

SENIOR NATIONAL COMPETITIONS MANUAL

A GUIDE TO PARTICIPATING IN THE SCOTTISH HOCKEY
UNION'S SENIOR NATIONAL COMPETITIONS 2009-2010

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COMPETITIONS BYE LAWS

1 ADMISSION

1.1 ALL COMPETITIONS

- 1.1.1 Only clubs which comply with Governance requirements of and which pay the appropriate affiliation fee to the "The Scottish Hockey Union Ltd" (Scottish Hockey) may apply for entry to any of the Competitions.
- 1.1.2 Clubs shall apply for entry not later than 30 April proceeding each season, or by the date specified on the Entry Form if after 30 April.
- 1.1.3 An application for entry will not be complete until the Entry Form including nominated umpires and Entry Fee or Deposit, as determined by the Management Committee, have been received by the Scottish Hockey administration office.
- 1.1.4 Entry Fee payments must be made by due dates. Penalties will be imposed, as noted in Appendix 1 if payment deadlines are not met.

1.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

- 1.2.1 Clubs seeking admission must either have played in a District League for the previous season or have satisfied some other comparable criteria determined by the Competitions Executive
- 1.2.2 Clubs seeking admission must have adequate ground facilities available to them. The umpires will be required to comment on problems with the standard of the facilities when submitting the Match Report Form. Clubs will not be permitted to use facilities which, after due investigation by Scottish Hockey, are deemed unacceptable by the Competitions Executive.
- 1.2.3 Clubs admitted shall enter the lowest division of the League.
- 1.2.4 Payment dates for Competition Entry Fees will be specified on the competition Entry Form. The entry fee deposit must be paid no later than the date specified on the Entry Form. Any balance of the outdoor competition Entry Fee shall be paid to the Scottish Hockey administration office by 30 September. (31st October University Clubs)
- 1.2.5 A fine of £25 shall be payable by any club whose Entry Fee balance is not paid by 31 October. A further fine of £25 shall be payable by any club whose Entry Fee balance is not paid by 30 November. Any club whose Entry Fee balance and fines are not paid by 31 December may be expelled from the League for that season, having all matches played to that date declared void and being required to apply to re-enter the League in the lowest division.
- 1.2.6 Clubs intending to withdraw a team from the National, Regional or Reserve Leagues must notify the Scottish Hockey Office in writing by 30 April.

1.3 OUTDOOR CUPS AND PLATES

- 1.3.1 Refer to Byelaw 1.1 relating to All Competitions.

1.4 NATIONAL INDOOR LEAGUES

- 1.4.1 Any balance of the indoor competition Entry Fee shall be paid by 30 November or prior to the start of the competition, whichever date is earlier.

1.4.2 Any club that fails to pay the balance as detailed in Byelaw 1.4.1 may be excluded from the Indoor League for the remainder of the season and shall be required to apply to re-enter the Indoor League in the lowest division.

1.4.3 Clubs admitted shall enter the lowest division of the Indoor League.

2 PARTICIPATING CLUBS

2.1 ALL LEAGUE COMPETITIONS

2.1.1 No club may have more than one team in any division of any national league except the men's regional league or women's reserve league.

2.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

2.2.1 Men's Competitions

a) The Scottish Men's National League is open to the first teams of all clubs as a result of promotion from the Regional Leagues and shall consist of three divisions of ten teams each, where possible.

b) The Scottish Men's Regional Leagues are open to the first teams of all clubs not in the National League and to the second team of any club which has a team in either the National League or the Regional League.

2.2.2 Women's Competitions

a) The Scottish Women's National League is open to the first teams of all clubs. Clubs wishing to enter will be admitted from the District League.

b) The Scottish Women's Reserve League is open to the second and third teams of any club which has a team in the National League.

2.3 OUTDOOR CUPS & PLATES

2.3.1 Men's Competitions

a) The Scottish Cup is open to the first teams of all clubs.

b) The District Cup is open to the first teams of clubs not participating in the National League and to the second teams of clubs participating in the Scottish Cup.

c) The Reserve Cup is open to all other teams not participating in the Scottish or District cups.

d) The Scottish Plate is open to all teams which have played in the Scottish Cup and been knocked out before the round of the last 16.

e) The District Plate is open to all teams which have played in the District Cup and been knocked out before the round of the last 16.

f) The Reserve Plate is open to all teams which have played in the Reserve Cup and been knocked out before the round of the last 16.

g) No team may play in more than one Cup or Plate.

h) Teams participating in Cup or Plate Finals, or Play-Off matches will be required to supply three ball-persons, to be managed on the day by Scottish Hockey.

2.3.2 Women's Competitions

- a) The National League Cup is open to all teams participating in the National League or Reserve League.
- b) The District Cup is open to all teams not participating in the National League or the Reserve League.
- c) The National League Plate is open to all teams which have played in the National League Cup and been knocked out before the round of the last 16.
- d) The District Plate is open to all teams which have played in the District Cup and been knocked out before the round of the last 16.
- e) No team may play in more than one Cup or Plate.
- f) Teams participating in Cup or Plate Finals, or Play-Off matches will be required to supply 3 ball-persons, to be managed by the Scottish Hockey.

2.4 NATIONAL INDOOR LEAGUES

2.4.1 Men's and Women's Competition

- a) Divisions 1 the National Indoor League are open to the first teams of all clubs and shall consist of eight teams each. Currently Grove and Glasgow Western are permitted to enter their 1st & 2nd teams into the same division of the women's competition, on the understanding that they are deemed to be separate teams and are subject to the same player eligibility criteria specified in byelaw 3.4.2 a & d. This arrangement is reviewed annually by the Competitions Executive
- b) Other divisions are open to the first teams of all clubs not in divisions 1 and to the other teams of any club that has a team in any division of the Indoor League.

3 ELIGIBILITY OF PLAYERS

3.1 ALL COMPETITIONS

- 3.1.1 All players must comply with the registration requirements of Scottish Hockey (Appendix 1). Any team playing an unregistered player shall be liable to an appropriate penalty as defined in Byelaw 4.1.3.
- 3.1.2 Affiliation & registration fee payments to be made by the due dates. Penalties will be imposed, as noted in appendix 1 if payment deadlines are not met.
- 3.1.3 The Competitions Executive (National Administrator) must approve all registrations. These Committees reserve the right to deny approval. No player registered after 15 April will be eligible to play in any competition for the remainder of that season. In exceptional circumstances a player may apply directly to the Competitions Executive for a further transfer.
- 3.1.4 a) The club with which a player is registered for outdoor at the conclusion of one season shall be the club with which the player will be registered for outdoor at the start of the following season unless the player has been transferred as detailed in Byelaws **3.1**, **3.2** or **3.3**. No transfer fee will be charged for a transfer between the end of one outdoor season and the start of the next. A transfer fee will be charged for transfer requests made after the outdoor season has started for the club or player concerned.

