

# SPRINGFIELD HOCKEY ASSOCIATION –PLAYING REGULATIONS

Revised – July 2014

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## **1.0 REGISTRATION**

### **1.1 Payment of Team Fee**

Teams intending to play in the Springfield League (“the league”) must register by paying the team registration fee set at the previous Annual General Meeting. Payment must be made to the Treasurer by the first spring Council meeting of the playing year.

### **1.2 Team Lists**

Each team shall prepare and submit to the league prior to the first league game:

- a) A player list setting out the names of each player (to a maximum of 21 players), and
- b) A membership list setting out the names of all players and associate members (non-playing coaches or umpires who have paid the Field Hockey Ontario associate member fee).

### **1.3 Player List and Fees**

Player lists and registration fees must be received by the league Treasurer and the league Secretary, prior to the first league game. Field Hockey Ontario and Field Hockey Canada registration fees shall be sent directly to FHO by each Springfield team. Those fees must be received by FHO by the deadline set by FHO (usually late May). No player is allowed to play until her registration fee has been paid. Any team playing a non-registered player will automatically forfeit the game in question. [Refer to 4.6(c) ] A player will be considered registered when her registration fee has been paid to her club contact. The club contact will inform the opposing team’s club contact of the payment prior to game time. The league Treasurer must receive this registration fee no later than one week from the date of the club contact receiving the registration fee. It is up to the teams involved to confirm registration.

A player who has registered to play with one team in the league will not be allowed to sign with a different Springfield team during the registration year unless approved by the Executive of the league.

### **1.4 Maximum Number of Players**

The maximum number of registered players per team shall be 21. No substitutions are allowed to any team list after the second week of scheduled play (date to be set by council each year). However, a player who becomes pregnant and is unable to complete the season may be replaced. Further, a player who becomes incapacitated for the remainder of the season may be replaced. A doctor’s certificate may be requested by the President.

### **1.5 Good Faith Bond**

Each team shall pay a “Good Faith” bond of \$100 to the league before playing any league games.

Any team which has lost all of its bond (see below) is immediately suspended for the remainder of the season. A one-time appeal issued in writing with a \$200.00 non-refundable payment submitted along

with the fully replenished bond money by registered courier within 2 business days of notification of suspension to the Springfield President may be made by a team who has been in good standing (no previous suspensions in their registration history, for the past 2 years, with Springfield and full bond money) to allow the team under suspension to continue to play during the season.

All appeals will be heard by an appeal committee selected by the President, Vice President or alternative executive member if deemed necessary (Appeal Chair), if the President's team is involved. The committee shall consist of 3 members within the Springfield membership based upon the names submitted for the appeals committee. The committee will read the appeal and render a decision in a timely manner. The appeals committee members actively working on an appeal will communicate only with the Appeal Chair with all information regarding this process. Final decision of the appeal will be reported to the Appeal Chair.

The Springfield Hockey Association will link to the web page a document to be used for the written submission of the appeal.

If the team incurs another loss of bond money during the same season as an appealed suspension, then the team is immediately suspended and will not play for the remainder of the season.

They have the option to apply to register to play for the following season. Any bond infraction in the new season will result in immediate suspension without appeal (as they no longer are a team in good standing).

For clarification - Bond money is lost due to the following circumstances:

- a) When a game takes place and a team or player is not registered at the time of the game. Registration: Section 1.3
- b) When a team does not have a representative at a council meeting. Registration: Section 1.8
- c) When one team at the field cannot field a team. Game Conduct: Section 3.1
- d) When a team fails to provide an umpire when required to do so. Umpires: Section 6.8

Any team which has lost part or its entire bond shall replenish the bond at the start of the next season before it can play any games. Except in the case of an appeal to a suspension, the bond money must be replenished at the time of the appeal.

Any team leaving the league will be refunded the bond or the part thereof remaining (without interest) at the beginning of the next playing season.

Monies from the bond shall be maintained as separate entries in the Springfield account, and the interest accrued on the account to be used towards expenses for the Ruth Shankland Memorial Tournament. Any bond money lost by a team shall go into the general account as income to Springfield.

