**Southern Districts Hockey Club**



**Managers Pack**

**2017**

**Manager’s Folder Contents**

Thank you for volunteering as a Team Manager,

This folder contains information to help you in this role:

**Contents**

|  |  |
| --- | --- |
| 1. | Job Description |
| 2. | SDHC Committee Members |
| 3. | SDHC Code of Conduct & Strategic Plan |
| 4. | Club info:- Newsletter- Links (Auckland Hockey, Facebook, Twitter, etc)- Uniforms- Fees |
| 5. | Useful bits and pieces:- Location of turfs in Auckland & where to find match cards at each turf- Processes around new registrations and transferring players |
| 6. | PSCCT Code of Conduct and Wet change rooms rules of use |

***Information that will be made available electronically via email:***

* Print/photo copy ready match card list (for Senior and Youth Teams only)
* Team List and contacts, training roster
* Links to social media and website

**Team Manager – Task Description**

**TITLE:** Team Manager

**RESPONSIBLE TO:** The Club Management Committee/ Team Coach

**SKILLS/QUALITIES REQUIRED:**

* Enthusiastic
* Well organised
* Prepared to make a regular time commitment
* Decision making skills
* Can communicate effectively
* Basic First Aid knowledge

**MAIN DUTIES:**

* To have the right people in the right place at the right time with the right gear
* Liaise with the Team Coach as to availability of players each week and contact players from other grades if necessary
* Email/contact team weekly to confirm practice and game times and details.
* Be aware of Match Day Requirements ( see document below), complete playing cards, and manage the team as per guidelines. **Note *only players registered in your team, or registered in the clubs next ranked team through the Club Data base are eligible to be named on the playing card***.
* New players must be registered ( penalty is loss of points) Contact Heather Miller ( miller family@xtra.co.nz )
* Send through game result each week to appropriate person ( Bhav Leatham 0274442533 for Senior results, Sarah Markwick 0211840495) by Sunday afternoon/ evening . A text message is a great way to do this. Managers can also enter the result on line through the Auckland Hockey App
* Ensure fees are collected from all team members. ( see 2017 fees as below)
* Contact the treasurer ( Jax, treasurer@sdhc.co.nz if players are no longer playing, have a long term injury, which needs adjustment to the playing fees)
* Provide assistance to Team Coach at games in relation to completing Card, managing subs (if required)
* Ensure there is a basic first aid kit and ice at games and administer first aid as required
* Allocate players from team to referee other grades, as necessary per Club Captain
* Liaise with Gear Custodian to Issue and collect in all Club Gear at the beginning and end of the season – uniforms, balls, cones, bibs, jackets, etc
* With the coach and parents ensure that all parent and player conduct is in line with the “Spirit of Hockey ”as per the Code of Conduct (included in this pack)

### TIME COMMITMENT

The estimated time commitment required as the Team Manager is 2 hours per week during the playing season

**MATCH DAY REQUIREMENTS ( from AK Hockey Rules)**

**PLAYING CARDS**

Premier and Reserve Grades

 1) All teams must fill out a match card at least 15 minutes prior to commencement of each match

a. The match card must be completed clearly and legibly showing each player's first name, surname and shirt number. A maximum of sixteen (16) players are permitted per team. All players must be added to the card before the start of the match.

 b. Players playing in a grade different from that for which they are registered must be clearly marked on the match card with a \* before the start of the match.

c. The captain's name must be completed on the card in the space provided.

 2) Umpires appointed to the match should check at the time of the toss that the following has been completed correctly:

a. Names and shirt numbers are written legibly

b. Maximum of 16 players per team (non-playing members names should be clearly crossed out)

 c. Captain’s name is written in the space provided

3) In all cases, the start of the game shall not be delayed and the Captain of the team which has not completed the card properly shall remain off the field (and cannot be replaced, meaning the team plays short) until the card is filled in properly. The exception to this is when a match card is not available at the ground through no fault of the teams. The match should proceed on time and a surrogate card completed as best as can be managed, at the discretion of the umpires.

4) No player is to be added to the card after the card has been accepted by the umpire (before the start of play or once the last team has completed it and handed it to the umpire so that their captain can take the field)

5) On completion of the match, both captains should sign the card to confirm the result of the match. Any comments relating to the match must be added to the Notes section and sighted by both captains and umpires before the front of the card is signed.