- b) The club with which a player is registered for indoor at the conclusion of one season shall be the club with which the player will be registered for indoor at the start of the following season unless the player has been transferred as detailed in Byelaws **3.1**, **3.2** or **3.3**. No transfer fee will be charged for a transfer between the end of one indoor season and the start of the next. A transfer fee will be charged for transfer requests made after the indoor season has started for the club or player concerned.
- 3.1.5 a) Players playing in the outdoor National League or Cup of another country at any time during the Scottish (outdoor) season may not play in the outdoor Scottish National League or Cup in that season other than as a result of a bona fide geographical move. Such players must also be resident in Scotland for 14 days before being allowed to play in any of the outdoor Scottish Competitions.
- b) Players playing in the indoor National League or Cup of another country at any time during the Scottish (indoor) season may not play in the indoor Scottish National League or Cup in that season other than as a result of a bona fide geographical move. Such players must also be resident in Scotland for 14 days before being allowed to play in any of the indoor Scottish Competitions.
- 3.1.6 For any Playoffs held after the conclusion of a league, clubs must field teams that are not strengthened relative to the team playing throughout the competition. Clubs will be required to submit team lists prior to each match. The Committee will monitor the situation and take appropriate action where necessary.
- 3.1.7 No player may play for more than one outdoor club or for more than one indoor club in any season, except with the prior permission of the Committee as detailed in Byelaws **3.2** and **3.3**.
- 3.1.8 No player may play for more than one senior team on any one day.
- 3.1.9 No player under the age of 14 years may play in any of the competitions as set out in these Bye Laws or in any other competition that might, from time to time, be organised by or on behalf of the Competitions Executive.
- 3.1.10 **Priority**

Where more than one event is scheduled on any one day, e.g. league, cup, international training, etc, the Competitions Executive and the Calendar Committee shall determine the levels of priority, the highest priority being allocated the lowest number. Players who are eligible to participate in more than one event or match will attend that with the highest priority. League or cup matches may not be postponed as a result.

3.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

- 3.2.1 All transfer requests must be made in writing (email/fax) to the National Administrator for the attention of the appropriate Vice Convenor on the Transfer Request Form (Appendix 4) available from the Scottish Hockey Office and accompanied by the transfer fee determined by the Competitions Executive. No transfer fee will be charged for a transfer between the end of one season and the start of the next. A transfer fee will be charged for transfer requests made after the season has started for the player concerned.
- 3.2.2 If the transfer is approved the player may play for his or her new club from the date on which Scottish Hockey issues the transfer authorisation by letter or email
- 3.2.3 No player shall be permitted more than one transfer in any season. In exceptional circumstances a player may apply directly to the Competitions Executive for a further transfer.
- 3.2.4 No transfers shall be authorised after 1 March in each season. In exceptional circumstances a player may apply directly to the Competitions Executive.

3.2.5 No transfer shall be authorised if the player has not fulfilled his/her financial obligations to the club he or she wishes to leave or if the Competitions Executive considers that the transfer would not be in the best interests of the competition

3.2.6 All Women's National League teams and Men's National and Regional League teams:

a) The Committee relies on the integrity of clubs that their team selection will have the team in the highest division as the strongest team their club can produce on that date and reserves the right to monitor player selection. Players noted on the named 1ST XI squad list are not eligible to play for any lower teams (see byelaw 3.2.6b).

b) All teams in the Men's National League, the Women's National League and Clubs who have more than one team in the Women's Reserve League must nominate a pool of 11 '*bona fide*' players who may not play in any lower team in the club, with the understanding that they are available for selection. This must be submitted to the Scottish Hockey Office at least five days before the first match is played. These lists will be made available to Districts to assist with the running of the District Leagues.

c) Clubs wishing to alter a nominated pool of players must make a written application (email) to Scottish Hockey's National Administrator for consideration by the Competitions Executive during the Winter Break stating their reason for change. Any player de-nominated may not play for the previous higher team again that season except with the prior permission of the Competition Executive. The Winter Break is defined as the time between the last scheduled match for the division in question in the first part of the season and the first scheduled match for that division in the second part of the season. All teams in the division in which the teams affected play will be notified of any such change.

d) Special consideration may be given for goalkeepers provided that application is made to the Competitions Executive in advance of the fixture.

3.2.7 Where a club has **more than one team in the same division** of the Women's Reserve League or the Men's Regional League:

a) They will be regarded as distinct teams and a player from one team may only play for the other team after Byelaw 3.2.3 has been applied. A player may only transfer once in a season (Byelaw 3.2.3). There will be no charge for such a transfer between teams from the same club but all other aspects of the transfer procedure must be complied with.

b) Players from teams in lower divisions who play in either of these teams are thereafter considered tied to that team and may not play for the other team in the same division.

c) Special consideration may be given for goalkeepers provided that application is made to the Competitions Executive in advance.

3.3 OUTDOOR CUPS & PLATES

3.3.1 A player may only play for one club in any season.

3.3.2 For the purposes of player eligibility the Cup and related Plate shall be regarded as the same competition.

3.3.3 No player may play for one club team in the National League, Regional League or Reserve League and for a different club team in the Cups or Plates.

3.3.4 No transfers from National League, Regional League or Reserve League to Cups or Plates shall be authorised after 1 March in each season

3.3.5 Where a club has more than one team in the Women's National League Cup, these teams shall be distinct, i.e. no player may play for more than one of these teams.

- 3.3.6 Players may play for a “higher” team in the Cup or Plate, except as specified in 3.3.5. However, once listed on a Match Report Form for a specific team, the player is “cup-tied” to the higher team and may not play for any lower team in any subsequent round of the Cup or Plate.
- 3.3.7 From the round of the last 16 in any Cup, a team that plays an ineligible player shall be expelled from the competition. In earlier rounds the Committee shall satisfy itself as to the composition of teams and may take appropriate action concerning any breach of Byelaw **3.3**.
- 3.3.8 Each team in the Scottish Cup or the National League Cup must nominate a pool of 11 *'bona fide'* players (separate from the League pool) who may only play in that team, with the understanding that they are available for selection. If not submitted to the Scottish Hockey Office (National Administrator) by the last day of **OCTOBER** then the pool of players submitted for the League will be used.

3.4 NATIONAL INDOOR LEAGUES

- 3.4.1 No player may play for more than one club in any season.
- 3.4.2 a) The club must nominate a pool of 9 *'bona fide'* players for each team (see 7.2.1) with the understanding that they are available for selection. These players may not play for any lower team in the club.
- b) A player may play for a *'higher'* team within the club on two sessions of two or three matches and may thereafter play for the lower team. If the player plays in a third session of matches for any higher team, then that player may not return to play for the lower team.
- c) Special consideration may be given for goalkeepers provided that application is made to the Competitions Executive in advance of the match being played
- d) In the Women's Indoor League, the second teams of Glasgow Western and Grove, which play in the first division, are regarded as separate clubs and no player may play for both these teams.
- e) In the case of exceptional Great Britain commitments, clubs may apply in writing to the Competitions Executive for a relaxation of these rules. Each instance must be dealt with in writing in advance of the match being played

4 MANAGEMENT

4.1 ALL COMPETITIONS

- 4.1.1 The Competitions shall be managed by the Competitions Executive which is elected at the open forum of the Annual General Meeting of Scottish Hockey. The Competitions Executive shall be responsible for the competitions as set out in these Byelaws and also for any other competition that might, from time to time, be organised by the Competitions Executive.

The National Administrator will carry out the administration of the Competition Committee & Executive

- 4.1.2 The Competitions Executive shall have power:

- a) To determine all matters arising from the Byelaws
- b) To determine matters not specifically covered in these Byelaws
- c) To impose penalties from those set out in Byelaw 4.1.3
- d) To impose any other appropriate penalty.