## **1.6 NSF Cheque**

There will be a charge of \$30 for any NSF cheque returned to the Treasurer.

## 1.7 Playing Field

Each team will provide a field for home games that complies with the requirements of the International Hockey Federation including size, markings, and goals (boards and nets). Any variation from the requirements must be approved in advance by council.

## 1.8 Council Meetings

Each team will send at least one representative to each meeting of council. Failure to have one representative at any meeting will result in the team losing \$50 from its good faith bond. This one team representative may not be a member of the current executive.

There will be no penalty to any team who has voluntarily withdrawn from the league for not showing up to league meetings for the remainder of the season during which the team was folded.

## 1.9 Withdrawal of Teams Mid-Season

Should a team voluntarily withdraw from league play mid-season the following penalties will be imposed:

If the withdrawal occurs during the 1<sup>st</sup> half of the season, and is the 1<sup>st</sup> withdrawal offense committed by the team, **full team bond will be lost. On the 2<sup>nd</sup> withdrawal offense in the first half of the consecutive season, full team bond will be lost, and the disciplinary committee will consider any further disciplinary action.**

If the withdrawal occurs during the 2<sup>nd</sup> half of the season, and is the 1<sup>st</sup> withdrawal offense committed by the team, **half of the team's bond will be lost. On the 2<sup>nd</sup> withdrawal offense in the 2<sup>nd</sup> half of the consecutive season, half of the team bond will be lost and the disciplinary committee will consider any further disciplinary action.**

Scores from previously played games before the default will stand as is: the remaining scheduled games for the withdrawn team will be defaulted; all teams to still play the withdrawn team on the regular season schedule will receive points for the defaulted games (recorded as a win with a score of 1-0).

Remaining players from the withdrawn team wishing to still play in the Springfield Hockey League will be permitted to play with whichever Springfield team they wish, provided that team accepts those players willingly and has the available space on their team roster.

## 2.0 SCHEDULE

### 2.1 Preliminary Schedule

A preliminary schedule will be drawn up (will include a listing of each team's colours) and will be circulated to registered teams on or before the date of the second council meeting (usually held during the first week of April). Teams will review the schedule and finalize the details of home and away games, exact game dates and starting times, and confirm these with the Match Secretary by the end of

the second council meeting. Any conflicts raised at that meeting shall be resolved before the end of the meeting. The final schedule will be issued to all teams after May 1 by the Match Secretary.

## **2.2 Season**

The season runs from mid-May to mid-July, and may include 2 rain dates for make-up games. League standings will be finalized before the Ruth Shankland Memorial Tournament.

## **2.3 Aim of Scheduling**

In scheduling, the following will be the aim:

- if there are 10 teams or less registered in the Springfield league at the beginning of the regular season, double round robin play will occur
- if there are 11 or more teams registered in the Springfield league at the beginning of the regular season, the league will be split into east and west divisions.

In this case, double round robin play will occur within each division, and there will be single cross-over matches between the divisions

- there will be an equal number of home and away games for all teams, where possible

## **2.4 Report of Postponement**

The home team shall be responsible for rescheduling postponed games [refer to section 4.4] and for notifying the Match Secretary of the postponement. Each team shall immediately advise its slotted umpire of the postponement.

## **3.0 GAME CONDUCT**

### **3.1 Minimum Number of Players**

A minimum of eight (8) players is required to constitute a team on the field. A team not fielding 8 players for the entire game shall forfeit the game [refer to section 4.6] except in the case of a serious injury during the game. In this situation the team shall default the game refer to section 4.5 part c].

### **3.2 Team Uniform**

Each player shall be in dressed shirt and socks of her team (and preferably identical colours), which have been previously agreed by council. A player not conforming to the shirt and socks colour(s) shall not be allowed to play. The umpires' decision on uniform suitability shall be final. In the case of uniform conflict, the home team shall provide and wear markers or shirts and socks (team players must have 2 pairs at all games) of a different, but matching colour. Ball caps and bandanas are permitted, but must be in a color that matches the team uniform, with nothing outrageous or profane printed on them.

