

# **English Ice Hockey Association** **Recreational Section** **Rules & Procedures Handbook**

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## **INTRODUCTION**

These Rules & Procedures are designed to outline the basic requirements for a Recreational team affiliated to the EIHA. 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 summaries:

To explain the rules and procedures of the Recreation Section with regard to;

- 1. Registration Strategy**
- 2. Website Access & Data Protection**
- 3. Game Booking and Game Day Requirements**
- 4. Cups, Tournaments, International & Charity Games and Events**
- 5. Coaches and Referees**
- 6. Insurance**
- 7. Netminders & Special Circumstances**
- 8. Discipline**
- 9. Child Protection - Children and Young Persons Act 1989**

### **EIHA 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, within the Guidelines of the EIHA, Ice Hockey UK and the IIHF**

\* Between 16 and 75 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 REGISTRATION STRATEGY**

### **1.1 Rec Section Registration Period/Season**

- 1.1.7 Registration and Insurance period runs from 1<sup>st</sup> October to 30<sup>th</sup> September each year.
- 1.1.1 This is a fixed 12-month period; therefore all insurance and registrations are renewable on the 1<sup>st</sup> October each year.
- 1.1.2 This is NOT 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.*

### **1.2 Insurance Age Criterion**

- 1.2.1 The EIHA Rec. Sections Insurance covers players from 16 - 75 years of age.
- 1.2.2 The recommended membership minimum age is 18 years, for the following reasons:
  - 1.2.2.1 To avoid taking what are potential junior players
  - 1.2.2.2 To avoid the stringent implications of the **Children and Young Person Act 1989**
  - 1.2.2.3 If all Players are 18 or over, there is no Mandatory requirement to have any Registered Coaches; although a Level 1 is recommended
- 1.2.3 Teams may offer membership to persons between 16 and 18 years of age, with the following conditions;
  - 1.2.3.1 Clubs must comply fully and at all times with the **Children and Young Person Act 1989**
  - 1.2.3.2 Clubs must comply fully and at all times with the most current version of the EIHA's Child Protection requirements.
  - 1.2.3.3 You must obtain permission from the Rec Section Chairman.

### **1.3 Trial Registration Period**

- 1.3.1 An electronic eForm can be completed, which temporarily insures the player to train with the selected Team, this is available on the Rec Website as Player Trial Form
- 1.3.2 This trial lasts for 28 consecutive days.
- 1.3.3 After this the player must either stop, or fully register with the Section
- 1.3.4 An email will be sent to the Player, Club Manager and Rec Section; stating the players details and Team the trial is attached to and the start and end dates of the trial
- 1.3.5 A Trial player cannot Play in any EIHA Sanctioned Game
- 1.3.6 A Trial form is not required for training, if the player is already registered elsewhere within the EIHA; this can be done on an individual agreement basis with the Team Manager once the registration status has been verified.

### **1.4 Player Registration**

- 1.4.1 Players register themselves, by completing the electronic registration form for that Season and making payment. This is covered in a separate User Guide
- 1.4.2 Managers receive a copy of the Registration confirmation for that player by email, once the player submits it. If they do not know the player/don't wish this to proceed; they must contact Rec Registrations within 14 days of the transaction. It can then be dealt with appropriately. If outside 14 days, or across a change of month, then a refund is not an option.

- 1.4.3 A recent colour Passport 'style' image of the player must also be uploaded and submitted with the eForm. This is the type or style of photo used for a Passport. A passport style photo must be;
  - 1.4.3.1 Clear, in focus
  - 1.4.3.2 Of only the applicant, clothed and looking straight forward, against a light neutral background.
  - 1.4.3.3 Mouth should be closed with neutral expression. Not laughing or smiling etc
  - 1.4.3.4 No hats are to be worn; clothing or hair must not cover any part of the face or eyes.
  - 1.4.3.5 No sunglasses.
  - 1.4.3.6 Photos should show the head and shoulders taking up 70% of the photo.
- 1.4.4 An official form of ID of the player must also be attached and submitted with the eForm. These can be official government issued scans or photos of either;
  - 1.4.4.1 Birth Certificate,
  - 1.4.4.2 Passport,
  - 1.4.4.3 Photo Driving Licence,
- 1.5 The details are then submitted and are electronically sent to the player themselves, the selected team's Manager and the Rec Registrations Secretary
- 1.6 In order to fully register players, a maximum of five working days is required; from receipt of all information required.

