to alter the Finals Format, as deemed necessary.

2.5 Player Qualifications

The full squad of players officially registered with an RSL team via Sporting Pulse shall be eligible to play in any game during the season.

- RSL teams will be able to apply to the RSL Commission for a player permit on a case by case basis, which would allow a player to be exempt from this rule.
- Suspended players will be ineligible to compete for the duration of their suspension.
 - Refer to clauses 5.5 and 5.6.

2.6 Official Match Balls

The following supply and use of match balls is to be adhered to during the RSL.

- A minimum of three (3) balls per match to be supplied by the Home team. Where there are "ball persons" available, a minimum of seven (7) balls must be supplied by the Home team.
- SS matches, each team is to supply two (2) balls per match.
- Balls must either be new or of a suitable standard as approved by the Tournament Director / Technical Officer.

3. Rules

3.1 RSL Rules

Each RSL team will comply with and be responsible for ensuring that all players, officials or other persons associated with the team comply with the RSL Rules. A copy of the rules will be provided to each team.

Refer to **Attachment "C"** for RSL Rules.

3.2 Amendment of RSL Rules

RSL Rules may be amended from time to time by the Commission on behalf of GV/CV. Each RSL team will be formally notified by the administration of any rule amendment.

3.3 Conduct of Participants

Each member team, its players, officials and other associated persons will maintain conduct and behaviour appropriate for the good reputation of the RSL, HV, GV/CV and the sport of hockey. Conduct or behaviour that contradicts this principle, or which is unethical or brings the RSL, HV, GV/CV or hockey into disrepute shall be seen as a breach and may be subject to disciplinary action through GV/CV, HV or HA. All team players and officials will be required to sign **Attachment "H"**

3.4 Guidelines for Interrupted or Cancelled Matches

3.4.1 If a match is CANCELLED due to unforeseen circumstances, prior to the visiting team leaving their home departure point.

- The opposing team must be notified at the earliest opportunity
- The TD must be notified at the earliest opportunity
- Reschedule the RSL matches to a suitable venue for the weekend. The home team must seek approval for the alternative venue from the RSL Commission.
- In the event both matches are unable to be rescheduled, both matches shall be declared drawn, and both teams shall receive half the points allocated for the round.

3.4.2 If a match is CANCELLED due to unforeseen circumstances after the visiting team leaves their home departure point

- The opposing team must be notified at the earliest opportunity
- The TD must be notified at the earliest opportunity
- Reschedule the RSL match to a suitable venue for the weekend. The home team must seek approval for the alternative venue from the RSL Commission.
- In the event that a match is unable to start, the match shall be declared as drawn and both teams shall receive half the allocated points each for each match cancelled.

3.4.3 If the match is INTERRUPTED and able to be resumed

Should the umpires or Tournament Director / Technical Officer decide to interrupt a match, that match shall be resumed as soon as possible, (not necessarily on the same pitch), under the following conditions:

- The score on resumption being that at the time the interruption took place.
- On resumption the regulation relating to interchange of players shall apply as though there has been no interruption to the match.

3.4.4 If the match is INTERRUPTED and unable to be resumed

If the match is interrupted and can't be restarted within a time limit as designated by the TD / TO, the game will be declared a draw and the scores at the time the game was interrupted will count towards for and against goals. Both teams shall receive half the allocated points for the match.

4. Protests and Administrative Decision Reviews

4.1 Review of Administrative Decisions

Definition

In this Part, "administrative decision" means a decision made by RSL Commission:

4.1.1 to refuse an application for:

- the entry of a team in a competition conducted by RSL Commission;
- the registration of a player (*rule 5.4.1*);
- the transfer of a player's registration (*rule 5.7*);
- a **Team Substitute** permit (*rule 5.10*);
- a **Playing Permit** (*rule 5.13*); OR
- to revoke the registration of a player (*rule 3.3*); OR

- to impose a fine, or other penalty (including forfeit of match points), against a **team or a registered player** for a breach of the Regulations (*rule 3.3*) OR
- to fine, or otherwise penalise, a team for unauthorised alteration of a team sheet entered in the **RSL competition** or for making an inaccurate entry in the **Sporting Pulse** (*Attachment C – Rule 7.1.1*); OR
- to determine a **Match Result Dispute** (*rule 4.3*)

