



Australian Underwater Federation

Underwater Hockey Australia

Guidelines on Organising a National Underwater Hockey Tournament

Reviewed August 2005

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GUIDELINES ON ORGANISING A NATIONAL TOURNAMENT

1. PREAMBLE

This document has been put together to assist host states in organising the **National Underwater Hockey Tournament**.

Host states must consider the needs of the competitors as its prime concern.

Although there is a certain amount of flexibility allowed, the host state needs to meet the time frames and minimum standards identified in this document.

Any variation to these standards need to be ratified by the Underwater Hockey Commission through the Games Commissioner.

As with any planning document, it is an ongoing process to ensure this document is up to date a written report is required from the host state convenor within 30 days of the final day.

Hopefully this will ensure this document and the National tournament will respond to the competitors needs.

2. COMPETITION FORMAT

The national tournament is a state based competition. Each state can enter one team per category being;

Men's

Women's

Open master's (over 35)

Women's Masters (over 32)

Open Youth's (under 21)

Youth Women's (under 21)

Open Junior's (under 19)

Junior Women's (under 19)

The competitor's classification is based on their age at the first day of competition, except Masters category, which is the first day of the upcoming international tournament providing the international tournament occurs within 12 months.

The competition is based on a single round robin to rank teams from which the top four teams play off for the trophy. The remainder of the teams play off to receive final rankings.

If there are only three or four teams in the category there will be a double round robin plus finals games. Complete draws are on page 14.

3. FEES

While not expecting host states to shoulder the financial burden of running the national tournament, we should all remember that our sport is for **amateur athletes** and as such we should be careful not to price ourselves out of their reach. Particularly when trying to attract juniors into our competition.

The break down of fees should be

1. Individual

Due 31st October	UHA capitation fee	\$25.00
	Registration fee	as required
	Closing function	as required

2. Team

Due 31st October	Team entry fee	as required
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Notes

3. The UHA capitation fee is compulsory and covers;
 - The equipment and referee packages
 - Games commissioner and chief referee's transport and accommodation
 - The cost of medallions and engraving of medallions
4. Registration fee is compulsory and determined by the host state to cover
 - opening ceremony
 - office costs ie phone & fax
 - supply meeting rooms
 - secretarial services
 - printing of programs and booklet etc
 - sundry items
 - pool entry
5. The closing function should not be compulsory
6. The team fees cover all other costs to do with the competition running such as
 - pool hire
note; additional training is the responsibility of those requesting that time
 - boundaries
 - pucks
 - safety officer at pool side
 - hire of Audio visual equipment to record and display games
7. Host State to supply detailed budget of championships.

4. TIMETABLE

Below is the **preferred** timetable for the national underwater hockey tournament. This timetable has been structured in response to the majority of competitors already having this period as holidays.

day/date	pool events	meetings
	am	pm
Day 1	optional training	Registration
Day 2	official training	Registration u/w hockey AGM managers/captains meeting referee's meeting special selectors meeting
Day 3	round robin	
Day 4	round robin	Australian team manager addresses nominees
Day 5	round robin semi finals	Australian team nominations close
Day 6	grand finals Poolside presentation	Australian team selections Closing Ceremony
Day 7	Australian teams meetings	
Day 8	Australian team training	

5. GAMES COMMISSIONER

This position is part of the national underwater hockey commission executive. One of the chief roles of the executives is to ensure the continued success and growth of the national championships.

Reports to: Executive Director Underwater Hockey Commission

Liaises with: Convenor.

