

Guidelines for Captains

Rules

- Please ensure that you have read the League rules (available on the SHA Ladies League Website - www.surreyladieshockeyleague.co.uk) before the start of the season or you may find that your team is fined or receives a points deduction for contravening the rules

Match Arrangements

- If there are changes to the time or venue of a game, inform the opposition and get confirmation that your message has got through. Changes should not be made within 10 days of the game.
- Make sure you have a contact number for the opposition team in case of delays, late cancellation or queries. If the team contact on FixturesLive will not be available at a particular game then you must provide your opposition with an alternative contact for that day
- The contact number you give out does not have to be the Captain but should be someone who will answer!
- If you are the away team, check whether you need to change shirts or socks & make sure your away shirts are correctly numbered or you may incur a fine.

Cancellation of Games

- If you have to cancel the game at late notice, a text is not sufficient. You must speak to the opposition captain or Fixtures Secretary.

Rearranging League Games

- When rearranging a game, you should use the next available slip date (there is at least one slip date after each batch of games) unless those dates are already being used for rearranged games or you cannot book a pitch
- Agree the new date between teams and then update the pitch and time on FixturesLive.

Match Report Forms

There are several things to remember with the team sheet:

- 1) Fill in the names alphabetically by surname (if possible, type in the home team names then print out the form as it makes the task of checking the form much easier for the Results Secretary). If you can contact your opposition for their team listing and include that on the form too then this will make life easier on match day.
- 2) Ensure shirt numbers are listed (these must match what is actually worn by the player on the pitch) and that the goalkeeper is shown as GK.
- 3) Fill in your team and allow the opposition time BEFORE the game to fill in the Match Report Form
- 4) Ensure that the Captain and Umpire from each team has signed the form and all details have been filled in (time, venue, team names, division, goals and cards)
- 5) The Match Report Form MUST be received by the Results Secretary by midnight on the Wednesday following the game. This must be emailed to resultssecretary@surreyladieshockeyleague.co.uk (this could be done by taking a photo of the completed form on your phone and emailing it there and then).
- 6) If the team sheet arrives late, is incorrectly filled in or has details missing there will be a fine of £10 which will be notified to the team captain by the Fines Secretary by email
- 7) If you do not send in the Match Report Form before the next scheduled League game, there will be a **1 point deduction** for each game played until the form is received. If the form has been lost, you are required to provide a reconstituted form – please contact the Secretary if you need more details.
- 8) If you have any problems, please contact the Secretary (secretary@surreyladieshockeyleague.co.uk) immediately for advice and information – but do not expect an answer on a match day.

First Aid Kit

- It is recommended that each team should carry a First Aid Kit including ice pack and be willing to offer the contents to the opposition if necessary.

Registration of Players

- It is worthwhile checking at the beginning of the season that all your players are registered to play within the Surrey League (someone in your club should be responsible for this and have FixturesLive Administrator access)
- If one of your teams has been promoted out of, or into, the Premier Division then you need to ensure that all your players are now registered against your highest SHA Ladies League team
- If anyone new joins, make sure you register them prior to them playing a game
- A penalty of 3 points may be applied for teams that field an unregistered player
- If the next club side above you plays in the South or National League ensure that any player dropped is also registered to play within the Surrey League and is not on the nominated players list.

Courtesy

- Look after your opposition and umpires and ensure they know where to get changed
- Do not abandon your opposition at the pitch if teas are elsewhere. Offer to wait so that they can follow you
- As the away team, if you will not be staying for teas then please let your opposition know in advance.

Umpires

- Remember that although you can ask your opposition to provide both umpires, they are under no obligation to provide them, or if you provide both for your home game, they are not obliged to do likewise
- **Please treat both umpires with respect and thank them at the end of the game, no matter what you think of their decisions, as without them you would not be able to play the game. If they had a great game, please say so on the Match Report Form.**

Issues or Problems

- If you have an issue with any aspect of the game or opposition, politely make it known to the umpires and opposition on the day
- If you intend to write to the Committee for advice or a ruling, make it known to the umpires and opposition on the day, tick the Issue box on the Match Report Form, write out the complaint on the back of the form and send a copy of the form to the League Secretary (secretary@surreyladieshockeyleague.co.uk) and the opposition captain as well as the Results Secretary
- If you want any information or advice you should contact the League Secretary so that she can help. This should be done as early as possible BEFORE the game so that, if necessary, you can attach her guidance to the team sheet in case of any complaints
- Please do not complain to the League about umpiring decisions; there is nothing that the League can do about it.

FixturesLive

- Every club must record either a Ladies Fixtures Secretary or a Ladies League Contact with at least an email address – this is the person the League will contact so if you change those details please email the League Secretary with the changes
- Player Registration against your highest Surrey League team – don't forget
- Fixture Change Alerts: An option is available on your team's fixture page (alongside the captain details) so that you can be notified by email if any changes are made to a fixture for that team
- Changing venue/match date is possible for FixturesLive administrators: click on Fixtures then on the fixture you need to change and amend the fixture date to your home match date and type a short note to record the change
- **DO NOT** update a result unless the match has actually taken place. If a game is forfeited, email the Matchday Secretary (matchdaysecretary@surreyladieshockeyleague.co.uk) so that she can update FixturesLive