Please do not tell players they can play/train, if this time scale is not possible.
- 1.7 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. They will then be listed in Green and will appear on the Online Roster when Printed.
  - 1.7.1 *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
  - 1.7.2 Players listed in Yellow are awaiting missing information, ID or Photo etc
  - 1.7.3 Players listed in Green may train with EIHA League or 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.
- 1.8 Players wishing to play for an EIHA Rec. Team but are already registered with the BUIHA (British Universities Ice Hockey Assc.)
  - 1.10.1 These must follow a similar Registration Procedure as in Section 1.4 Full Player Registration but must use a different eForm, (Rec Registration Changes) this is explained in the user guide. This eForm allows a reduced 2<sup>nd</sup> Team payment to be made
  - 1.10.2 Details of their BUIHA registration must be checked by the EIHA Rec Registrations Administrator before the registration can be fully processed
  - 1.10.3 This then counts as a Second or Third team Registration under the EIHA Rec. Sections registration policy and the reduced fee therefore applies
- 1.9 Players wishing to transfer from a League team, must be released from League and register with the EIHA Rec. Section by the 31<sup>st</sup> January

- 1.9.1 Players must use The Player Transfer Agreement form (PTA 1.0) or eForm equivalent
  - 1.9.2 They must then follow a similar Registration Procedure as in Section 1.4 Full Player Registration but must use a different eForm, (Rec Registration Changes) this is explained in the user guide. This eForm allows a reduced 2<sup>nd</sup> Team payment to be made
  - 1.9.3 Once registered as a Rec. player, they are no longer permitted to play in League games.
  - 1.9.4 This counts as a Second or Third team Registration under the EIHA Rec. Sections registration policy and the reduced fee therefore applies
- 1.10 **Female Players Registered with a Ladies League team**
- 1.10.1 These must follow a similar Registration Procedure as in Section 1.4 Full Player Registration but must use a different eForm, (Rec Registration Changes) this is explained in the user guide. This eForm allows a reduced 2<sup>nd</sup> Team payment to be made
  - 1.10.2 This registration counts as a Second or Third Team registration under the EIHA Rec. Sections Registration Policy and the reduced fee therefore applies
- 1.11 Players wishing to play for an EIHA Rec. Team but are already registered with the SRIHC (Scottish Rec.)
- 1.11.1 Must register fully with the EIHA Rec. Section in order to enable them to appear on the roster of an EIHA Team by using the Registration procedure in Section 1.4 above
  - 1.11.2 This does not count as a Second or Third team Registration under the EIHA Rec. Sections registration policy, the full fee will apply.
- 1.12 Players transferring between Rec. Section clubs must use the PTA 1.0 Form or equivalent eForm
- 1.12.1 This process ensures that all monies are settled, and any property owned by the original club is returned before release.
  - 1.12.2 Each player is entitled to one free transfer per season.
- 1.13 Only players who appear on the PRINTED Roster, may take part in games.
- 1.13.1 Completing the eForm and making payment is not sufficient to Train or Play.
  - 1.13.2 Illegal Players are defined as;
    - 1.13.2.1 A player not Listed on the Teams Roster
    - 1.13.2.2 A player that is currently Suspended (Suspended Players can not appear on the Bench at Games)
    - 1.13.2.3 A player listed under a name that is not their own
    - 1.13.2.4 A 'try-out' player who is not fully Registered or Insured
    - 1.13.2.5 A League Registered player
    - 1.13.2.6 A player registered with another Rec. Team and not on the named Teams Roster
    - 1.13.2.7 A Loan Netminder without correct Permissions (See Section 7. Netminders)
  - 1.13.3 Teams found to be 'icing' an Illegal Player(s) will be subject to a £50 fine per player, for the first offence
  - 1.13.4 Should a team 'ice' a second Illegal player(s), in the same season, the fine will double to £100 per player
  - 1.13.5 Should a team 'ice' an illegal player(s) again within the same season the fine will again double for this and each subsequent offence.

**NOTE:** The Cost for Registration will vary from year to year, and up-to-date figures are quoted on the Rec. website.

### 1.14 **Multiple Team Registration**

1.14.2 Players may register with more than one Rec. Section Club, with the maximum number being three.

**1.14.3** These must follow a similar Registration Procedure as in Section 1.4 Full Player Registration but must use a different eForm, (Rec Registration Changes) this is explained in the user guide. This eForm allows a reduced 2<sup>nd</sup> Team payment to be made

1.14.4 Managers receive a copy of the Registration confirmation for that player by email, once the player submits it. If they do not know the player/don't wish this to proceed; they must contact Rec Registrations within 14 days of the transaction. It can then be dealt with appropriately. If outside 14 days, then a refund is not an option.