### **3.3 Length of Game**

Games shall consist of two (2) 30-minute halves and a five-minute intermission, with the possible exception of:

- (a) any league scheduled tri-tournament games which count towards league standings; **OR**
- (b) any previously postponed games [refer to section 4.4] which are rescheduled on usual league game nights either prior to, or immediately following other regularly scheduled games (i.e., “double headers”).

**In the case of league scheduled tri-tournament games and regular game nights on which any team is required to play more than one game back-to-back, the minimum length of each half, of each scheduled game will be 20 minutes,** subject to agreement by both teams’ captains.

### **3.4 Inclement Weather**

If a game should have to be terminated before half time due to inclement weather, it is then a postponed game [refer to section 4.4]. If weather forces termination at half time or later, the results at the time of termination shall be considered final. A pause of up to 15 minutes (no longer) may be allowed before the umpires decide jointly whether or not to terminate the game.

### **3.5 Umpire Decisions**

The umpires are responsible for the safety of players on the field. Therefore, umpires have the final decision on terminating a game due to inclement weather.

Umpire decisions are not to be disputed during the course of a game.

### **3.6 15 Minute Waiting Period**

A team that is not ready to play within 15 minutes of the scheduled game time (by controlling umpire’s watch) shall forfeit the game. The score will be recorded as for a forfeited game and the team will lose \$50 from its Good Faith Bond [refer to section 4.6].

### **3.7 Official Player List**

Each team must provide one official player list to the umpires and/or opposing captains, if requested to do so, prior to each game. Updates may be phoned, **or emailed**, by the Secretary, to all team contacts.

### **3.8 International Hockey Federation Rules**

International Hockey Federation rules shall be played unless otherwise agreed by team captains and umpires before the game starts.

### **3.9 Recording of Cards**

The name(s) of any player(s) given a temporary suspension (yellow) or game suspension (red) card during the game, the colour of the card, and the reason the card was given shall be recorded on the back of the score card by the controlling umpire. If not reported on time, the team with the carded player will be penalized by a loss of 1 point per day in their league standings, from the time that the game was played until the time that the score was called in. The Match Secretary shall keep a list of carded players

for the season. The Match Secretary will then contact the Umpiring Chairperson of any yellow or red card given during the match within 24 hours of the end of the match.

### **3.10 Score Card**

A score card, provided by the home team, must be legible and signed by both team captains and umpires following each game.

The score card must include date of game, location, names of goal scorers, details of any card given [refer to section 3.9] and, if it was a postponed game, the originally scheduled date as well.

### **3.11 Mouth guards/Shin guards**

All players in the Springfield league must properly wear a mouth guard at all times while on the field, with the exception of the goalkeeper/kicking back, where a mouth guard is strongly recommended. Any player not wearing a mouth guard properly will be removed from the field until they can produce a mouth guard and wear it properly.

Field players are strongly recommended to wear shin guards.

### **3.12 Pinnies for Umpires**

It is the responsibility of each Springfield team to have a set of 2 Springfield umpiring pinnies, which may be purchased from the Umpiring Chairperson and for the home team to have the pinnies available for the umpires to wear.

### **3.13 Captain Responsibilities**

Captains are responsible for the conduct and behavior of all coaches, players and spectators associated with their team. Captains may be penalized at the discretion of the umpire for behavioural misconduct or offenses committed both on and off the field, at any person(s) representing their team.

## **4.0 REPORTING AND RECORDING OF SCORES**

### **4.1 Calling in the Score**

All scores must be called into the Match Secretary within 24 hours of any completed regular season game. This is the responsibility of the winning team. In the event of a tie game, it is the responsibility of the home team.

Failure to phone in the game score within the designated time will result in a 1 point loss per day from the time that the game was played until the time that the score is called in, charged to the responsible team only (ie. the winning team or the home team in the event of a tie).

## 4.2 Submitting Score Card

The score card shall be forwarded by the home team to the Match Secretary at the end of the week in which the game was played.

