

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

1. TITLE

The League shall be called the "Surrey Hockey Association Ladies' League" (S.H.A.L.L.), hereinafter referred to as "the League", and must be referred to in all correspondence and publicity and in any other circumstances in which the name of the League is used.

2. MEMBERSHIP

- 2.1 The League shall be open to one or more teams from any club that is affiliated to both EHA and SHA. The number of divisions in the League and the number of teams per division will be subject to the League Committee's discretion.
- 2.2 (a) Any Club wishing to enter a team in the League must apply in writing to the League Secretary not later than 31st March of the preceding season.
(b) The team will normally start in the lowest division. Should a club or team from a club wish to apply to join the League other than in the lowest division, then written evidence must accompany their application. Written evidence must be in the form of at least 8 completed match report forms, proof that enough players of the required standard have joined the club or that Colts have moved up into the main section of the club. The League Committee will then endeavour to place them in the League at an appropriate level. No team can enter above Div 5 and their entry into the League cannot be to the detriment of any existing team in the Surrey (i.e no team will be demoted to enter a new team).
- 2.3 Each team shall pay an annual league fee in addition to the affiliation fee, to the Surrey Hockey Association. The sum to be determined by the League Committee.
- 2.4 Fees shall be paid to the Surrey Hockey Association Treasurer not later than 15th October of each season. The accounts of the League shall be shown separately in the Annual Accounts of the Surrey Hockey Association
- 2.5 Every Club must register its name, colours and contact details including e-mail address when joining the League and must notify any permanent changes to the League Secretary.

3. MANAGEMENT

- 3.1 The organisation of the League shall be undertaken by a League Committee consisting of the officers of the League. The officers of the League shall be:
 - Chairman
 - League Secretary
 - Matchday Secretary
 - Results Secretary
 - Registration Secretary
 - Website Administrator
 - Fines Secretary

These officers will be elected at the AGM of the League. Their periods of office shall

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

commence at the end of the AGM and run until the end of the next AGM. All officers shall be eligible for re-election annually. Nominations for officer appointments may be made by the League Committee or by a club participating in the League. The League shall have the power to co-opt additional members.

- 3.2 There will be three League meetings held over the course of the season at venues to be decided by the League Committee. Minutes of the League Meetings will be circulated to Club contacts and posted on the website.
- 3.3 All Clubs must send a member to at least one League meeting during the course of the season, in addition to the AGM. Failure to comply with this rule will result in a fine.
- 3.4 Any Team raising an issue that is to be discussed at a League Meeting must ensure that a representative of that team, playing in that match on that day, attends the relevant meeting. This rule applies to both teams involved in any dispute
- 3.5 Annual General Meeting
 - (a) Notice of the AGM, a list of nominations for officers, a copy of the agenda, a copy of any amendments to the League Regulations and a copy of any other proposals shall be sent to the clubs at least 14 days before the date of the meeting
 - (b) Those entitled to attend and vote shall be one representative from each of the clubs participating in the League at the end of the previously completed season and from each of those clubs promoted or relegated into the League for the following season. Failure to send a voting representative will result in a fine.
 - (c) The business to be transacted at the AGM shall include:
 - Presentation of trophies to the division champions
 - Presentation of reports by the League Secretary
 - The election of officers
 - Amendments to League Regulations
 - (d) Proposal from Clubs to make amendments to League Regulations may be submitted in writing to the League Secretary 28 days before the AGM. No proposals may be considered at the AGM but any change to the League Regulations solely at the discretion of the League Committee. Any other proposals from Clubs may be submitted in writing any time up to the 31st March. Amendments to these proposals may be considered at the AGM and such proposals require a simple majority of those present and voting.
- 3.6 All League business related to the previous season must be completed by the AGM. If a club has a dispute regarding their team's placement in a division, this must be made known to the League Committee by the earlier of 15th May, or 2 weeks before the AGM, and concluded by them no later than 31st May. After this time, no further amendments may be made to the structure of the divisions.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

4. PLAYER ELIGIBILITY

- 4.1 By the first League game, each club shall submit to the Registration Secretary, via the FixturesLive Registration system, a list of their players eligible to play in the League. When a club wishes to make amendments to this list, it must be done via FixturesLive. Any such registrations will be approved or declined by the Registration Secretary via FixturesLive fixing the date on the system from which a player is eligible to play. Any team playing an unregistered player will be docked 3 points and may also be subject to a fine as the League Committee see fit.

Guidance Note: Once a player is registered to play in the League there is normally no need to register them each season (unless they have been deregistered in the meantime). New Clubs must ensure that they have submitted a list of players by the first League Match. New players joining after this can be registered ad-hoc.