 6) It is the responsibility of the appointed umpires (AHUA or Club appointed), to ensure it is placed in the appropriate slot at the venue. If an appropriate slot is not available the card should be posted to the Auckland Hockey office.

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Division and Youth Grades

1) All teams must fill out a match card at least 15 minutes prior to commencement of each match

 a. The match card must be completed clearly and legibly showing each player's first name, surname and shirt number. A maximum of sixteen (16) players are permitted per team. All players must be added to the card before the start of the match.

 b. Players playing in a grade different from that for which they are registered must be clearly marked on the match card with a \* before the start of the match.

 c. The captain's name must be completed on the card in the space provided.

2) Umpires appointed to the match should check at the time of the toss that the following has been completed correctly:

a. Names and shirt numbers are written legibly

b. Maximum of 16 players per team (non-playing members names should be clearly crossed out)

c. Captain’s name is written in the space provided

3) In all cases, the start of the game shall not be delayed and the Captain of the team which has not completed the card properly shall remain off the field (and cannot be replaced, meaning the team plays short) until the card is filled in properly. The exception to this is when a match card is not available at the ground through no fault of the teams. The match should proceed on time and a surrogate card completed as best as can be managed, at the discretion of the umpires.

4) A player cannot be prevented from playing simply by virtue of their name being left off the card at the commencement of the match provided the umpires agree that person is a registered player and the players name is added to the card before the end of the match.

 5) On completion of the match, both captains should sign the card to confirm the result of the match. Any comments relating to the match must be added to the Notes section and sighted by both captains and umpires before the front of the card is signed.

 6) It is the responsibility of the appointed umpires (AHUA or Club appointed), to ensure it is placed in the appropriate slot at the venue. If an appropriate slot is not available the card should be posted to the Auckland Hockey office.

**PENALTY**: If a match card has not been completed correctly at the end of the match once it has been signed by both teams or is subsequently found to be incorrect that team will be found to have lost the match by default. Teams can appeal to Club Council and they have power to act as an arbiter and, upon compelling argument being presented by the penalised Club can, if it believes it to be equitable, waive or reduce penalties.

**PLAYERS SHIRT NUMBERS**

 PROCEDURE: The umpires may prevent players taking the field if he or she does not have a number on their playing shirt. Acceptable practice is that a temporary number be placed on a shirt (using tape). Similarly, if only one player has an unnumbered shirt the umpires may deem this to be acceptable since it is still possible to distinguish that player from others on the field.

 PENALTY: Where a team is fielding two or more players wearing the same number or no number the umpire will only permit one of the players to take the field until this is remedied unless previous dispensation has been granted from Club Council.

**CLEARLY IDENTIFIED CAPTAINS**

RULE: All grades must clearly identify their Captain by a ribbon or arm band. Prior to the commencement of the match team managers and match umpires are responsible to ensure the captain for the match has been clearly identified

**PENALTY:** Where the identity of a captain is unclear, the player responsible for the role will be sent from the field by the umpire to rectify this

**ABANDONED MATCHES**

• Clubs must try to reschedule the match by mutual agreement by 5.00PM of the Wednesday following the abandonment

• Clubs must both advise AK Hockey office in writing to info@akhockey.org.nz by 5.00PM of the Wednesday following the abandonment of the date, time and venue for the rescheduled matches

 • AK Hockey must advise by return email by 5.00PM Thursday its agreement to the date, time and venue of the rescheduled match

 • If Auckland Hockey do not agree with the proposed date, time and venue for the rescheduled match, they must advise the clubs by return email by 5.00PM Thursday why the date, time and/or venue are not suitable and AK Hockey will then set the date, time and venue and the clubs will have no right of appeal

• If the clubs are unable to reach a mutually agreeable date, time and venue for the rescheduled match by 5.00PM Wednesday, they must notify AK Hockey as such in writing to info@akhockey.org.nz at which point AK Hockey will set the date, time and venue for the match to be replayed and the clubs will have no right of appeal to the date, time and venue set by AK Hockey

 • Matches rescheduled due to weather will be played at 8.30 a.m. at Lloyd Elsmore Park the Sunday following the scheduled match day unless otherwise agreed between the clubs and AK Hockey.

