

# England Ice Hockey Recreational Section Rules & Procedures Handbook

**Document Name: RP1**  
**Revision No. : 4.0**  
**Effective Date : 13/09/2025**  
**Supersedes No. : 3.xx**

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12<sup>th</sup> Sept 2025

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## **INTRODUCTION**

These Rules & Procedures are designed to outline the basic requirements for a Recreational team affiliated to the England Ice Hockey. The information contained in the Rules & Procedures are not exhaustive and some graphic representations may change; but the basic information will remain unchanged, unless revised.

The Rules & Procedures will contain information under the following sections:

- 1. General Team Requirements**
- 2. Player Registration Strategy**
- 3. Game Day Requirements**
- 4. Cups, Tournaments, International Travel & Charity Games**
- 5. Netminders & Special Circumstances**
- 6. Discipline**

**User Guides are also available on the Rec Website**

**EIH Rec Section Website - Login**

**EIH Rec Section Website - Game Booking**

**EIH Rec Section Game Sheets**

### **EIH Recreational Section - Mission Statement**

- **The Section is committed to developing Ice Hockey as a leisure activity.**
- **Membership is open to all without regard to playing ability, nationality, age\* or gender.**
- **Games are played within a safe and controlled environment, without the constraints of either Season, or League structure.**
- **The Section is Administered to cater for the needs of its member clubs, as a hobby level sport for all within the guidelines of the EIH, Ice Hockey UK and the IIHF**

\* Between 18 and 85 years of age, due to insurance restrictions

**Teams or individuals who Ignore or Abuse these rules,  
will be subjected to a fine or Suspension from the Section**

## **1 General Team Requirements**

Minimum requirements for running a Rec team;

- To supply the Section with up to two contacts, who will be the point of call for all communications (email & MailChimp) These contacts have full access to the Rec Website to administer Games and Player Rosters. Some teams also have Committees to share work i.e. a treasurer, socials organiser etc. These types of position are in-house to that club only and will have no access to the site or direct communication with the Section.
- Set up a Club Bank account so that all club financial transactions i.e. Player Subs, Ice Fees etc can be run through it. This is to enable full traceability and protection against allegations of fraud or theft by club officials. Where possible, the account should be used for club financial transaction (Referee payment is exempt)
- A written and signed Club Constitution or Code of Conduct. This should be approved by the Manager and Game Coordinator and any Committee members the club has and signed and agreed to by all players and anyone holding a role within the club. These documents form the basis for expectations on behaviour, club property, and requirements of paying fees on time etc. It can include whatever your team feels is important to the club; and compliance with it, acts as a foundation for internal club disciplinary issues. Combined with the traceability provided with the bank account, they can also support in money disputes.

**IMPORTANT NOTE: Codes Of Conduct/Constitution for Teams will be Mandatory from the start of the 2026/27 Season and will be needed to be uploaded upon season start.**

### **Manager Role Outline**

These ultimately hold the overall responsibility for all team affairs, EIH Affiliation, money, discipline, compliance with this Handbook etc; as well as being the liaison between the Club, its Players and the Rec Section/EIH

As Managers officially hold the Team Affiliation to the EIH; should this contact change, a new Affiliation must be submitted in the new Managers Name.

Managers have full access to the EIH Rec Section Website and as such, can perform the Game Coordinators role also.

### **Game Co-ordinator (GC) Role Outline**

Their primary role is to Organise Games by liaising with other teams GC; and for home games, logging the fixture on the website via the procedure in the user guide and supplying their Teams Roster and game paperwork.

These roles have the same access to the Rec Website, so therefore can perform either role if required.

### **Changing Team Contacts:**

This requires the [Rec Section New Team Contact/ Contact Change eForm](#) to be completed. If a contact is only changing temporarily, this procedure must still be followed; and again, if changing the contact back after this temporary period. For the Manager a new Affiliation has also to be completed. The out-going contact will be deleted from the Database and will no longer have access to the site.

**Due to Data Protection requirements with respect to the information stored on the site; the 'passing over', 'sharing', lending or publication of Login Information is STRICTLY Forbidden, and Persons found doing so will be removed from their position.**

As a reminder and to ensure we have up to date information, some info will be requested by the Section from Team Contacts at the start of each season. This will be done via an eForm found in the Season Start email, which is sent after our Rec Section Members Meeting in September. This gives Team Contacts an opportunity to check contact details and re-affirm their acceptance of the Handbook

### **General Insurance Information**

Rec Registration including Insurance, runs from 1<sup>st</sup> October to 30<sup>th</sup> September each year.

This is a fixed 12-month period; there for all insurance and registrations are renewable on the 1<sup>st</sup> October each year. This is NOT a rolling 12 months from the date of registration

E.g. players' registered in June will need to re-register on 1st October, after only 3 months.

Insurance Documents and policy details are held in the Governance Section of the EIH website

Should a claim need to be made or a claim is likely, complete the [Rec Section Player Injury Report eForm](#) on the EIH Website, as soon as possible; extra detail can be added later but logging the incident quickly is important

Whilst our accident insurance cover applies world-wide on approval by the EIH for ice hockey involvement, THIS IS NOT holiday travel insurance or a medical policy; and travel must be approved in advance, cover cannot be approved retrospectively

Rec registered players may train if asked with League clubs, under their Rec Registration

League players that are 18 or over may train with Rec Section clubs, throughout the season; this includes Aug and Sept which is after their season ends. This covers them until they re-sign to league (from July) or move over to Rec on the 1st October

The EIH Rec. Sections Insurance covers players from 18 up to 85 years of age.