- 4.2 To be eligible to participate in the League, each player must be a bona fide member of the club that she is representing. A player can only be a playing member of one club at a time. A player is deemed to have represented and played for a team if her name appears on the team sheet or match report form regardless of whether she actually played.

Guidance Note: A person who plays for a club outside the League is still barred from playing for a SHALL League team. The only exceptions to this are specific exemptions granted by the SHALL Committee on application or students returning for the holidays.

- 4.3 A registered player, who has represented her club in the League, may transfer once in any one season and represent another club participating in the League. The normal registration procedures shall apply.

Guidance Note: If a player rejoins a club, for which she was registered earlier in the season, from another club within the League, she will not be allowed to participate in League matches. If a player rejoins a club, for which she was registered earlier in the season, from a club outside the League, the normal transfer rule applies.

- 4.4 (a) Any team from a Club playing in the National League shall nominate 11 (eleven) players who are not allowed to play in the Surrey League. The Results Secretary must receive a written copy of these named players before the first National League or Surrey League date (whichever is the sooner).
- (b) Any team from a Club playing in the South League shall nominate 8 (eight) players who are not allowed to play in the Surrey League. The Results Secretary must receive a written copy of these named players before the first South League or Surrey League date (whichever is the sooner). Failure to do so will result in a fine.
- (c) A player may be nominated as a 'bench player' (see rule 4.5 (b) for definition) by notifying the Results Secretary in writing, and receiving a written acknowledgement, in advance of the player 'benching'. Nominated players may be changed during the season following the same procedure.

Guidance Note: If you are in any doubt as to whether a player is entitled to 'bench' please contact the Secretary for a decision.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

- (d) Any Club having more than one team in one Division of the Surrey League shall nominate 8 (eight) players who are not allowed to play for the lower team. The Results Secretary must receive a written copy of these named players before the first League match of that season. Failure to do so will result in a fine.
- (e) Any amendments to these nominations in a, b, or c must be received in writing by the Results Secretary no later than 2 days prior to the change taking effect.

Guidance Note: The list of nominated ineligible players must be a genuine list of actual players appearing regularly on EHL and South team-sheets, which are checked. An example of when a club might wish to amend its list of nominated players is when one of the nominated players has been injured and wishes to play lower down while returning from injury. That player should be replaced on the list of 11 and registered for the Surrey team.

4.5 No registered player shall play in more than one League match per weekend without prior approval of the League Committee unless she is:

- (a) A member of the same team playing twice in a week-end, or
- (b) A regular young player (18 years old and below) in a lower team who is a genuine 'bench player' for a higher team in SCWHA or EHL and who does not get significant time on the pitch for the higher team. A 'bench player' is limited to players 12 to 16 on the teamsheet. If the team is only able to field 11 players at any given match, none of the 11 can meet the definition of 'bench player'.

The use of a bench player must be noted on the Match Report Form. Please write the word '(BENCH)' beside the player's name on the Match Report Form.

Only players that have been nominated in writing to the Results Secretary may be considered as a bench player. A club may nominate a maximum of 6 players at any one time.

Guidance Note: The only purpose of this rule is to assist in the development of young players up to and including 18 years of age.

A young player who is a regular player in a lower team within the League may be allowed to bench for the higher team in SCWHA or EHL Leagues only (not Surrey). A bench player CANNOT come from a higher team to play in a lower team. Players can only play upwards from their normal team. If it becomes apparent that a genuine bench player will, in fact, have to play the whole match because the higher team is only able to field 11 players then they no longer meet the definition and must not play the second match in the same weekend. It is entirely at the discretion of the club as to whether the player participates in the match for the higher or lower team but they may only play once.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

- (c) A Goalkeeper. A Goalkeeper may play up to 2 games in the League providing that:
- i) The second game is no more than 2 divisions below that in which they normally play or
 - ii) The game is for the team below their normal team (eg. 2nd team if they normally play 1s) if the gap between the teams is greater than 2 divisions. If either of these circumstances occurs, it must be highlighted on the Match Report Form

Any applications for individual exceptions to this rule should be made, in writing, to the League.

Guidance Note: Goalkeepers have been excluded from the restrictions on playing twice in one weekend for safety reasons. Nonetheless, it remains a principle that all teams in the League should be selected on playing strength, so that the strongest available team is put out at each level, starting from the highest team. A lower side must not be strengthened to gain an unfair advantage at any time and this will be closely monitored by the League Committee.