4.2 Application for Review

- 4.2.1 A **Team** which is the subject of an **administrative decision** OR a suspension as per 7.4 of **Attachment “C”** may make application for review of that decision only upon the ground that the decision was made as a result of a misinterpretation, or misapplication, of the relevant rule or regulation
- 4.2.2 An application for review of an administrative decision or suspension as per 7.3 of **Attachment “C”** must be made within 48 hours of the time at which notification of the relevant decision was given, calculated by reference to the date and time recorded on the email by which such notification was given by **RSL Commission**
- 4.2.3 An application for review must be made in writing and must:
- be in the form, and include the matters, set-out in “**Attachment “R”**”
 - include a copy of the relevant notice of the decision given by **RSL Commission**; and
 - not include reference to any document or other information which was not made available to **RSL Commission** prior to the making of the decision, the subject of the application for review.
- 4.2.4 Application fee
- 4.2.4.1 A fee of \$150.00 must be paid to **RSL Commission** at the time the application for review is made by:
- Cheque,
 - Money order or
 - Electronic transfer to the RSL: Hockey CV/GV bank account
- 4.2.4.2. The fee, paid in accordance with rule 4.2.4.1, must be refunded only if the **Team** is successful in its application for review.
- 4.2.5 Review panel
- 4.2.5.1 If an application for review has been made in compliance with regulations 4.2.1, 4.2.2, 4.2.3 and 4.2.4, the **RSL Commission Chairperson** must, within 96 hours of receipt of that application:
- convene a panel of three persons, drawn from a pool of *Review Panel members* approved by **RSL Commission**, to consider and determine the application for review; and
 - provide the members of that panel a copy each of:
 - the application for review; and
 - the documents upon which the decision the subject of the application for review was made.
- 4.2.5.2 Every panel, convened pursuant to rule 4.2, must be chaired by a legally-qualified person.

4.3 Match Protests

- 4.3.1 Where a Team Manager lodges a protest at the end of a match, then such protest must be in writing and delivered to the TD together with \$150.00 deposit within 48 hours of the end of the match, otherwise it will be considered void. The protest and deposit may be lodged electronically.
- 4.3.2 The declaration to protest must be indicated under the signature when signing the match report.
- 4.3.3 The deposit will be forfeited unless the protest is upheld.

- 4.3.4 The TD, or in the absence of the TD, the Assistant TD, must make a decision in writing and publish it at the latest 96 hours after the conclusion of the match. The decision may be advised electronically.
- NB: No protest may be made or considered by the TD / ATD of any decisions made by an umpire during a match.

5. Team and Player Issues

5.1 Invitations

On a predetermined date, to be not less than sixteen (16) weeks, prior to the commencement of an RSL season, CV and GV shall send invitations to compete to all affiliated clubs and interested organisations together with the RSL Manual. (This may be the manner of e-mail)

5.2 Applications and Agreement

On a predetermined date, to be not less than 10 weeks, prior to the commencement of an RSL season, each affiliated club or interested organisation that seeks to enter a Team to participate in the RSL shall forward to the Commission an application to participate.

Applications shall be made in the prescribed form (*Attachment "E"*) and shall include payment of a non-refundable entry fee and any other requirements as determined by the Commission from time to time.

On a predetermined date, to be not less than 10 weeks, prior to the commencement of a RSL season, the participating organisations must deliver to the Commission the signed Agreement (*Attachment "F"*) to participate in the current RSL.

Any organisation withdrawing from the RSL after the date of the signed Agreement mentioned will forfeit the application fee and/or any other requirements as determined by the Commission from time to time.

5.3 Team Administration

The entered team shall delegate a person to be responsible for the team's administration and participation in the competition. This person must be able to devote a significant amount of time on a professional basis to the operations of the team.

Duties will include communication with the Commission Administration on a regular basis and ensuring all RSL requirements and deadlines are met.

