

# EASTERN PROVINCE HOCKEY FEDERATION

## BYE-LAWS

### AS AMENDED 3<sup>rd</sup> SEPTEMBER 2018

#### 1. GEOGRAPHICAL BOUNDARIES

1.1 the geographical boundary or area of jurisdiction, of the Federation shall be as follows:

1.1.1 Eastern Boundaries:

A line from the mouth of the Great Fish River through Peddie, Fort Beaufort, Adelaide, Tarkastad, Hofmeyr, Steynsburg and Venterstad to the Orange River, but excluding these towns.

1.1.2 Western Boundaries:

A line from Plettenberg Bay to Uniondale, Willowmore, Aberdeen, Graaff Reinet, Middelburg to Steynsburg and including these towns, except Steynsburg.

#### 2. AFFILIATION FEES

2.1 Amount

Each Member shall pay to the Federation an annual affiliation fee or levy which shall be as determined and calculated by the Executive from time to time, and which shall be agreed to by the Member.

2.2 Due Dates

2.2.1 **OUTDOOR:** Registration fees due to EPHF and SAHA levies have to be paid to the Treasurer of the Federation on or before the **31<sup>st</sup> May** of each year. **Umpire and Tech Table fees are due on or before 30<sup>th</sup> June.**

2.2.2 **INDOOR:** Such annual fees or levies shall be paid to the Treasurer of the Federation on or before the 31st January of each year.

2.3 Default in Payment

Any Club, which fails to effect payment of such fees or levies by the date mentioned in Clause 2.2 hereof:

2.3.1 Shall be obliged to pay interest on the amount of such fees or levies at a rate, which shall be prime bank overdraft rate plus TWO (2) per cent. Such interest will be added automatically and is non-negotiable.

- 2.3.2 Shall be suspended from any competition or league and debarred from exercising its voting rights, until such time as payment of affiliation fees is made.
- 2.3.3 Any Provincial Player Prior to departing on tour the player must either:
- Pay the full tour fees and submit proof of payment to the EP administrator and the EP treasurer; or
  - Sign a payment plan:
    - o Approval must be obtained from the executive, on a case by case basis, based on the players individual financial position;
    - o The final repayment must be no longer than four months of the date of departure; and
    - o The signed payment plan must be sent to the EP administrator, the EP President and the EP treasurer, and must be signed by the player (legal guardian if under 18), the team manager, the EP President and the EP Treasurer.
  - The signed payment plan will be sent to the player's club to notify them of the payment plan.
  - Any player failing to pay the full tour fees or submitting the signed payment plan prior to departing will be suspended from all league games and SAHA accredited tournaments until the tournament fees have been paid.
  - Any player defaulting of a repayment on a payment plan will be suspended from all league games and SAHA accredited tournaments until that payment is made. They will be cleared to play on submitting the proof of payment to the EP Administrator and the EP Treasurer.
  - **The federation to advise the effected clubs in writing as to who their defaulted players are.**
  - Any player playing while suspended will result in their team forfeiting the match and the team obtaining minus three (3) points penalty.
  - A player will not be given a provincial clearance while on a payment plan or if a defaulter on a payment plan.

### 3. ORGANISATION

#### 3.1 Constitution of Leagues

No league, except the lowest league, shall consist of more than ten teams. No Club shall have, without the permission of the Executive, more than two teams in any league except the lowest league. The Executive will decide any contingency not covered by 3.1.

##### 3.1.1 League Applications

3.1.1.1 All Club Outdoor league applications will be decided by the final logs of the previous season. Any additional or reduction in club sides must be advised by 28 February of each year. Additional teams, subject to the league slots being available, at the discretion of the Executive may be added

3.1.1.2 Indoor applications: at the Annual General Meeting.

3.1.1.3 If an existing Club wishes to enter an additional team/s these must also be entered via the lowest league.

3.1.1.4 Any Club entering two teams in the same league must identify a higher (A) and a lower (B) team. Rules applicable to player movement will apply to two teams in the same league as for teams from different leagues.

3.1.2 For all the leagues, subject to the provisions of paragraph 3.1 and 3.1.1 hereof, any team winning their league will be automatically promoted to the next higher league while the team that ended bottom in that league will automatically be relegated to the lower league.

3.1.2.1 Should any team wish to drop down a league, at their own discretion will be submitted to the Executive for approval and the realignment of the leagues, will be decided upon by the fixtures portfolio, and ratified by the Executive, whose decision shall be final and binding.