**AUCKLAND HOCKEY- LOCAL PLAYING RULES**

Auckland Hockey has several "local rules" that differ from International rules. These are designed to suit local conditions and maximise the enjoyment of the game. Please note that all club hockey (including Intercity) will continue to be played in halves, and will not be adopting quarters. The current FIH Rules of Hockey will apply, except as modified below

 1: Stopping time

 1.1 Once a match has commenced, time is not stopped under any circumstances

1.2 If a match starts late, it must still finish at the designated time

 1.3 The game is deemed to have finished when the watering cycle commences or the lights go out 1 If the watering cycle commences or the lights go out less than 75 minutes after the designated start time of the match, the result may be appealed subject to the conditions in 1.4

 1.4 If playing time is lost due to unavoidable circumstances such as but not limited to:

* serious injury (meaning: rendered unconscious and/or immobilised/stretchered off and/or clearing of significant blood deposits);
* or unsafe conditions (meaning flooding, lightning storm, insufficient light)

 either of the involved Clubs may appeal to Club Council for the match to be replayed under the following conditions:

 1 If more than ten minutes’ (10:00+) playing team is lost

2 If between five and ten minutes’ (5:00-9:59) playing time is lost, and the final score is one goal or less between the teams

 3 If less than five minutes’ (0:00-4:59) playing time is lost, there is no right of appeal

4 These times exclude any time lost due to the game starting late

 1.2 Subject to 1.3 above, the match is prolonged at half-time or full-time to allow completion of a penalty corner or penalty stroke and any subsequent penalty corner or penalty stroke

**Goalkeepers**

 2.1 The current FIH Rules of Hockey relating to goalkeepers and their privileges shall apply to Premier and Premier Reserve matches

2.2 For matches in other grades including Youth:

1 The option of a player with goalkeeping privileges may not be used. A team must play with either a fully-equipped goalkeeper, or with only field players

2 A field player may not defend a penalty stroke. If the defending team does not have a goalkeeper on the field, the penalty stroke is taken into an empty goal Teams should remember it is permissible to substitute at a penalty stroke; a goalkeeper may be substituted on if available, even if the team was playing with only field players when the penalty stroke was awarded

**CAN A COACH "COACH THE TEAM" FROM THE SIDELINE?**

The simple answer is yes. It would be impractical to stop this because a coach could easily have a message carried by a player or supporter. Our only restrictions are covered by the Code of Conduct which relates to the behaviour of the Coach, for example abusive instructions to players that detract from the match are not tolerated.

**WHAT IF AN UMPIRE DOES NOT TURN UP?**

Where a Club is required to supply an umpire and that umpire does not turn up, the designated team must still supply an umpire even if it means using a player from their team and playing a person short. If you do not supply an umpire your opposition has the right to inform you that unless you do supply an umpire you will lose the game by default. You must then either supply an umpire or default the game (you can still go ahead and play but you cannot gain any Championship points).

The Club Council will support any application for a win by default from a team playing against an opposition that has not supplied an umpire provided the team not supplying the umpire has been informed before the game commences that the aggrieved team intends seeking a default win thereby giving the offending team the option to play or not.

 If an Auckland Hockey Umpires Association appointed umpire does not turn up the teams must share the umpiring responsibility (half a game each) unless they agree to let someone else officiate.

**HOW MANY PLAYERS MUST A TEAM FIELD TO START A MATCH?**

 A team must have a minimum of 7 players at the start time of a match or the match is defaulted.

 **PLAYER SUBSTITUTIONS**

Player substitutions must take place at the halfway line on the field, on the dugout side of the turf where applicable.

**TEAM CAPTAINS**

Premier, Premier Reserve, Division and Youth grades must clearly identify their Captain by a ribbon or arm band.

**DUGOUTS**

Only team officials and players are allowed in the dugout. Umpires have the right to ask people to leave the dugout area.

**BLOOD CODE**

If players are openly bleeding every effort should be made to control the bleeding before moving the player (to prevent dripping on the turf). All players must leave the turf if they are openly bleeding and may not return until the wound has been covered. All teams should carry sufficient medical equipment to dress wounds and to clean the turf of excess blood (medical alcohol should be carried for this purpose). Where a player has blood on their uniform or body, they must leave the turf to have this blood removed. All teams should carry a spare uniform for this purpose.