5.4 Team Registration

A Team Registration form (*Attachment "G"*) shall be lodged with the Commission on a predetermined date, not less than six weeks, and prior to the commencement of the RSL and shall include:

- 5.4.1 A minimum of sixteen (16) players, with a maximum of twenty (20) players, per team must be nominated.
- 5.4.2 Team officials that must include a Coach and Team Manager. Maximum of four (4)
- 5.4.3 Before any player or official may be registered, not less than 6 weeks prior to the commencement of the RSL season, they must have sighted and signed the appropriate code of conduct (*Attachments "H" & "I"*).

5.4.4 If a Team Registration has less than the maximum of 20 players, additional players may be added up to the maximum no later than 12:00pm on the Wednesday prior to the commencement of the RSL. After this time the replacement player rules shall apply. (See rule 5.10, 5.11)

5.5 Player Eligibility

No team, player or official shall be eligible for the RSL unless that team, player or official is properly registered with GVHA or CVHA.

5.6 Player Restrictions

No male may play in the female competition and no female may play in the male competition.

5.7 Player Clearances

5.7.1 No player shall be permitted to change from one club to another without the written permission

5.7.2 Player clearances between the Clubs from CVHA and GVHA are to be obtained through the CVHA and GVHA with a copy of the granted clearance to be forwarded to RSL: Hockey Commission.

5.7.3 A player with an outstanding debt owing to any RSL team, Regional Association and/ or State Association he/she is registered with, is not permitted to register with another RSL team until the debt has been cleared. It is the responsibility of each RSL team to notify the Commission and HV if any player has an outstanding financial debt owing to the team and/or association.

5.8 Team Numbers

Only 16 players are permitted to participate in any one match on any one round.

5.9 Media Team List each Round

5.9.1 Teams are to supply the players and officials list, three days prior to the scheduled match to enable media releases to be done in a timely manner. Refer to **Attachment "J"** for Media Team List form.

5.9.2 Only the players and team officials listed on the team form are permitted to participate in that round. (See 5.8). The number of team officials permitted on the team bench for any one game is three (or four if the team has a registered Medical Doctor).

These being:

- the registered Team Manager (not the Coach or Medical Doctor); and
- two other registered team officials (eg Coach, Assistant Coach, Physiotherapist); plus
- A Medical Doctor.

5.9.3 A change to a nominated team after the due time, e.g. for injury, is to be approved by the TD / TO. Reasons must be submitted for such change(s). No change to a team list will be permitted after one (1) hour prior to the first match of a double header in home and away matches.

5.10 Replacement Restrictions

An RSL team shall be able to replace no more than five (5) of the twenty (20) registered players (see 5.4.4) in any one RSL season. Replaced players cannot be registered again by that team or any other RSL team with the exception of a State or Australian Representative. *Refer to 5.13*

5.11 Application for Replacement

The application to replace a player must be received by the Commission by 12:00pm on the Wednesday prior to the fixture date. The Commission designate will review the application and notify the RSL team of the outcome by 12:00pm on the Thursday prior to the fixture date.

5.12 Association, State and National Team Players and Officials

Each RSL team shall be bound, upon request by the Commission, (and without charge or fee to Commission), to release their teams' players, coaches, managers, umpires and other officials who are nominated by CV/GV or HV, to fulfil obligations to an Association Representative Team (e.g. CV Blazers/ GV U17) State Team or Squad and/or to meet any other commitment deemed by either association or HV to be in the interests of Australian Hockey. In addition, any player, coach, manager or official who declines, refuses or fails to fulfil any such obligation shall be disqualified from participating in the RSL during the period in which otherwise he/she would have been committed to the Association's, State or National Team or Squad.

5.13 State or Australian Representative Replacement Rule

5.13.1 If State/ Australian Team commitments result in a player being unavailable to play in RSL matches, the RSL team whom the player is officially registered with, shall be entitled to replace the player for the duration of the players' National commitments.

5.13.2 RSL teams will be required to forward a Request for Representative Player Replacement form to the Commission, at least 7 days prior to the RSL match in that the player will be unavailable, due to State/ National Team commitments.

- Refer to **Attachment "K"** for Request for State/ Australian Player Replacement Form.

5.14 Forfeit of an RSL Match

Any team forfeiting a RSL match shall be liable to a fine. The RSL Commission shall decide the fine amount to be imposed – taking into consideration lost income and expenses incurred by the opposing team, as a direct result of the forfeit.

