

CHESHIRE WOMEN'S HOCKEY LEAGUE

Rules and Regulations



2019-20

1 NAMES AND DEFINITIONS

- 1.1 The League shall be called the 'Cheshire Women's Hockey League' and referred hereinafter as "The League" or CWHL.
- 1.2 A sponsor's name may be prefixed for publicity purposes.
- 1.3 The North Hockey Association is referred to as "NHA"
England Hockey is referred to as "EH"
The Cheshire Hockey Association is referred to as "CHA"
The North West Umpires Association is referred to as "NWHUA"
- 1.4 The League is governed by the rules of the CHA, the NHA and EH

2 MEMBERSHIP

- 2.1 Clubs situated within the old Cheshire boundary (pre-1 April 1972) whose members are amateurs and who comply with the ruling of England Hockey shall be eligible for membership of the League.
- 2.2 Membership of the League may be extended to clubs from neighbouring Counties provided they are affiliated to their relevant body as required by EH and meet the entry requirements of the League rules.
- 2.3 The number of 'non-Cheshire' clubs should not exceed one third of the total number of Cheshire clubs.
- 2.4 The League shall be run under the published League Rules. All clubs joining the league are bound by this.
- 2.5 All Clubs must pay the relevant fees, or their membership will be rescinded. Fees will be determined by the Committee and approved annually at the Annual General Meeting
- 2.6 All clubs must submit a completed entry form together with the appropriate fee to the General Secretary by the 31st May of the relevant year. Failure to do so will result in the Club's membership being rescinded.
- 2.7 Clubs **MUST** notify the General Secretary and other relevant clubs of any changes to the details of club officials or venues during the season. It is also incumbent upon a Club to keep its contact details up to date on Fixtures Live.
- 2.8 Entry to or participation in the League by any club shall constitute acceptance of and submission to the authority of the Committee by that club, its players and officials in all matters.
- 2.9 New Entry to the League: -
- Any new team entering the League shall be admitted to the lowest Division
 - New Clubs wishing to join the league and existing clubs wishing to enter additional teams should apply to the General Secretary for a Membership Application Form. Completed forms should be sent to the General Secretary before the 14th of April.
 - The League Committee will determine entry to the League.
 - Applications from Clubs outside Cheshire will require ratifying at an Annual General Meeting with a 2/3 majority of voting clubs present.
 - In the case of there being fewer vacancies available than applications received, the League Committee will determine criteria for acceptance which should include the following, in priority order:
 1. New Cheshire clubs.
 2. New clubs outside of Cheshire (These will be subject to approval at AGM, re travel distance to playing facilities.)
 3. CWHL Clubs with the fewest League teams
 4. Date of application
 - Late Applications may be considered in the case of further vacancies arising.

3 LEAGUE MANAGEMENT

3.1 The League shall be managed by a Committee, which shall be elected annually at the Annual General Meeting.

3.2 The following Committee positions shall be available:

Chair
Vice Chair
General Secretary
Minutes Secretary
Treasurer
3 Club Representatives
League Divisional Secretaries
Fixtures Systems Coordinator
Facebook Coordinator

In addition, CHA and NWHUA will be invited to send one non-voting representative to meetings.

3.2 The Chair and other members of the Committee shall be elected at the AGM from nominations received from Clubs, duly seconded and/or from the existing Committee. All positions will be subject to a ballot of those Clubs in attendance at the AGM, when required.

3.3 Non-Cheshire clubs may have no more than two representatives on the Committee.

3.4 See Addendum 2 for Committee Operating Procedures

4 ANNUAL GENERAL MEETING

4.1 An AGM shall be held each May or on completion of the League season whichever is the later.

4.2 Each Club shall be sent an Agenda to the Named Secretary/Person as per League Entry Form. Each CLUB must send ONE representative to the AGM

4.3 The business of the meeting shall include: -

- A brief report of the Committee's business for the year, with specific reference to any decision(s) taken by the Executive and projected rule changes
- The presentation of a written statement of accounts, including Committee members' expenses.
- Committee and League reports
- The agreement of annual fees.
- The election of Committee members
- Prizegiving and Presentation of Awards

4.4 Clubs wishing to add Items for discussion and other matters, except for League Rules (See 7.4), should send them in writing, proposed and seconded by separate clubs to the General Secretary no later 28 calendar days prior to the AGM.