 **HEAD INJURIES**

In all competitions managed by Auckland Hockey if a player receives a head injury with suspected concussion, Auckland Hockey must be notified and the player may only commence playing again when a medical certificate clearing the player to return to hockey has been supplied to Auckland Hockey.

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| **Club Contacts** |
| President | **Hira Jasmat** | Wilks-jasmat@xtra.co.nz021448008 |
| Chairman | **Rick Child** | rchild.slaw@xtra.co.nz0272280962 |
| Secretary | **Sheryl Law** | secretary@sdhc.co.nz0294370656 |
| Treasurer | **Jax Smith** | sdhctreasurer@xtra.co.nz |
| Men’s Club Captain | **Will Tuilotolava** | tuilotolava@xtra.co.nz021331550 |
| Women’s Club Captains | **Jane Stone****Kristen Ross** | stonesfamily@vodafone.co.nz krissyross@hotmail.com  |
| Junior Club Captain | **Rochelle Vendt-Utakea** | rochelleutakea@yahoo.com0211801232 |
| Youth Club Captain | **Liz Russ** | ceruss@ihug.co.nz |

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| --- |
| **Committee Contacts** |
| Fundraising, Transfers, Database, Results | **Heather Miller** | miller.family@xtra.co.nz021627032 |
| Communications,  | **Scott Miller** |  scottymil31@gmail.com 0211869072 |
| Gear Custodians | **Celia Talbot** | thetalbots@xtra.co.nz0274921795 |
| Youth and Junior |  **Sarah Markwick** | sjmarkwick@gmail.com 0211840495 |
| Divisional Men | **Rohan Cooke** | rohansarahcooke@gmail.com021338436 |





**CODES OF CONDUCT**

**PLAYER CODE OF CONDUCT**

 **RESPECT yourself, other players, coaches, spectators, officials, and equipment.**

 **COMMIT to your team, and tell your coach if you have an injury or are ill and cannot make the game or training.**

 **WORK HARD for your team and for yourself, come to games and training with a positive attitude.**

 **ABIDE by the rules and respect the decision of an official.**

 **CO-OPERATE with other players, coaches and officials.**

 **HAVE FUN playing hockey.**

**COACH CODE OF CONDUCT**

 **POSITIVE Be positive and encouraging when reinforcing actions of players.**

 **LEAD by example.**

 **HONEST Be honest with yourself and the players.**

 **FAIR treat all players fairly.**

 **CO-OPERATE with players, coaches and officials.**

 **RESPECT players, spectators and officials, including their decisions.**

**Develop team respect for officials.**

 **REASONABLE Be reasonable of the demand on player’s time, energy and enthusiasm.**

**Set activities that are suitable for your team.**

 **ENJOY Create an enjoyable environment for both you and your team.**

**SPECTATOR/PARENT CODE OF CONDUCT**

 **POSITIVE Be positive with players, coaches and officials.**

 **APPLAUD the performance of both teams.**

 **PRAISE efforts and not results.**

 **ENCOURAGE players to play hard but fair.**

 **LEAD by example.**

 **RESPECT players, coaches and officials including their match decisions.**

 **PLAY Let players play their own game, it is not your game.**

 **ENJOY Create an enjoyable environment for both you and the team.**

**SOUTHERN DISTRICTS HOCKEY CLUB**

**STRATEGIC PLAN 2014 – 2018**

**OUR VISION**

**To be NZ’s leading hockey club, providing the benchmark in sustainable governance, performance, development and facilities.**

**OUR MISSION:**

**To provide, promote, encourage and develop hockey at all levels in the community by:**

* **Demonstrating strong governance and management.**
* **Providing pathways and programmes to enable players, coaches, umpires at all levels to reach their full potential.**
* **Develop positive relationships with partners, funders, sponsors, families and the community.**
* **Striving for and celebrating success and excellence.**
* **Providing a positive social and family friendly environment**
* **Promoting the “Southern Way” – high standards, sportsmanship, fair play and inclusiveness.**

**KEY ACTIVITY AREAS**

* **Governance**
* **Financial**
* **Club Development**
* **Player Development and Performance**
* **Volunteers**
* **Facilities and Equipment**