1.14.5 In order to fully register players, a maximum of five working days is required; from receipt of all information required.

Do not tell players they can play/train, if this time scale is not possible

1.14.6 Once fully processed and showing in Green on the Player List and on the printed Roster, the player may then ice at games for each team under the following restrictions;

- i. They are not presently suspended by the EIHA.
- ii. The Clubs are in possession of an up to date printed Roster which includes the player.
- iii. Players may only ice for one team in any Cup or Tournament competition

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

### 1.15 **Re-Registering Existing Players**

1.15.2 There is a re-registration window that opens before the new Season starts. This is normally during September each year, but can vary depending upon the Sections Members Meeting dates

1.15.3 This early re-registration window is only applicable to players currently registered with your team, no new players to your Roster

1.15.4 The player completes the registration process in 1.4 as normal, or using the Rec Registration Changes eForm if applicable

1.15.5 Players wishing to return after a gap that are not currently registered, will be processed from the 1<sup>st</sup> Oct.

## **2. WEBSITE ACCESS & DATA PROTECTION**

The Rec Section website can be found at [www.eiharec.co.uk](http://www.eiharec.co.uk) The purpose of the site; is for the administration of Players and organisation of games within the Rec. Section. It also shows which teams are affiliated to the EIHA and how to contact them.

The site has both a Public and Password protected area, for affiliated team use. Each team will have a contact(s) with allocated Username and Password, to gain access to the site. This will normally be the Manager and or Game Co-ordinator; and they will be able to find forms/links to eForms, the Handbook and arrange games through the site. There are also alerts posted to a

Message Board on the website for these contacts, when important information is needed to be passed on, i.e. rule changes, Tournament dates, Meeting info etc.

As most communication is sent by email to the Contact listed for each team; should any of the clubs contacts change, the new details will need to be sent to the Web Site Administrator for updating This part of the site is vital for communications and is in the best interest of all to keep it up to date.

2.1. To change information for contacts:

2.1.1. Requires the eForm 'Rec Section New Team Contact or Contact Change From' to be completed.

2.1.2. If a contact is only changing temporarily, this procedure must still be followed.

2.1.3. Changing the contact back after this temporary period still requires this form to be completed and if the Manager a new Affiliation to be completed. These are stored by the EIHA and it is the most recent one completed that is active.

2.1.4. The out-going contact will be deleted from the Data Base and will no longer have access to the site.

2.2. Due to our 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 doing so will be removed from their position.

2.2.1. Player information will be held on the site for;

2.2.2. The duration of the players registration,  
or

2.2.3. A maximum of 3 Years after the last registration before deletion

2.3. An EIHA Approved GDPR/GDP course must also be taken by all Team Contacts, this will periodically need to be refreshed. Links for this within the EIHA Education program will be available on the EIHA website

2.4. Affiliation to the EIHA must also be completed, the Manager is the usual signatory for the Affiliation. This is done online and the link for this is on the Rec Website

2.5. If the Manager is replaced, a new Affiliation must be completed

2.6. 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 by an eForm found on the Rec Website; Season Start – Manager and Season Start - Game Coordinator this will give them opportunity to re-affirm their acceptance of the Handbook etc.

NOTE: 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 also information about starting a New Rec. Team, Cup and Tournament Information, past Rec. Fest Tournament Results and Meeting minutes

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

3.1. Game Request Procedure

3.1.1. **Teams**

3.1.1.1. Section members may play against any of the affiliated teams with valid registration/insurance appearing in the Registered Team Directory.

- 3.1.1.2. Non UK touring teams may also be played, with prior approval from the Rec. Section & EIHA, via an eForm available on the Rec Website. This Approval must be sought a minimum of four weeks in advance see Section 4.4
- 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 after at least 6 of their players registration/insurance has been processed for that year; other players are then added to the 'team' as the season progresses.
- 3.1.1.5. Teams will be removed from this list at the end of the season (September 30th), 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 for any reason they will be removed from the directory and any pre-booked games will be cancelled.