- The opposing team shall be awarded 5 goals to nil

5.15 Transport

Visiting teams are required to arrange and pay for their own transport for away fixtures.

5.16 Turf Hire

Each RSL home team shall be responsible for arranging and paying for the full turf hire of their home matches.

5.17 Accommodation

Each RSL team will be required to arrange and pay for own accommodation during the RSL.

6. Playing Uniforms

6.1 Guidelines

- The RSL Commission may set appropriate guidelines relating to standards for playing uniforms of participating RSL teams. **See Attachment "D"**
- No player may participate in an RSL match unless an approved team uniform is worn or a special dispensation has been granted by the commission.

6.2 Design

6.2.1 Each RSL team shall be required to submit a photo (electronic or hard copy) of its proposed uniform to the commission for approval prior to production of uniforms and no later than the 31st January in the year of the event.

- Refer clause 6.6

6.2.2 The approved uniform is to be worn for all matches unless a special dispensation has been granted by the Commission.

6.3 Sponsorship on Shirts

6.3.1 Restrictions on sponsor logos on team uniforms shall be determined by the RSL Commission.

6.3.2 Logos on team uniforms regarded as distasteful or undesirable by the Commission will not be allowed.

6.3.3 Sponsor logos which involve the use of numerals may not be allowed. These are to be referred to the Commission prior to finalising the arrangement.

6.3.4 The RSL Commission may attach further conditions and/or restrictions on uniform logos as deemed necessary.

6.4 Players Names

Names on the back of playing shirts / bodysuits are permitted. Uniforms that have names printed on the back must have lettering not more than 10cm, not less than 6cm in height.

6.5 Player Numbers

6.5.1 A player's shirt number shall remain the same for the duration of the RSL season, as nominated on the team registration form.

6.5.2 Player names and numbers on playing uniforms must be in a contrasting colour to the uniform colour for clear identification.

Men

- The player's number must appear on the back of the player's shirt. Short numbers are optional, however, if used they are to be on the left leg of the shorts.
- The number on the shorts shall be not less than 7cm, not more than 9cm in height and the number on the shirt not less than 16cm, not more than 20cm in height.

Women

- The player's number must appear on the back of the shirt/ bodysuit and skirt numbers are optional, however, if used they are to be on the left leg of the skirt.
- The number on the back of the bodysuit must be a minimum 15cm in height and the number on the skirt not less than 7cm, not more than 9cm in height.

6.6 Alternative Uniform

Uniform colour and design must be submitted by the 31st January. Where advised by the commission, the alternate uniform requirements are as a minimum:

- For Men, alternate shirt and socks.
- For Women, alternate skirt and socks.

No white or orange socks are permitted. Any subsequent changes must be approved by the Commission before manufacture.

- Teams may be required by the Commission to provide alternative shirts

6.7 Uniform Clashes

If a uniform clash is likely, then upon consultation, teams may be instructed by the Commission or the TD / TO, to wear their alternative playing strip.

6.8 Goalkeeper Uniform

- 6.8.1. A Goalkeeper must wear a shirt of a different colour from that of their team and that of their opponents and the umpires. (Appointed umpires uniform will be fluoro yellow shirt and black slacks)
- 6.8.2. In the event of a team playing two goalkeepers in the same game, they must have numbered shirts.
- 6.8.3. Pads and kickers shall not be green or white.

6.9 Uniform – Other

Uniforms must not include any white or orange below the knee.

Men

- Pressure garments in the uniform colour, black or skin tone may also be worn under the shorts.

Women

- A uniform may include a skirt, skort or shorts in the colour as submitted to the commission. Pressure garments in the uniform colour, black or skin tone may also be worn under the skirt, short or skort.

7. Officiating

7.1 Technical

- The Commission will be responsible for the appointment of a Tournament Director for the competition.
- Following consultation with the Tournament Director, the Commission shall appoint a Technical Officer/Technical Officers to conduct matches in each of the nominated venues throughout Central Victoria in accordance with the RSL Manual. In the absence of the Tournament Director and/or Assistant Tournament Director, the Technical Officer shall assume their duties.
- Thirty minutes before the commencement of each match, Team Manager's must present to the appointed Technical Officer, a list of players participating in the match as well as indicating the starting players.