The membership minimum age is 18 years, for the following reasons:

- To avoid taking what are potential Junior players from the EIH Development Pathway
- To avoid the stringent implications of the Children and Young Person Act 1989
- Avoid the need for Registered Coaches to be present at Training or Games

## **The Rec Section Website**

The Rec Section has its own website which can be found at [www.eiharec.co.uk](http://www.eiharec.co.uk) The site has both a Public and Password protected areas for affiliated team use.

The public section of the site is for reference; for new players looking for a team in their area and players/visitors who wish to see who is playing games, in the Authorised Games section. There is information about starting a New Rec. Team, Committee Contact info, Rink info, current Cup and Tournament Information and past Game Scores. It also shows which teams are currently affiliated to the Section and how to contact them.

The purpose of the passworded area of the site is for Club Administration. It offers administration of Players and organisation of games within the Rec. Section. Also links to Meeting Minutes and eForms

Usernames & Passwords for the site will be individually allocated to the two contacts upon completing the relevant [New Team](#) or [New Contact/Contact Change eForms](#))

It is a mandatory requirement that these login details are not sent to, lent, published, or shared in any way, for any reason. Failure to comply with this requirement, will lead to removal of access and therefore an inability to perform the assigned role. With this in mind, e-mail addresses provided cannot be to a group or be accessed by multiple people; they must be distinct for each contact and be to one single person.

## **2 PLAYER REGISTRATION STRATEGY**

### **Player information will be held on the website site for;**

The duration of the players registration,  
or  
A maximum of 3 Years after the last registration, before deletion

If a player does not re-register within a 3 year period their profile will be deleted and the full documentation will be required upon registering

The Sections has their own Registrations Administrator, who works mainly Monday – Friday, please bear this in mind when chasing registrations for the weekend or if submitted with less than 5 days having passed.

Normally registration processing breaks will be well notified in advance i.e. Christmas/New Year, but some personal situations do not allow for this, please also bear this in mind.

### **'Trial' or Temporary Training Insurance**

- 2.1 This is available via the [Player Trial eForm](#), which when completed temporarily ensures the player to train with the selected Team, this eForm is available on the Rec Website.
- 2.2 This trial lasts for 28 consecutive days.
- 2.3 Players may use a maximum of 2 trial forms in any one season. These can be concurrent, or one after the other and allows for two teams to be assessed before joining.

- 2.4 A player cannot train with any other team, only the one indicated on the eForm
- 2.5 A player may trial with up to two teams, but cannot submit multiple forms for just one team
- 2.6 After this the player must either stop, or fully register with the Section
- 2.7 An email will be sent to the Player, Club Manager(s) and Rec Section; stating the players details and Team the trial is attached to. It will also include the start and end dates of the trial
- 2.8 A 'Trial' player cannot ice in any EIH Sanctioned Game under Temporary Training only Insurance
- 2.9 If the player is already registered with another Rec Team, the Trial form is not required once the registration status has been verified

### **Player Registration**

- 2.10 Players register themselves, by completing the electronic [Player Registration Application eForm](#) for that Season and making payment. The link to the form is provided by their team Manager and they will need a Password to open it, specific to that season
- 2.11 The players details are then submitted and are electronically sent to the player themselves, the selected team's Manager, and the Rec Registrations Secretary
- 2.12 Once Managers receive a copy of the Registration confirmation for that player by email; if they do not wish this to proceed, they must contact Rec Registrations within 7 days of the transaction. It can then be dealt with appropriately. If outside 7 days, or after an end of Month, then a refund to the player is not an option.
- 2.13 Possible reasons for rejection:
  - i. Wrong Team has been Selected
  - ii. The team is not taking new players
  - iii. Previously been ejected from the Team
- 2.14 In order to fully register players, a maximum of five working days (Mon-Fri) is required; which starts from the receipt of all information required.  
  
NOTE: Please do not tell players they can play/train if this time scale is not possible.
- 2.15 The Rec Registrations Secretary will check the data and if all is ok; the player is then added to the Player List for that team on the Rec Web Site.
- 2.16 The players in the Player List are categorised by colour, the below clarifies the meaning
  - i. Players listed in Grey are Lapsed; they cannot train or play in Games.
  - ii. Players listed in Yellow are Pending; they cannot train or play in Games.
  - iii. Players listed in Green are Fully Registered and can train and play in Games as they will appear on the Printed Player Roster that is supplied at games.

Note: Players listed in Yellow are awaiting missing information, ID or Photo etc

Note: Players listed in Green may train with EIH League or any Rec. clubs with advanced permission of the Coach or Manager of the team whose training they are to attend. Proof of Registration may be requested.

### **Multi Team Registration**

- 2.17 Players may register with more than one Rec. Section Club, with the maximum number being three
- 2.18 These must follow a similar registration procedure to above but will use the [Rec Registration Upgrade eForm](#), which allows a reduced 2nd Team payment to be made
- 2.19 The players details are then submitted and are electronically sent to the player themselves, the selected team's Manager, and the Rec Registrations Secretary
- 2.20 The Rec Registrations Secretary will then check that a 1st Team Registration is in place. If it is not, this secondary registration cannot be completed; and will be held until a first team is put through. This situation will be communicated to the team Manager.

NOTE: The Cost for Multi Registration will vary from year to year. Up-to-date figures are quoted on the Rec Website.