### 3.1.2. Arrangement

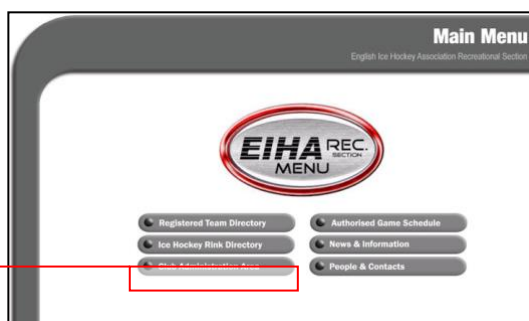
For insurance to be valid in any game the EIHA Rec Section must first approve the fixture, and then allocate Officials. This will be done by the use of the Club Administration Section on the website.

- 3.1.2.1. Arrange and confirm ice time with Rink or senior Club.
- 3.1.2.2. Select possible opponent from Rec. Section Directory. If opponent is a non-UK touring team, first get permission to offer/accept the fixture from the Rec. Section & EIHA see Section 4.4
- 3.1.2.3. Approach team to offer the game (via phone or e-mail etc.)
- 3.1.2.4. Discuss the potential for players that are under 18, and the Child Protection Implications. All CP requirements have to be adhered to by both teams
- 3.1.2.5. When the other team has confirmed, log the game on the website, as in 3.1.3
- 3.1.2.6. 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.

### 3.1.3. Web Site Procedure

- 3.1.3.1. All games are to be logged with the EIHA in the following way:

- a) Enter the EIHA Rec. Section website, to be found at [www.eiharec.co.uk](http://www.eiharec.co.uk)



- b) Click the 'Club Administration' button

- c) Input "User ID", and then press the Tab key.

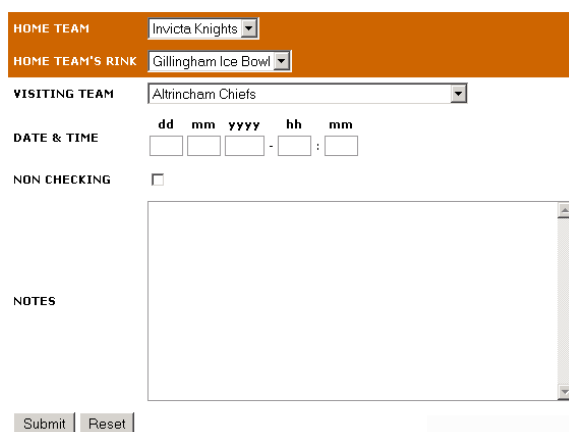
- d) Input "Password", click 'login'



- e) In the Club Administration section menu check in the view My Games' section, that the fixture has not already been logged. Return to menu.



f) Click 'Organise Game' button, the following screen is shown



- g) Note: "Home Team" and "Home Rink" are input by default on your User ID information when logging on. Go to drop down box for 'Away Team' and select the team you are to play.
- If the team is not listed then they are not an affiliated team, and you cannot play them.
  - If the team is not from the UK, choose 'Foreign Team – Permission Granted'
- h) Enter the Day, Month, Year and time in the format specified. Please allow at least 7 days for Approval.
- i) If your game is to be played 'Non-Checking' tick the appropriate box, it is good practice to ascertain the style of play at this point. However with the consent of both teams the style can be altered on the day. Non Checking will take precedence over Checking, if teams are not in agreement.
- j) If there are any special circumstances i.e. the game is part of a Cup or the team is from another Country, enter details in the drop down box provided.
- k) Check all information is correct, and click 'Submit'. You will see the screen below, which will give your fixture a unique Game Reference No. for use in any future communications



3.1.3.2. The information is now sent to the Section Fixtures Co-ordinator by email for approval.

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

3.1.3.3. When approval has been granted, the details will be sent to the Referee Co-ordinator for the allocation of officials.

*E-Mails will be sent confirming the game has been Approved.*

*3.1.3.4. Officials are then Allocated by the EIHA Referee Allocators. Notification will then be e-mailed to both teams confirming the fixture has been authorised and officials assigned.*

3.1.3.5. 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 game **Co-ordinator** and **Away Team** as soon as possible.

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

3.1.3.7. 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.

#### 3.1.4. **Players**

3.1.4.1. Only fully registered/insured players appearing on the On-line roster documentation present on the day of the game may take part in any EIHA Rec Section approved game.

3.1.4.2. 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 'try-out' players.
- iv. Coaches holding only a Coaches Licence
- v. Referees holding only a Official License

#### 3.1.5. **Officials**

3.1.5.1. Referees/linesmen are to be allocated by the EIHA 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 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.