3.1.2.2 Any Club who's duly elected Executive declares the Club defunct shall be subject to a five year wait before re-application can be considered

3.1.2.3 No new Club shall enter any league other than the lowest league except where special permission from the Executive and its Council has been obtained. If a new Club has more than two teams, the Executive may consider an application to a higher league than the lowest league.

##### 3.1.3 Insufficient Players

3.1.3.1 Outdoor: In the event of a team fielding fewer than EIGHT (8) players for any league fixture, the match shall be cancelled and the defaulting team shall forfeit the points. Opponents shall receive a 5-nil win and the defaulting team will have 3 points deducted from their league points.

3.1.3.2 Indoor: A team fielding fewer than FOUR (4) players for a league match shall forfeit the points. Opponents shall receive a 5-nil win and the defaulting team

will have 3 points deducted from their league points.

#### 3.1.4 Interrupted Matches

A match is considered interrupted if it's called off due to heavy rains and floodlight failure. Match umpires to make the decision. The result of any match will stand as the final result if it is called off when 20 minutes of the second half has already been played. If less than this time has been played, then the match to be rescheduled and played from scratch within 3 weeks. The home team to finalize a suitable field and date. Teams that fail to comply or obstruct attempts to reschedule the match can be penalized at the discretion of the Executive.

#### 3.2 AGM May Remove or Replace Teams

The Annual General Meeting may, by a majority vote, remove or replace any team in the league but may not increase the number of teams in each league to more than TEN (10), except the lowest league.

#### 3.3 Failure to Fulfill Fixtures

**3.3.1** In the event of a Team failing to fulfill its fixture the opponents shall receive a 5-nil win and the defaulting team will have 3 points deducted from their league points. A financial penalty of R700 will be imposed on the defaulting team and this penalty will be kept on credit for the opposing club. This financial penalty will be reviewed annually at the AGM.

**3.3.2** In the case of a Team having a double header, the Team can decide which game it will default on.

**3.3.3** In the event of any Team retiring from the League during the season, the Executive shall decide what action, if any, will be taken. Such a decision on penalty shall be binding and not subject to appeal to a Higher Authority.

**3.3.4** Any Team refusing to complete a fixture will be suspended for a period of two weeks. Fixtures that should be played during the suspension period will be awarded to the opposition and they will receive a 5-0 win.

**3.3.5** If a suspended player plays any match during his/her period of suspension the opposition will receive a 5-0 win and the team for whom the suspended player plays will have 3 points deducted from their league points.

**3.3.6** Any team awarding walkovers will lose the match 5-0 and 3 points will be deducted from their league points. A financial penalty of R700 will be imposed on the defaulting team and this penalty will be kept on credit for the opposing club. This financial penalty will be reviewed annually at AGM.

### **3.4 TRANSFER, REGISTRATION AND COMMENCEMENT OF SEASON**

- 3.4.1 The Secretary or other responsible official of a member shall by the 31 January of each year provide the Federation with a list of member's names that are in bad financial standing with their Club together with the amounts. If no list is received from a Club by the specified date, the Federation will assume that the Club has all its members in good financial standing.
- 3.4.2 No Club may issue a bad financial standing to a player unless the Club has reported it to the Federation under clause 3.4.1.
- 3.4.3 No Club shall accept a player transferring from another Club unless such player provides a certificate of financial standing from his or her previous Club, such certificate to be made available to the EPHF Office prior to any such action taking place. This does NOT Apply if a players has not played for the club for a period greater than 5 Years.
- 3.4.4 Any Club that resigns from the Federation shall, prior to doing so, furnish the Federation with a list of all its registered players and its paid-up players. Failure to comply with the above will result in a member of that Club not being eligible to register as a member of any other Club affiliated to the Federation.
- 3.4.5 Notwithstanding the contents of 3.4.1 and 3.4.2, no member shall accept a player from a defunct Club (refer clause 3.4.3) and/or a Player in debt to the Federation unless this transfer has been approved by the Federation and the Player has been given a written clearance from the Federation.
- 3.4.6 In addition to the above points (3.4.4 and 3.4.5) a player will be allowed to join another club provided that the pro-rata fees due to the Federation have been settled or a period of 36 months have expired.
- 3.4.7 A registered player wishing to transfer from one Club to another during any playing season shall make written application to the Executive, supported by a certificate of good financial standing. Such written application shall set out, fully, reasons for the proposed transfer.
- 3.4.8 Notwithstanding 3.4.7 no transfers between Clubs during any playing season are considered after 31st May of each year. Simultaneously, a player who wishes to be transferred before 31 May and after the start of the hockey season, shall receive a one(1) match suspension with his/her new Club. If this rule is not adhered, and player is allowed to play, the defaulting team will have three points deducted from their league points for the matches that they used the said player and the opponents will be rewarded at 5-nil win for that match.