In the event of a discrepancy between the called-in score and the score card, the score card will be deemed correct.

## 4.3 Points Structure

The point structure shall be applied as follows:

Win - 3 points  
Tie - 2 points  
Loss - 1 point  
Default - 0 points

## 4.4 Postponed Games

A postponed game occurs when:

- a) The controlling umpire has terminated the game before the completion of the 1st half of the game (only due to inclement weather: lightning and tornadoes).
- b) The home team contact determines that its field is not safe for play. The home team contact shall contact visiting team about the postponement immediately upon discovering the condition of the field.
- c) A team contacts the opposing team 48 hours or more before a scheduled game and advises that it cannot field a team; and the game cannot be rescheduled before the Ruth Shankland tournament. Efforts to reschedule the game during regular season play must be demonstrated through the provision of multiple possible dates to replay the match by both teams, to the match secretary via email. Dates must be sent to an appropriate alternate executive member to reschedule the game in the event the match secretary is a member of either team involved.**

Each team shall contact its slotted umpire and inform her/him of the postponement. The home team contact shall inform the Umpire Chairperson and the Match Secretary of the postponement. A postponed game that cannot be rescheduled due to time constraints will be considered a played game with a tied score of 1-1.

## 4.5 Defaulted Games

A defaulted game occurs when:

- a) A team contacts the opposing team 48 hours or more before a scheduled game and advises that it cannot field a team and is therefore defaulting. The game will be recorded as a win with a score of 1-0

for the non-defaulting team and it will be awarded 3 points. The defaulting team will be awarded 1 point.

b) A team contacts the opposing team less than 48 hours before a scheduled game and advises that it cannot field a team and is therefore defaulting. The game will be recorded as a win with a score of 1-0 for the non-defaulting team and it will be awarded 3 points. The defaulting team will be awarded 0 points.

c) a team legitimately starts the game with the minimum or more, required number of players and during the course of the game loses a player or players (due to an injury situation only) that puts the team in a position where they no longer meet the requirements of fielding a team of 8 players for the entire game. If, at the time of injury, the first half has been completed and the non-defaulting team is ahead in the score, the score shall stand, the non-defaulting team will be awarded 3 points and the defaulting team 1 point. If, at the time of injury, the defaulting team is ahead in score, or the first half of the game has not been completed, the game will be recorded as a win with a score of 1-0 for the non-defaulting team and it will be awarded 3 points. The defaulting team will be awarded 1 point

d) an appeal for Loss of Good Faith Bond (Section 1.5) suspension is in progress. The game will be recorded as a win for the non-suspended team with a score of 1-0 and it will be awarded 3 points. The suspended team will be awarded 0 points.

e) a team loses its Good Faith Bond (Section 1.5) and is immediately suspended from playing the remainder of the season. The remainder of their games will be considered defaulted. Each game will be recorded as a win with a score of 1-0 for the non-defaulting team for which it will be awarded 3 points. The defaulting team will be awarded 0 points.

f) a team has voluntarily withdrawn from league play midway through the season. All scores from games played previous to the time at which the team withdraws will stand. All remaining scheduled games against the withdrawn team will be considered defaulted by the withdrawn team, and recorded as a win with a score of 1-0 to the non-defaulting team.

#### **4.6 Forfeited Games**

A forfeited game occurs when:

a) one team at the field cannot field a team except in the case of an injury once the game has started [refer to section 4.5 c].

b) Umpire Section 6.8 applies (a team fails to provide an umpire when required to do so),

c) A game takes place and a team or player is later discovered to have been not registered or been suspended at the time of the game. The non-registered/suspended team or the team fielding the non-registered/suspended player is the forfeiting team.

If a game is forfeited, it is recorded as a 1-0 win for the non-forfeiting team. The forfeiting team receives 0 points and loses \$50 from the Good Faith Bond. The Match Secretary will advise the Treasurer of the loss of the bond money.

## **5.0 COACHES**

### **5.1 Member of Field Hockey Ontario**

Coaches shall be identified on each teams' membership list and shall be members or associate members of Field Hockey Ontario.