3.1.5.2. Should officials be unavailable, it is recommended that both teams Captains should referee the Game. Or with the agreement of both team; a selected player or players from both or either team, that are due to play.

- 3.1.5.3. At no time should Players from another Rec. Team or League, Coaches or un allocate Officials be used to officiate games
- 3.1.5.4. 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

### 3.1.6. **Game Day Procedure**

#### **Home Team:**

- i. Check & Print the Roster Document - 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. Should a Roster for the Home team not be made available, a 5 Minute penalty shall be applied to the Home Team at the start of the Game.
- iv. Get the Away team players printed Roster copied onto Game Sheet; get their Coach or Manager to sign the Sheet.
- v. Should a Roster for the Away team not be made available, a 5 Minute penalty shall be applied to the Away Team at the start of the Game.
- vi. Play game
- vii. 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 referees permission
- viii. Pay Officials agreed sum.
- ix. Send copy of Game Sheet and both Rosters to the Rec. Section Website Administrator within 3 days of the fixture. This can be done by uploading all documents to the eForm for Game Sheet Submission available via the Rec website.
  - a. Failure to send the game sheet to the EIHA within 3 days of the game, will incur Fine and repeated failure may result in a suspension of the offending team until the sheet(s) have arrived.
  - b. Details of the games penalties may be telephoned or e-mailed to the EIHA 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.

#### **Away Team:**

- i. Check & Print Online Roster Document - 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, so as to arrive at venue 45-60 minutes prior to agreed Face-Off time
- iii. Deposit Roster, 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 as part of the eForm system

### 3.1.7. **Cancelling Games**

- 3.1.7.1. For the Cancellation of games an email should be sent to the Rec. Section with as much notice as possible, to ensure the game is cancelled on the site.
- 3.1.7.2. Late notice cancellations can be notified by text or by phone.
- 3.1.7.3. This acknowledgement will act as the official time of Cancellation in case of a claim

### 3.1.8. **Costs for Cancelling Games**

- 3.1.8.1. 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 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 Officials travel only, with receipt of payment
  - iv. On the day of the Arranged Fixture - 100% of provable costs for unused ice and Officials travel only, with receipt of payment
  - v. All claims should be dealt with through the Rec. Section Committee
- 3.1.8.2. These are only Guidelines to start the process; other factors may alter the exact reimbursement amount
- 3.1.8.3. Claims must be made in Writing via the Rec Section within 14 days of the cancelled fixture

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

### 4.1. **Cups**

- 4.1.1. These events may only be organised by Affiliated EIHA Teams and persons with full access to the rules and requirements of the Rec. Section and the EIHA
- 4.1.2. Cups must be Approved by the EIHA Rec. Section minimum of three weeks prior to their commencement and must be Approved each year, regardless of any changes
- 4.1.3. In order to have a Cup approved, a Cup request must be completed via the eForm link available on the Rec. website.
- 4.1.4. Cups can only involve EIHA 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. Plays Suspended in Cup Game must serve at least Part of the Suspension as a minimum in subsequent Cup Games (Minimum being 1, ALL is recommended)
- 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 Cup Director

## 4.2. Tournaments

- 4.2.1. These events may only be organised by Affiliated EIHA Teams and persons with full access to the rules and requirements of the Rec. Section and the EIHA
- 4.2.2. Tournaments must be Approved by the EIHA Rec. Section minimum of three weeks prior to their commencement and must be Approved each year, regardless of any changes
- 4.2.3. In order to have a Tournament approved, a Tournament request eForm via the link available on the Rec. website.
- 4.2.4. Tournaments can only involve EIHA Rec., SRIHC or BUIHA Registered Teams unless the International Fixtures Section 4.4 is followed and approval from the EIHA is gained. This will take longer to Approve, see EIHA Procedure for details. The online form can do Home or Away tournament Approvals
- 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. A Cut off date for players to register to be eligible to play in the Tournament
  - 4.2.6.3. 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)
- 4.2.7. 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
- 4.2.8. Special Dispensations are required to use players from outside the Rec. Section or across teams within the Rec. Section, permission must be sought a minimum of two weeks in advance.
  - 4.2.8.1. Should League players be required permission must be gained from the League Directors as well as the Rec. Section.

i) This request must be forwarded to the Rec. Section and must state the Players Names, League and Team to which they are registered

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

i) This request must be forwarded to the Rec. Section and must state the Players Names and the Team to which they are registered