- 4.1.3 Any club guilty of a breach of these Byelaws, or which withdraws from a competition, or fails to fulfil any fixture, or whose players or officials infringe the discipline of the game or are themselves guilty of a breach of any Byelaw or discipline imposed by any Scottish Hockey Committee may be liable for one or more of the following penalties as appropriate:

- a) A fine to be determined by the Competitions Executive
- b) Forfeit the match in question, the score being recorded as 0-5 for Outdoor hockey matches and the score being recorded as 0-10 for Indoor hockey matches. In the event of a team forfeiting any match where more than one team from a Club playing on the same date, the lowest team within the Club should forfeit.
- c) Deduction of one or more league points
- d) Rearrange the match with the possible loss of home advantage
- e) Relegated one or more divisions
- f) Declared ineligible for the appropriate event
- g) Expelled from the competition
- h) Barred from entry to the appropriate competition for the following season
- i) Required to pay for pitch hire, travelling expenses or any other reasonable expenses incurred
- j) Some other appropriate penalty determined by the Competitions Executive

- 4.1.4
- a) In the event of a match being abandoned due to adverse weather or pitch conditions the match shall be replayed on a date specified by the Competitions Executive or mutually agreed by both teams. Byelaw 10.2.3.
 - b) In the event of a match being abandoned due to misconduct or breaches of the Discipline Code, the match shall be referred to the Competitions Executive who will take the appropriate action.

5 THE COMPETITION

5.1 ALL COMPETITIONS

- 5.1.1 All matches will be played in accordance with the current FIH Rules of the Game of Hockey & Indoor Hockey or as agreed by the Scottish Hockey at the open forum of the AGM.
- 5.1.2 A team which does not have a minimum of seven players for all outdoor matches or four players for all indoor matches ready to start or which refuses to start the match or which refuses to allow the match to start within ten minutes after the arranged start time for all outdoor matches or within five minutes after the arranged start time for all indoor matches shall be deemed to have forfeited the match. The penalties shall be as set out in Byelaw 4.1.3.
- 5.1.3 In the event of a team withdrawing from the league, the composition of the league will be determined by the competitions executive.

5.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

- 5.2.1 The National Leagues shall operate on a nation-wide basis. The men's Regional League shall be divided into a Central League comprising teams from East and West Districts and a North League comprising teams from Midland and North Districts.
- 5.2.2 The Leagues shall be divided, as nearly as practicable, into divisions of ten teams. The composition of the divisions of the Women's Reserve League and the Men's Regional Central League will be re-assessed each year according to clubs qualifying or entering.
- 5.2.3 Each team shall play the others twice, home and away, unless otherwise determined by the Competitions Executive. The Competitions Executive shall be responsible for determining the dates of all fixtures. The date of a fixture shall not be altered without the prior approval of the Competitions Executive. For season 2009-2010 for Men & Women, teams in Divisions 1 & 2 shall play each other once. For the second part of the season the top six teams in Division 1 shall play each other, home and away being opposite from the first part of the season, with all results carried forward, to determine the first six places. The bottom four teams in Division 1 and the top two teams in Division 2 shall play each other twice, home and away, with no results carried forward, to determine places seven to twelve. The remaining eight teams in Division 2 shall play each other once, to determine places thirteen to twenty. The winner of this reduced Division 2 will be Division 2 champions but will not be automatically promoted. Div.2 winners will play a one-off play-off match against the 3rd bottom team of Div.1B (see Byelaw 5.2.9a).
- 5.2.4 The Competitions Executive shall have power to reschedule any series of matches or any other combination of matches to be played at a single venue.
- 5.2.5 In the event of the league split into an upper & lower split at the midway point of the season, teams shall play each other once, at which point the league will split into an upper & lower half, or as otherwise determined by the Competitions Executive.
- 5.2.6 Following the split, teams will play each other twice or as otherwise determined by the Competitions Executive.
- 5.2.7 Three points shall be awarded for a win, one point for a draw and no points for a defeat. If teams are level on points their positions shall be determined by the greater:
- a) Goals difference;
 - b) Goals for.

c) Head to Head record

Thereafter a playoff under Scottish Cup Final Rules on a neutral ground shall be arranged, if necessary, under the direction of the Competitions Executive.

5.2.8 Except under exceptional circumstances as decided by the Competitions Executive, all matches must be played by the weekend for which the last series of matches is scheduled.

5.2.9 National, Regional and Reserve Leagues

Men's National League

a) The bottom team shall be relegated from each division, except from the lowest division, and the top team from the division below shall be promoted in its place, unless otherwise determined by the Competitions Executive. For season 2009-2010, the teams in positions eleven & twelve as in bye-law 5.2.3 will be relegated to Division 2 for the start of the following season. The teams in positions ten & thirteen overall as in byelaw 5.2.3 shall playoff, the winner to be in Division 1 and the loser in Division 2 for the following season.

b) The second bottom team of Divisions 2 shall playoff against the second top team of Divisions 3 respectively, the winners playing in the higher division the following season, unless otherwise determined by the Competitions Executive.

Men's National League/Regional League

a) If the top team of both Central Division 1 (C1) and North Division 1 (N1) are Club First Teams, the bottom two teams of National League Division 3 (NL3) shall be relegated to C1 or N1 as appropriate (Byelaw 5.2.1) and the top team of both C1 and of N1 shall be promoted in their place.

b) If the top team of one of C1 and N1 is a Club First Team and the other is a Club Second Team, the bottom team of NL3 shall be relegated to C1 or N1 as appropriate (Byelaw 5.2.1) and the top team of either C1 or N1 which is a Club First Team shall be promoted in its place.

c) The second bottom team of NL3 shall playoff against the highest placed Club First Team of either C1 or N1 whichever was won by a Club Second Team, the winner to play in NL3 the following season.

d) If the top team of both C1 and N1 are Club Second Teams, the bottom two teams of NL3 shall playoff against the highest placed Club First Teams of C1 and N1, the winners to play in NL3 the following season, the losers to play in C1 or N1 as appropriate (Byelaw 5.2.1). If the highest placed First Team in C1 and/or N1 declines a playoff or is otherwise barred from a playoff the offer shall be passed to the next highest First Team in that division which is eligible, The Competitions Executive shall determine the playoff pairings.

e) Only Club First Teams in either C1 or N1 shall have the right to promotion or to a playoff.

f) If one of C1 or N1 has no Club First Teams, only the bottom club of NL3 shall be relegated or involved in a playoff as detailed above.

g) If neither C1 nor N1 has a Club First Team, there shall be no promotion or relegation between The National League and The Regional League.

h) A Club which finishes the season in a position to be relegated from C1/N1 will not be eligible for a promotion playoff. A Club which finishes the season in a position of promotion from C2 will not be eligible for a promotion playoff for NL3.

i) Where a vacancy exists in a higher league, the highest ranked team in the next lower league will be promoted. Subject to bye law 5.2.9 (e)

Men's Regional League

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The bottom two teams shall be relegated from each division of the Central League or the North League, except the lowest, and the top two teams from the division below shall be promoted in their place, subject to the provisions of Byelaws 2.1 and 2.2.

Women's National League

- a) The bottom team shall be relegated from each division, except from the lowest division, and the top team from the division below shall be promoted in its place, unless otherwise determined by the Competitions Executive. For season 2009-2010, the teams in positions eleven & twelve as in bye-law 5.2.3 will be relegated to Division 2 for the start of the following season. The teams in positions ten & thirteen overall as in byelaw 5.2.3 shall playoff, the winner to be in Division 1 and the loser in Division 2 for the following season.
- b) The second bottom team of Divisions 2 shall playoff against the second top team of Divisions 3 respectively, the winners playing in the higher division the following season, unless otherwise determined by the Competitions Executive
- c) There is no promotion or relegation between the Women's National League and the Women's Reserve League.