4.5 Each club shall be sent an agenda not less than 14 calendar days prior to the meeting.

4.6 Voting: -

- League and constitutional matters – each affiliated Club shall have one vote.
- The Chair of the meeting shall have a casting vote on all matters.

4.7 No proposal can be passed without a minimum of a two thirds majority of those present and eligible to vote.

4.8 A Special General Meeting may be called exceptionally by the Committee or must be called on receipt by the General Secretary of a notice of request signed by the Chairpersons of a minimum of 3 clubs of which 1 may be a Non-Cheshire club.

5 CODE OF CONDUCT

- 5.1 Dress: -
- In the event of a colour clash it is the responsibility of the Away team to change.
 - Goalkeepers shall wear a top of a colour, which will distinguish them from both their own team and their opponents.
 - Umpires should dress in a distinct colour that is different from both teams including the GK's
- 5.2 Discipline: -
- Clubs have the primary responsibility for discipline and the Committee expects them to act accordingly. Captains are specifically singled out in the rules of Hockey as being responsible for the behaviour of all their players.
 - Players should be reminded of their personal responsibility for appropriate behaviour both on and off the pitch.
- 5.3 Hospitality: -
- The Home team is expected to offer hospitality after the match to visiting clubs, umpires and officials. The opposition should confirm refreshment arrangements by 8:00pm on the Wednesday preceding the game
 - Late notification of failure to honour a fixture or teams who do not go for teas having previously agreed to do so, will be liable for any costs incurred by the home club, in terms of pitch hire and / or cost of food
- 5.4 Pitch Conditions: -
- Whether the pitch belongs to your club or is hired from, for example, a local leisure centre, the club is responsible for its condition on match day. A Club should arrange for it to be checked i.e. clean surface, no litter, goal nets and posts of appropriate size and correctly secured. It is unreasonable to excuse the state of a venue because you hire it. If you are paying for it, you should insist on it being appropriate, including the availability of changing rooms and toilets.
- 5.5 First Aid: -
- Clubs should make sure that all teams have a first aid kit available for home and away games. Home teams should also have access to a supply of ice or similar. In particular, they should have access to a telephone for an ambulance to be called without delay.
- 5.6 Code of Conduct and Safeguarding: -
- All Clubs must adhere to EH Guidelines on Code of Conduct and Safeguarding Procedures

6 DISCIPLINE AND APPEALS

- 6.1 The Committee divests control and implementation of any disciplinary matter arising under the EH regulations for the enforcement of discipline to CHA or other relevant Association as deemed appropriate by EH
- 6.2 Routine decisions on the interpretation of these rules are delegated to the Divisional Secretaries who shall have full authority to make rulings as required. The decision of the Divisional Secretary shall be final, subject to the right of appeal set out below.
- 6.3 Any club which considers it has been fined or penalised unfairly, has the right of appeal to the Committee by writing to the General Secretary requesting that the facts be placed before the Committee for reconsideration.
- 6.4 Any appeal must be made in writing within 7 days of the original decision being notified and be sent Recorded Delivery or e-mailed to the General secretary who must send confirmation of receipt
- 6.5 Any appeal shall be accompanied by a deposit of **£20** which shall be returned if the appeal is successful. The Committee shall notify the club of its decision in writing or e mail and the club must send receipt of having received the decision. The Committee will notify the Club within 7 days of the appeal being heard.
- 6.6 All fines must be paid within 21 days of receipt of decisions
- 6.7 Clubs shall have right of appeal to Cheshire Hockey Association against a decision of the League Committee. Such appeal together with a deposit of £100.00 (refundable by the discretion of the CHA Appeal Committee) must be sent in writing or e-mail to the Secretary of the CHA within 14 days of the League Committee's decision being notified to the Club. The Secretary of CHA will notify NHA who shall send an observer to the Appeal hearing. The CHA Appeal Committee shall consist of no more than 3 members not linked to the club and the one NHA observer. The outcome will be notified to the club with 7 working days of the meeting of the Appeal committee. The Appellant may appeal to the North Hockey Association and will have to pay any appropriate fee.