Responsibilities

Pre tournament

1. Liaise with host state to ensure
 - bookings taking place
 - information distributed on time
 - entry forms available
 - boundaries, pucks etc prepared
 - accommodation info available
2. Ensure equipment package is maintained and delivered
3. Ensure trophies will be at tournament ;perpetuals and replicas
4. Ensure medallions are delivered to tournament and are engraved with tournament details
5. Ensure chief referee does refereeing schedule

Tournament

1. Ensure host state performs their responsibilities
2. Only be involved in coaching or playing in a masters team
3. Ensure Australian team manager performs their responsibilities
4. Collects \$500 bond for referee and equipment packages
5. Ensure proper performance of equipment package
6. Chairs and hold casting vote in any tournament protest meeting
7. Nominates person to watch grand final and select most valuable players.
8. Ensure recipients sign trophy register
9. Distributes, then collects tournament questionnaire
10. Ensures safety officer uses and collects injury forms

Post tournament

1. Collect and perform any maintenance and return equipment package to storage
2. Analyse tournament questionnaire
3. Collect reports from
 - Host state
 - Chief referee
 - Australian team manager
4. Submit report to commission including reports collected and results of questionnaire
5. Return equipment bond (minus any pertinent deductions and once the host state report has been received and financial statement if requested).

6. AUSTRALIAN CHIEF REFEREE

This position is part of the national underwater hockey executive commission. Part of their duties is to arrange the refereeing at our national championships.

Reports to: Executive Director Underwater Hockey Commission

Liaises with: Games Commissioner and Convenor.

Responsibilities;

Pre tournament;

1. Maintain and deliver refereeing package
2. If they are unable to attend the nationals liaise with the games commissioner to arrange a suitable substitute
3. Liaise with host state convenor to receive the match roster and list of nominated referee's
4. Prepare umpiring roster.
When preparing the draw the chief referee should endeavour
 - a) not to have players referee directly before they are due to play
 - b) If they are unavailable ensure there is a competent chief referee rostered for each match.

Tournament;

1. Chair referee's meeting- to ensure no irregularities in interpretations (all nominated referee's to attend)
2. Hold question time at captains / managers meeting
3. Ensure referees perform duties at an acceptable standard according to the roster
4. Choose best referee's for final's
5. Chair and hold casting vote at any match protest meeting
6. Be immediately available to clarify any interpretations required during the tournament
7. Not be a competitor or coach

Post tournament

1. Prepare report for the Executive Director within 30 days of final day
2. Maintain referees package

Referees package

- Scoresheets
- Programme software
- Referee suits
- Referee gloves
- Rule book
- Red caps

7. AUSTRALIAN TEAM MANAGER

This position is part of the national underwater hockey general commission. Although they do not have a role in organising the national championships. They do need to liaise with the host state regarding their requirements for the selection process.

Reports to: Executive Director Underwater Hockey Commission

Liases with: Games Commissioner and Convenor.

Responsibilities ;

Pre tournament

1. Liaise with host states regarding
 - a) pool time for selections and training
 - b) meeting requirements re time and space

Tournament

1. Chair special selectors meeting
2. Address players wishing to try out for the Australian team
3. Liaise with Australian team coaches to divide available pool time for selection and training.
4. Announce teams during closing function
5. Address Australian team members

Post tournament

1. Written report to Director of Coaching regarding selections and any possible improvements to the process for future years.

8. HOST STATE RESPONSIBILITIES

MINIMUM STANDARDS

Following is a list of host state responsibilities and their minimum requirements;

1. Pool;

- | | |
|----------------------|---|
| a) Length | Min 20 metres
Max 25 metres |
| b) Width | Min 12 metres
Max 15 metres |
| c) Playing area | Min 260 metre square
Max 375 metres square |
| d) Depth | Min 1.8 metres
Max 2.2 metres |
| e) Tiled bottom | |
| f) Slope | Max 1:100 gradient |
| g) Boundaries | All must be solid 300mm high |
| h) Markings | Line as per CMAS rules lines can be dotted with marks only on the grout lines.
3 metre diameter - solid line
6 metre diameter - 1 metre marks centre + 3 metre diameter |
| l) Water temperature | Min 24°C
Max 30°C |
| j) Pool entry fee's | To be included in registration fees. |

2. Personnel

- Convenor- to be available throughout the course of the tournament and is responsible for its smooth running and **must be a non competitor.**
- Timekeeper/scorers - 2 per court is required for all games
- Safety officer - available at all times must have recognised first aid qualification. This person could possibly be a member of the pool staff. This person will be also responsible for ensuring injury report forms are filled in and returned to games commissioner.