Playoffs

- a) All playoffs shall be a single game at a date, venue and time to be determined by the Competitions Executive, preferably as soon as possible after the conclusion of the league programme and at a single venue.
- b) Clubs must field teams that are truly representative of the team playing throughout the season (Byelaw 3.1.5).
- c) The team from the higher division shall be the first named team in each match.
- d) In the event of a draw the result shall be determined by a penalty stroke competition as defined in the FIH Tournament Regulations for a One Pool Competition.

5.3 OUTDOOR CUPS & PLATES

- 5.3.1 All Cups and Plates will be played on a knockout basis. All matches will be played on the Scottish mainland, unless agreed by the teams concerned and the Competitions Executive.
- 5.3.2 In the event of a draw the result shall be determined by a penalty stroke competition as defined in the FIH Tournament Regulations for a One Pool Competition.
- 5.3.3 The draws for all Cups and Plates may be seeded at the discretion of the Competitions Executive. Any seeding will be noted when the draws are issued.

Men's Competitions

- a) Teams in divisions 1 and 2 of the National League shall be exempt from the Scottish Cup until the round of the last 32.
- b) All teams entering the District Cup will be included in the draw from the outset.
- c) Any rounds of the Reserve Cup before the last 32 may be arranged on a Regional basis at the discretion of the Competitions Executive.
- d) Rounds of the District and Reserve Plates before the last 16 may be arranged on a Regional basis at the discretion of the Competitions Executive.

Women's Competitions

- a) All teams entering the National League Cup and the District Cup will be included in the draw from the outset.
- b) All teams in the National League Plate and the District Plate will be included in the draw from the outset.

5.4 NATIONAL INDOOR LEAGUES

- 5.4.1 The Leagues shall operate on a nationwide basis.
- 5.4.2 The Leagues shall be divided, as nearly as practicable, into divisions of eight teams.
- 5.4.3 Each team shall play the others twice unless otherwise determined by the Competitions Executive.
- 5.4.4 The Competitions Executive shall be responsible for determining the dates and venues of all fixtures.
- 5.4.5 Three points shall be awarded for a win, one point for a draw and no points for a defeat. If teams are level on points their positions shall be determined by the greater:
 - a) Goals difference;
 - b) Goals for.
 - c) Head to Head record.
- d) Thereafter a playoff under Scottish Indoor Cup Final Rules shall be arranged, if necessary, under the direction of the Competitions Executive.
- 5.4.6 The bottom team shall be relegated from each division, except the lowest, and the top team from the division below shall be promoted in its place, subject to the provisions of Byelaws 2.1 and 2.4.
- 5.4.7 If the top team of a division is not eligible for promotion then the highest placed team, which is eligible for promotion, in that division shall play in one match against the bottom team from the division above, the date and venue being determined by the Competitions Executive. 2nd XI teams are not eligible for promotion to Div.1.
- 5.4.8 If lower divisions are regionalised then the top team, which is eligible for promotion, in each of these divisions shall play to determine which one shall be promoted. The Competitions Executive shall determine the date and venue of these playoffs.
- 5.4.9 The Competitions Executive shall decide the format of each competition.

6 MATCH ARRANGEMENTS

6.1 ALL OUTDOOR COMPETITIONS

- 6.1.1 The Home Team is responsible for making all the necessary arrangements for the match. The Home Team shall confirm the time, venue, playing surface and any special requirements regarding footwear to opponents, umpires and/or clubs providing umpires not later than **TEN DAYS** before the match. Failure by teams to comply with this arrangement will lead to the imposition of a penalty as defined in Byelaw 4.1.3. Should the Home Team be unable to contact the Away Team by the deadline, then the Scottish Hockey Office should be informed immediately. Should the Home Team be unable to contact either of the umpires or club supplying the umpire(s), then the Umpires Appointments Committee should be informed in addition to the Scottish Hockey Office so that alternative arrangements may be made where appropriate. The Umpires Appointment Committee will inform Clubs of their replacement umpire requirement a minimum of **THREE DAYS** before the due date of the fixture.

- 6.1.2 Failure by the Home Team to contact their opponents or the umpires or the clubs supplying umpires **TEN DAYS** prior to the match, may lead to the imposition of a penalty as defined in Byelaw 4.1.3. The Scottish Hockey Office should also be informed. There is nothing prohibiting the away team or appointed umpires from making contact with the Home Team to seek information, while also advising the National Administrator of the situation.
- 6.1.3 The Home Team is also responsible for making all the necessary arrangements for any postponed match.
- 6.1.4 All Division 1 teams in the National Leagues should to have a non-playing Team Manager present for the duration of each game both in the National League and in the Scottish Cup or National League Cup. The names of all officials and the positions they hold must be recorded on the Match Report Form before the match.
- 6.1.5 All Competitions
- a) Men's Matches should be on a Saturday or Sunday, with a starting time between 1100 hours and 1600 hours. Women's Matches should be on a Saturday or Sunday, with a starting time between 1200 hours and 1600 hours. **Any matches outwith these times must be by mutual consent of both teams & agreed by the Competition Executive. The appointed umpires should be notified.**
 - b) For teams travelling over 100 miles one way the start time should be between 1300 hours and 1530 hours unless by prior consent of the travelling team.
 - c) All home teams which are allocated a pitch time outwith these hours must write to all their opposition at the beginning of the season or as soon as they know their time and ask if this is suitable. If both teams agree then the Home Team shall advise the umpires immediately of the arrangements. If agreement is not reached then the Home Team shall immediately advise the Competitions Executive who will be responsible for making appropriate arrangements. The Scottish Hockey Office must be advised in writing of any changes to agreed arrangements.
- 6.1.6 For matches arranged by the Competitions Committee, e.g. National League Days, Playoffs, Cup Semi-finals and finals, the Committee shall determine the date, venue and start time of each match, which may differ from Byelaw 6.1.5.
- 6.1.7 The umpires are responsible for ensuring that the match is started promptly whether or not all players are present. If it is not possible to start the match within **10 minutes** of the allotted start time or within **10 minutes** of gaining access to the pitch due to circumstances as detailed in Byelaw 5.1.2, then the match shall be abandoned.

6.2 ALL INDOOR COMPETITIONS

- 6.2.1 Details of venues, times of matches, umpire appointments and Technical Organiser appointments shall be sent to all concerned from the Scottish Hockey Office.

6.3 ALL OUTDOOR AND INDOOR COMPETITIONS

- 6.3.1 The first named team shall provide the match ball. Unless otherwise informed
- 6.3.2 Every team must carry their own medical kit to all matches.
- 6.3.3 Every team must have clearly numbered shirts
- 6.3.4 Every team should have available a numbered set of reserve shirts of a different colour from their nominated shirts.

