

Bolton Sports Federation
Ladies Hockey League
Rule Book

(updated September 2022)



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SECTION 1

CONSTITUTION (July 1966):

Name: The League shall be called "Bolton Sports Federation Ladies' Hockey League"

Government: The League shall be governed by a Committee elected at the Annual General Meeting (A.G.M.), which shall be held at one-year intervals.

Policy: The policy of the League shall be that agreed upon by representatives at the AGM, and established at Committee meetings.

Objectives: The Committee shall consist of President, Chairman, Vice Chairman, Treasurer, Secretary, Match Secretary, Fixture Secretary, Umpires' Representative (known as 'The Officers'), plus one representative from each team and ex-officio officers of the B.S.F. Executive. The Committee has the power to co-opt.

Election of Officers: Officers shall be elected for a 2 year period at the AGM. In the event of an elected member leaving the Committee, a replacement shall be appointed by the Committee to serve until the next AGM.

Quorum: Five members shall form a quorum for a Committee meeting and three for a sub-committee.

SECTION 2

DUTIES OF THE COMMITTEE - Generally:

Consider all matters referred to it and take proper expedient action.

Be responsible for administration of the league, for confirming to B.S.F. Fundamental Rules and League rules and for submitting an annual report and League account to the A.G.M. together with further information that may be required.

DUTIES OF THE OFFICERS

Duties of the Chairman:

The Chairman shall preside at all AGM's of the League and all meetings of the Committee, with powers to summon special meetings of the Committee, through the Secretary. In the event of equality of votes for or against any matter, the Chairman shall have the casting vote.

Duties of the Vice Chairman:

Shall deputise in the absence of the Chairman. In the absence of both, a Chairman shall be elected from those members present.

Duties of the Secretary:

Shall with the Chairman, be responsible for calling all AGM's for the league and meetings of the Committee, preparing minutes for all meetings and maintaining the records of the League. The Secretary shall submit to the Committee, all matters of league business. Be responsible for all correspondence received and sent.

The Secretary shall be provided with a deputy on request.

Duties of the Treasurer:

Shall collect all members' subscriptions, fees, fines etc., and be responsible for all League moneys.

Shall pay all reasonable expenses incurred by the League.

Shall administer the Players and Umpires Accident Fund.

Shall prepare annually, an income and expenditure account made up to end of June.

Shall submit to the Committee meetings, statements of the League funds.

Duties of the Match Secretary:

To schedule all matches.

To receive the results cards and match reports for local newspapers.

To maintain league tables and report to the Committee.

To report abandoned matches, late starts, late cards and other discrepancies to the Committee.

Duties of the Fixture Secretary:

To schedule all matches, venues, and times prior to the start of the season, in conjunction with the Match Secretary.

Produce a fixture book.

Calculate handicaps.

Arrange cup draws/tournaments.

Re-arrange abandoned matches where necessary.

SECTION 3

STANDING ORDER FOR MEETINGS

- (a) No discussion shall be allowed on the minutes except as to accuracy.
- (b) No resolutions of the Committee shall be rescinded except by a proposal at a subsequent meeting with a two third majority.
- (c) All proposals shall be moved and seconded before being debated.
- (d) The following proposals may be moved and seconded without notice and question put:
 - * To suspend the meeting.
 - * To adjourn the meeting.
 - * To proceed to next business.
 - * That the vote be taken.

Such motions require a two thirds majority.

- (e) Items for inclusion on the agenda for Committee meetings shall be notified to the Secretary 48 hours. prior to the meeting.
- (f) Only urgent items shall be taken at "Any Other Business" at Committee meetings.
- (g) Voting:
 - * Each member and elected officer shall have one vote.
 - * Ex-officio Executive members do not have a vote.
 - * Voting shall be on a show of hands.
 - * At the AGM, each member team shall have one vote.

SECTION 4

CONFIDENTIALITY AGREEMENT

All attendees at meetings must sign the Meeting Attendee Form which states "by signing this document you are agreeing that any information declared or discussed at this meeting remains confidential to those present, unless it has been declared public knowledge or has been agreed to be in the public domain."

SECTION 5

SUBSCRIPTIONS & FINANCE:

The funds of the League shall be controlled by the Committee and shall be deposited in a Bank/Building Society approved by the Committee, in the name of the League. All cheques shall be signed by any two of the Committee signatories.