- 4.6 Failure to comply with the requirements of regulations 4.1 to 4.5 may lead to a fine or be subject to such other penalty or action as the League Committee shall determine. The League Committee may also apply additional penalties at their discretion according to circumstances.

5. MATCH ARRANGEMENTS

- 5.1 All matches shall be played in accordance with the Rules of Hockey as published by the Hockey Rules Board, on dates agreed by the League Committee, and shall be at least 25 minutes each way.
- 5.2 Any university team may apply to the League Committee for permission to rearrange the dates of any matches outside its university term. Such application must be made at least two months before the beginning of the season.

Guidance Note: University teams should not regard this as carte blanche to request frequent rearrangements. The League dates are available early in the summer and university clubs must take responsibility for checking the dates and making any necessary applications for alterations as early as possible. Permission for rearranging fixtures will be at the discretion of the League Committee.

- 5.3 All games shall be played on an artificial turf pitch.
- 5.4. The home club may require the visiting team to start a League match at any time between 10.00am and 4.30pm, providing that at least 10 days' notice is given to the relevant officer of the visiting club, subject to a right of immediate appeal to the League Secretary in extreme circumstances. Late arrival and start could attract penalties.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

Guidance Note: Clubs should take into consideration the distance the away team must travel when allocating pitch slots. For example: a club from inner London should not be expected to play a 10am match in South Surrey and vice versa.

- 5.5 The home team shall enter the venue and start time of each match on FixturesLive according to the following schedule:

(a) Games between September and December by the preceding 31st August

(b) Games between January and April by preceding 31st December

Any changes to published venues and times must be notified to the visiting teams no less than ten days before the match to which the changes apply. Any changes should be acknowledged by the away team and any resulting issues reported immediately to the Matchday Secretary.

- 5.6 Each team must have a match day contact number listed on FixturesLive. Failure to provide this information will result in a fine.

Guidance Note: In order for contact details to be visible to non-club members, the captain's contact details must be flagged as 'show' rather than 'hide'.

- 5.7 The first named team is responsible for checking the pitch facilities, including floodlighting, markings, goals, goal-nets etc. If, in the opinion of the umpires, the pitch facilities are unsafe, they may direct that the match be postponed and will report this to the League via the Match Report Form. If, in the opinion of the umpires, the pitch facilities are inadequate they may allow the match to be played but will report this to the league via the match form.

Guidance Note: The League understands that many clubs hire pitches and have no responsibility for maintenance of the facility however clubs must ensure that they only hire pitches that are fit for hockey and work with the providers of the facilities to ensure the pitches are kept in good working order.

- 5.8 Clubs must make an adequate First Aid Kit including ice pack available pitch-side for each League match. Any player sustaining an injury that bleeds or any player with an open wound MUST leave the pitch immediately to receive treatment and have the wound covered.
- 5.9 Club uniform shall be worn by players participating in League matches in accordance with England Hockey uniform regulations. In the event of a clash of colours, the away team shall change shirts and socks if necessary. Field players participating in each game shall wear skirts and different numbered shirts, and any additional clothing must be of the same colour as the corresponding item of clothing. Goalkeepers must wear shirts contrasting in colour with those of both teams and must wear protective equipment as specified in the Rules of Hockey.
- 5.10 If the away team cancels a match after midnight on the Wednesday before the game, they are required to pay the home side reasonable match costs.

Guidance Note: Clubs are reminded that, under the Rules of Hockey, a team consists of a maximum of sixteen players. They should also follow the England Hockey Code of Conduct (see regulation 9).

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

6. POSTPONEMENTS

6.1 A match may be postponed only in the event of:

- (a) Adverse weather conditions or ground conditions by the manager or captain of the home team up to 1 hour before the designated starting time of a match and thereafter by the umpires in consultation with the managers and captains of both teams;

Guidance Note: If at all possible, contact the opposition prior to their travel time. All Captains should have a contact number of the opposition captain.

- (b) Three or more registered players from one of the participating Clubs being required for Regional, National or International commitments or EH priority matches, whether indoor or outdoor. Dispensation for such a postponement must be sought by the club concerned at least 14 days in advance of the fixture.

Guidance Note: This is taken to apply only to players whose names have regularly appeared on the Match Report Form.

- (c) The non-arrival of an appointed umpire. If a suitably qualified umpire is found, then, with the agreement of both Captains and the other umpire (before the game), the game can go ahead.

Guidance Note: If your club umpire fails to turn up then a player must substitute for the umpire; the match cannot be postponed.

- (d) Double booking of pitches.

- (e) There not being present to start the game, within 20 minutes of the scheduled starting time, at least seven members of each team.