**OUR PLAN**

|  |  |
| --- | --- |
| **Goal** | **Strategic Initiatives** |
| ***Governance****To have policies and structures in place to ensure strong and robust management and governance.* | * To have a Strategic Plan as a working document – to be reviewed every 3 years
* To have an Annual Plan aligned to the Club Strategic Plan
* To review the club constitution
* To have a properly elected competent committee
* To have Club Job Descriptions and succession planning procedures in place
* To have strong club representation and relationships with key partners
* To review PSCCT User agreement annually to ensure it is current and relevant. .
* To update club policy documents and effectively communicate to club members
 |
| ***Financial****To be financially sustainable with robust accounting practises and strong financial management* | * To have a financially knowledgeable and committed person appointed to the Treasurer’s position
* To establish and maintain a cash reserve fund
* To produce an annual budget and to have regular monthly reporting against it.
* To develop and implement a sponsorship and funding plan
 |
| ***Club Development****To create a family-friendly club environment offering TOTAL hockey opportunities to members and the community* | * To provide a friendly-family orientated club environment –the “Southern Way”
* To create a social sub committee
* To promote our club in our community
* To create a club values document
* To create a club communication plan that promotes interaction with and between all areas of the club.
* To provide a support process for coaches, managers and players.
 |
| ***Player Development and Performance****To deliver development pathways and**programmes at all levels to enable players to reach their potential.* | * To create a Coaching Sub Committee
* To provide specialist player development opportunities
* To develop a selection policy
* To develop a player management policy
* To continue Kiwisport in-school delivery programmes aligned to HNZ Small Sticks
* To develop a consistent club playing style
* To promote player representative opportunities
 |
| ***Volunteers****To attract, develop and retain a robust base of talented and committed volunteers* | * To create a Volunteer Coordinator role on the Management Committee
* To develop Job Descriptions for volunteers
* To create a Coach Development Plan
* To provide Umpire development opportunities
* To ensure volunteer contributions are recognized
* To promote development opportunities for committee members and volunteers
 |
| ***Facilities & Equipment****To ensure all club members have access to first class facilities and equipment.* | * To ensure strong representation on PSCCT and member group.
* To work with the Trust to ensure the turf and facility meet the on-going needs of the Club.
* To develop the role of Gear custodian on the Management Committee
* To provide all teams with required gear and equipment
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**Club Info**

**Club Newsletter**

This is produced bi-monthly and includes information on upcoming events, a report from the chair and key dates for the season. It is distributed to each team manager to then pass onto team members and is also available via our website.

**Social Media and Website**

**Kal Balu** looks after our website and social media accounts, and keeps them up to date throughout the year, with results, videos and photos from the games.

The reasons behind setting these up are:

* To see how other teams are getting on in their respective competitions
* Create a good club vibe
* Ensuring the message for social events is getting out to all our club members
* Give our juniors and youth inspiration
* To let the hockey community know we are actively promoting our sport
* To let our community know what our club is up to, to aid with funding and grant applications
* To be leading club in Auckland and New Zealand (part of our strategic plan) by using social media to promote our club

*Here’s a list of useful links:*

SDHC Website

**http://www.sdhc.co.nz/**

 Facebook

*Southern "Sting" Districts Hockey Club*

[**https://www.facebook.com/groups/10160256243/**](https://www.facebook.com/groups/10160256243/)

Twitter

[**https://twitter.com/S\_D\_H\_C**](https://twitter.com/S_D_H_C)

Instagram

[**http://instagram.com/s\_d\_h\_c#**](http://instagram.com/s_d_h_c)

YouTube

**https://www.youtube.com/user/SouthernDistrictsHoc**

Google +

[**https://plus.google.com/107533553374647859153/posts?hl=en\_US#107533553374647859153/posts?hl=en\_US**](https://plus.google.com/107533553374647859153/posts?hl=en_US#107533553374647859153/posts?hl=en_US)

Auckland Hockey

**http://www.akhockey.org.nz/**



New Zealand Hockey

[**http://www.hockeynz.co.nz/**](http://www.hockeynz.co.nz/)

****Papatoetoe Sports Centre (PSCCT)

**http://www.papatoetoesports.org.nz/**

Counties Manukau Sport

**http://www.cmsport.co.nz/**

**Uniforms**

**Senior Teams**

* Senior Team Members are provided with a Uniform at the beginning of the season, which must be returned at the end of the season.
* The Team Manager is responsible for the distribution and collection of Uniforms, as they will need to know each players shirt number for the match card.
* All players need to provide their own socks – which are black with a red top. These can be purchased from the Sports Centre for $15.00