SECTION 6

MEMBERSHIP

- (a) All applications for League membership shall be subject to acceptance by the Committee.
- (b) A team shall be deemed to be a member of the League upon receipt of all required subscriptions, fees etc. by the League Treasurer.
- (c) Any member team not represented at the A.G.M. will be fined £10.00.

SECTION 7

APPEALS

Members have the right of appeal against the Committee decisions. In the event of the decision being upheld after a personal hearing, members have a further right of appeal to the B.S.F. Executive Committee, if there is evidence that the rules of the Hockey League have been breached.

SECTION 8

HEALTH & SAFETY IMPORTANT NOTICE

Playing hockey can be dangerous. Umpires will do all they can to cut out dangerous play but accidents will happen. The Committee recommends all players wear professionally fitted gum shields. Neither the members of the Committee nor Umpires can be held responsible for any accidents in any match. Players take part in games at their own risk, and sign a disclaimer to that effect on the registration form.

SECTION 9

PLAYERS AND UMPIRES ACCIDENT FUND

1. The object of the fund is to maintain a sum of money which will be devoted to paying a weekly allowance to registered players and umpires who are incapacitated through injury or accident caused whilst participating in a match under the control of this league. The fund will be vested in the Committee who will not be liable for any injuries.
2. A registered player or umpire injured whilst taking part in any match will be paid the sum of £20 per week for a period of 6 weeks, provided that s/he is incapacitated for the whole of that time. Players and umpires must be incapacitated for a whole week before claiming. After the first week, players or umpires commencing work before the completion of a full week shall be paid pro rata for the odd days. Five working days = one week.
3. The Fund will contribute towards dental expenses at the discretion of the Committee.
4. All claims must be lodged in writing with the Accident Fund Secretary within 2 days of the match (Sunday excluded) and a medical certificate must be sent within 7 days of the accident.
5. A player or umpire in receipt of benefit shall not follow any kind of employment or physical activity which would retard recovery. Breach of this rule means forfeiture of benefit.
6. When the recipient commences work after an accident notice must be given to the Secretary the same day of withdrawal from benefit. If having resumed work and being unable to continue an immediate application for benefit must be made and dealt with as the Committee thinks best.
7. Any Club through any circumstances withdrawing or being expelled from the B.S.F. shall forfeit all claims in respect of this fund.
8. Any matter concerning accidents not dealt with here shall be dealt with by the Committee as they think fit and their decision as in all cases is final.
9. Tooth/Accident fund moneys to be kept to a minimum of £500 and the remainder to be accessible to general funds.

SECTION 10

CODE OF CONDUCT

The following is a summary:

Please refer to England Hockey Website for full document.

Code of Conduct Summary

1. BSF Ladies Hockey League expects all individuals and Teams involved in Hockey to participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team mates, officials and spectators at all times in accordance with the EH rules.
2. Under no circumstances should anyone react in a violent manner nor use any form of foul and abusive language, whether it is directed at a match official, opponent, playing colleague, team official or spectator.
3. Individuals signing the Clubs registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the BSF Ladies Hockey Committee.
4. Please ensure you behave in a professional and responsible manner at all times.

SECTION 11

HOCKEY LEAGUE RULES

- 1 The Committee will meet at a venue to be decided by the Committee where all business connected with the League will be transacted. All questions of eligibility, qualification of players, and interpretation of the rules, protests and disputes, shall be referred to this Committee whose decision shall afterwards be subject to the confirmation of the Bolton Sports Federation Executive. Should any member of the said Committee be interested or concerned in any dispute, claim or protest he or she shall not remain in the room whilst such case is being decided.
2. This League shall be subject to the fundamental rules of the Bolton Sports Federation. All current rules as laid down by the Hockey Rules Board will be strictly adhered to. Any point not covered by these rules shall be decided and dealt with by the Committee, and afterwards be subject to the confirmation of the Bolton Sports Federation Executive.
3. The Committee shall have the power to divide the League into sections as and when deemed advisable.
4. The competing teams shall play each other twice, unless amended by the Committee.
5. The points to decide the competition shall be as follows: 3 points for a win, 2 points for a score draw, 1 point for a no score draw.
6. In the event of a tie in points for the championship or relegation between two or more teams the following applies:
 - (a) Goal difference will be taken into account.
 - (b) If still a tie, there will be a play off to decide the finishing league positions with matches going to extra time if needed, then a penalty shootout if there is still a deadlock.
7. The Committee shall have the power to withhold the trophy and mementoes from any Club at their discretion.
8. All matches must be played on the dates arranged unless the Match Secretary has informed teams that the matches have been cancelled.
9. If a team has 7 players, they must play the match. If less than 7 players they should play a friendly and share the pitch fees.