7 LEAGUE RULES

- 7.1 Clubs will be sent a copy of the CWHL Constitution, League Rules, the links to EH Code of Ethics and Safeguarding Young People and Adults electronically on an annual basis, or by post if requested.
- 7.2 **Penalties for breaking rules are found in Addendum 1**
- 7.3 The Committee reserves the right to introduce new rules and amendments for approval at an AGM or Special General Meeting.
- 7.4 Any club that is a member of the League, wishing to propose new or amend rules must give notice in writing, no later than 31st December of that season, to the General Secretary. The proposal must also be seconded by another club affiliated to the League. This will enable the issue raised to be fully considered, perhaps through a sub-committee, and circulated to all clubs for consultation before being voted on at the AGM or a Special Meeting.
- 7.5 The proposed new or amended rule(s) must appear on the agenda of the AGM or a Special Meeting along with the outcome of any consultation exercise(s).

8 LEAGUE COMPOSITION, MATCHES AND SCORING

- 8.1 The LEAGUE shall comprise one or more divisions with all teams playing each of the other team's home and away on the specified dates.
- 8.2 Points for each game will be awarded as follows: WIN = 3 POINTS DRAW = 1 POINT LOSS = NO POINTS
- 8.3 Home teams must confirm all details of match arrangements at least 8 days (by noon of that day) before the game.
- 8.4 Matches must not start before 11.30am or after 4.30 pm. Only in exceptional circumstances may Clubs ask for a change. The Divisional Secretary must be consulted about the reason for a change.
- 8.5 The HOME team must confirm with the opposition venue, playing surface and the start time by noon at least 8 DAYS before the game.
- 8.6 Before commencement of each league match, each team must complete the match sheet. It is the responsibility of the Home Captain to hand the completed sheet to the umpires before the match. The sheet must sufficiently identify the players concerned by giving their first and last names in full plus their playing shirt number. After the match, the sheet must be signed by both captains and umpires and returned to the home captain.
- 8.7 A completed match sheet must be sent to the Divisional Secretary by the Home team, to reach her/him by the Wednesday following the fixture. It may be sent by post, phone message or email
- 8.8 Where a club has a team or teams playing in the National or North League a completed match report for that team must be sent to the Divisional Secretary responsible for the division in which their next highest team is competing. The match report is to reach her/him by the Wednesday following the fixture.
- 8.9 Match results must be entered by the **Home team captain** to the results system used by CHWL within **12 hours**
- 8.10 If a club plays its home matches at an address different from those given in the handbook, they must ensure that all addresses are supplied to the Committee and other clubs affected.

9 PROMOTIONS AND RELEGATION

- 9.1 At the end of the season the highest placed club in Division 1 shall be identified for a place in the North League West Pennines Division 2 South. Promotion to this League will be determined by NHA
- 9.2 A team who is relegated from the North League West Pennines Division 2 South and was previously affiliated to CWHL, will re-join the Cheshire League Division 1
- 9.3 Two teams will be promoted to the next higher division and two teams relegated to the next lower Division dependent on the teams coming down from Higher Leagues
- 8.6 In the event of clubs likely to be affected by promotion or relegation having an equal number of points at the end of the season, places shall be determined by the following being applied in order, until a winner emerges:
1. Goal difference
 2. Highest number of goals FOR
 3. The aggregate scores between the teams concerned
 4. A play-off match played to a conclusion (including extra time and penalty strokes, if necessary)
- 8.7 A trophy will be awarded annually to the WINNER of each Division who will be responsible for engraving and returning it before the following AGM.
- 8.8 An invoice will be raised against a club who does not return a trophy in order that a replacement can be purchased.