7 MATCH REPORTS

7.1 ALL COMPETITIONS

- 7.1.1 A Match Report Form (Appendix 2) must be completed for each match and returned to the Scottish Hockey Office within 5 working days after the match.
- 7.1.2 A player may only play for a team if listed on the Match Report Form before the match.
- 7.1.3 A player listed on a Match Report Form and who was present at some time during the match is deemed to have played for that team. Only players physically present during the whole or part of a match may be listed on the Match Report Form. It is the responsibility of the team manager or captain to inform the officials of any change.
- 7.1.4 It is the responsibility of the Technical Official or Match Manager, where appointed, to ensure that the Match Report Form is properly completed by both teams and both umpires and returned to the Scottish Hockey Office within 5 working days after the match.
- 7.1.5 For all matches where a Technical Official or Match Manager is not appointed, the Match Report Form must be properly completed by both teams and both umpires. The responsibility for ensuring the completion and return of the Match Report Form to the Scottish Hockey Office within 5 working days after the match lies with the first named team. Failure of the first named team to return the Match Report Form as required for any match will result in the deduction of one league point or other appropriate penalty for other competitions as defined in Byelaw 4.1.3. For second and subsequent offences, additional penalties may be imposed as defined in Byelaw 4.1.3.

7.2 ALL INDOOR COMPETITIONS

- 7.2.1 Each team shall nominate a minimum of 9 players to the Scottish Hockey Office at least two weeks prior to the start of the competition. Only nominated players may play in the competition.
- 7.2.2 Each team must have a Team Manager present during matches and may also nominate up to 4 other officials such as coach, physiotherapist or medical doctor. For Division 1 teams it is recommended that the Team Manager is non-playing. All officials and position must be recorded on the Match Report Form before the match.
- 7.2.3 Only players and officials nominated in Byelaws 7.2.1 and 7.2.2, up to a maximum of 12 players and 4 officials, may occupy the team bench.
- 7.2.4 Before each match the Team Manager shall inform the Technical Official which players listed on the Match Report Form will participate.

8 TECHNICAL OFFICIALS

8.1 ALL COMPETITIONS

- 8.1.1 The appropriate Technical Appointments Committee of Scottish Hockey shall appoint Technical Officials and Assistants as required.

- 8.1.2 Expenses for Technical Officials and Assistants appointed by the Technical Appointments Committee of Scottish Hockey must be claimed on the Expenses Claim Form issued by the Scottish Hockey Office and shall be paid out of the income from Entry Fees. The basis for the claim shall be from registered home address or starting point, whichever is the shorter.
- 8.1.3 Technical Officials should refer to Appendix 5, which details the additional powers which umpires & technical officials have to deal with inappropriate conduct by club officials, including coaches and managers, both at outdoor and indoor matches.

8.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

- 8.2.1 The appropriate Technical Appointments Committee of Scottish Hockey shall appoint a Technical Official and Assistants where more than one match is scheduled to be played at a single venue as determined by the Competitions Executive

8.3 OUTDOOR CUPS & PLATES

- 8.3.1 The Technical Appointments Committee of Scottish Hockey shall appoint a Technical Official and Assistants to the semi-finals and final of all competitions.

8.4 NATIONAL INDOOR LEAGUES

- 8.4.1 The appropriate Technical Appointments Committee of Scottish Hockey shall appoint technical Officials and Assistants for all stages of the competitions.
- 8.4.2 The Technical Official shall have the authority to suspend for one or more matches at any stage of the competition players and team officials who, in the opinion of the Technical Official, are guilty of misconduct before, during or after a match.
- 8.4.3 The Technical Official is responsible for ensuring that:
- a) the Match Report Form is completed for each match and returned to the Scottish Hockey Office immediately after the day's matches
 - b) the time is kept for each match
 - c) the time schedule set out for the matches under his control is adhered to.
 - d) the match be conducted in line with byelaw 8.1.3 and Appendix 5
 - e) the conduct of players and officials adheres to byelaw 8.1.3 and Appendix 5
- 8.4.4 Teams participating in any session but not playing in a particular match must provide one or two assistants as noted on the fixture schedule to the Technical Official to carry out duties described in Byelaw 8.4.3 as required by the Technical Official.
- 8.4.5 The Umpires Appointments Committee shall appoint umpires to each match or block of matches.
- 8.4.6 The Technical Official shall, under exceptional circumstances, have the power to:
- a) Reorganise the umpires' appointments - unless an Umpires Manager is appointed
 - b) Reorganise the match schedule

- 8.4.7 In the event of there being no Technical Official or Umpires Manager, the senior umpire appointed, whom failing the managers or captains of the teams present, shall be responsible for ensuring that the provisions of Byelaws 8.4.3, 8.4.4, 8.4.6 and 9.4.2 are complied with.

9 UMPIRES

9.1 ALL COMPETITIONS

- 9.1.1 Clubs must nominate at least one graded umpire to be available every Saturday and Sunday of the hockey season. The umpire or their associated club will be responsible for ensuring that 100% of its allocations are fulfilled. If no original appointment is made to a representative umpire of a club that club must have an appropriate umpire available to meet umpiring requirements in an emergency. Note: The Appointments Committee will not normally seek a replacement from a club which already has another umpire officiating that day. The Appointments Committee may re-arrange appointments depending on the replacement's grade/experience.

- Umpires who umpire outdoor games must have an outdoor umpiring qualification, minimum grade C
- Umpires who umpire indoor games must have an indoor umpiring qualification, minimum grade C
- The appropriate Umpires Appointments Committee will appoint umpires from the list of umpires nominated by National League Clubs to the following competitions where possible:
 - Men NL Div 1,2,3 & Women NL Div 1, 2, 3

Outdoor Leagues

Men

National League Div 1 & 2 Each team must nominate a minimum of 4 umpires.

National League Div.3 Each team must nominate a minimum of 4 umpires.

Regional Leagues Matches will be umpired by umpires from the competing Clubs.

Women

National League Div 1 & 2 Each team must nominate a minimum of 4 umpires (of which **at least** 1 must be a female umpire).

National League Div.3 Each team must nominate a minimum of 4 umpires (of which at least 1 must be a female umpire).

National Reserve League Matches will be umpired by umpires from the competing Clubs

Indoor Leagues

Each team in every division of the Indoor National League for Men and for Women must nominate a minimum of 2 umpires.

- 9.1.2 Expenses for Umpires appointed by the appropriate Umpires Appointments Committee must be claimed on the Match Report Form (Appendix 2) issued by the Scottish Hockey Office and shall be paid through the Scottish Hockey Office out of the income from Entry Fees. The basis for the claim shall be from registered home address or starting point, whichever is the shorter.
- 9.1.3 Umpires should refer to Appendix 5, which details the additional powers which umpires have to deal with inappropriate conduct by club officials, including coaches and managers, both at outdoor and indoor matches.