10. Any Club unable to complete a fixture for any reason must:
 - a) Inform their opponents and Umpire.
 - b) Inform the Match Secretary.
 - c) Pay their own and their opponents pitch fees, plus Umpire fees where earned.
11. The defaulting team will forfeit the match to the opposition and will be reported to the Committee who may apply additional sanctions. Note: Any Club desiring an open date must give at least four weeks' notice in writing to the Match Secretary.
12. Should any question arise as to the ground being unfit for play, the decision shall be left to the umpire. If a match is abandoned, it shall be rearranged for a later date.
13. All playing members must be registered on the Collective Registration Form to reach the Match Secretary by the September meeting.
14. Any additional players must be registered with the Match Secretary 24 hours in advance of their first match played. This may be by a telephone call but must be confirmed to the Match Secretary in writing by the following Wednesday after the match.
15. Any player must have played a minimum of 2 matches for that Club to be eligible to play in any Cup Final.
16. Any Club found guilty of playing an ineligible player shall be deemed to have lost any match in which the player took part. The Committee may also impose a fine.
17. Each Club must register its colours at the time of making application for admission to the League. Where two teams having the same colours are in opposition, the first named team shall change colours. If first named does not change, a £5 fine will be imposed.
18. Each team must provide an umpire for all matches. In the event of there being no umpire for the start of the match a player must be dropped from the team to act as umpire for the whole of the match. The Committee will deal severely with any team in breach of this rule.
19. The umpire's fees for all matches shall be decided by the Committee at the commencement of each season.

20. Matches must commence on time. Maximum time = 30 minutes each way. Minimum time = 25 minutes each way. Interval = 5 minutes. Should any team fail to start at the appointed time, they shall be fined £5.00. Umpires and teams must report on the match card, all late starts and state, which team was at fault.
21. If a Goalkeeper is used Goalkeepers must wear the minimum required kit. These are Helmet, Kickers and pads.
22. The fully completed Match Card must reach the Match Secretary by Wednesday's post. The filled in Match Card must be handed to the umpire before the game (this includes Cup Finals) is started and both captains must sign it before it is posted by the first named team. Failure to comply with this rule will result in the imposition of a fine at the discretion of the Committee.
23. In order to ensure that the League is conducted in a sportsmanlike manner, any irregularities on the part of any team/Club, player, official, or supporter should be reported to the Secretary and umpires Representative using the Match day Misconduct Offence Report (MMO) and any relevant information within 3 days of the incident. This does not necessarily mean a protest.
24. The name of any player disciplined or carded by an umpire should be noted on the match card and MMO. If a red or yellow card is received the umpire shall send within 7 days a written report to the Match Secretary. The Committee have the power to impose a fine and or ban.
25. Any team or individual entering into an appeal against any decision must pay a fee of £10.00 refundable on successful appeal. If unsuccessful, all monies will go to the League account. No appeal will be allowed until the fee is paid.
26. In the event of an appeal to the Committee the Club may be represented by ONE additional member to that of the regular Committee.
27. All teams must complete their matches. If teams cannot reach agreement on a date for rearranged matches, the Committee shall decide on a date on which the game must be played. The Committee reserves the right to cancel outstanding matches at the end of the season provided it does not affect the promotion/relegation positions.
29. A fee set by the Committee to be paid by all teams. This covers Competition fee, Accident Fund, Registration fee, Fixture books. Monies are payable at the start of the season, but not later than the October meeting. Failure to pay by that date will incur an additional fee of £10.00. Non-payment of fees by the November meeting will be dealt with by the Committee.
30. Public Liability Insurance - any teams not covered by their own Public Liability Insurance Policies must pay a fee set by the Committee.
31. Any team not represented at the Monthly Committee meetings shall be fined £10.00 per team registered.
32. Players chosen for representative games may be asked to contribute to the expenses of the game for which they are chosen.
33. Any matter not provided for in these rules, or in the Cup Competition rules, shall be dealt with by the Committee as they deem fit.
34. At the end of the season, 12 mementoes will be presented to each winning team and runner up in the League, Cups and Tournaments. The amount allowed for the mementoes will be decided by the Committee. Teams who chose mementoes at a higher cost than the agreed allowance, and teams who require more than 12 mementoes, must pay the additional expenses to the League Treasurer.
37. Clubs with outstanding fines or fees from a previous season will not be accepted into the League until all debts are paid.
38. Any accidents or injuries to be reported on match card.