### **Players wishing to play for an EIH Rec. Team but are already registered with the BUIHA (British Universities Ice Hockey Association)**

- 2.21 These will follow a similar registration procedure, by using the [Rec Registration Upgrades eForm](#), supplied by the Team Manager. This eForm allows a reduced 2nd Team payment to be made
- 2.22 Details of their BUIHA registration will be checked by the EIH Rec Registrations Administrator before the registration can be fully processed, please allow 5 Working days
- 2.23 This then counts as a Second or Third team Registration under the EIH Rec. Sections registration policy and the reduced fee therefore applied

### **Players wishing to transfer from a League team,**

- 2.24 These must be released from League AND register with the EIH Rec. Section by the 31st January
- 2.25 Players must use the [Player Transfer/Release eForm](#), which automatically routes via email to gain Release and Acceptance from the relevant team Managers
- 2.26 Then they will follow a similar registration procedure, by using the [Rec Registration Upgrades eForm](#), supplied by the Team Manager. This eForm allows a reduced 2nd Team payment to be made
- 2.27 Once registered as a Rec. player, they are no longer permitted to play in League games.

- 2.28 This counts as a Second or Third team Registration under the EIH Rec. Sections registration policy and the reduced fee therefore applies

### **Female Players Registered with a Womens League team WNIHL (1 or 2)**

- 2.29 These must follow a similar Registration Procedure by using the [Rec Registration Upgrades eForm](#), supplied by the Team Manager. This eForm allows a reduced 2nd Team payment to be made
- 2.30 This registration counts as a Second or Third Team registration under the EIH Rec. Sections Registration Policy and the reduced fee therefore applies

### **Players wishing to play for an EIH Rec. Team but are already registered with the SRIHC (Scottish Rec.)**

- 2.31 Must register fully with the EIH Rec. Section to enable them to appear on the roster of an EIH Rec Team by using the [Player Registration Application eForm](#)
- 2.32 This does not count as a Second or Third team Registration under the EIH Rec. Sections registration policy, the full fee will apply.
- 2.33 They may train under their Scottish Registration, but permission must be sought through EIH Rec Admin.

### **A licensed Coach or Referee who wishes to play for a Rec Club**

- 2.34 Must register as a player with that team and hold a valid Rec. players registration with their name included on the team's roster.
- 2.35 **Coaches** will need to complete the [Players Registration Upgrade eForm](#), supplying ID, and Photo if required as well as quoting the valid Coaches License
- 2.36 A coaching qualification is only valid when the holder is in possession of a valid coaching licence issued by the EIH Education Program. The holder of a coaching certificate who is not in possession of a valid EIH coaching licence and wishes to play for a Rec. club, should be treated as a normal player application.
- 2.37 **Referees** will need to complete the [Player Registration Application eForm](#) supplying ID, and Photo if required

### **Players transferring between Rec. Section clubs**

- 2.38 Players must use the [Player Transfer/Release eForm](#), which automatically routes via email to gain Release and Acceptance from the relevant team Managers
- 2.39 This process ensures that all monies are settled, and any property owned by the original club is returned before release.

- 2.40 Each player is entitled to one free transfer per season. Subsequent transfers are £10 each. This does not include a Release to league, which is free

***Only players who appear on the PRINTED Roster, may take part in games.***

Completing the eForm and making payment is not sufficient to Train or Play; doing so would leave the player uninsured and possibly affect the status of other players.

- 2.41 Unregistered players not covered under a Trial form are not covered to Train or Play Games
- 2.42 Illegal Players in games are defined as;
- 2.42.1 A player not Listed on the Teams Roster
  - 2.42.2 A player that is currently Suspended (Suspended Players can not appear on the Bench at Games)
  - 2.42.3 A player listed under a name that is not their own
  - 2.42.4 A 'try-out' player who is not fully Registered or Insured
  - 2.42.5 A currently registered League player
  - 2.42.6 A player registered with another Rec. Team, and not on the named Teams Roster
  - 2.42.7 A Loan Netminder without correct Permissions (See Section 5. Netminders)

**Fines for Icing Illegal Players**

- 2.43 Teams found to be 'icing' an Illegal Player will be subject to a £50 fine, for the first offence
- 2.44 Should a team 'ice' a second Illegal player, in the same season or the same game, the fine will double to £100 for that player
- 2.45 Should a team 'ice' an illegal player again within the same season or the same game, the fine will again double for this, and again for each subsequent offence.

**Re-Registering Currently Registered Players at the start of a new season**

- 2.46 There is a re-registration window that opens before the new Season starts. This is normally during September each year, but the actual date can vary depending upon the Sections Members Meeting dates
- 2.47 This early re-registration window is only applicable to players currently registered with your team
- 2.48 The player completes the registration via the relevant eForm ([Player Registration Application](#) and/or the [Rec Registration Upgrades eForm](#))
- 2.49 Players wishing to return after a gap that are not currently registered, will be processed from the 1st Oct.
- 2.50 New players to your team, are processed from the 1st Oct

### **3. GAME BOOKING & GAME DAY REQUIREMENTS**

#### **Game Definition**

A game is defined by considering the elements that make up a game. The first and most obvious is that there are two distinct teams involved, as defined by rosters and uniform. Also, elements like running the clock to show time, periods, score, penalties etc also add to the definition. A form of official calling offsides etc, and stoppages of play may also be included. If multiple of these criteria are present, then it is defined as a game and not a scrimmage.

A scrimmage is a tool used in training to simulate a game situation. The clock is not required as time is not a factor, and the players are predominately from the same team. Some guests are allowed, but they should not form a team or 'side' against the players that are from the same team. Stoppages may be made to explain situations or to coach players on position etc. Score, points and penalties etc are not recorded.