If a knock-out competition is occurring immediately after the transfer has taken place the said player not is allowed to play against his / her previous Club/team  
The only exception to this will be by application on the grounds of player domicile, where the Executive will have the final decision and discretion to allow or refuse any related request.

- 3.4.9. No player shall be considered as eligible to represent a Club after 31 May unless such application for transfer has been approved in writing by the Executive. The only exception to this will be by application on the grounds of player domicile, where the Executive will have the final decision and discretion to allow or refuse any related request.
- 3.4.10 A player wishing to transfer before the start of the hockey season, who is also in possession of a clearance letter from his or her previous club, is not subject to any ban.
- 3.4.11 The commencement of the outdoor playing season shall be as agreed by the council in the previous AGM.

### **3.5 Relegation / Movement of Players:**

**A grace period of two league matches will be allowed at the beginning of the season within a club after which we will impose penalties for player movements.**

- 3.5.1 No Club shall relegate or move players from any of its teams which has a bye, or which has completed its matches, nor may a player be relegated for the sake of strengthening a lower team. If a player plays the last two (2) matches of the league season for a higher team that player may not be relegated/used in the lower leagues, while the lower leagues are still in progress. The penalty for this transgression will be the team the said relegated player now plays for will be penalized and will lose the game 5-0 and will have 3 points deducted from their league points.
- 3.5.2 In the case of a higher team player being relegated to a lower team, this player shall remain in the lower team for two consecutive matches before he can return to the higher league again.
- 3.5.3 No player from a higher team shall play in a lower team in the event of the lower team being short of player/s. When a higher team is short of players, a lower team player may be used to fill the higher team.
- In the event of a club having two (2) teams in the same league all player movement bye-laws are applicable to these two teams. Kindly refer to bye-law 3.1.1.4
- 3.5.4 The penalty for breach of this Bye-Law (3.5.3) shall be the forfeiture of the match by the team in which the relegated player(s) play. Opponents shall receive a 5-nil win and the defaulting team will have 3 points deducted from their league points.
- 3.5.5 A goal keeper playing in one league may play out field for another team/league.
- 3.5.6 All players to be registered with the club they are representing and each player to be in possession of a player registration card. Each club is to submit a list of their registered players, split between senior, social and under 17 players, for registration with SAHA. No player may play for a club unless they have been registered with SAHA.

- 3.5.7 No club may field an unregistered player, nor field a player without a valid player registration card in their possession. Teams fielding an unregistered player or player without a player's card will be penalized. Opponents shall receive a 5-nil win and the defaulting team will have 3 points deducted from their league points.
- 3.5.8 Players cannot play for more than one club. Teams fielding a player that is registered with another Club will be penalized. Opponents shall receive a 5-nil win and the defaulting team will have 3 points deducted from their league points.
- 3.5.9 Player registration cards must be presented at each match and handed to the Tech Table 15 minutes before the start of the game.
- 3.5.10 Failure to produce a player's registration card will result in the player not being permitted to take the field.
- 3.5.11 Players may only be in possession of one (1) player's card. Fraudulent or misuse of a player's registration card will result in a 6 week ban for the player and the coach/managers involved.
- 3.5.12 If there is a guilty verdict for 3.5.11 the Club will receive a further penalty in the form of R1000.00.
- 3.5.13 Player registration cards will be issued as per the "Players Registration Form". Clubs to supply the Federation timeously with Registration form, certified copy of Identity document and a clear passport size photo.

### **3.6 Umpires:**

**Each Team playing in the Premier League shall nominate at least ONE umpire that is eligible to umpire in the Premier League.**

## 4. RESULTS

### 4.1 Point Allocation

Result	Less Than 5 Goals	5 Goals or More
Win	4	5
Draw	2	3

Result	Greater than 1 Goal	1 Goal Difference
Lose	0	1

**WALKOVER** -3 (team not present) “goals” = 0

**WALKOVER** +4 (team present) “goals” = 5

4.2 In the event of an EPHF appointed Tech Table not being available, the home teams must submit a result card to the Federation office on the Monday after the weekend’s fixtures. If after five days no Match Sheet has been received, the Administration officer will contact the club again. If after seven days no Match Sheet has been received the opponents shall receive a 5-nil win and the defaulting home team will have 3 points deducted from their league points.