4.2.8.3. Permission is also required for BUIHA Players from the BUIHA Committee.

i) This request must be forwarded to the Rec. Section and must state the Players Names and Team to which they are registered

4.2.9. Suspended players are not eligible for Tournaments. A Tournament counts as one Game of a Suspension.

### 4.3. Charity Events

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

4.3.2. In order to have a Charity event approved, a Charity event request form must be completed, this is via a link available from the Rec. Website

4.3.3. Charity events can only involve EIHA, SRIHC or BUIHA Registered Teams

4.3.4. 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

4.3.5. Player permissions - 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.

4.3.5.1. 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 and must state the Players Names, League and Team to which they are registered

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

NOTE. This request must be forwarded to the Rec. Section and must state the Players Names and the Team to which they are Registered

4.3.5.3. Permission is also required for BUIHA Players from the BUIHA Committee.

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

4.3.6. Suspended players are not eligible for Charity Games

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

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

4.4.2. Teams must gain permission from the EIHA and Rec. Section to host a team from abroad, prior to booking the fixture, using the link to be found on the Rec. website at least four weeks before the event

4.4.3. Teams must gain permission to travel and play outside of England & Wales from the Rec Section and EIHA. This includes paying for an insurance upgrade from the EIHA to cover them to travel abroad and play fixtures in other counties. This is done using the Tournament Request Form to be found on the Rec website at least four weeks before the event

4.4.4. Suspended players are not eligible for international games

### **5. OFFICIAL TEAM CONTACTS**

5.1. These are defined as MANAGER & GAME CO-ORDINATOR and are the liaison between the Club and its Players, and the Rec Section/EIHA

5.2. Managers officially hold the Team Affiliation to the EIHA. Should this contact change, a new Affiliation must be submitted in the new Managers Name. Other tasks may be undertaken but the Manager is generally first point of contact for Club/Team affairs.

5.3. Game Co-ordinators: Their primary role is to Organise Games via the procedure above in Section 3

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

5.5. Should either of these contacts need to be updated this should be done by the use of the Rec Team New Contact/Contact Change eForm, available on the Rec Website

5.6. At the start of each Season, some mandatory Paperwork must be provided; this is done via a link available on the Rec Website

NOTE if the Affiliation Cert is in the same person's name as the previous year, then this can be uploaded again. If you don't have it, then another will need to be completed.

NOTE if the CPD/GDPR Cert is still in date, this can be uploaded again. If you don't have it, then another course may to be completed.

### **6. COACHES & REFEREES**

- 6.1. A Coaching and/or Referees licence does not give the holder the automatic right to belong to or play for a Rec. team.
- 6.2. A licensed Coach or Referee who wishes to play for a Rec. club must register as a player with that team, hold a valid Rec. players licence, and have their name included on the team's roster.
- 6.3. The Players Registration Application will be completed as usual, supplying ID, and Photo if required as well as quoting the valid Coaches License Number
- 6.4. A coaching qualification is only valid when the holder is in possession of a valid coaching licence issued by the EIHA Education Program. The holder of a coaching certificate who is not in possession of a valid EIHA coaching licence and wishes to play for a Rec. club, should be treated as a normal player application.

## 6. **INSURANCE**

- 6.1. Insurance is renewable every October and runs until the following September (i.e.12 months), NOT 12 months from the date of registration, this is the Rec Season each year
- 6.2. Documents are in the Insurance Documents section of the eiha.co.uk website as they hold the Policy
- 6.3. Should a claim need to be made or a claim is likely, complete the paper form found on the EIHA Website, as soon as possible
- 6.4. A Rec Injury Report eForm is also required. This will electronically detail and log the event. A scan or photo of the Paper form must also be uploaded. A copy of this email will be emailed to yourself, the Rec Section Chair & the EIHA
- 6.5. A team upgrade\* to your insurance, is available for North America and Europe; should you wish to travel to play abroad. This is arranged when completing the appropriate eForm.

\*PLEASE NOTE: Whilst our accident insurance cover applies world-wide on approved by the EIHA Rec Section Committee for ice hockey involvement, **THIS IS NOT** holiday travel or medical policy.