9.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

- 9.2.1 The appropriate Umpires Appointments Committee will appoint umpires to all **NATIONAL LEAGUE** matches possible from the list of umpires nominated by League teams.
- 9.2.2 If one or more of a Club's nominated umpires ceases to officiate regularly that Club will be required to supply, within a three week period of being notified by the umpires Appointment Committee, a replacement to officiate regularly.
- 9.2.3 The Umpires Appointment Committee will inform clubs of their replacement umpire requirement a minimum of **THREE DAYS** before the due date of the appointment
- 9.2.4 Where an umpire not affiliated to a Club is unavailable to fulfil their appointment. Any Club may be called upon to fill that appointment. The Umpire Appointment Committee will inform Clubs of the replacement a minimum of **THREE DAYS** before the fixture.
- 9.2.5 Failure of any club to provide an umpire as required for any match will result in the deduction of one point as defined in Byelaw 4.1.3c. For second and subsequent offences, additional penalties may be imposed as defined in Byelaw 4.1.3, a fine of £50 being appropriate in most cases. Further additional penalties as defined in Byelaw 4.1.3 may also be imposed for repeated offences.
- 9.2.6 The umpires originally appointed will be the first to be asked to officiate at any postponed match.(subject to Byelaw 6.1) If they are unavailable, then the Umpire Appointments Committee should be contacted, and may appoint umpires for that match, dependant on the available umpires and their grading.
- 9.2.7 Where a club has only one appointed umpire on a day, and that umpire becomes unavailable then the associated club must provide a replacement umpire. The home team will contact the Secretary of the Umpires Appointments Committee who will notify the associated club. The appointments committee may re-arrange appointments depending on the replacement's grade/experience.
- 9.2.8 In the event of there being only one appointed umpire on the day of a match then, unless there is a graded person available, the Home Team will provide a person to umpire for the first half and the Away Team will provide a person to umpire for the second half.
- 9.2.9 In the event of an appointed umpire arriving after the match has started then this umpire shall take over from the substitute at the earliest opportunity.
- 9.2.10 In the event of there being no appointed umpires on the day of a match then, unless there are graded persons available, each team will provide one person to umpire for the whole match.
- 9.2.11 Where it is known in advance that one or both of the originally appointed umpires are unlikely to appear the home team shall inform the away team in order that they may make any necessary arrangements. The Umpires appointments committee and the appropriate competitions convenor must also be informed.

9.3 OUTDOOR CUPS & PLATES

- 9.3.1 The appropriate Umpires Appointments Committee will appoint umpires from the list of umpires nominated by National League Clubs to the following stages of each competition:

Men's Competitions**Women's Competitions**

Scottish Cup - All matches

National League Cup - All matches

Scottish Plate - Semi-finals

National League Plate - Semi-finals

District Cup - Semi-finals

District Cup - Semi-finals

District Plate - Semi-finals

District Plate - Semi-finals

Reserve Cup - Semi-finals

Reserve Plate - Semi-finals

- 9.3.2 For all other matches each team is required to provide a graded umpire.
- 9.3.3 The umpires originally appointed will be the first to be asked to officiate at any postponed match.
- 9.3.4 Should an appointed umpire be unavailable then the Umpires' Club must inform the Secretary of the Umpires Appointments Committee who will endeavour to arrange for a replacement. If no replacement can be found, Byelaw 9.3.5 or 9.3.6 will apply.
- 9.3.5 In the event of one umpire not appearing for a match then, unless there is a graded person available, the Home Team will provide a person to umpire for the first half and the Away Team will provide a person to umpire for the second half.
- 9.3.6 In the event of both umpires not appearing for a match then, unless there are graded persons available, each team will provide one person to umpire for the whole match.
- 9.3.7 Where it is known in advance that one or both of the originally appointed umpires are unlikely to appear the home team shall inform the away team, the Umpires Appointment Committee and the unavailable umpire's team in order that they may make any necessary arrangements.

9.4 NATIONAL INDOOR LEAGUES

- 9.4.1 The appropriate Umpires Appointments Committee will, where possible, appoint umpires for all stages of the competitions from the list of umpires nominated by National Indoor League clubs.
- 9.4.2 Clubs whose nominated umpire ceases to officiate regularly will be required to supply a replacement to officiate regularly. Byelaw 9.2.2
- 9.4.3 When an umpire is unavailable the Umpires Appointments Committee may rearrange appointments. If the Umpires Appointments Committee cannot find a replacement umpire, then the Umpire's associated Club will have to find a replacement as per byelaw 9.1.1.
- 9.4.4 Where there are insufficient umpires at any stage of the competition, Clubs will be required by the Technical Official to provide umpires for matches other than those in which their team is participating.

10 PITCHES AND VENUES**10.1 ALL COMPETITIONS**

10.1.1 Refer to the relevant section below relating to each competition.

10.2 NATIONAL & REGIONAL OUTDOOR LEAGUES

- 10.2.1 All matches shall be played on artificial grass which meet FIH regulations
- 10.2.2 Under exceptional circumstances the Competitions Executive may authorise the use of any other surface approved by Scottish Hockey.
- 10.2.3 The Home Team, subject also to the authorities controlling the pitch, shall determine as early as practicable whether a match shall be postponed because of ground conditions or weather. It is advisable for the teams concerned, the umpires and Technical Officials to agree a procedure for early contact about the playability of the pitch at a time which will avoid unnecessary travel. The home team shall inform the Technical Official or Match Manager (if appointed), the umpires and the league or division organiser of this decision as soon as possible.
- 10.2.4 It is the responsibility of the umpires, subject to the authorities controlling the pitch, to determine whether a pitch is playable, both teams having arrived, or whether a match shall be postponed or abandoned during its course.
- 10.2.5 The initial responsibility for determining the date of a postponed match lies with the clubs concerned.
- 10.2.6 A postponed match should be played at the earliest opportunity, but must be played within six weeks of the original date. Mid-week fixtures are permitted by agreement of both teams subject to availability and agreed by the Competitions Executive. The requirements of Byelaw 5.2.6 must also be met. Failure to do so may lead to the imposition of a penalty as defined in Byelaw 4.1.3.
- 10.2.7 Clubs should use Forms A and B to offer a minimum of three dates and confirm the date agreed within two weeks of the postponement. Copies must be sent to the Scottish Hockey Office and the appropriate Vice Convener must be informed.
- 10.2.8 If the clubs cannot agree a date then the appropriate Vice Convener must be informed immediately and certainly within two weeks of the postponement.
- 10.2.9 Failure by clubs to comply with this arrangement will lead to the imposition of a penalty, normally deduction of one league point, as defined in Byelaw 4.1.3.
- 10.2.10 If the clubs fail to make the necessary rearrangements or are unable to agree a mutually acceptable date the appropriate Vice Convener shall be responsible for determining the date. Notification of the date will be sent out from the Scottish Hockey Office giving the clubs two weeks' notice.
- 10.2.11 The home team is responsible for making all the necessary arrangements as for the original match.

10.3 OUTDOOR CUPS AND PLATES

- 10.3.1 All matches in the Scottish Cup and the National League Cup, all matches from the round of the last 16 of the District Cup and from the quarter-finals of all other Cup and Plate competitions shall be played on artificial grass which meets FIH regulations
- 10.3.2 The use of artificial grass is strongly recommended for all other matches, but they may be played on any surface approved by Scottish Hockey.
- 10.3.3 The semi-finals of all Cup and Plate competitions shall be played at dates, venues and times, which may differ from Byelaw 6.1.4, determined by the Committee and the cost met from Entry Fees.

- 10.3.4 The Home Team, subject also to the authorities controlling the pitch, shall determine as early as practicable whether a match shall be postponed because of ground conditions or weather. It is advisable for the teams concerned, the umpires and Technical Officials to agree a procedure for early contact about the playability of the pitch at a time which will avoid unnecessary travel. The home team shall inform the umpires and the cup or plate organiser of this decision as soon as possible.
- 10.3.5 If a match is postponed under Byelaw 10.3.4 the Home Team must immediately make arrangements to play the match the following weekend or on the stated Slip Date. Should this arrangement also fall victim to the weather the Home Team must continue to make arrangements for each succeeding weekend until the match is played or until the Cup or Plate Organiser makes alternative arrangements. Mid-week fixtures are permitted by agreement of both teams subject to availability and agreed by the Competitions Executive. Such arrangements shall take precedence over all other matches other than scheduled National League or Regional League matches.
- 10.3.6 It is the responsibility of the umpires, subject to the authorities controlling the pitch, to determine whether a pitch is playable, both teams having arrived, or whether a match shall be postponed or abandoned during its course.