**Youth Teams**

Youth Girls

* Youth Girls are provided with a Uniform at the beginning of the season, which must be returned at the end of the season.
* The Team Manager is responsible for the distribution and collection of Uniforms, as they will need to know each players shirt number for the match card.
* All players need to provide their own socks – which are black with a red top. These can be purchased from the Sports Centre for $15.00

Youth Boys

* **Youth A Boys:** shirts are given out by the Team Manager – these are allocated by the Junior Club Captain and Gear Custodian at the start of the season
* **Youth B Boys:** must be purchased from the club, and are $36.00 each, this price includes the embroidery which the Junior Co-ordinator organises.
* All players need to provide their own socks – which are black with a red top. These can be purchased from the Sports Centre $15.00

**Junior Teams**

* Junior players need to purchase their own uniforms
* The uniform consists of Red shorts and a black playing top, which has the SDHC logo on the chest
* The Shirts are available for purchase from the Junior Coordinator (Will Tuilotolava) for $36.00
* The shorts are available from the Club (but can also be purchased anywhere else) for $15.00
* All players need to provide their own socks – which are black with a red top. These can be purchased from the Sports Centre $15.00

*To see photos of the uniforms, visit our website or Facebook*

**Fees**

Jax Smith is the SDHC Treasurer, her contact details are as follows: treasurer@sdhc.co.nz

SDHC Account to pay fees directly into: **06 0217 0017591 00**

Information on when and where to pay fees will be distributed to players via email, on our website, and at pre-season training/musters and trials.

 **Fees for the 2017 season.**
Our aim this year is to have all club fees due to the AHA paid by 31st May which allows the Club to get a significant discount on fees. In order to do this, we are offering all senior players  a discount if their fees are paid in full by 20th May, or if a payment plan is in place with the club treasurer by 31st March.

**Senior players** must pay 60% before the first weekend (by 31st March) with the remaining 40% paid by 20th May. Failure to do so means the fees will revert to the non- discounted amount. A Payment plan can be made with the treasurer Treasurer@sdhc.co.nz before 31st March if you wish to pay in instalments and pay only the reduced amount.

**Senior grades (Premier to Division 4)**
$465.  Reduced to $395

Due by 31 March $240 , $155 paid by 20th May.

**Youth players ( still at secondary school) in senior grades**

$365 Reduced to $295

 Paid by 31 March $180. Paid by 20 May $115

Youth and Junior fees are to be paid in full before the first playing weekend to get the discount. A Payment plan can be made with the treasurer Treasurer@sdhc.co.nz but this must be in place before the 30th April

**Youth**

$265 reduced to $205, if paid in full by 1 May

**Junior**

$160 reduced to $130 if paid in full before 1 May

**Fun Sticks**

$105 reduced to $80 if paid in full before 1 May

**Note** junior and youth fees includes $20 prize giving costs en lieu of fundraising initiatives held in previous years. Team photos are not included)