10 PLAYING SURFACES

- 10.1 Clubs must be able to provide:
- a) An artificial turf pitch in accordance with England Hockey requirements and the Rules of Hockey
 - b) Full size goal posts with regulation nets and backboards
 - c) Clear markings for all perimeters and circles.
- 10.3 If either captain considers that owing to the state of the pitch or the markings the match should not be played as a league game, she must bring this to the attention of both umpires and the opposing Captain before the game commences.
- 10.4 The Umpires may postpone a match if the pitch is not of a standard to allow the game to be played as a league game and then report it to the Committee to help with monitoring.
- 10.5 The final decision about playing a game rests with the umpires**

11 REGISTRATION AND ELIGIBILITY OF PLAYERS

- 11.1 Each player must be a fully paid member of the club she is representing in that league season.
- 11.2 Registering Players: -
- a) All Clubs must submit to the General Secretary a list of full names of its playing members for registration, no later than seven days before the first league game.
 - b) If a club has more than one team it should also submit an indication of their likely playing status i.e. 1st team, 2nd team
 - c) A player must be registered for only one team, but they are eligible to play for one team higher and one team lower than the team for which they are registered.
 - d) A minimum of 11 players must be registered for each team.
 - e) Any club who regularly plays a player in a different team to that registered will be requested to change that player's registration.
 - f) The list must be completed giving dates of birth of those players under 18 in the season.
 - g) Change of name during the season must be notified immediately
- 11.3 Where a Club has a team or teams playing in National or North Leagues, then that Club must identify ("star") seven of its players on merit in each team who will be ineligible to play in any Cheshire League teams. **A maximum of 3 unstarred players may play down in any one game**

11 REGISTRATION AND ELIGIBILITY OF PLAYERS (Continued)

- 11.4 The registration form will be valid until the 31st December of that season. All clubs must resubmit a new January Registration Form with any amendments/changes of status to the General Secretary by midnight on the Wednesday prior to the first League game in January. This form will be valid for the remainder of the season with no further change of playing status allowed.
- 11.5 Following the first 16 games players who have appeared on the team sheet for 12 games for their registered or higher team may not play for a lower team, unless permission has been obtained from the Divisional Secretary. Goalkeepers are exempt from this rule.
- 11.6 The CWHL reserves the right to challenge the validity of players who have been selected to play for a lower team than their registered status and to encourage discussions with the Divisional Secretary prior to a match, especially in the case of higher-level games being cancelled or re-arranged and in the final 4 games of a season.
- 11.7 No member of a Club may play under another player's registered name
- 11.8 New players that come to a club after the 31st December may be registered, provided they have not been registered to any other Cheshire League team in the current season.
- 11.9 Any application to add to the registration list should be sent by email and received by the General Secretary and Registration Secretary **by midnight on the Wednesday** prior to player/s concerned playing in a league match. In the event of a transfer, action under 11.15 must be taken.
- 11.10 Games Played and Re-arranged Games
- a) A player (with the exception of Goalkeepers) may not play in more than **one** league team on the same date or same weekend unless one is a re-arranged game
 - b) In the event of a re-arranged game the team should consist of players who did not play on the original fixture date. If additional players are required, then they must be from a lower team
- 11.11 All players to have a visible individual number on the back of their shirt, this must be recorded on the team sheet against their name when playing in league games.
- 11.12 Following England Hockey policy, U13s are restricted from participating in adult hockey leagues until they reach their 13th birthday. Junior players under 13 may be included in the start of season registration and the January registration. However, they will not be eligible to play until the date of their 13th birthday.
- 11.13 Goalkeepers may play in goal in two league games per weekend on the condition that they play one up or down to their designated playing status. Clubs are therefore required to highlight their club goalkeepers on the player registration form that is submitted in September and again in January.
- 11.14 A player is permitted to play two league matches in a day providing at least one of those is as a goalkeeper only. No goalkeeper can play for a team in a division within the CWHL and a team playing in a higher league in the same weekend. The player's status must be logged on the match sheet. This does not include rearranged games
- 11.15 A player in a CWHL club may transfer from that club to another CWHL club but only once in a season and not after the 31st of January. The following code must be observed: -
- a) A player should consider it her duty if she intends to change clubs to inform her present club immediately of her intention and must do so in writing to the Secretary of her present club
 - b) She must ensure that all her subscriptions, penalties and dues are paid in full to the date of leaving.
 - c) The club to which she intends to transfer must ensure that the player has given written notice to her former club of her intention to move and that all subscriptions, penalties and dues are paid. The new club must obtain from the former club a statement to the above effect.