### **5.2 National Coaching Certification Program**

It is recommended that each team have an NCCP certified coach on its team membership list.

## **6.0 UMPIRES**

### **6.1 Definition**

Umpires shall be at least trainees. A trainee is defined by the league as someone who has attended an umpiring clinic and written and passed the umpiring exam within the last eighteen (18) months. All other classifications of umpires are as defined by FHO and FHC. All umpires must be members of Field Hockey Ontario. All non-playing umpires who are mobile shall be part of a non-playing umpiring pool and will not be assigned specifically to any one team but will be assigned to teams to ensure even coverage of games as per the playing regulations.

### **6.2 Payment**

#### **Umpires will be paid as follows:**

- Trainee \$25/game**
- Community \$30/game**
- Provincial or higher \$35/game**

A) Fees are to be split evenly between the teams. Each team is responsible for paying half of each umpire's required fee, unless a team is forfeiting under 6.7 for failing to provide an umpire and is required to pay the full fee of the umpire in attendance. It is the responsibility of BOTH teams to ensure that they have the correct change to pay each umpire accordingly.

B) If a team forfeits at the field the slotted umpires will be paid in full, half & half. If the team fails to show up to a game the present team will notify the President and Springfield cheque will be issued. This debt will be paid before the tournament. If the forfeiting team is to supply a playing umpire they do not get paid. A full payment will be made as per 6.7 in the Players Regulations.

C) If the away team forfeits at the field the home team will be reimbursed for the cost of their (home) field up to a maximum of \$50.00 by the Springfield Bond Account.

### **6.3 Two Umpires per Team List**

Playing-umpires and their ratings shall be identified on the team membership list. Each team shall have a minimum of 2 playing-umpires on its membership list. In extenuating circumstances (ie: pregnancy, career move, injury, etc.) where the regulation's not met, the team will have a 2 week grace period in which to set up an umpire clinic. Each team will provide an umpire (playing or non-playing) for a minimum of 6 games. Failure to meet these requirements will result in the immediate suspension of the team from the league. A team joining the league will be phased in over 3 years at having umpire slots covered at these percentages when possible:

1<sup>st</sup> year up to 100%    2<sup>nd</sup> year up to 75%    3<sup>rd</sup> year up to 50%

### **6.4 Assignment of Umpires**

The Umpiring Chairperson will co-ordinate with team representatives to assign non-playing umpires from the non-playing umpiring pool, for their games. Failing the assignment of umpires, teams must provide 1 umpire for each game (as necessary). If a slotted non-playing umpire must travel from one city to another then the teams', whose game is being covered by this umpire, will split the mileage costs. The Springfield League will invoice the teams for the mileage of the non-playing umpires for league games and then Springfield will pay the umpire for mileage. All money is due at the AGM. (The only exception to this is a new team who will have umpires assigned by Springfield, to honour the commitments to a new team as per section 6.3 of the playing regulations, Springfield will cover mileage). Springfield will cover the mileage for any umpires traveling to Umpire at the Ruth Shankland Memorial Tournament.

### **6.5 Unassigned Umpiring Slots**

Once the umpiring schedule has been published, if there is an unassigned umpiring space beside a team name, that team must provide an umpire.

### **6.6 Umpire Fails to Show**

Any team who does not have an umpire scheduled on the published league schedule is responsible for providing an umpire for the game which they are to play.

If there are 2 umpires listed on the published schedule and only 1 umpire arrives, then the umpire who shows up remains assigned to the team that they are assigned to on the schedule. It becomes the responsibility of the other team (the team for which the scheduled umpire does not arrive), to provide an umpire. The only time when this will not be the case is when the team whose assigned umpire does not show up is put in a default situation (not enough players (less than 8) to play a legal game). In this case, the umpire who arrives at the field will go to the team with the less number of players. If both teams are put in a default situation by supplying an umpire, then the umpire will remain with the team to which they were originally assigned.

If neither scheduled umpire arrives then each team shall provide an umpire.

If the home team is able to fill a vacant space on the schedule, a courtesy call should be placed to the visiting team to offer to do so.