- Camera operator - all grand final games are to be broadcast and videoed. At least two operators are required for this one person to film and one person to look after the cable to minimise impact on game. **Tape supplied by team.**
- Office staff;
there needs to be an obvious and accessible office where managers/competitors can approach with any queries. The chief referee, convenor and games commissioner should be based there. However as these three main organisers will frequently be away from the desk there should be some one else there full time. This office should be the contact place for
 - a) Score sheets
 - b) Results posted
 - c) Notice board
 - d) Sale of merchandising equipment
 - e) Booking games to be videoed
 - f) Training packs - payment of bond

3. Meetings

- **Referee's** (1hour) to be run by chief referee attended only by nominated referee's host. state to supply venue
- **Managers/captains** (30 mins) to be run by convenor and attended by managers, captains and vice captains only. Host state to provide venue. Used to clarify;
 - a) Which court games to be played in
 - b) Location of office
 - c) Location of safety officer
 - d) Chief referee to address state officials and provide question time
 - e) Present bathers for ratification
- **Australian Team Selectors meeting** run by the Australian Team Manager. To appoint Australian Team selectors from nominations received from State/Territory branches of UHA.
- **Australian team selection meeting** run by Australian team manager attended by competitors considering trying out for Australian team host state to supply venue
- **Australian team meeting** the Australian team manager needs to address each team on a individual basis. The coaches of each team would use this time to address their team. These meetings do not need to be at the pool. Host state to supply a venue.

4. Equipment

The following items are considered the minimum requirement to conduct the national;

- a) U/W camera and cable
- b) Two electric or mechanical sounders (and one hand operated backup)
- c) Two score boards
- d) Two large countdown clocks
- e) Six stop watches
- f) Two scoring files and quantity of scoresheets
- g) Injury forms

5. Sundry

- Video's -

The host state must arrange for the grand final games to be taped and a copy given to the two teams involved. It is preferred if the balance of the games where broadcast, however this may not be possible (obviously if two courts are being used at once and there is only one camera).

It is suggested that states could book their game to be taped for a fee (first in best dressed). The fee could go towards rewarding the volunteers doing the videoing.

- Pucks -

All pucks used must be in good condition and of exactly the same type. If they are not the pucks made under licence for the u/w hockey commission then, one puck per state must be provided by the host state at the AGM immediately prior to the nationals. Additional pucks must also be made available for purchase. Two pucks per state must be made available (on payment of a \$100 bond) for training during the tournament

- Accommodation -

While the host state is not responsible for booking accommodation, it should seek out some suitable venues. It appears the most appropriate has been various types. Distance to the pool venue and cost needs to be considered when seeking information with a potential group of 250 people should enable good rates to be negotiated.

- Provide by dates indicated in calendar of events;

- a) Progress reports to games commissioner
- b) Entry forms to states
- c) Game roster to chief referee
- d) Finished roster to states

- Referees Area , tea and coffee facilities, preferably a room with hanging facilities for wetsuits.

9. CALENDAR OF EVENTS

AGM 18 months prior	Host state accepts tournament and provides pool booking details and initial information
Nationals 12 months prior	Draft information package from state Discussion between games commissioner, Host state and commission to ratify
9-10 Months Prior	Final information package available to states
AGM prior	Chief referee -nominates games referee Host state to supply- registration forms pucks if required Records officer- ensures trophies are forwarded to next state.
3 months prior	State teams registration due
2 months prior	Initial games roster to commissioner for consultation to be finalised within one month
1 months prior	Finalised team list, referee, individual registration
3 weeks prior	Roster and referees list to Chief Referee
2 weeks prior	Chief referee sends roster to state team and Convenor.