14 POSTPONEMENTS, ABANDONMENTS AND RE-ARRANGEMENTS

Postponements

- 14.2 No fixture may be rearranged without prior consent of the DIVISIONAL SECRETARY. Postponement of matches shall occur only in the event of
- a) adverse weather
 - b) adverse playing conditions
 - c) if one team has **3** or more players taking part in a senior, U21 or U18 County, North or National match, tournament or training session.
- 14.3 Postponements under c) will be permitted for a maximum of TWO matches per season for any club team.
- 14.4 In the event of a) or b) occurring, the Home Club should ascertain the visiting team's departure time from its home base and check the pitch before the departure time and then make an informed decision.

Abandonments

- 14.5 In the event of a game having to be abandoned as a result of serious injury to a player or in the event of adverse weather conditions, the match shall be replayed. The Home team must notify the Divisional Secretary on the same day. If a game has completed over 52 minutes, then the result will stand. Both umpires need to confirm the time played and write this on the team sheet.

Re-arranged Matches

- 14.6 A match postponed under rule 14.2 or abandoned under rule 14.5 must be played within 22 days. However, any matches postponed or abandoned before the last three weeks of each half of the season must be played on or before the slip date
- 14.7 It is the responsibility of the Home team to contact the opposition and agree a suitable date and venue for the re-arranged game within 5 days of the original match date. If no agreement can be made, both clubs must notify the Divisional Secretary immediately.
- 14.8 The Divisional Secretary must be notified in writing or by email of the date of the re arranged match

15 FAILURE TO HONOUR A FIXTURE

- 15.1 The Committee expects clubs to make every effort to play games. In the event that a Club that is unable to fulfil a fixture, then the team withdrawn, shall be from their lowest division in the CWHL
- 15.2 If a club Team fails to honour three fixtures in a season they will be withdrawn from the League by the Committee.
- 15.3 In the event of a team withdrawing from the League before completing all their fixtures, then all fixtures and results for that team will be declared Null and Void and will not count in any League table.

16 LATE ARRIVALS

- 16.1 For all matches the following penalties will apply:
- a) a team not ready to play 5 minutes after the agreed start time shall concede 1 goal. The teams will play the remainder of the time left in the first half and all the second half
 - b) A team not ready to play after the designated half time, or who fails to arrive at all, shall concede the match and therefore will have failed to honour the fixture. Rule 15 therefore applies
- 16.2 In extenuating circumstances teams may consult with CWHL as to the reasons for their non-arrival

17 UMPIRING

17.1 General

- a) Teams playing in Divisions 1 and 2 must have Assessed Level One or above umpiring qualifications
- b) Division 3 teams may use an Un-assessed Level 1 umpire providing that other umpire has an Assessed Level 1 qualification or above. Both teams must agree to this arrangement and the Divisional Secretary notified
- c) In the event of one or two umpires being assessed within a match for Divisions 2 as requested by NWHUA, both teams must agree to this arrangement and the Divisional Secretary notified.
- d) All other divisions are encouraged to have qualified umpires
- e) The same umpires must officiate for the entire match.

17.2 For the other divisions, where teams arrive without an umpire, that team must either concede the game or nominate one of their players to umpire

17.3 In the event of an umpire being injured during the course of the game, and where no suitable replacement is available (including a Level 1 umpire where required), then the match will be abandoned and re-arranged in accordance with 14.6 and 14.7 above. The Divisional Secretary must be notified as per 14.8

18 COMMITTEE FINAL DECISIONS

18.1 The COMMITTEE shall have the power to make decisions on any matters that are not covered by these rules and also on matters which clearly fall into the category of unfair play.