## **6.7 Forfeit for Failing to Provide an Umpire**

If a team fails to provide an umpire when required to do so, it forfeits the game [refer to 4.6] and is required to pay the full fee of the scheduled umpire in attendance.

If both teams fail to provide an umpire when required, the game is forfeited with a 0-0 score and 0 points awarded to both teams.

## **6.8 Default for Inability to Provide Umpire**

A club that is unable to fill an unassigned umpire slot on the schedule must give at least 48 hours' notice of default to the opposing team or be subject to a forfeit [refer to 4.6].

## **6.9 Clothing**

It is recommended that umpires wear a Springfield or Field Hockey Canada umpiring shirt or pinnie, or a contrasting colored shirt to both teams and black shorts, pants or kilt.

## **6.10 Player Not to Umpire**

No player is to umpire and play in the same game unless extenuating circumstances dictate that a starting umpire must leave a game before its completion.

## **6.11 Coach and Umpiring**

A coach is allowed to umpire and coach in the same game. A Coach/Umpire shall inform the opposing team prior to the game start that she/he will be coaching her/his own team at half time. A player umpiring her own game is not to fraternize with her own team at half time.

## **7.0 STANDINGS AND AWARDS**

### **7.1 Compilation of Results**

Game results and league standings shall be compiled by the Match Secretary.

### **7.2 Breaking a Tie**

In the case of a tie in league standings, the winner shall be decided as follows:

1. Team with the best win/loss record in games between the tied teams shall be the winner.
2. If still tied, the team scoring the highest number of goals against, in games between the tied teams shall be the winner.
3. If still tied, the team with the lowest number of goals against, in games between the tied teams shall be the winner.
4. If a tie still exists, the total season goal differential for each team involved shall be used to determine the winner.

5. If a tie still exists, a penalty stroke competition [refer to section 7.3] shall be held between the tied teams prior to the start of the Ruth Shankland Memorial Tournament.
6. In the event that three or more teams are tied:
  - a) the winner will be determined by goal differential of the games played between the tied teams.
  - b) If still tied, the winner will be determined by total goal differential of the entire season for each of the tied teams.
  - c) If a tie still exists, a penalty stroke competition [refer to section 7.3] shall be held between the tied teams prior to the start of the Ruth Shankland Memorial Tournament.

### **7.3 Penalty Stroke Competition**

1. Each team will select any 5 players from those listed on the match sheet. These 5 players shall take penalty strokes alternately, the first team to shoot being decided by a coin toss.
2. If the score is still tied, each team will send any 5 players and the process shall be repeated, except that the team that took the first stroke in the initial set shall take the second stroke in this set.
3. If the score is still tied, a “sudden death” system will be used. Each team will alternately send any one player to take a penalty stroke until the tie is broken. The order of stroking will change with each pair of penalty strokes. No player may take a second stroke in this series until all players listed on the match sheet have taken one stroke.

### **7.4 Springfield Stick Trophy**

The Springfield Stick Trophy will be awarded to the team accumulating the highest number of points for league play.

### **7.5 Playoff Tournament**

There shall be a playoff tournament at the end of the regular season play to decide the winner of the league championship trophy. When there are six or more teams in the league, they shall be evenly divided into 2 divisions for playoff competition. The teams accumulating the highest number of points in regular season play shall be in the “A” division and compete for the “A” division trophy. The remaining teams will compete in the “B” division for the “B” division trophy.

When there is an uneven amount of teams in the league, pools will be divided such that Pool A will *always* have the even amount of teams in order to have a playoff game, while Pool B will play a straight round robin tournament. If there is an even amount of teams, both pools A & B will play a round robin, followed by a championship game.

Notwithstanding any of the above, if a team (or teams) cancels out of the playoff tournament leaving unequal numbers in the divisions, then the lowest seeded team from the “A” division shall move to the “B” division, or the highest seeded team from the “B” division shall move to the “A” division in order to equalize the divisions for the playoff competition.

Ties will be broken as in Section 7.2 above.