Guidance Note: Where a team is delayed on their journey to the game through circumstances beyond their control, then the match is treated as postponed rather than not honoured. Teams are required to exercise due diligence in attempting to arrive for matches by the start time and should make every effort to notify the other team and the umpires if they run into difficulties. Teams who do not attempt to travel may end up having to concede the game once the League Committee has considered information provided from both teams.

6.2 Once a match has been started, it may only be abandoned by the unanimous decision of the umpires, who must advise the captains of both teams and the Match Secretary of the reason for their decision. The League Committee shall decide whether the match should be rearranged as a postponed match or that the result at the time of abandonment should stand.

6.3 Postponed matches must be played on the first available slip date after the postponed match. Rearranged League games must take precedence over friendly matches. The home team must update the fixture on FixturesLive with the next available slip date and a comment that the game has been postponed; the venue and start time may be updated once a pitch has been booked.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

Guidance Note: If teams cannot agree on a date then they should contact the League Committee to ask for arbitration. The League decision will be final.

- 6.4 In the event of a League match having to be rearranged the teams may normally only play players who have played 50% of their games in that team up to the date of the rearranged fixture, or players from lower teams. If there is a query regarding any individual players, please contact the League Secretary well in advance of the rescheduled date.

7. NOTIFICATION OF MATCH RESULTS

- 7.1 The home team must return the result of the match to the League by 6.30pm on the day of the match. The result should be submitted by text to the League's result service or should be emailed to the Fixtures Secretary only in the event of failure of the text service. Each team may inform the League of their scorers using the FixturesLive web service.

Guidance Note: Walkovers should not be texted to FixturesLive; instead, email the Results & Matchday Secretaries who will update FixturesLive.

- 7.2 A completed match form is required from each fixture. Before the game both teams should complete their list of players for the fixture including names and shirt number or, 'GK' for the goalkeeper (if no goalkeeper is fielded then all players must have a shirt number against their name). Players should be listed in alphabetical order by Surname. After the game the home team should enter any goals scored, scorers and any cards awarded and ensure that the away team and umpires complete any information required of them. The form should then be signed by both captains/managers and both umpires. The home team should then return the form to the Results Secretary to arrive no later than midnight on the Wednesday following the fixture and should retain a copy in case of non-arrival with the Results Secretary.

- 7.3 (a) Any team failing to submit their result by the due time, failing to forward the Match Report form by the required date, submitting an incomplete or inaccurate form, or in any other way failing to fulfil their team duties shall be fined a sum of £10.
- (b) Any team that does not return a Match Report Form at all will be subject to a fine or points deduction determined by the League Committee.

Guidance Note: There is no excuse for not sending in a Match Report Form. Forms can be posted or scanned and sent by e-mail.

- 7.4 If a scheduled match does not take place then the home team must either update FixturesLive to move the date of the match to the next available slip date or, if that is not possible, email the Matchday Secretary by midnight the following Wednesday. Failure to do so will result in the home team being fined £10.
- 7.5 Should a team wish to raise a complaint or issue regarding another team to the League Committee, they should tick the Issue box on the Match Report Form then email details of the issue to the League Secretary immediately after the match setting out the complaint, with any supporting evidence, and copying in the

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

opposition contact. The League Committee will investigate the complaint/issue and their decision will be communicated to both teams involved.

Guidance note: Teams must remember to check that the SMS text response has been received from FixturesLive, because if it has not then they must email the result to the Matchday Secretary.

8. UMPIRES

- 8.1 (a) Teams in the Premier Division may have umpires appointed to their matches by Surrey Hockey Umpires Association if there are sufficient Surrey Umpires available. Clubs with a team in this Division are encouraged to provide an umpire for the pool. It is the responsibility of the Home Club to ensure that appointed umpires are contacted by the due date and are welcomed both before and after the game.
- i) If the Umpires Association cannot appoint an umpire(s) then both the clubs concerned must provide a qualified umpire for the fixture.
 - ii) If either or both the appointed umpires fail to arrive, the match shall be postponed if both teams fail to agree to replacement umpire/s. If it is agreed that a player will be nominated as a replacement umpire(s) then the home team must nominate a player to umpire, in which event the away team must also withdraw a player from the game. Both players may rejoin the game if the appointed umpire arrives. If both umpires fail to arrive, the same rule shall apply with the away team also nominating a player to umpire.
- (b) Teams from Divisions 1, 2 and 3 should endeavour to provide an umpire with a recognised umpiring qualification, e.g. Level One, Surrey Umpire Award, to umpire their own matches.
- (c) Teams from Division 4 and below must provide a competent umpire to umpire their own matches. Umpires for these matches should be of suitable experience and standard and ideally working towards gaining an umpiring qualification if they do not already possess one.
- 8.2. Umpires may not be changed during any one match unless one of them becomes incapacitated or by prior agreement with both team Captains.
- 8.3 A team is under no obligation to provide 2 umpires if requested so to do by the opposing side. The decision is entirely at the discretion of the Captain of the team being asked to supply both umpires.
- 8.4 The League will not adjudicate on matchday decisions made by umpires.
- 8.5 Players and their supporters are required to treat umpires and their opposing players at all times with the respect to which they are entitled.