#### **3.1. Game Request Procedure**

##### **3.1.1. Teams**

- 3.1.1.1. Section member teams may play against any of the affiliated teams with valid registration/insurance, with 6 or more players listed, appearing in the Registered Team Directory.
- 3.1.1.2. Non EIH touring teams may also be played, with prior approval from the Rec. Section & EIH. This is done via the [Non EIH Team Permission eForm](#) available on the Rec Website. This is in addition to the [Tournament Request eForm](#) which is also required for Tournaments. This Approval must be sought a minimum of four weeks in advance
- 3.1.1.3. The directory on the website is kept up to date from the registration data from the Registrations Administrator.
- 3.1.1.4. Teams are placed on this directory once they Affiliate to the section. Teams may be in the process of registering players if they are new, or it's the start of the season. Entry into Cups, Tournaments or single games will not be approved if a team has less than 6 registered players
- 3.1.1.5. Teams will be removed from this list if they fail to re-affiliate in good time for a new season, until such time that they re-register/insure for the new season. They will then be re-submitted on to the site.
- 3.1.1.6. Should a team have their affiliation suspended or revoked for any reason, they will be removed from the directory and any pre-booked games will be cancelled.

##### **3.1.2. Arrangement**

For insurance to be valid for any game, the EIH Rec Section must first approve the fixture, and then allocate Officials. This will be achieved by the Home team logging the Game via the Club

Administration Section on the website. This fixture will then progress through a system of approvals and referee allocation.

Playing a Game (or Tournament) without logging it via the Website, is by default unapproved and will result in a fine for both Teams involved, if they are both Affiliated Rec Section Teams. If an Affiliated Rec Section team is found to have played in an unapproved game (Or Tournament) against an un-affiliated team, the Affiliated team will be fined.

Other sanctions may also be applied for multiple occurrences. Playing un-authorized games is a gross breach of this handbook and may result in the team Contacts being removed from their positions, and/or the whole team being expelled from the section. In this case they may not reform and re-enter the section under the same team name, and no monies paid to the Rec Section or EIH will be refundable. The Manager & Game Coordinator will not be allowed to hold these positions again.

- 3.1.2.1. Arrange and confirm ice time with Rink.
- 3.1.2.2. Select possible opponent from Rec. Section Directory. If the potential opponent is a non-UK touring team, first get permission to offer/accept the fixture from the Rec. Section & EIH see Section 4.4
- 3.1.2.3. Approach team to offer the game (via phone or e-mail etc.)
- 3.1.2.4. When the other team has confirmed, log the game on the website, per the User Guide
- 3.1.2.5. For games booked in advance, we recommend you contact the travelling team a few days before the game to check they are still planning to travel.

*E-Mails will be sent to both teams confirming the game has been logged (Step 1) and is awaiting approval. A Reference number is given, and this is to be used in all communications about this fixture.*

- 3.1.2.6. When approval has been granted, the details will be sent to the Referee Coordinator for the allocation of officials.

*E-Mails will be sent confirming the game has been Approved. (Step 2)*

3.1.2.7. Officials are then Allocated by the EIH Referee Allocators.  
*Notification will then be e-mailed to both teams confirming the fixture has been authorised and officials assigned. (Step 3)*

- 3.1.2.8. If any of the details of the fixture change after the game is logged, such as face off time or cancellation, contact the Rec Section **Fixtures Administrator** and **Away Team** as soon as possible.

- 3.1.2.9. Cancellation or Changes can be made to a fixture by the Rec Section Fixtures Administrator, so contact them to make changes or to Cancel.  
*An E-mail notification will be sent to all parties confirming the changes/Cancellation*

3.1.2.10. It is also good practice to contact the opposing team a day or so before the fixture, to ensure nothing has altered the plans last minute; this may save wasted time and possible cost if the Away Team should forget the fixture.

### 3.1.3. **Players**

3.1.3.1. Only fully registered/insured players appearing on the On-line roster documentation presented on the day of the game, may take part in any EIH Rec Section approved game, any other player is classed as an Illegal Player

3.1.3.2. No 'guest' players allowed from but not limited to

- i. Other Rec. teams unless approved by the Section Committee (see section on Netminders)
- ii. Players from any League teams.
- iii. Uninsured/unregistered 'new' or 'trial' players.
- iv. Coaches holding only a Coaches Licence
- v. Referees holding only an Officials License

### 3.1.4. **Officials**

3.1.4.1. Referees/linesmen are to be allocated by the EIH Official Co-ordinator. Referees are not to be approached by teams individually to officiate games. They must be allocated by their co-ordinator. Otherwise, both the teams and the Game Officials insurance will not be valid, as the game itself is not properly approved. Teams found to be playing games under these circumstances will face a fine and possible suspension from the Rec. Section.

3.1.4.2. Should officials be unavailable, it is recommended that both teams Captains should referee the Game. Or with the agreement of both teams; a selected player or players from both or either team, that are due to play. They must be chosen from the list of players available on the rosters provided.

3.1.4.3. At no time should Players from another Rec. Team or League, Coaches or unallocated Officials be used to officiate games

3.1.4.4. Game Officials should be paid in Cash before the 3rd Period, or directly after the game if agreed with the officials. Costs for Officials is a capped Maximum, as stated on the Rec Website. This should be treated as an expected cost.