18.2 **ALL TEAMS ARE ASKED TO PROMOTE THE SPIRIT OF THE GAME OF HOCKEY WITHIN THE MAXIM OF FAIR PLAY AND DO EVERYTHING POSSIBLE TO CONTRIBUTE TO THE GOOD REPUTATION OF THE CHESHIRE LEAGUE.**

Addendum 1 – Penalties

Rule No.	Rule	Penalty Applies
4.2	Failure to attend AGM	£50
5.3	Failing to provide hospitality Opposition teams failing to stay for hospitality provided	To be reported to the Committee Opposition to pay invoice for food
6.6	Failure to pay fines within 21 days	3 points
8.6	Fines for failure to have numbers on team sheets	£10, first offence, £25, second offence 3 points deduction on third offence
8.7	Late arrival of results	£10, first offence, £25, second offence 3 points deduction on third offence
8.8	Failing to send in results from the North where applicable	£10, first offence, £25, second offence 3 points deduction on third offence
11	Failure to observe the registration rules: - Playing an unregistered player who is not on the registration list	3 points/Unregistered player
11.3	Use of a starred player from National, North Premier or any other North Division	3 points + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
11.5	Dropping a player down after 12 games out of first 16 games of CWHL in a higher team without the permission of the Divisional Secretary.	3 points + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
11.6	Playing under another player's name	6 points per player + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
11.10 a)	Playing two games on the same date or weekend	3 points + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
11.12	Breaking GK Rules	3 points + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
14.8	Failure to notify Divisional Secretary of re-arranged match	£10, first offence, £25, second offence 3 points deduction on third offence
15	Failure to honour fixtures	3 points+ Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
16	Late arrivals	5 minutes late – concede a goal Non-arrival after the designated half time, the team has to concede - 3 points + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
17.1	Failure to abide by Umpire Rules	3 points + Lose the match 3 - 0 and opposition are deemed to have won 3 - 0
18	Committee Final decisions	Replay a match Deduction of up to 12 points Club banned from the League

ADDENDUM 2 – CWHL Committee Operating Procedures

- Meetings will be held on a monthly basis or as required by the Committee
- A meeting shall be quorate by a minimum of 6 members (exc. Non-voting members) being present.
- Minutes of each meeting shall be taken and signed as a correct record at the next Meeting by the Chair.
- A decision shall be made by vote and be agreed by a simple majority of those present who are entitled to vote. Where necessary the Chair shall have the casting vote.
- In the absence of the Chair at a meeting, the Vice-Chair shall take the chair but if not present then a Chair for the meeting shall be appointed by, and from, those attending.
- The Treasurer shall be responsible for keeping and preparing accounts, which will be audited annually. The Committee shall appoint the Chair or Vice Chair and one other voting member to sign cheques.
- A Committee member may hold no more than 2 Committee positions at any one time.
- The Committee may co-opt up to 2 additional (non-voting) members for either of the following reasons: -
 - The Committee identifies a need for specific expertise.
 - An individual will represent the League on external groups/bodies.
- The Committee may fill a vacancy which may occur during a year, but this action must be reported to the next AGM or Special General Meeting.
- The Committee may appoint a sub-committee from within its number to effect specific business but with no rights of final decision. A sub-committee may be supported by co-optees appointed by the Committee, but they shall not be in the majority.
- The Committee will appoint one of its members to represent the League on the Cheshire Hockey Association Committee.
- Committee members will be entitled to claim travelling and other expenses incurred when undertaking the business of the League. The Committee will pay reasonable expenses and its actions, including a collated statement of expenses should be presented at the AGM.
- Executive Powers: -
 - Executive powers shall be given to Committee members in the event of an urgent decision being required for which it is not felt necessary by the Chair for a special meeting to be called. These powers shall be used no more than twice in any one year and must be reported and recorded at the next meeting and the AGM
 - In this event, an Executive Committee consisting of the Chair or Vice-Chair, General Secretary, Treasurer, one Club representative and one League Secretary may meet to make an urgent decision. A meeting of this group shall be quorate with a minimum of 3 present including the Chair or Vice Chair, who shall chair the meeting. In the event of the decision being in connection with a League matter that League Secretary should be added to the Executive.