## 7. **NETMINDERS & SPECIAL CIRCUMSTANCES**

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

- 7.1.1. Where due to injury or sudden unavailability a Rec. team is without a net minder, an application can be made to use a Rec. net minder from another affiliated team, this is done via the Rec Section Loan Netminder Request eForm available on the RecWebsite
- 7.1.2. A Loan Netminder cannot be used if a Netminder registered with that team is present and icing in the game.
- 7.1.3. An application covers ONE game only.
- 7.1.4. An e-mail containing permission will be sent to the team using the Loan Netminder. This must be taken to the Game as it becomes part of the Team Roster for that Game.



- 7.1.5. Failure to gain the correct permissions to use a Loan Netminder will earn the Team a Fine for Icing an Illegal Player.

## **7.2. Loan Netminders for League Games**

- 7.2.1. A Rec. Netminder may, with prior approval of the Rec. Section, permission of the team Manager of the Club to which the player is registered and the Permission of the League in question, play in a maximum of three games for a league team without affecting his/her Rec. Licence status.
- 7.2.2. Each approval counts for ONE game only.
- 7.2.3. The Rec. Netminder is deemed to be a 'back-up' and may not 'start' in any games, when a League registered Netminder is present.
- 7.2.4. Only when game time is allocated to the Rec. Netminders name on the game sheet, is it regarded that he/she played in that game. Having time logged on more than three game sheets will result in his/her Rec. status being withdrawn.
- 7.2.5. Warm ups do not count toward the three game total
- 7.2.6. A copy of the game sheet for games where approval has been granted must be forwarded to the Rec. Section, even in the event of the Rec. Netminder not totalling any playing minutes.
- 7.2.7. At no time may a Rec. Netminder be pressurised into agreeing to play for any League team.

## **8. DISCIPLINE**

### **8.1. Suspensions**

- 8.1.1. The section will continue to use Suspensions as the means to curb, control and stamp out malicious, dirty and unsportsmanlike actions.
- 8.1.2. The Rec. Section will, upon review of the game sheet and Official Reports assess Suspensions in accordance to Appendix 2, and where applicable issue Supplementary Discipline
- 8.1.3. The Teams Management is responsible for imposing and monitoring all above suspensions.
- 8.1.4. 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.
- 8.1.5. Teams may impose additional penalties under their own 'in-house' team rules where appropriate.
- 8.1.6. Once the Suspension has been applied, an email will be forwarded to the Teams Management.

- 8.1.7. On the Website in the Player List for each team, Suspended players will be highlighted in RED.
- 8.1.8. Suspended Players will not print out on the Roster.
- 8.1.9. At the end of the suspension the teams Manager is to contact the EIHA and confirm that the player has completed his suspension within its terms, and request the reinstatement of the Player
- 8.1.10. 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
- 8.1.11. **SUSPENSIONS ARE TO TAKE IMMEDIATE EFFECT AND OFFENDERS ARE TO BE OMITTED FROM THE APPROPRIATE NUMBER OF GAMES IMMEDIATELY**
- 8.1.12. Players MUST sit the next game after receiving a Match Penalty regardless of any confirmation emails received by the Team that may include Supplementary Discipline. This is Mandatory across all Teams. Managers must inform players of their penalties in case they play for more than one club. Both this initial Game and subsequent supplementary discipline counts across all teams the player is registered for.
- 8.1.13. Players receiving a Time or Duration based suspension will also have their Profile turned RED as detailed in 8.1.7 above
- 8.1.14. A Time or Duration based Suspension is a FULL LICENCE Suspension and as such they are no longer part of the Rec Section. The Insurance is void and they may **NOT** take part in any EIHA Activity, i.e. they may not Train or Play in any Games
- 8.1.15. Players must be fully Registered with a team for Games that the team play, in order to be counted toward any outstanding Suspension.
- 8.1.16. Tournaments count as one event toward an outstanding Suspension i.e. 1 Tournament = 1 Game

## 8.2. Appeals Process

- 8.2.1. The Rec. Section uses the EIHA Boards current procedure for all Appeals against player Suspensions. This can be found in the Discipline section of eiha.co.uk
- 8.2.2. Full details of this procedure are detailed on the EIHA Website under Section  
*15. Circumstances of Appeal*  
*15.1. Given the nature of the sport of Ice Hockey, it is not feasible, proper or proportionate use of resource to extend a right of Appeal to all levels of sanctions. Appeals are therefore only permitted in the following circumstances:*  
*15.1.1. Where a suspension in relation to one offence has been ordered by the Disciplinary Committee and the suspension is for more than the recommended starting tariff of games for the appropriate league; (section)*  
*15.1.2. Where an exclusion order has been made in relation to an Ice Hockey arena/venue;*  
*15.1.3. Where the sanction amounts to an expulsion from the membership of/affiliation to the EIHA;*  
*15.1.4. Where a suspension is more than 3 months for one offence.*