3.1.4.5. Should costs be over the capped amount without Tolls or Parking, or there is a concern over performance, you can query it by emailing [john.freeman@eiharec.co.uk](mailto:john.freeman@eiharec.co.uk)

### 3.1.5. **Game Day Procedure**

#### **Home Team:**

- i. Check & Print the Roster Document & Loan Netminder Permission, if applicable - Rosters should not be printed more than three days before the fixture, to allow for Suspensions and new Registrations
- ii. From the Home teams Roster fill in Game Sheet with players to be participating, get Coach or Manager to sign the Sheet.
- iii. Get the Away team players printed Roster copied onto Game Sheet; get their Coach or Manager to sign the Sheet.
- iv. Should a Roster for the Home or Away team not be made available, a 5 Minute penalty shall be applied to that Team at the start of the Game.
- v. Play game
- vi. Get officials to sign the Game Sheet – Queries regarding PIM or Points should be dealt with at this time with the referee, changes should not be made without the Game Officials permission
- vii. Details of the game's penalties may be e-mailed to the EIH Rec. Section before the next game played by either of the teams. This is to ensure suspensions are adhered to in "back-to-back" game situations.
- viii. Upload the Game Sheet, Loan Netminder Permission (if applicable) and both Rosters electronically, by uploading all documents to the [Game Sheet Submission eForm](#) available via the Rec website; within 3 days of the game.
- ix. Failure to submit a Game Sheet within three days of the fixture will;
  - a. In the first instance, trigger a warning
  - b. Upon a second occurrence a £5 Fine will be issued, and the Game Sheet is still required
  - c. For each subsequent occurrence the fine will double
  - d. Repeated failure may result in a suspension of the offending team until the sheet(s) have arrived.
  - e. In the case of a lost or permanently unavailable Game Sheet, the fine is £20 per instance

### **Away Team:**

- i. Check & Print Online Roster Document & Loan Netminder Permission, if applicable - Rosters should not be printed more than three days before the fixture, to allow for Suspensions and Registrations. Failure to supply a Roster will result in a 5 Minute penalty being applied at the start of the Game
- ii. Leave in plenty of time to arrive at venue 45-60 minutes prior to agreed Face-Off time
- iii. Deposit Roster paperwork, with players shirt numbers added; with the Home teams Time Keeper/Scorer.

- iv. Coach or Manager to sign Game Sheet
- v. Play Game
- vi. Game sheet will be emailed to the Away Team as part of the eForm system submission.

### **3.2. Cancelling Games**

- 3.2.1. For the Cancellation of games, an email should be sent to the Rec. Section Fixtures Administrator Linda Matthews (linda.matthews@eiharec.co.uk) with as much notice as possible; to ensure the game is cancelled on the site and all parties inc. Refs are contacted.
- 3.2.2. Late notice cancellations can be notified by text or by phone and backed up with an email. This email will act as the official time of Cancellation in case of a claim
- 3.2.3. Out of pocket costs for Ice and Officials fees can be sought if a game is cancelled by the Home or Away team under the following Guidelines:
  - i. One month prior to game - no charge
  - ii. Between one month and seven days before fixture, and the Home team cannot find another opponent - 50% of provable costs for unused ice and 100% Officials travel only, with receipt of payment
  - iii. Between seven days and 24hrs prior to the fixture - 75% of provable costs for unused ice and 100% of Officials travel only, with receipt of payment
  - iv. On the day of the Arranged Fixture - 100% of provable costs for unused ice and 100% Officials travel only, with receipt of payment
  - v. All claims should be dealt with through the Rec. Section by email to john.freeman@eiharec.co.uk
- 3.2.4. Claims must be made in Writing to the Rec Section within 7 days of the cancelled fixture

## **4. CUPS, TOURNAMENTS & INTERNATIONAL & CHARITY EVENTS**

Teams may organise Cups and Tournaments as below, but a League is not permitted in Rec due to IIHF Rules. Therefore all our competitions are Cups or Tournaments and these can be the same in principle, with multiple groups with a round robin stage and playoff if you wish. We will need comprehensive rules for both to be submitted on the relevant request form, and a schedule of the games for Tournaments.

### **4.1. Cups**

- 4.1.1. These events may only be organised by Affiliated EIH Teams and persons with full access to the rules and requirements of the Rec. Section and the EIH

- 4.1.2. Cups must be Approved by the EIH Rec. Section a minimum of three weeks prior to their commencement and must be Approved each year, regardless of any change. Please allow this time when submitting.
- 4.1.3. To have a Cup approved, a Cup request must be completed via the [Cup Request eForm](#) link available on the Rec. website.
- 4.1.4. Cups can only involve EIH Rec., SRIHC or BUIHA Registered Teams
- 4.1.5. Approved Cups will be displayed on the Competitions Page of the Web Site
- 4.1.6. Games booked as part of a Cup competition once approved, must be logged using the '*Cup Name*' picked from the dropdown menu in the Game Type field of the Game Logging Screen
- 4.1.7. Cups must have certain mandatory Rules included before they can be approved, these are;
  - 4.1.7.1. Players can only play for one Team within a Cup
  - 4.1.7.2. Players Suspended in Cup Game must serve the whole suspension in subsequent Cup Games. Games played in between will count toward the suspension with regard the EIH, but not the Cup in which the suspension was earned.
  - 4.1.7.3. Players must have played in a minimum of one 'round robin' game to be eligible for Playoff Games, if Playoffs are applicable. (This can be a % of the total round robin games, but a minimum of one)
  - 4.1.7.4. A Cut off date for players to register to be eligible to play in Cup games, nominally the end of Jan, but this can be another date.
  - 4.1.7.5. Suspended players are not eligible for Cup Games until cleared by the Rec Section and the Cup Director
  - 4.1.7.6. A set of criteria must be supplied to separate teams on equal points at the end of a round robin style cup, this must be of multiple levels, Points, wins, PIM etc
  - 4.1.7.7. If penalty shots are to be used at any point to decide a game, the format must be detailed. I.e. how many rounds, who the penalty shots are taken by after an initial round, and if sudden death etc

## 4.2. Tournaments

- 4.2.1. These events may only be organised by Affiliated EIH Teams and persons with full access to the rules and requirements of the Rec. Section and the EIH
- 4.2.2. Tournaments must be Approved by the EIH Rec. Section a minimum of three weeks prior to their commencement and must be Approved each year, regardless of any changes. Please allow this time when submitting.
- 4.2.3. To have a Tournament approved, a [Tournament Request eForm](#) is required to be completed via the link available on the Rec. Website.