4.3 In the event of any two or more teams in any league having the same number of points at the end of any one season, the relative position of such teams shall be reckoned on goal difference, that is, goals for minus goals against. In the event of a tie on goal difference, the log positions will be determined on goal average, which are goals for divided by games played. If the result is still a tie, the goal average will be calculated using the matches played between the two sides.

## 5. GROUNDS

5.1 A Club applying for affiliation to the Federation must identify a facility as its home ground or have own ground facilities available.

5.2 All grounds of Clubs affiliated to the Federation shall be kept in good condition and to the satisfaction of the Development, Facilities and Equipment subcommittee.

5.3 The Umpires, in consultation with the Captains, have the right to decide on whether a ground is fit for a match or matches to be played on.

5.4 Artificial playing surface will be utilized for all league games and to its full capacity at weekends, except for those matches allocated to grass fields according to fixtures as determined by the Fixtures Sub-Committee

5.5 Each Club shall inform EPHF, in writing, as to its home field. Such notice to be done and submitted by 28 FEBRUARY of the current year.



## 6. POSTPONEMENT OF FIXTURES

No postponement of fixtures will be permitted unless these are agreed to by the Executive and fall within the guidelines, namely:

- 6.1 All postponement of fixtures whether by mutual consent or other reasons will only be considered if:
- A league team has 3 or more players participating at Provincial, National or International level for SAHA sanction tournaments.
  - The manager of the field or artificial surface, umpires and/or team captains calls the playing surface unfit due to an Act of God – for example heavy rains or flooding.
- 6.2 Requests for postponements due to player unavailability for Provincial, National or International tournaments to be forwarded to EPHF two (2) weeks prior to the fixture. Makeup date and venue to accompany all requests.
- 6.3 Should teams not qualify for a postponement as per the above requirement, they can arrange to **re-schedule the fixture TWO weeks before or after the original fixture**, and if both teams are agreeable and a suitable playing venue is available. EPHF Administrator has to be informed, in writing, of such changes by the Wednesday prior to the said fixture. Failure to do so will incur a financial penalty of R700 to be imposed on the team requesting the postponement. 3 League points will also be deducted from their league points.
- 6.4 In the event of an act of God, postponed matches to be rescheduled and played from scratch within 3 weeks. Home teams to finalize a suitable field and date. Teams that fail to comply or obstruct attempts to reschedule the match will be penalized. The penalty being a 5-0 win to the opposition.  
**If 75% of the game is completed, at the time that the game is called off, the score at that time will be the final result.**
- 6.5 Should teams postpone games that do not comply with the above guidelines or fail to makeup the match within 3 weeks of the original fixture, then both teams can have 3 league points deducted and the game will be recorded as “NO RESULT”

## 7. WEARING OF CLUB COLOURS

- 7.1 Players not wearing their Club's registered colours during league matches shall be liable to suspension by the Umpires, provided that, in the event of any similarity in club colours being likely to cause confusion, the home Club shall be entitled to wear alternative colour(s) of their choice, and the officiating Umpires may, in their discretion, order the home team to play in white shirts or bibs.
- 7.2 Every player must have a visible number on the back of their playing shirts... Please refer to FIH rules regarding the size of the numbers. Players will not be allowed to take the field without the required number.

## 8. CLUB PLAYING OUTSIDE THE PROVINCE

Any Member, which intends to engage in any competition or friendly match or matches outside the area of jurisdiction of the Federation, shall obtain the permission of the Executive prior to leaving the area aforesaid. The Executive will decide on any action in event of failure to comply with this bye-law.

## 9. CLUB ATTENDANCE AT EXECUTIVE MEETINGS

In the event of any Club wishing to discuss a matter of importance at an Executive Meeting, or in the event of any Club considering that its opinions should be taken into account by the Executive in matters of importance, such Club may submit its opinions to the Administrative Officer of the Federation prior to the Executive Meeting and such Club may be called upon to send a delegation of not more than TWO (2) of its members to attend such Executive Meeting to verbally state the contention of that Club.

## 10. SELECTION COMMITTEES,

10.1 All Selectors, Coaches and managers shall be appointed by the Executive of the Federation by no later than 30 November of each year.

10.2 Any outdoor team to represent the Federation shall be selected by a Selection Committee, which shall also appoint the Captain and Vice-Captain.

### **10.2.1 Eastern Province Women and Men – For A, B and U21 teams**

10.2.1.1 This committee shall comprise the convener and 2 selectors to be appointed by the Executive Committee of the Federation, by NO LATER than 30 November of each year. The Coach of each team to be part of the selection panel.