7.1.1 The Match Report is to be completed by the Technical Officer at the conclusion of each game.

- Each team is responsible for completing the match results in the electronic database specified within 24 hours.
- The Match Report is to be forwarded to the Commission Record Secretary within the processing period.

7.1.2 In the event of a reportable incident, dispute, protest or complaint, the Technical Officer should include a brief summary of the incident on the Technical Officer's Report, as provided for in **Attachment "N"**. The Technical Officer must fax or e-mail the Technical Officer's Report to the Commission administrator, as soon as practicable after the match. If necessary, the Technical Officer may be required to send a more detailed report on the incident to the RSL Commission.

7.1.3 If the incident involves a player or team official then the full report is also to be submitted to the manager of the team with which the reported player or official is registered, as soon as practicable after the match.

Refer to **Attachment "O"** for Detailed Technical Officers Guidelines and Duties.

7.2 Umpiring

CV/GV will be responsible for the provision of the best umpires available for all games and HV will be responsible for providing the assessment of umpires. The Commission will be responsible for the appointment of Umpire Managers for each of the venues.

The Umpire Managers in consultation with the TD are responsible for:

- Appointment of umpires to RSL games.
- The schedule of umpire assessments.

All appointments by the Commission are to take budget constraints into consideration.

7.3 Umpire payments, uniforms and Expenses

7.3.1 Each team manager shall be responsible for the payment of one umpire immediately at the conclusion of the match.

7.3.2 Umpires shall be required to wear the uniform as designated by the Commission from time to time. Sponsorship will be sort where possible. Deviation from wearing the uniform may result in disciplinary action.

7.3.3 Umpires shall be responsible for their own expenses including travel and accommodation.

7.4 Officials Code of Conduct

All appointed officials must sign the RSL Officials Code of Conduct and return it to the Commission on a predetermined date, to be no later than three (3) weeks, prior to the appointment to the competition. (**Attachment "L"**)

8. RSL Facilities Requirements

8.1 Host Venue

Each host team shall provide, without fee to the RSL Commission, the match venue with the provision of lighting, corporate hospitality, ground signage spaces for sponsors and media facilities where requested.

8.2.1 Use and Control of Venues

8.2.2 All host teams must have secured agreements with respective venue management to enable the host team to hire and control the venue.

8.2.3 The Commission may require evidence of such agreements prior to accepting an application to participate in the RSL or host a match or matches.

8.2.4 The fixture starting times allocated for matches shall be determined by the Commission. Preference is for all matches to be played in day light hours.

8.3 Standards

The facilities provided at RSL games should enhance the promotion of the game and accordingly certain standards have to be met to ensure the environment does not detract from the presentation of the game.

8.4 Surface

All matches shall be played on synthetic surfaces.

8.5 Lighting

Where matches are scheduled in non daylight hours, a minimum standard of 500lux lighting is required for matches. It is important for player safety that this is maintained. The host must ensure that backup support is available for lighting scoreboard and PA system where they are available.

8.6 Spectator Seating

It is a requirement that adequate participant seating is provided at all times. It's preferable that the seating be covered. Terraces or grassed banks are appropriate for other spectators. The host venue is to ensure that grassed areas are mown prior to a fixture at that venue.

8.7 Toilet Facilities

Adequate toilet facilities for spectators, officials and players attending RSL matches are necessary.

8.8 Dressing Rooms

The change rooms should contain seating and coat hooks with showers in close proximity. Change rooms should have a sign clearly indicating individual team change rooms.

8.9 Team Benches

Team benches should be under cover and have a minimum of ten seats for interchange players and team support personnel.

8.10 Water / Ice

The provision of water and ice in close proximity of the players' benches is mandatory for injury / medical purposes.

8.11 Technical Bench

The "Technical Bench" shall be under cover. The bench must be able to seat a minimum of five persons which will include the Tournament Director and/or Technical Officer and umpires.

8.12 Suspended Players' Seating

Two (2) seats, located in close proximity to the Technical Bench are required for temporarily suspended players.