- 4.2.4. Tournaments can only involve EIH Rec., SRIHC or BUIHA Registered Teams unless the International Fixtures Section 4.4 is followed and approval from the EIH is gained. This will take longer to Approve, see EIH Procedure for details.
- 4.2.5. Approved Tournaments will be displayed on the Competitions Page of the Web Site
- 4.2.6. Tournaments must have certain Rules included before they can be approved, these are;
- 4.2.6.1. Players can only play for one Team within a Tournament
  - 4.2.6.2. Suspended players are not eligible for Tournaments
  - 4.2.6.3. A Cut off date for players to register to be eligible to play in the Tournament. This should be no less than 2 weeks before the event, to allow for registration to be processed and to supply the roster for the tournament to the organiser
  - 4.2.6.4. Players must play in the first day of a Tournament to be eligible to play on the second day (where the tournament is a 2-day event)
  - 4.2.6.5. A set of criteria must be supplied to separate teams on equal points at the end of a round robin style cup, this must be of multiple levels, Points, wins, PIM etc
  - 4.2.6.6. If penalty shots are to be used at any point to decide a game, the format must be detailed. I.e. how many rounds, who the penalty shots are taken by after an initial round, and if sudden death etc
- 4.2.7. The event must be booked using the '*Tournament Name*' once approved, picked from the drop-down menu in the Game Type field of the Game Logging Screen

### 4.3. Charity Events

- 4.3.1. These events may only be organised by Affiliated EIH Teams and persons with full access to the rules and requirements of the Rec. Section and the EIH
- 4.3.2. Teams may only take part in a maximum number of three charity events per season due to increased Administration required.
- 4.3.3. To have a Charity event approved, a [Charity Event Request eForm](#) must be completed; this is via a link available from the Rec. Website
- 4.3.4. Charity events can only involve EIH, SRIHC or BUIHA Registered Teams, League teams are not permitted
- 4.3.5. If a Game is to be classed as a Charity Game, the fixture must have a nominated Charitable Beneficiary and detailed method of raising the donation. E.g. Ticket Sales
- 4.3.6. Player permissions – Some latitude is available for a limited number of players from other EIH Sections (18 and over only). Should special dispensations be required; these must be submitted to the Rec. Section for approval a minimum of 3 weeks before the event and are applicable as below.

- 4.3.6.1. Should League players be required for a Charity Game, permission must be gained from the League Directors as well as the Rec. Section.

NOTE. This request must be forwarded to the Rec. Section as part of the event request form and must state the Players Names, League, and Team to which they are registered

- 4.3.6.2. Permission is also required for SIHA League/SIRHC Rec. Players, from the relevant Committee.

NOTE. This request must be forwarded to the Rec. Section as part of the event request form and must state the Players Name, License Number, and the Team to which they are Registered

- 4.3.6.3. Permission is also required for BUIHA Players, from the BUIHA Committee, the players Name, License Number and Team are required

NOTE. This request must be forwarded to the Rec. Section as part of the event request form and must state the Players Names and Team to which they are registered

- 4.3.7. Suspended players are not eligible for Charity Games. But can count as one game towards their suspension

- 4.3.8. The same rules apply for Charity Cups and Charity Tournaments as detailed above in 4.1 and 4.2 Respectively

#### **4.4. International Fixtures**

- 4.4.1. These events may only be organised by Affiliated EIH Teams and persons with full access to the rules and requirements of the Rec. Section and the EIH

- 4.4.2. Teams must gain permission from the EIH and Rec. Section to host a team from outside of England/Wales, prior to booking the Game/Tournament, using the link to be found on the Rec. website at least four weeks before the event

- 4.4.3. Teams/Players must gain permission to travel and play in Tournaments or Games outside of England & Wales from the Rec Section and EIH. This is done using the [International Tournament Application eForm](#) to be found on the Rec website, at least four weeks before the event. Without this permission your insurance will not be valid to play outside of England/Wales

- 4.4.4. Suspended players are not eligible for international events.

### **5. NETMINDERS & SPECIAL CIRCUMSTANCES**

#### **5.1. Loan Netminders in Rec. Section Games**

- 5.1.1. Where due to injury or sudden unavailability, a Rec. team is without a net minder; an application can be made to use a net minder from another affiliated Rec team. This is done via the [Rec Section Loan Netminder Request eForm](#) available on the Rec Website

- 5.1.2. A Loan Netminder cannot be used, if a Netminder registered with that team is present and icing in the game.

- 5.1.3. An application covers ONE game only.
- 5.1.4. An e-mail containing permission will be sent to the team using the Loan Netminder, and their opposition. This email must be taken to the Game as it becomes part of the borrowing Teams Roster for that Game.
- 5.1.5. Failure to gain the correct permissions to use a Loan Netminder will earn the Team a Fine for Icing an Illegal Player.