Guidance Note: The attention of team captains is drawn to the England Hockey Code of Conduct, which makes team captains responsible for the conduct of their off-the-pitch substitutes and supporters.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

9. PENALTIES

- 9.1 Any team that concedes a match will be deemed to have lost the match 1-0 and will be deducted one additional penalty point. If, at the end of the season, the goal difference of a conceded game makes a difference to promotion or relegation positions then the scoreline of the conceded game will be adjusted to the average goal difference over the season of the team that conceded the game.
- 9.2. Any team that fails to arrive on time for a match unless for reasons out of their control as stated in rule 6.1(e) Guidance Note may forfeit the game and the opposition may be deemed to have won the League game 1 - 0. The game should be played if at all possible and the captain for each team should ensure that an email outlining the situation reaches the Results and Matchday Secretaries no later than the Wednesday following the match.
- Guidance Note: Captains should ensure they have a contact number of the opposition so that they can provide information on their delay and arrival time.
- 9.3. Any team that fails to provide an umpire on more than one occasion, as designated in Rule 8, shall have points deducted at the discretion of the League Committee.
- 9.4 Any team that concedes more than 2 (two) matches will be suspended from the League until the end of the current season. The decision about the whether or not the suspended team's results should stand or be voided will be made by the League Committee.
- 9.5 Any team that breaks the rules will incur a penalty to be determined by the League Committee subject to a fine limit of £50 per team per match
- Guidance Note: This may be a fine or deduction of points. Any decision by the Committee will be final.
- 9.6 All fines incurred before Christmas should be paid by 31st December and all fines incurred in the second half of the season should be paid by the AGM. Any fines unpaid after this date will be doubled and must be paid within 28 days of the AGM. If the fine is still not paid, then the team will be suspended from the League.

10. LEAGUE ARRANGEMENTS

- 10.1 Three points shall be awarded for a win and one for a draw.
- 10.2 Arrangements for organising the divisions on the basis of merit (i.e. points scored and then goal difference) and for promotion and relegation of teams shall be determined by the League Committee.
- 10.3 If, after points scored and then goal difference have been taken into account, two or more teams are still level, then the team that has scored the highest number of goals shall be deemed to have the highest place among the drawing teams. If these criteria still fail to separate the teams, the League Committee may resolve the matter in any way it sees fit.

SURREY HOCKEY ASSOCIATION LADIES' LEAGUE RULES 2015-16

11. CONDUCT

- 11.1 Details of any dispute about players, umpires or match arrangements must be lodged in writing with the League Secretary within 7 (seven) days of the event. Any action shall normally be determined by the League Committee but the matter may be taken to the next League Meeting if the club appeals the Committee's decision.
- 11.2 A player receiving a red card during any match shall be automatically suspended for the next two subsequent League games. (This may carry across from one season into the next if necessary). This is in addition to any other penalty imposed by the County Disciplinary Committee. Any breach of this rule shall result in the team forfeiting all points for the season.
- 11.3 A player receiving more than 3 yellow cards within a season will be automatically suspended for the next two League games. (This may carry across from one season into the next if necessary). Any breach of this rule shall result in the team forfeiting all points for the season.
- 11.4 All red and yellow cards must be recorded on the League Match Report Form.
- 11.5 Umpires are required to fill in an England Hockey report form for all red cards issued.
- 11.6 The England Hockey Code of Conduct will be adhered to at all times.

Guidance Note: Captains are reminded that they are responsible not only for the conduct of players on the pitch, but also for any players, coaches, managers and supporters at the side of the pitch. Intimidation or abuse of any kind will not be tolerated.

12. INTERPRETATION

- 12.1 The conduct of the League and of the teams and players participating in it shall be governed by these Rules.
- 12.2 Any dispute about the interpretation of these Rules shall be determined by the League Committee in the light of the aims of the League.
- 12.3 These Rules may be amended at the League AGM which is held annually.
- 12.4 Telephone calls to members of the Committee should be avoided unless urgent and in no circumstances should be later than 10pm (other than on Sundays when calls should not be made after 8pm)