10.4 NATIONAL INDOOR LEAGUES

- 10.4.1 The Indoor Vice-Convenor shall determine the venues to be used and make the necessary bookings through the National Administrator.
- 10.4.2 The Indoor Vice-Convenor shall determine the timing of matches and the order of play at each venue.

11 RIGHT TO A POSTPONEMENT OR REARRANGEMENT

11.1 ALL COMPETITIONS

- 11.1.1 Refer to the relevant section below relating to each competition.

11.2 NATIONAL, REGIONAL AND RESERVE OUTDOOR LEAGUES

- 11.2.1 No League matches, whether on scheduled or rearranged dates, may be postponed or rearranged without the prior permission of the Competitions Executive, except as provided for in Byelaw 10.2.3. Failure to adhere to this Byelaw will lead to the imposition of a penalty, as defined in Byelaw 4.1.3. If permission for a rearrangement is given then the new date must be agreed by the teams concerned and submitted to the Scottish Hockey Office before the date of the match which is to be rescheduled.
- 11.2.2 Any team which has two or more Scottish international players (not including managers or officials) unavailable due to international matches at Senior, Under 21 or Under 18 level shall be entitled to a postponement or rearrangement provided that the difference between the number of players that they and their opponents have unavailable is two or more. Similar dispensation may be given to players Managing/Coaching at any of these levels. Such postponements must be requested at least two weeks prior to the date of the match in question. It is the responsibility of the International Team Manager, the players and the clubs concerned to ensure that this time scale is met. Failure to adhere to these timescales may result in the postponement request being denied.
- 11.2.3 Clubs will be permitted to participate in unofficial tournaments during the Scottish domestic season subject to the following conditions:
- a) A request must be made to the Competitions Executive at least **2 months** before the date of any matches affected. A copy of the invitation to the tournament must accompany the request.

- b) The Competitions Executive shall have the power to grant the club leave to participate.
 - c) Such matches will be rescheduled to be played before the original date, except for matches on the first week of the outdoor season for which a new date will be set as soon as possible after the original date.
- 11.2.4 All teams must complete their full schedule of fixtures. No match may be conceded. The penalties for failure to fulfil a fixture are as defined in Byelaws 4.1.3 **a**, a fine of £50 being appropriate in most cases, 4.1.3 **b**, 4.1.3 **c**, the deduction of two league points being appropriate in most cases, and 4.1.3 **i**. These penalties will apply on each occasion this Byelaw is contravened. Should a team fail to fulfil more than two fixtures then the Competitions Executive may in addition impose such further penalties as it considers appropriate.
- 11.2.5 University teams will be allowed dispensation to re-arrange a maximum of four matches scheduled for when they are on vacation. It is the responsibility of the University teams to inform the Committee of their term dates and to select the four matches to be rearranged. Such rearrangements will be incorporated into the fixture list before it is issued. Further changes will only be possible after prior agreement of the opposition and the Committee.
- 11.2.6 A match postponed under any section of Byelaw **11.2**, except for Byelaw 11.2.3, will be rearranged as defined in Byelaw 10.2.6 and 10.2.7.

11.3 OUTDOOR CUPS & PLATES

- 11.3.1 No Cup or Plate matches, whether on scheduled or rearranged dates, may be postponed or rearranged without the prior permission of the Competitions Executive, except as provided for in Byelaw 10.3.4. If permission for a rearrangement is given then the new date must be agreed by the teams concerned and submitted to the Scottish Hockey Office before the date of the match which is to be rescheduled.
- 11.3.2 Refer to Byelaw 11.2.2.
- 11.3.3 The Committee shall set the date for a match postponed or rearranged under Byelaw 11.2.2.
- 11.3.4 If a club concedes any Cup or Plate match, the concession must be of the lowest team in the club remaining in the competitions on that day. The penalties for failure to fulfil a fixture are as defined in Byelaw 4.1.3.

11.4 NATIONAL INDOOR LEAGUES

Due to the limited availability of suitable venues and the high cost of cancellations no postponements will be allowed.

12 DRESS

12.1 ALL COMPETITIONS

- 12.1.1 All teams must play in their approved strip, which has been registered with the Scottish Hockey Office. All shirt sponsorships must conform to EHF Statutes and be approved by the Scottish Hockey Board.
- 12.1.2 All players shall wear shirts with numbers in the centre of the back of the shirt. These numbers must correspond to the numbers on the Match Report Form.
- 12.1.3 Where teams have strips of similar colours, the first named team shall change if requested to do so by the Technical Official or by the umpires
- 12.1.4 All players shall wear shin guards while playing.
- 12.1.5 It is recommended that all players wear mouth guards.
- 12.1.6 **All Competitions**

The second named team shall wear red socks or a colour clearly distinguishable from the first named team. The first named team shall wear socks of a colour clearly distinguishable from red.

Women's Competitions

A team may opt for either skirts or shorts as part of their registered strip, but all players must adopt the same style, *i.e.* all must wear skirts or all must wear shorts.

13 DISPUTES, COMPLAINTS AND APPEALS

13.1 ALL COMPETITIONS WHERE A TECHNICAL OFFICIAL IS APPOINTED

- 13.1.1 In the event of any dispute requiring immediate action before, during or after a match, the decision of the Technical Official will be final. Any club wishing to register a complaint must do so in writing to the Technical Official within ten minutes of the conclusion of the match and shall also pay a deposit of £75 to the Technical Officer that is refundable only if the complaint is upheld. Only the Team Manager is entitled to make any such complaint.

General

- 13.1.2 Any complaint must be submitted in writing accompanied by a fee of £75 to the National Administrator within 10 days of the match. A telephone call and an email to the Scottish Hockey Office and to the organiser as soon as possible would help expedite matters but written evidence must follow.
- 13.1.3 Clubs have the right of appeal from a decision of the Competitions Executive as laid down in the Scottish Hockey Ethics Manual.

14 SHIRT ADVERTISING, SPONSORSHIP AND CLUB NAMES

14.1 ALL COMPETITIONS

14.1.1 All shirt advertising and sponsorship shall:

- i) Comply with the current EHF statute (Club teams)
- ii) Be approved by the Board of Scottish Hockey,
- iii) Be accompanied by an agreement signed by both parties for a minimum period of one year
- iv) Exclude the advertising of tobacco products and any other product or service which in the opinion the Board of Scottish Hockey may be offensive or contentious.

14.1.2 Full details of any proposed shirt advertising and sponsorship deal must be submitted by the Club Secretary to the Chief Executive Officer of Scottish Hockey prior to entering into any agreement.

14.1.3 A club may change the name under which it plays only with the prior approval of the Board of Scottish Hockey.

Details of any proposed name change must be submitted by the Club Secretary to the Chief Executive Officer of Scottish Hockey.

14.1.4 A Club which has amended its playing name as a result of a sponsorship agreement during the season shall be required to pay a registration fee to Scottish Hockey, the rate of such fee to be decided by the Board. No fee shall be charged if the name change is made during the close-season.

14.1.5 The foregoing shall apply to both Indoor and Outdoor hockey clubs

15 APPENDIX 1 – REGISTRATIONS & ENTRY PAYMENTS

REGISTRATION PAYMENTS WILL BE PHASED AS FOLLOWS

The first invoice will be issued on 1 September based on registrations for the previous season. Payment will be due by 30 September and will be for 50% of the total Affiliation and registration fees as at the end of the previous season.