## 5.2. Loan Netminders for League Games

- 5.2.1. A Rec. Netminder may, with prior approval of the Rec. Section and the Permission of the League in question; play in a maximum of three games for a league team without affecting their Rec. Registration status.
- 5.2.2. Each approval counts for ONE game only.
- 5.2.3. The Rec. Netminder is deemed to be a 'back-up' and may not 'start' in any games, when a League registered Netminder is present.
- 5.2.4. Only when game time is allocated to the Rec. Netminders name on the game sheet, is it regarded that they played in that game. Having time logged on more than three game sheets will result in their Rec Registration being withdrawn.
- 5.2.5. Warmups do not count toward the three game total
- 5.2.6. A copy of the game sheet for games where approval has been granted, is forwarded to the Rec. Section, by the league; even in the event of the Rec. Netminder not totalling any playing minutes.
- 5.2.7. At no time may a Rec. Netminder be pressurised into agreeing to play for any League team.

## 6. DISCIPLINE

### 6.1. Suspensions

It is our collective duty, to safeguard the safety and enjoyment of everyone participating in ice hockey. Taking measures to reduce risks in the sport is crucial – not only to enhance the overall experience, but also to provide reassurance to all participants

We urge all players, coaches, and team officials; to understand the importance of accountability. Respect for the game – and for each other – is essential. We must all play our part in maintaining a safe environment where the game can be enjoyed, without fear of serious injury.

The section will continue to use Suspensions as the means to curb, control and stamp out malicious, dirty, and unsportsmanlike actions.

- 6.1.1. The Rec. Section will, upon review of the game sheet and Official Reports; assess Suspensions in accordance with the Rec Sections Discipline Review Strategy (outlined in Appendix 2), and where applicable issue Supplementary Discipline

- 6.1.2. The Team Management is responsible for imposing and monitoring all suspensions in line with the notification they receive by email. If you are not sure what it means, please check.
- 6.1.3. A team found to be icing a suspended player, will face a fine and a possible Team Wide suspension from the Rec. Section. The player may also receive additional supplementary discipline. The Game will not count toward the suspension and for time-based Suspensions, the clock will restart.
- 6.1.4. Teams may impose additional penalties under their own 'in-house' team Code of Conduct if they feel it appropriate.
- 6.1.5. On the Website in the Player List for each team, suspended players will be highlighted in RED.
- 6.1.6. Suspended Players will not print out on the Roster.
- 6.1.7. A suspension of any type will be applicable to all teams the player is registered with when the suspension is applied.
- 6.1.8. Games for all teams that a player is suspended with, can be used to clear a suspension. Unless it was earned in a Cup game, then only games from that Cup will count. Another cups games, tournaments or Challenge games will not count, for that Cup but will count toward clearing the suspension for Challenge games etc
- NOTE: This may mean that more games are sat in total, than were actually applied.
- 6.1.9. At the end of the suspension the teams Manager is to contact the EIH and confirm that the player has completed his suspension within its terms, and request the reinstatement of the Player, this is done using the [Player Reinstatement Request eForm](#) available on the Rec Website
- 6.1.10. Using the Games Sheets that have been supplied the Suspension will be verified as completed, the Player will then be reinstated, with their profile again showing in Green
- 6.1.11. Players must be fully Registered with a team, in order that games played can be counted toward any outstanding Suspension.
- 6.1.12. Players cannot register with another team while suspended. These will be processed once the suspension is cleared
- 6.1.13. Tournaments regardless of duration, count as one event toward an outstanding Suspension i.e. 1 Tournament = 1 Game of a suspension

## 6.2. Appeals Process

- 6.2.1. A suspension must be appealed by the team within 7 days of the suspension notification. Personal appeals by a player without the support of their team will not be heard.

- 6.2.2. An [Appeal Request eForm](#) must be completed and a fee of £150 must be paid to instigate an appeal; this then allows the Match Reports and the breakdown of review to be shared with the appealing team, supporting evidence supplied to the EIH from the team, and a date/venue set for the hearing.
- 6.2.3. A game-based Suspension of 4 or more games for a single offence may be appealed, as it is over the standard minimum, on the basis that supporting evidence is supplied.
- NOTE: This does not apply to Injury or Abuse upgrades, as they are classed as separate incidents
- 6.2.4. Level 2 & 3 Suspensions can be appealed, on the basis that supporting evidence is supplied
- 6.2.5. Supporting evidence for appeals must be in the form of clear video footage of the incident, with at least 20 seconds of footage of play before the event occurred. Personal character statements cannot be used as the basis for appealing the subsequent suspension for a Penalty given in a game. Other types of discipline issue appeals, may accept character statements as evidence if relevant to the discipline awarded.
- 6.2.6. If an Appeal Request does not comply with the above criteria, it will be rejected, and the fee returned
- 6.2.7. If the request is successful, the Appeal will be heard by 3 Members of the Rec Committee. Also present will be Tony Wood as the Head of Rec Discipline, with the player and their Team Manager.
- 6.2.8. An appeal if successful may result in a part of the suspension being lifted/reduced or if unsuccessful increased or other elements added i.e. Fines

## **7. PAYMENT OF FINES ISSUED TO TEAMS/CLUBS/INDIVIDUALS**

- 7.1.1. Fines for Teams, can be paid to the Rec Section account with the reference of 'Fine' Account Details: Lloyds TSB, Sort Code 30.96.12 Account No. 00163602
- 7.1.2. Fines must be paid from a club named account for financial auditing purposes
- 7.1.3. Money from Fines and Appeal Fees are donated to the nominated charity for that Season
- 7.1.4. Fines are awarded for various reasons, not limited to the examples below;
- i. Late/Missing Game Sheets as set out in 3.1.5 ix.
  - ii. Illegal Players as set out in 2.43
  - iii. Taking part in unapproved games
  - iv. As part of Supplementary Discipline

## **APPENDIX 1: PLAYER CATEGORIES**

Teams can categorise their members, using the following criteria.