**Auckland Hockey Turf Addresses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shorthand Name on Draw** | **Grade** | **Name** | **Address** | **Where to find the match card (Senior/Youth only)** |
| Avondale | Senior, Youth, Junior | Avondale College Turf  | Entry off Rosebank Rd, Avondale College Gate 3 | Upstairs in the bar/café area, right next to the café window |
| Hell 1 (RHS) / Hell 2 (LHS) | Senior, Youth, Junior | Lloyd Elsmore Hockey Stadium | Entry off Cascades Rd, Pakuranga  | Upstairs on the wall right in the middle of the main area  |
| PSCCT | Senior, Youth, Junior | Papatoetoe Sports Centre | Sutton Crescent, Papatoetoe | In the Referee’s dugout (smaller dugout between the 2 team dugouts) |
| Waitakere or HHS | Senior, Youth, Junior | Waitakere Hockey Turf (at Henderson High School) | Cnr Henderson Valley Rd and Smyth Rd (closest to the Great North Rd end of Henderson Valley Rd) | On the Sign as you walk through the gate, or in the office if open (in the corner on the inside of the fence) |
| AGS | Senior, Youth, Junior | Auckland Grammar School/Fuji Hockey Centre | Normanby Road, Mt Eden  | Upstairs on the outside of the building that faces the main carpark |
| MRGS | Senior, Youth, Junior | Mount Roskill Grammar School | Entry off Frost Road, Mt Roskill  | Between the changing rooms on the door, this should be open  |
| DIO | Senior, Youth, Junior | Diocesan School for Girls | Entry off Clyde St, Epsom | N/A |
| Henderson  | Junior | Henderson Valley Primary School | 389 Henderson Valley Rd, Henderson Valley | N/A |
| Kings | Junior | Kings School  | Cnr Remuera and Portland Rd’s, entry to turf at Gate 5, Portland Rd | N/A |
| SKS | Junior | St Kentigern School | 82 Shore Road, Remuera, large carpark in front of turf. *NB: no right turn allowed into driveway.* | N/A |
| St Cuths | Junior | St Cuthberts College | 3 Wapiti Ave, Epsom. Entry to turf off Market Rd: walk through school grounds and tennis courts to access turf. Roadside parking only | N/A |
| Macleans | Junior | Macleans College  | 2 Macleans Road, Eastern Beach. Turf located on corner of Macleans & Bucklands Beach Rd round-about | N/A |

**New Registrations and Transfers**

* All players must be registered before they play and players are registered through the database at the start of the season. You can only play the players listed on your team list (see notes on nominated players in Grading Senior division)

*To view notes on nominated players: go to Auckland Hockey website, then ‘competitions’, ‘winter competition’, ‘senior’; the options for downloads should appear on the R)hand side – look for ‘Competition Rules for current year”.*

* If you want to register a new player after the start of the season, you must contact Heather Miller (Data Base Manager) at: miller.family@xtra.co.nz; by the Wednesday preceding the match with all the players details i.e.:
* *Full name*
* *Gender*
* *D.O.B*
* *Address*
* *Phone number*
* *Email*
* If the new player is transferring from another club or association, their transfer must be completed before they can play (applicable to Senior and Youth teams only); failure to do so will result in points being deducted by AHA

**PSCCT Code of Conduct**

The following people are expected to behave in a respectful manner and comply with this code of conduct:

* Members
* Affiliated Members
* Management and Staff Members
* All other Users of the Centre

**PEOPLE**

* Treat everyone equally regardless of sex, disability, ethnicity or religion.
* Respect the talent, developmental stage and goals of each individual in order to help each individual reach their full potential.
* Refrain from any form of abuse, harassment or bullying towards others.
* Be considerate, fair & honest in all dealings with others.

**PROPERTY**

* Respect the building, environment, equipment and materials.
* Take care and abide by the rules in the use of the facilities to help maintain the playing surfaces, training areas and buildings in a pristine condition.
* All buildings and playing surfaces are all smokefree.
* Maintain a safe environment for others.

**OURSELVES**

* Act positively and be a positive role model for others.
* Ensure language, presentation and manner reflects high standards.
* Reasonable standard of dress is required at all times.
* Emphasise the Spirit of Fair Play
* Be professional in, and accept responsibility, your actions
* Encourage other members to demonstrate the same qualities

Check with your National Sport or Club Organisation to see whether they have established codes of conducts that are relevant to your sport.

**PSCCT Wet Changerooms – Rules of Use**

The following people are expected to behave in a respectful manner and comply with these rules:

* Members
* Affiliated Members
* Management and Staff Members
* All other Users of the Centre

**RULES**

* There will be zero tolerance for malicious damage and vandalism including graffiti to any part of this Changeroom.
* Rubbish bins have been provided for the disposal of all rubbish, please use these.
* Where possible, please remove mud from boots/shoes before entering the Changerooms.
* Under no circumstance can alcohol be taken into the Changerooms.
* These Changerooms are smokefree.
* Please keep the Changerooms clean and tidy – leave it the way you would want to enter it.
* Maintain a safe environment for others.

**RESPONSIBILITY**

* Managers/Captains of each team will be held responsible for the condition in which the Changerooms are left.
* Please encourage your visitors/visiting clubs to adhere by the rules.
* Disciplinary measures will be taken in the event of a breach of the Rules of Use, including fines, refusal of the use of the Changerooms or Trespass Notice.

N.B.: Please note all Wet Changerooms are unisex.