8.13 Match Scoreboard and Clock

- The Match Scoreboard should be located at a prominent position at the venue and be large enough to enable spectators and players participating in the match to read whilst the match is in progress.
- Preference is for the venue to have a clock or digital presentation signifying the elapsed time or time played.

8.14 Siren or Hooter

It is preferable to have a siren or hooter, which can be heard, all over the ground that automatically sounds when time has elapsed. A back up portable siren, hooter or bell should also be available in the case of malfunction. Whistles are not to be used as the official sound device.

8.15 Sound system

Preference is for the venue to have a quality sound system capable of amplifying announcements, special promotional jingles, music, national anthems and advertisements in a professional manner is optional.

8.16 Media Facilities

8.16.1 It is essential that the following provisions be made available to the media at each home game.

8.16.2 Priority seating, close to the centre of the field, with view unimpeded.

8.16.3 Provision of team lists, starting line-ups and score sheets. This should be provided to media prior to the commencement of each match.

8.16.4 Refreshments are desirable.

8.16.5 Media should be issued with a complimentary season pass. A Media Pass is recognised as a valid substitute. The Media Pass will be produced by the Commission and distributed to GVHA and CVHA. The Associations are required to record the distribution of passes to the media and provide details to Commission Administrator. Car parking is to be made available for media. TV crews require VIP parking close to the entrance.

8.17 Sponsor Signage

GV/CV will be required to negotiate with each Venue Management, rights to erect RSL naming rights sponsor signage and major RSL sponsor signage at prominent TV locations around each RSL venue (including the centre line and behind the goals), in order to maximise the television exposure of the naming rights sponsor logo. The Commission will provide a list of sponsor signage requirements prior to the commencement of the season.

8.18 Corporate Entertainment

Sponsors are an essential part of the RSL. It is therefore compulsory that they are entertained in special areas set aside for sponsors, VIPs and their guests in an allocated area at the venue. The Commission will advise of sponsor and VIP hospitality requirements prior to the commencement of the season.

8.19 Player Warm-Up Area

Teams are to arrange an off field warm-up area, so entertainment can take place without affecting the teams' preparation.

9. Organisational Requirements of Host Team

9.1 Preparation of Ground

Make all arrangements for the preparation of ground facilities and equipment to be used for all matches.

9.2 Medical Staff

9.2.1 Make provision for the attendance of a qualified medical practitioner where possible or ensure medical attention is available at a clinic or surgery within 15 minutes drive from the venue. A car and local driver must be available at all times.

- 9.2.2 Physiotherapy services are to be sourced by the Host team on request and agreed payment by teams

9.3 Hospitality

Ensure that visiting teams and officials are suitably attended to. Each venue must have a hospitality area set aside from which sponsors, VIP's and league officials can have an uninterrupted view of the game.

9.4 Ball Persons

Ball persons are optional, however, where they are supplied, the Host team is to provide and instruct at least seven (7) ball persons for each match, six (6) on the field and one (1) reserve ball person. In the instance there is a sponsor for the ball person uniforms, the commission will provide the uniforms. Under all other circumstances, it is the responsibility of the Host Team to provide uniforms that do not clash with the teams and or umpire colours.

9.5 Publicity of Matches

Liaise with the CV/GV media convenor for suitable publicity of matches through the media – press, radio and television. (Refer to Media and Promotion - Section 10)

9.6 Weekend Program

It is the responsibility of Host team to produce a local program for each home fixture. Ideally this would be in liaison with the home association's media convenor.

Suggested content of the program:

- Daily schedule of events including match times and curtain raisers. (Local club games)
- Team lists including names and shirt numbers
- Officials
- RSL major sponsors' logos - logos will be forwarded to GV/CV prior to the commencement of the competition
- Points Table
- Leading goal scorers
- Player profiles
- Match preview
- RSL rules
- Local sponsor acknowledgments

9.7 Security

- 9.7.1 Make arrangements for the provision and security of change rooms for all teams participating.
- 9.7.2 The host venue will be responsible for taking all possible measures to ensure the orderly behaviour of the crowd and the safety of players and officials of participating teams and spectators.

9.8 Music and Announcer (Optional)

Appoint a "lively" ground announcer for the game, preferably with some hockey knowledge and music of an upbeat nature.