**Cat A** - Any UK Born Player who has had No Ice Hockey Experience or has only ever played at the Rec Level

**Cat B** - Any UK Born Player who has had any Junior League Training/Experience

**Cat C** - Any UK Born Player who has had Any Adult League Training/Experience

**Cat Z** - Any Player receiving League Training/Experience as a Junior, as a citizen of a country other than the UK

**Cat ZZ** - Any Player receiving League Training/Experience as an Adult, as a citizen of a country other than the UK

NOTE: Always use the Highest applicable Category

I.e. if a player has had Junior and Adult League Experience use Cat C.

Or if a player is a not a UK citizen and has not had any Junior or League training/experience at any level, then they will be a Cat A player.

The reason for this, is to show all players on a team by category; and to enable opponents to judge the potential strength of the team they are facing in advance. This should help clubs play games that will challenge both Teams, thus heightening the enjoyment of the sport.

## **APPENDIX 2: DISCIPLINE**

Suspensions under Supplementary Discipline are to be awarded following a Discipline Review process. This process will grade in most cases 1 – 5, an incident against various criteria as applicable listed below;

- Act (Accidental to Deliberate)
- Force Used (Glancing to Excessive)
- Equipment/Action (i.e. with a blocker or stick, slash etc)
- Point of Contact/Injury
- Orientation, When it Occurred (i.e. From behind, after the whistle)
- Abuse type (Verbal, Racial, Physical)
- any Mitigation

A review will be completed on;

- Misconduct
- Game
- 5+Game Penalties

with specific focus on, but not excluding other actions;

- Abuse Of Official
- Fighting
- Boarding/X-Check from Behind
- Stick Offences
- Illegal Hits to the Head
- Anything that causes Injury, and/or is high danger or reprehensible

The score an incident receives post review will then define the Level of suspension applied.

There are three Levels of applying supplementary discipline within Rec, they are;

**L1 - Games (issued as a number of games to be missed, generally with a minimum of three)**

L2 - Time Based (issued as a period of time, where a player may not play games, although training is allowed)

L3 - Full Licence (issued as a period of time, where a player may not play games or train)

### Examples

1. A Fighting penalty will attract a 3 Game minimum suspension via Supplementary Discipline
2. Fighting causing a minor blood injury, will have an additional 3 Game Suspension applied on top of the initial suspension as Example 1
3. A Slash to the head, will most likely be a L2 moving to a L3 if it causes an injury
4. Physical Abuse of Official will be L3

At the discretion of the Discipline Review, an option for up to 50% of a L2 Time Based Suspension to be suspended for 12mths; may be applied for first time offenders. Part of the suspension will then be Suspended for 12mths after the fulfilled part and will be added to any discipline applied event within that 12mth period.

Persistent offenders will be referred to the Section Management Committee for their further consideration.

This is not exhaustive information; it only covers the basis of the review of incidents and the Suspensions quoted in examples are only for guidance. Many factors will determine the length of suspension; and may be adjusted at the discretion of the Section. In general, these are the minimum starting point

## **APPENDIX 3: EIH REC SECTION FORMS & USER GUIDES**

- Rec Section Charity Event Request Form
- Rec Section Cup Request Form
- Rec Section Tournament Request Form
- Rec Section Game Sheet Submission Form
- Rec Section Loan Netminder Request Form
- Rec Section New Team Contact/Contact Change Form
- Rec Section Injury Report Form
- Rec Section Player Reinstatement Request
- Rec Section Player Transfer Release Form
- Rec Section Appeal Request Form
- Rec Section Non EIH Team Permission Request Form  
Available from Rec Website in Club Admin Area
- Rec Section New Team Application  
Form available on the Rec Website public Menu used for new Teams
- Rec Section New Season – Manager

- **Rec Section New Season – Game Coordinator**  
Sent out by email as part of a new Season paperwork
- **EIH Rec Section Player Registration Application Form xx/yy**
- **EIH Rec Section Player Registration Upgrades xx/yy**  
Sent out in email as part of new season paperwork
  
- **EIH Rec Website - Log-In User Guide**
- **EIH Rec Website - Game Booking User Guide**
- **EIH Rec Game Sheet User Guide**  
Available from the Rec Website public Menu

#### **APPENDIX 4: REC. COMMITTEE MEMBERS & ROLES**

- **John Freeman** – Section Chair
  - Referees Liaison – Refereeing queries
  - Complaints & Concerns etc.
  
- **Linda Matthews** – Fixtures Administrator
  - All Changes and corrections to Fixture details inc Cancellations, amendments etc.
  - Rec. Section Tournaments Administration
  - Section Members Meeting Administration
  
- **Tony Wood** – Section Website & Discipline
  - Head of Section Discipline
  - Website Admin updates – Team Info, Contacts, Logos
  - Message Board & Communications
  - Loan Netminder Permissions
  - Liaison for Charity events
  - EIH/IHUK Liaison for International events.
  - SRIHC & BUIHA Liaison
  
- **Andy Crichton-Smith**
  - Game Sheet Administration
  
- **Mike Forbes**
  - Tournament Liaison – Authorisation etc
  
- **Darren Allott**
  - Section Treasurer
  
- **Julian Wu**
  - Cup Liaison – Authorisation etc

