

Dear Clubs,

Re: AltiusRT in 2021

As in 2019 the Premier League and Vic League 1 Competitions will see the continued use of AltiusRT.

As you would be aware Technical Benches and AliusRT are used at all International and National Championships and provide a number of benefits to the competitions and participating teams.

Specifically, Technical Benches;

- Manage team bench behaviour and interchange
- Manage timing of suspensions and any injuries requiring assistance on the field of play
- Manage correct recording of all relevant match actions (goals, cards, substitutes, etc)
- Manage official time of the match (including score)
- Observe and report any incidents or indiscretion

While Altius RT allows;

- Team Managers to pre-load team lists (and starting line ups) prior to the game (electronically)
- Match Statistics to be recorded and updated immediately by T.O.'s
- Team Managers to sign-off and approve correct scores and statistics (electronically)
- The hockey public to follow the match live on the internet (scores and statistics)
- Immediate publishing and viewing of results
- Technical Officials and Judges to complete/upgrade accreditation and receive training
- Clubs to use the system to track all match related statistics (similar to Sports Code)

With the Premier League season due to commence this coming Saturday the 17th of April, there are a few things we need clubs to do in order to be prepared.

This document contains information for Clubs and Team Managers for setting up AltiusRT prior to this weekend as well as instructions and timelines for ongoing, weekly use of the system.

For any questions, please Damien Deefholts - ddeefholts@hockeyvictoria.org.au



Damien Deefholts – Competitions Coordinator

STEP 1 (CLUBS): GET THE RIGHT PEOPLE THE RIGHT ACCESS TO THE SYSTEM

TEAM MANAGER Each Team Manager will need to be provided access to manage their team (M/F PL/VL competition specific). Each team may have more than one team manager with access.

Gaining Team Managers Access: If the team has not already got a Team Manager with access *please complete the form [here](#).*

Team Managers from 2019 have not been rolled over. – if a team manager needs to have access please complete the form [here](#).

CLUB APPOINTED JUDGE/TECHNICAL BENCH ASSISTANT Each potential assistant should email ddeefholts@hockeyvictoria.org.au with their name, email address, date of birth, Club and competition/s that they may be a Judge/Technical Bench Assistant for. HV will set them up in the appropriate competition as a Judge.

No further action needs to be taken by Judges until the commencement of the match.

STEP 2: REGISTER PLAYERS FOR THE TEAM

TEAM MANAGER Once access has been given to a Team Manager, a notification email will be sent from AltiusRT to the nominated email address. Follow the instructions in this email to create a password for your access.

From here – follow the instructions in the attached [“Team Management with AltiusRT.PDF”](#) document to register all possible club members to the squad. This step is the “Team Registration” step in the attached guide.

It is recommended that you register all members of your League and Reserve squad who will possibly play a game in the highest ranked team at some stage throughout the year

This may be a total of 35-40 players and is not an issue because for each match, the Team Manager will select the (up to) 16 players that will participate in the match and the 11 of those that are starting on the pitch.

When setting up the team, it is also required that the correct playing (shirt) number is allocated to each player, and captain/s and goalkeeper/s are indicated.

The Team Manager will also need to register all team official positions (Head coach, Assistant Coach, Statistician, Physiotherapist, etc) that may wish to be seated on the bench at some stage throughout the year.

It is also at this time that the Team Manager may set the Home and Away kit colours. Home colours for each section of the uniform should be listed on the first line, while any away strip colours should be listed on the second line.

STEP 3: SELECTING A STARTING LINE UP

TEAM MANAGERS Prior to each match, the Team Manager or Head Coach will need to nominate the (up to) 16 players that will participate in the match as well as the 11 players that will be starting the match on the field.

The Team Manager will also need to indicate all Team Staff that will be present on the bench during the match. Reminder also that the HV Rules and Regulations allow a maximum of five (5) non-playing team officials on the bench for each game.

The above is required to be completed at least 30minutes prior to the scheduled commencement of the match. Changes after this time will need to be communicated and processed through the Technical Official.

Instructions on how to do this can be found in the attached help guide [“Team Management with AltiusRT.PDF”](#) on the latter pages.

This step is the “Match Line Up Entry” in the attached guide and will only be able to be completed following the 12pm Friday deadline as it requires HV input following the teams first

STEP 4: THE MATCH

TEAM MANAGERS Once the match commences, it is recommended that you keep a personal record of what occurs during the match. This will include a record of;

- Goals (including who scored, minute of the game, type of goal)
- Substitutes (approximate minute each player first takes the field)
- Cards (player receiving the card, colour of card and minute it is received)

You will be asked to check and sign that the record of the match is accurate at the completion of the match.

During the match, the Team Manager is the only point of contact between the team (inclusive of players and team staff) and the Technical Bench. Messages needing to be delivered either way will go through the Team Manager. It is recommended that you introduce yourself to the Technical Bench prior to the game and situate yourself as the team staff member closest to the Technical Bench throughout.

CLUB APPOINTED JUDGE / TECHNICAL BENCH ASSISTANT Arrive and ‘check in’ to the Technical Bench with the HV appointed Technical Official at least 15 minutes prior to the match commencement time.

Work as a team with the HV appointed Technical Official to keep an official record of the match on AltiusRT.

At the conclusion of the match – in conjunction with the HV appointed Technical Official and Team Managers, ensure all details recorded on AltiusRT are correct and electronically sign the match sheet once all correct.

SUMMARY:

Prior to 4:00pm Friday 16th of April

Gain Team Manager access for all relevant persons AND

- Register all players and team staff to the relevant team – recommended to register ALL League & League Reserve players on AltiusRT prior to this time.

Prior to 30minutes before scheduled match commencement time (Each Round)

- Complete Match Line Up consisting up (up to) 16 players that will be playing in the match AND 11 players that will be starting the match on the field.

End of Match (Each Round)

- Ensure all match details on AltiusRT are correct. Once correct – electronically sign the match as a true record of events
- The Technical Official will manage the entry of results on HockeyNet and provide HV with a report of the match
- Use the AltiusRT system to immediately check the results of other games across the competitions.

Public Portal: Where all matches can be followed LIVE. Team Managers and Technical Officials may also log in to the portal through this page.

<http://hockeyvictoria.altiusrt.com>

Training Portal: Portal available for all members to create a training environment with fake data to gain experience using the AltiusRT system with any level of access. Is recommended for Team Managers, Judges and Technical Officials.

<http://hockeyvictoria.altiusrt.com/training>

Contact/Questions:

Damien Deefholts

(e): ddeefholts@hockeyvictoria.org.au

(p): 0437 169 871