9.9 Refreshments

The following is the minimum provision at all venues:

- Water
- Tea & coffee making facilities for TD and/or TO and umpires
- Adequate food and drink outlets for all participants

10. Marketing and Promotion

10.1 Sponsorship

The right to and responsibility for obtaining sponsorship for the RSL shall be shared between GV/CV and the participating teams as follows:

10.1.1 GV/CV has the sole right and responsibility in the following areas:

- Major competition sponsor(s)
- Distribution of promotional material and product bearing the RSL logo and the major sponsor
- Umpire-related sponsorship(s)
- Ball Person-related sponsorship(s)

10.1.2 Participating teams have sole rights and responsibilities in the following areas:

- Team accommodation
- Team travel
- Team sponsor(s)
- Distribution of promotional material and product which is team-related
- Team uniforms, excluding logos on the left sleeve (men) and right chest

10.1.3 GV/CV and participating teams each have the authority to pursue sponsorship opportunities in the areas listed below (a “shared” right and responsibility) but the final decision on acceptance remains with CV/GV:

- Travel
- Accommodation
- Minor competition sponsors (eg ball person uniforms, etc)

10.2 Areas not covered

The right to and responsibility for any sponsorship opportunity not covered above will be referred to the Commission and assigned to GV/ CV or the relevant participating team(s) by the Commission.

10.3 Sponsorship Conditions

Participating RSL teams, when pursuing sponsorship opportunities, must comply with the following:

10.3.1 No team sponsorship arrangement is to conflict with any arrangement either existing or being negotiated by the RSL, GV or CV unless prior consent to the conflict is provided by the RSL, GV or CV.

10.3.2 No team sponsorship is to be undertaken if it conflicts with any FIH, HA, HV or GV/CV restrictions on any particular form or source of sponsorship.

10.3.3 No team sponsorship arrangement is to be finalised unless details are provided to RSL Commission and the Commission has advised the team of the approval of the arrangement.

10.3.4 Sponsor logos, if included on team uniforms must comply with RSL rules covering such logos, which are set from time to time. Teams must allow space for RSL naming right sponsor signage

- Refer to 8.17

10.3.5 Any team-initiated discussions on “shared” areas of sponsorship must be referred to the Commission prior to definitive discussions commencing and approval given before the discussions commence.

10.4 Sponsorship Obligations

The RSL naming right sponsors' logo must be prominently displayed:

- 10.4.1 on the playing uniforms of all RSL team members.
- 10.4.2 during all media interviews and on all press releases.
- 10.4.3 on all correspondence relating to the RSL.
- 10.4.4 in all promotional material and match programs, brochures, leaflets and posters.
- 10.4.5 on such signage at the match venues which will maximise the television exposure of the naming rights sponsors' logo. The naming rights sponsor shall provide banners/signage at their expense to all RSL teams.

10.5 Invitations for Sponsors

- 10.5.1 The naming rights sponsor shall be provided a minimum of two (2) double VIP invitations and four (4) reserve seats for each sponsorship area for RSL Matches. RSL Teams and host venues are to have these special passes available for each match.
- 10.5.2 Minor sponsors shall be provided with a minimum of one (1) double VIP invitation and two (2) reserve seats for each sponsorship area for RSL Matches. RSL Teams and host venues are to have these special passes available for each match.
- 10.5.3 Team sponsors may be provided with a minimum of one (1) double VIP invitation and two (2) reserve seats for each sponsorship area for RSL Matches. RSL Teams and host venues are to have these special passes available for each match.

10.6 Television Rights

CV/GV has the exclusive rights to negotiate television coverage of RSL matches.

10.7 Team Logos

Teams must provide team logos to their respective associations no later than six weeks before the RSL's commencement.

10.8 RSL Media Kit

The RSL Media Kit - **see attachment "J"** will be compiled by the Commission and provided for media release prior to the commencement of the season. Information must be received four weeks prior to the commencement of the season. The following information is required:

- 10.8.1 Player's details, including, Name, Position, Shirt/Bodysuit Number, Number of years playing, Any State/ National representation

A digital passport photograph for each player is optional. As these photographs may be uploaded onto the associations' websites, they must be of suitable quality (72dpi, 450x600 pixels minimum).