10. TROPHIES

The bulk of the responsibilities for the trophies rest with the Games Commissioner. The trophies to be awarded are

1st place	Perpetual trophy Replica trophy UHA medallion with Gold ribbon
2nd place	UHA medallion with Silver ribbon
3 rd place	UHA medallion with Bronze ribbon

Both places are to be awarded if there is an official competition (ie three official state teams) in that category.

Medallions should be pre engraved with the following

National championships
Placing
Year
Venue

3rd place to be awarded if there are more than 3 official state teams registered in that division.

Ribbons to be supplied and attached by host state; cost of ribbons to be re-imbursed by Games commissioner.

Trophies to be engraved by the recipient and the bill to sent to the games commissioner.

Medallions should be available for up to 12 team members and 1 coach.

A **most valuable player award** from each of the official grand finals is to be decided. The Games Commissioner will nominate 2 appropriate people (not from the same state) to watch the game and make the decision.

They will be awarded a -

Perpetual trophy
Replica cup

Replica cup to be provided by host state and cost to be included in entry fee.

Recipients will only be permitted to take the perpetual trophies with them provided they fill in the trophy registrar and sign that they will be responsible for any damage that may occur while in their possession.

Prizes are discouraged and should only be awarded if they are received as sponsorship and not purchased by higher entry fees.

11. THE DRAW

The round robin games are as follows

<u>3 teams</u> 2 rounds (6 games)	<u>4 teams</u> 2 rounds (12 games)	<u>5 teams</u> 1 round (10 games)	<u>6 teams</u> 1 round (15 games)	<u>7 teams</u> 1 round (21 games)
1v2	1v2	1v2	1v2	1v2
2v3	3v4	3v4	3v4	3v4
1v3	1v4	1v5	5v6	5v6
	2v3	2v4	1v4	1v7
	2v4	3v5	2v6	2v3
	1v3	1v4	3v5	4v5
		2v5	1v6	6v7
		3v1	4v5	1v3
		4v5	3v2	2v4
		2v3	1v5	5v7
			6v3	6v2
			2v4	1v5
			1v3	4v6
			2v5	3v7
			6v4	2v5
				1v4
				3v6
				7v4
				3v5
				1v6
				2v7

12. FINALS FORMAT

Once the round robin games have been completed teams are ranked by the following formula;

- 1) Points (3 for a win , 2 for a draw and 0 for a loss)
- 2) Percentage (goals for divided by goals against expressed as a percentage)

The numbers in the finals rounds refer to ranking's obtained from the round robin games.

3 Teams	a straight play off between 1st and 2nd			(1 game)
4 Teams	2v3		semi final	(2 games)
	winner v 1		grand final	
5 Teams	1v4	2v3		(4 games)
	loser v loser		3/4 play off	
	Winner v winner		grand final	
6 Teams or 7 Teams	5v6		losers play off	(5 games)
	1v4	2v3	Semi-finals	
	loser v loser winner v winner		3/4 play off grand final	

The minimum time slots for games are –

round robin	minimum 45 mins
finals round	minimum 60 mins

Minimum 2 games break
maximum 3 games per day / division

The difference in times are because the round robin games can end in a draw so maximum game time should be

2*15 min halves	30min
1*3 min half time	3 min
4*1 min time outs	4 min
total	37 mins

However with final rounds a result must occur so time on needs to be allowed for.

The number of teams competing at each nationals will vary from year to year due to factors such as;

- location
- wether it is selections for the world championships
- availability of juniors which can vary dramatically

The probable average role up would be;

Category	No. of teams	No. of games		Time
		Round Robin	Finals	
Men's	6	15	5	16.25hr
Women	6	15	5	16.25hr
Masters	5	10	4	11.5hr
Open juniors	5	10	4	11.5hr
Under 21's	4	12	2	11.0hr
Total	26	62	20	66.5hr