SECTION 12

CUP COMPETITION SPECIFIC RULES - CUPS

- * Bolton and District Hospital Saturday Challenge Cup
- * Jonathan Taylor Shield - A Section Champions
- * Thomas Nuttall Shield - B Section Champions
- * Steele Cup - A Section Teams
- * Davenport Cup - B Section Teams
- * Cleworth Cup - First round losers in the Steele Cup and all Teams in the Davenport Cup
- * Reynolds Cowell Cup - Mid-Season Handicap
- * L. D. Baker Shield - Best/most sporting/punctual A section side of Season
- * Phyllis Anderton Shield - Best/most sporting/punctual B section side of Season
- * Carol Ainscow Memorial Cups - for both the A and B sections.

CUP COMPETITION SPECIFIC RULES

J.S.Steele Cup / Davenport Cup / Cleworth Cup and Carol Ainscow Memorial Cups

1. Teams playing in league Section 'A' shall play annually for the J. S. Steele Challenge Cup and the Carol Ainscow Memorial Cup (A section). Teams playing in league Section 'B' shall play annually for the Davenport Challenge Cup and the Carol Ainscow Memorial Cup (B section). All Section B teams (and A Section teams knocked out in the first and preliminary rounds of the Steele Cup) shall play annually for the Cleworth Cup.
2. Hockey League rules will apply to cup competitions except as varied by these cup rules.
3. A Club shall not withdraw from any round unless it has obtained the consent of the Committee at least seven days prior to the match. Any Club withdrawing from the semi-final or final ties shall not be eligible to receive mementoes and be liable to a fine at the discretion of the Committee.
4. All cup matches shall be played as and when the Committee decides. Any drawn game must play extra time of 10 minutes each way. Should it be drawn after extra time the best of three penalties will take place (Toss for who goes first). If still no result, then sudden death - a player from each team takes a penalty.
Should one player score and the other miss, the scorer's team will win.
Should both players miss or score the sequence continues with two other players until there is a positive result.

5. The teams shall be drawn in couples. The winning team in the final tie shall be presented with the cup and a set of mementoes.
6. Expenses of all rounds shall be shared by the Clubs.
7. Neutral umpires shall officiate at all Finals and the Semi Finals of the Reynolds Cowell Cup Competition.
8. Umpires for the Cup Finals shall receive a memento instead of remuneration.
9. Players are only eligible to play in a cup final if they have played at least 2 matches for their team during the season.

HOSPITAL CUP AND REYNOLDS-COWELL TOURNAMENT - GENERAL

1. An annual competition shall be held on a date decided by the Committee.
2. Any team unable to enter a tournament must give four weeks' notice. Failure to do so will incur a fine.
3. Any team dropping out of these competitions with less than four weeks' notice will be subject to a fine determined by the Committee.

HOSPITAL CUP - SPECIFIC

1. Teams shall be divided into league sections by the Committee.
2. Each team shall play the others in their section once with three points for a win two points for a score draw and one point for a no score draw. The team with the greatest number of points shall go forward to the knockout stage.
3. In the event of a tie for first place goal difference shall decide; if still a tie then un-scored penalties and short corners in that order shall be used to decide.
4. If still a tie remains a penalty shoot-out will be held (see Cup rules 4)
5. Duration of the matches to be confirmed prior to game. The Final will be 30 minutes each way and if this is drawn then extra time of 10 minutes each way and if still a draw then the best of 3 penalty flicks and then sudden death.

REYNOLDS COWELL TROPHY - SPECIFIC

1. To be played as a handicap throughout the second half of the season.
2. All matches will be 60 minutes.
3. Handicaps will be based on league positions after the first round of matches and will take into account goal difference.
4. Goals scored shall count four points, un-scored penalty stroke three points, if converted a further four points shall be awarded. Short corners two points, a further four points shall be awarded if a goal results from the corner, and long corners one point.
5. In the event of a tie after full time, half the time and half the handicap will be played. If a tie remains, a penalty shoot-out will take place (see cup rule 4).
6. Umpires must not play advantage in the circle.
7. Players must have played at least one match before playing in Reynolds Cowell.
8. Players are only eligible to play in the final if they have played at least 2 matches for their team during the season.