Clubs should revise their list of registrations held on the data base, adding, deleting or amending the list, so that Scottish Hockey has an accurate list from the club to enable a second invoice to be sent out on 1 November. This will be deemed to be the club's minimum registration list for the current season. Payment of 50% of the balance after deducting the initial payment due by 30 September will be due by 30 November.

Clubs may subsequently add new registrations to this list held on the data base, but may not remove any member from this list after 30 November, which the club has revised.

The third invoice will be issued on 1 February and will include any new registrations added to the data base after the second stage. Payment of the final balance will be due by 28 February so that all the club's registrations to date will be paid by 28 February.

Additional registrations will then be dealt with on an individual basis, but clubs should be aware of the content of Byelaw 3.1.2.

Competition entry fee payments & payment date details will be confirmed on the competition entry form. Payment of entry fee deposit to be made no later than the date specified on the entry form.

The balance of the competition entry fees must be paid in full by 30th September (the 31st October for university clubs).

Clubs which do not meet the above time scale for payments (registration and entry fees) will be liable to an appropriate fine or other sanctions as defined in Byelaw 4.1.3.

16 APPENDIX 2 – MATCH REPORT FORM

Byelaws 7.1.1 and 9.1.2

A copy of the outdoor Match Report Form can be found on the Scottish Hockey's website link <http://www.scottish-hockey.org.uk/blankforms.aspx>.

17 APPENDIX 3 – MATCH REARRANGEMENTS

Byelaw 10.2.7

A copy of the Match Rearrangement Forms A & B can be found on the Scottish Hockey's website link <http://www.scottish-hockey.org.uk/blankforms.aspx>.

18 APPENDIX 4 – PLAYER TRANSFERS

Byelaw 3.2.1

Copies of the close-season and in-season Transfer Forms can be found on the Scottish Hockey Union website link <http://www.scottish-hockey.org.uk/blankforms.aspx>.

19 APPENDIX 5 - CONDUCT

1. Umpires, or Technical Officials, where appointed, must ensure that the Match Report Form is properly completed before the match starts, noting all players, coach, manager and any other officials associated with the team.
2. Abusive verbal communication and/or signals of any kind by team officials and players on the team bench must not in any way be directed at the Technical Officials, the umpires or the players in the opposing team.
3. Substitute players and team officials will be under the jurisdiction of the umpires.
4. In the event of any misconduct the umpire should warn the players or officials in the first instance. If further action is required players or officials can be suspended from the bench either temporarily or permanently, their team playing with one less player for the duration of the suspension.
5. Details of the incident must then be recorded on the Match Report Form.
 - If the person on the team bench is a player then the card awarded will be referred to the Discipline Committee in the usual manner.
 - If the person on the team bench is a coach, manager or other team official then Scottish Hockey Management will instigate further action. The Scottish Hockey Office (National Administrator) will contact all relevant parties for their reports, which will be referred to the appropriate person/committee for investigation.
 - No further action will be taken against any player removed from the pitch for the period of any such suspension.
6. The Technical Official, or one of the umpires where no Technical Official is appointed, after warning a team manager, or team captain where there is no team manager, of acts of misconduct by a person or persons on that team bench is empowered, should misconduct continue, to order the person or persons involved to leave the match area for the remainder of the match.
7. The Technical Official, if one is appointed, may take further disciplinary action after the match depending on the circumstances.
8. Similar misconduct by any other person known to be associated with one of the participating clubs should also be recorded on the Match Report Forms.
9. The Scottish Hockey Office (National Administrator) will contact all relevant parties for their explanation of any incident, which may subsequently be referred to the investigating person/committee.

20 GUIDANCE NOTES FOR OUTDOOR CONDUCT

It is the responsibility of the Teams and Managers to ensure that good manners and courtesy prevail towards the opposition, umpires and other officials before, during and after the game.

Once the pitch is available, the Technical Delegate shall assume authority for the pitch and its surrounding area.

20.1 MANAGERS, UMPIRES AND TECHNICAL DELEGATE GUIDELINES

- a. Agree the location of managers, coaches, substitutes, and suspended players during their suspension, and from where substitutions WILL take place.

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- b. Satisfy themselves as to the quality and safety of the pitch.
- c. Substitutes should remain in coloured clothing that does not clash with either of the participating teams.
- d. Coaches, managers and substitutes must remain seated in their designed area during the match.
- e. Vocal communication by team officials and players on the bench must not, in any way, be directed at the umpires or players of the opposing team.
- f. Players not taking part in the game, or those in subsequent or previous matches, must not knock up or cool down on or near the pitch whilst a match is in progress.
- g. Post match inquests should be held away from the pitch.
- h. Spectators should be advised, if necessary, of matters relating to their conduct and particularly as far as this affects the game in hand.
- i. Small children should not be allowed to wander freely around the perimeter of the pitch whilst games are in progress. Children should remain under the control of the parent/guardian at all times.
- j. Captains, coaches and managers should be responsible for their own conduct and the conduct of their players AT ALL TIMES.
- k. The Technical Table is for the Technical Delegate, Judges, Umpires and Reserve Umpires use ONLY. All coaches, managers, players, press and spectators are restricted to their allocated areas.
- l. Where the Umpires Appointment Committee has not appointed umpires to specific games the Umpires Manager shall make these appointments. In the absence of an Umpires Manager then the Technical Delegate shall be responsible for these appointments.
- m. Team captains and umpires shall report to the Technical Table 15 minutes before the start of each match. They shall also report at the conclusion of the match to sign the match report.

21 CLEAN AIR ACT

- a. As you are no doubt aware Scottish Hockey promotes itself as a family sport indeed we like to think of ourselves as the sport for all the family. As such we include people of all ages, from 7 to 70, to participate as players, officials, coaches, journalists, supporters, sponsors and spectators. With this as our aim it is essential that we, as a body, present a welcome that encourages people to be involved in a sport that is exhilarating, competitive and entertaining.
- b. It is inevitable in such a colourful, exciting atmosphere that people will feel a range of emotions – joy, elation, anger, disappointment, unfair treatment and even, unfortunately physical hurt. It is vital that these feelings are not expressed in an unacceptable, aggressive or foul-mouthed manner. No doubt on rare occasions, especially when injured, a player will swear and this is understandable.
- c. Unfortunately it has become increasingly the norm for players and others to shout, insult and swear loudly. This is harmful to our image and spoils the enjoyment of many involved. It needs to stop. Scottish Hockey is perfectly aware that foul language is more prevalent in our everyday lives but we are asking all members of Scottish Hockey to be restrained and considerate to others and support our aim to be the family sport.
- d. To this end we are calling on all captains to accept responsibility for players on and off the field prior to and after matches. We are asking all Club Presidents to ensure that your supporters are positive to all others when watching a match and particularly to refrain from insulting and challenging umpires and other players. Enjoy the game but have consideration and respect for those playing and those trying to control and improve the game.

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- e. Umpires; please do not tolerate bad language – an atmosphere of aggressive swearing will not produce the level of play you are trying to promote. Be sympathetic but firm. By using field penalties and cards you have the tools to control poor behaviour – use them! The Scottish Hockey Union has asked Captains to take responsibility for their players and coaches so insist on their co-operation to make the best game possible.