- 10.8.2 Names of off-field staff is required. i.e. Coach, Assistant Coach, Manager, Doctor/ physio. The name of the captain/s is also required.

- 10.8.3 Two or three paragraphs about the team (no more than 200 words), including "Players to Watch".

- **All of the above information must be emailed to the appointed RSL: Hockey Media Liaison Officers not faxed or sent in hard copy.**

10.9 Media Guidelines (see also Attachment Q)

- 10.9.1 Each team is to appoint a media coordinator to assist with the promotion of the RSL by generating stories and information about their local team(s) for their local media. The promotion of the individual teams is the responsibility of each affiliated club, however the RSL Media Convenor will assist where possible and utilise all available and useful media contacts.
- 10.9.2 Media coordinators are encouraged to promote their team via media releases, media information kits, regular contacts, website and personal meetings with media personnel.

The responsibilities for servicing the media are as follows:

RSL responsibilities:

- Preparation of RSL Media Plan
- Distribution of general media releases at completion of home and away rounds
- Collation and distribution of results to local media at completion of home and away rounds
- Preparation and distribution of the RSL Media Kit

Team responsibilities:

Preparation of a local media plan in support of the RSL Media Plan, which must include the following:

- Appointment of a Media Coordinator six (6) weeks before the season commences.
- Provision of mobile phone number to RSL Media Convenor.
- Distribution of local media releases to local press, radio and television.
- Publicity and promotion of the team to local community via way of radio interviews, local TV news or sports grabs, advertising home games in the major city daily newspaper at least on each Saturday home game.
- Distribution of press release after each day's play during home and away

The Team Media Coordinator emails GV/CV RSL: Hockey Media Liaison Officers, the following information:

- Half time and full time scores
- Goal scorers, minute scored and action
- Best players from both teams (according to coaches)
- Summary of game – 100-200 words
- Collates copies of all RSL related articles and at the conclusion of the season forwards to the RSL Commission within one month.

11. Finance

11.1 Application Fee

RSL Commission shall, from time to time, set an "**Application Fee**"

11.2 Administration Bond

RSL Commission may, from time to time, set an "**Administration Bond**"

- A finable breach will incur a deduction from the bond at an amount determined by the RSL Commission. Teams will be notified of a breach and the fine imposed.

11.3 Winding up of the Regional Super League: Hockey CV/GV

In the event of the winding up or the cancellation of the Regional Super League: Hockey CV/GV the assets of the RSL Commission set up specially for the running of the competition shall be disposed equally between incorporated bodies, the Goulburn Valley Hockey Association and the Central Victoria Hockey Association.

12. Insurance

12.1 Public Liability and Professional Indemnity

Host Associations that endorse affiliated club teams playing in the RSL: Hockey CV/G competition shall provide evidence of Public Liability Insurance to the value of \$10,000,000 and Professional Liability Insurance to the value of \$5,000,000.

12.2 Player Accident

Where Hockey Victoria approves or makes available a player accident insurance scheme, Affiliates who have teams entered in RSL: Hockey conducted matches and have chosen not to take out such cover shall be required to:

- (a) advise all members of the team(s) that they are not covered under an HV approved player accident insurance scheme, and
- (b) provide the RSL: Hockey Commission with a written undertaking prior to the start of the competition in which their team(s) compete, that all the players affected by the Affiliate's decision not to participate in the player insurance scheme have been duly advised.

13. Anti-Doping Policy

The RSL will adopt and enforce the anti-doping policy of HA, which complies with FIH and ASC requirements.

14. RSL Meetings

14.1 RSL Commission

The RSL Commission will meet as and when determined by the Chairman.

14.2 RSL Forum

The RSL Forum will be held when deemed necessary by the RSL Commission.

14.3 Costs of Meetings

The costs associated with the conduct and attendance at RSL Commission and Forum meetings will be equalised between GVHA and CVHA.

14.4 Notice and Business of Meetings

Notice of meetings will be given in writing to Commission members not less than seven (7) days prior to the date of the meeting. The notice will specify:

14.4.1 The place of the meeting and the time at which the meeting will commence.

14.4.2 The business of the meeting.