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*15.1.5. Where the sanction amounts to the removal of a Person's/Team's licence/registration.*

8.2.3 Some initial points have been taken from the EIHA Discipline document Section 17 Appeal Procedure below but please read the whole Section before supporting and starting an appeal

*17. Appeals Procedure*

*17.1. A Club, Team, Person or Player wishing to appeal against a decision of the Disciplinary Committee shall file a Notice of Appeal by email to Barrie.Archer@eiha.co.uk who will inform the company secretary of the need to convene an appeal panel chaired by the independent discipline appeal chair.*

*17.2. The Notice of Appeal must be in writing and filed within 7 working days of the date on which the decision of the Disciplinary Panel is notified to the Club/Team/Person/Player.*

*17.3. The Notice of Appeal must be accompanied with a BACS payment or cheque for £500 as a deposit against costs of the hearing (which may be more than £500). The Appellant will be required to pay the reasonable travel expenses of the Appeals Panel convened to hear the appeal. All costs are non-refundable.*

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

9.1.1. 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

9.1.2. Fines must be paid from a club named account

## **10. CHILD PROTECTION - Children and Young Persons Act 1989**

10.1. All Rec. Section teams with players under 18, and the teams they play must abide fully to the Child Protection requirements of the EIHA Child Protection Policy.

10.2. The full details of this and contacts of the EIHA National Equity & Child Protection Officer and Regional Officers can be found on the main EIHA Website

## **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 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 Strengths 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 on the following basis:

### **Game Misconduct.**

- Player misses the remainder of the game.

- If the penalty is called for Abuse of an Official (Verbal or Physical) a minimum 3 game Suspension will be automatically applied.

Other Misconduct penalties may be reviewed and may attract Supplementary Discipline

### **Match Penalty.**

Player misses the teams next game. - This is a Mandatory requirement regardless of any confirmation emails of supplementary discipline.

- All Match Penalties will be reviewed and will attract a 3 Game minimum suspension via Supplementary Discipline
- Any action causing injury, will have a Minimum 3 Game Suspension applied in addition to any based on the initial penalty call itself
- Should the Incident be particularly severe then a Time or Duration based Suspension may be applied.

This is not exhaustive information, it only covers the most common incidents and the Suspensions quoted are only for guidance, they may be adjusted at the discretion of the Section, but are the minimum starting point

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

## **APPENDIX 3 : Player Registration Procedure** (Updated separately to the Handbook)

## **APPENDIX 4: GAME SHEET – EXPLANATION**

- This is a separate file found in the Information & News Section of the Website

## **APPENDIX 5: REC. COMMITTEE ROLES**

- **Tony Boynton** – Section Chairman
  - Insurance Claims & Queries
  - Rec. Section Tournaments Director - RecFests, Over 35's
  
- **John Freeman** – Section Treasurer
  - Section Finances
  - Payments to the EIHA
  - Refunds to Teams
  - Referees Liaison – Refereeing queries, complaints, etc.
  
- **Linda Matthews** – Fixtures Administrator
  - All Changes and corrections to Fixture details inc Cancellations, amendments etc.
  - Rec. Section Tournaments Administration
  - Section AGM Administration
  
- **Tony Wood** – Section Website & Discipline
  - Section Discipline & EIHA Discipline Committee Member
  - Website Admin updates – Team Info, Contacts, Logos, Messageboard & Communications etc
  - Game Sheet Correlation
  - Loan Netminder Permissions
  - Liaison for Charity, International games.
  - SRIHC & BUIHA Liaison
  - Clubs Cup & Tournament Liaison – Authorisation etc

#### **APPENDIX 6: IMPORTANT DATES**

- 1<sup>st</sup> October – Season/Registration & Insurance Period Starts
- Registrations Christmas Break - Two Full Weeks across Christmas & New Year (Dates TBA)
- 31<sup>st</sup> January - Transfer to/from League Deadline – Transfers **must be completed** by this date
- 31<sup>st</sup> July - League Insurance expires – League players can no longer Train with Rec Clubs until re-registered for the new Season from 1<sup>st</sup> August
- September - Rec. Section AGM – Alternate years at Nottingham/Sheffield and Milton Keynes
- September Post AGM – Re-registration for existing players opens for New Season