

# Guidelines for Captains

## Rules

- There have been changes to the rules for this season so please go to the SHA Website ([www.surreyladieshockeyleague.co.uk](http://www.surreyladieshockeyleague.co.uk)) and read them 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 please 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 a number of someone who will answer!

## Cancellation of Games

- If you have to cancel the game at late notice, a text is not sufficient. Ensure that you speak to the opposition captain or Fixtures Secretary and follow this up with an email to:  
Match Day Secretary - [matchdaysecretary@surreyladieshockeyleague.co.uk](mailto:matchdaysecretary@surreyladieshockeyleague.co.uk)  
Results Secretary – [resultssecretary@surreyladieshockeyleague.co.uk](mailto:resultssecretary@surreyladieshockeyleague.co.uk)

## Rearranging League Games

- When rearranging a league game, you should use the next available slip dates (there are 2 slip dates after each batch of games) unless those dates are already being used for rearranged games
- Agree the new date between teams and then advise the Match Day Secretary by email (see above)

## 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)
- 2) Ensure shirt numbers are listed
- 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 arrive with the Results Secretary by midnight on the Wednesday following the game. This can be by post (address on the form) or by email - [resultssecretary@surreyladieshockeyleague.co.uk](mailto:resultssecretary@surreyladieshockeyleague.co.uk)
- 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 shown on the SHA Ladies League Website [www.surreyladieshockeyleague.co.uk](http://www.surreyladieshockeyleague.co.uk)
- 7) If you do not send in the Match Report Form at all, there will be a fine of £10 and you may incur a points penalty
- 8) If you have any problems, please contact the Results Secretary immediately for advice and information.

## 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 Administrator access to FixturesLive )
- If anyone new joins, ensure that their registration is confirmed by the League prior to them playing a game.
- There is a penalty of 3 points for teams that play 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.

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

Umpires

- Remember that although you can ask your opposition to provide both umpires, they are under no obligation to provide them
- 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

Issues or Problems

- If you have an issue with any aspect of the game or opposition, 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 and tick the box on the Match Report Form then follow it up with an email to the League Secretary ([secretary@surreyladieshockeyleague.co.uk](mailto:secretary@surreyladieshockeyleague.co.uk) )
- 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 because 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 – 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** text in a result unless the match has actually taken place. If a game is forfeited, email the Results Secretary and Matchday Secretary so that they can update FixturesLive