## **7.6 Trophy Upkeep**

It is the responsibility of the winning team to purchase, engrave and attach the plate to the Springfield trophies. These are the Springfield League trophy, the "A" division playoff trophy and the "B" division playoff trophy. All trophies must be up to date with plaques by the start of the following playing season.

## **7.7 Awards**

Approximately \$200 will be included in the annual league budget to cover the costs of awards and to recognize volunteerism within the league.

## **8.0 APPEAL OF UMPIRE'S DECISION**

### **8.1 Appeals Committee**

An Appeals Committee shall be established prior to the beginning of the playing season. The committee shall consist of a chairperson who shall be appointed by the Executive from the Executive members, and one representative from each team chosen by each team.

### **8.2 Verbal Indication**

Verbal indication of the intention to appeal an umpire's decision made during a game must be given to the opposing team captain(s) and umpires within 15 minutes of the completion of the game. The subject of the appeal is to be recorded on the score card in the presence of the team captains and umpires.

### **8.3 Written Appeal and Payment of Fee**

To appeal a game decision, a team must submit its appeal in writing to the President within 48 hours of the completion of the game, accompanied by a \$20.00 fee payable to the Association. Appeals submitted by mail must be postmarked within 48 hours.

### **8.4 President to Forward to Chairperson**

The President will pass the appeal on to the committee chairperson.

### **8.5 Chairperson to Notify Committee Members**

The chairperson shall notify all committee members of the receipt of the appeal. No committee member may discuss any aspect of the appeal with any players or representatives of any team until the committee decision has been made public. The chairperson will randomly choose three committee members from non-involved teams to evaluate the appeal. Should the chairperson's team be involved in the appeal, the President shall appoint another Executive member to chair the committee for the hearing of that particular appeal.

## **8.6 Evaluation of Appeal**

An appeal will be evaluated by the chairperson and the three members chosen under section 8.5. One of these shall serve as recording secretary.

## **8.7 Decision and Notification**

A committee decision shall be reached by the Committee within seven days of receipt of the appeal. The parties involved shall be notified by the chairperson of the decision as follows:

- a) phone call within 48 hrs of the decision, and
- b) the decision with written reasons by mail or e-mail sent within 7 days of the decision.

## **8.8 Refund of Fee**

The appeal fee will be refunded if the appeal is successful.

## **9.0 PLAYER, COACH AND UMPIRE DISCIPLINE**

### **9.1 Discipline Committee**

A Discipline Committee shall be established as a Springfield Committee at the beginning of each season. The Discipline Committee must have a minimum of one member from each team registered in the league. One member of the Committee will be appointed chairperson.

### **9.2 Report of Discipline Incident**

Anyone wishing to complain about an incident involving discipline must complain to the Springfield President in writing postmarked within 48 hours of the incident. A complaint may be filed by any of the following:

- a) the officiating umpires
- b) the involved clubs through their club contact or captain(s),
- c) Springfield Executive, or
- d) Field Hockey Ontario President or Executive member.

The President shall immediately forward the complaint to the chairperson of the Discipline Committee. Upon receipt of the complaint a Hearing Committee shall be formed.

### **9.3 Formation of Hearing Committee**

The chairperson of the Discipline Committee shall form a Hearing Committee upon receipt of a discipline complaint by randomly choosing three Discipline Committee members from non-involved teams. In the instance where the chairperson's club is involved in the matter to be heard, a designate from a club not involved in the matter will choose the members. The Hearing Committee shall consist of 3 neutral members, i.e. no member from any club involved in the complaint and excluding the chairperson. One member of the Hearing Committee shall act as the recording secretary.

The Hearing Committee must consider the complaint within two weeks of receipt. Its written findings shall be sent to the Springfield Executive, the complainant, the parties involved, the club contacts and, if deemed appropriate by the Hearing Committee, Field Hockey Ontario.

#### **9.4 Hearing Committee Procedures**

The parties to the hearing (the complainant and the subject of the complaint) must be given one week's notice of the date, time and place of the discipline hearing together with a copy of the complaint. The hearing may proceed in the absence of either party.

The complainant or her/his representative shall attend the hearing and may put forth a case by:

- questioning the person who is the subject of the complaint;
- calling witnesses to the incident;
- questioning any witnesses called by the subject of the complaint; and
- speaking on her/his own behalf.

The subject of the complaint or her/his representative may attend the hearing and may put forth her/his case by:

- questioning the complainant;
- calling witnesses to the incident;
- questioning any witnesses called by the complainant; and
- speaking on her/his own behalf.

The members of the Hearing Committee may ask questions as they feel necessary.

#### **9.5 Notification of Decision**

The members of the Hearing Committee shall consider the information and provide a written decision to the Discipline Committee within 48 hours of the conclusion of the hearing. The Discipline Committee shall notify the parties to the discipline hearing of the Hearing Committee's decision within 48 hours of receiving the decision and inform the parties of the right to appeal.

#### **9.6 Notification of Appeal**

The club or subject of the discipline may appeal a decision in writing postmarked within seven days of the mailing date of the Disciplinary Committee's notification.

### **10.0 DISCIPLINE APPEAL**

#### **10.1 Request for Leave to Appeal**

Any party wishing to appeal the decision of the Hearing Committee shall submit to the Chairperson of the Discipline Committee, postmarked within 5 business days of the mailing of the decision;

- i) a written request for leave to appeal;
- ii) reasons for the appeal; and
- iii) a non-refundable fee of \$25.00

## **10.2 Leave to Appeal**

Leave to appeal will be granted by the Chairperson of the Discipline Committee only if there was no basis in fact for the decision of the Hearing Committee or there was an unreasonable interpretation of a rule.

## **10.3 Formation of Discipline Appeal Committee**

If leave is granted, a Discipline Appeal Committee shall be formed within 48 hours of the granting of leave. The chairperson of the Discipline Committee shall form the Committee by randomly choosing three committee members from non-involved teams to evaluate the appeal. Should the chairperson's team be involved in the appeal, the President shall appoint another Executive member to form that committee and chair the committee for the hearing of that particular appeal. The Discipline Appeal Committee shall consist of 3 neutral members, i.e. no members from any club involved in the report, nor members who sat on the Hearing Committee. One member of the Discipline Appeal Committee shall act as recording secretary.

## **10.4 Discipline Appeal Process**

The Discipline Appeal Committee is not bound by any decisions of the Hearing Committee. The parties shall be given one week's notice of the date, time and place of the hearing. The appeal will not be a re-hearing, i.e. witnesses, questioning etc. The Committee will hear only submissions regarding the issues upon which leave was given.

## **10.5 Notification of Decision**

The members of the Discipline Appeal Committee shall consider the submissions and provide a written decision to the chairperson of the Discipline Committee within 48 hours of the conclusion of the hearing.

The chairperson of the Discipline Committee shall notify the parties to the appeal of the Discipline Appeal Committee's decision within 48 hours of receiving the decision.

## **11.0 DISCIPLINE PENALTIES**

### **11.1 Two Yellow Cards**

Any player receiving two yellow cards within four weeks shall automatically be suspended for the next Springfield game played by her team.

### **11.2 Red Cards**

Any player receiving one red card shall automatically be suspended for the next Springfield game played by her team.

Any player receiving a second red card in a season shall automatically be suspended for the following two Springfield games and her team forfeits three points from its league standings.

Any player receiving a third red card in a season shall automatically be suspended for the season and her team forfeits six points from their league standings.

### **11.3 Hearing Committee and Discipline Appeal Committee**

The committees have the power to impose a suspension or to expel an individual from the league.

### **11.4 Suspensions**

A suspension from playing includes all Springfield games whether league or any tournament play and will carry over to the following season if necessary.

A suspension is effective:

- a) if automatic, from the date of the infraction;
- b) if the result of a decision by a Hearing Committee, the date which is eight days after the Hearing Committee has notified the offending player of its decision, if no request for leave to appeal has been submitted; or
- c) if the result of a decision by the Discipline Appeal Committee, the date of the decision.