10.2.1.2 The respective Coaches and Managers of these teams, to be appointed by the Executive Committee of the Federation by no later than 30 November of each year. Coaches and Managers to sign performance contracts.

### **10.2.2 Eastern Province Country Districts – Ladies and Men**

10.2.2.1 The Selection panel shall comprise of Two (2) members. Appointment of these selectors to be done by the Affiliated Country District Committee and ratified by the Executive of the Federation,

10.2.2.2 Coach and Manager to be appointed by the Affiliated Country District Committee and ratified by the Executive of the Federation. Coaches and Managers to sign a performance contract.

10.3 No appeal may be made against the decision of the Selection Committee.

10.4 No member of any Selection Committee shall be included in any team selected by such Committee.

10.5 In the event of any member of a Selection Committee being unable to fulfill his function, the Executive shall appoint a replacement, who shall hold office until the next Annual General Meeting.

## 11. TEAM SELECTIONS AT TOURNAMENTS

11.1 The Captain and Vice-Captain, together with the Coach of any representative team, shall be the Team Selection Committee at such Tournament, with the power to co-opt any additional member or members as may be found necessary.

11.2 A Disciplinary committee shall be appointed in order to deal with discipline matters while at a Tournament. This committee shall consist of the Manager, Captain and one other senior player. If the Captain is being disciplined then the Vice Captain is to form part of the panel.

## 12. DISCIPLINES AND CODE OF CONDUCT

### POWERS OF DISCIPLINARY COMMITTEE

The Disciplinary Committee shall have the power to deal with any act of misconduct, ungentlemanly behavior or breach of any rule committed by a player, club, manager or coach whilst on a playing venue, whether such act was committed before, during or after a playing session, and such misdemeanors shall not be deemed less serious if committed at a time other than during a playing session.

Any person bringing the EPHF, an employee, appointed official, player, club or the game of hockey into disrepute, by any means be it in written, verbal or on social media, will face a full disciplinary hearing. Punishment for this offence could carry anything from a fine to a life ban from hockey. Punishment will be determined by the appointed disciplinary committee.

**Refer to the Disciplinary Code Guideline document.**

### 13.1 GENERAL PLAYER CONDUCT

13.1.1 Uses foul language will immediately be warned by the umpire, by being shown a green card. Any further use of foul language by any player in the same game will warrant an automatic yellow card and suspension from the game for a minimum of 5 minutes but to the discretion of the Umpire

13.1.2 A player who receives THREE (3) yellow cards in the same season shall be automatically suspended from playing for TWO (2) consecutive games, in which his team is involved, commencing immediately after the offence. He/she will also appear before the Executive and if necessary further disciplinary action may be taken.

13.1.3 A player receiving a red card must leave the playing area immediately and vacate the premises. He/she shall automatically be suspended from playing for TWO (2) consecutive games and following his/her suspension the matter shall be referred to the Disciplinary Committee, where further measures may be taken.

13.1.4 All of the above points of discipline are also applicable to players on the bench, managers and coaches.

13.2 **PLAYERS WITHDRAWING FROM PROVINCIAL TEAMS**

Any player who withdraws from a Provincial team after selection shall be liable for the following penalties:

13.2.1 Within 7 days of selection shall receive no penalty.

13.2.2 After 7 days of selection but prior to 7 days of departure for the Tournament shall be liable for 50% of the player contribution costs.

13.2.3 Within 7 days of departure for the Tournament will be liable for 100% of the player contribution.

13.2.4 Being forced to withdraw due to serious injury will carry no penalty.

13.3 FIH Rules and Regulation are the ultimate guideline and are to be enforced at all times.

13.4 RESPONSIBILITY FOR DISCIPLINE LIES WITH

13.4.1 The coaches, manager and captains, who should inculcate the need for self-discipline in each player as well as themselves.

13.4.2 The Clubs and their committees whose players represent them

13.4.3 Clubs are also responsible for the behavior of spectators, supporters and non-playing members of their club.

13.4.4 The Hockey Federation, which is the ultimate preserver and upholder of Hockey, its practice and spirit.

13.5. Disciplinary enquiries shall be dealt with in accordance with the “Guidelines for Disciplinary procedures” as determined by the Disciplinary Committee and approved by the Executive.

14. TECH-TABLE RULES AND REGULATION

**Refer to the Tech-Table Rules and Regulation document.**

## 15. COLOURS AND EMBLEMS OF THE FEDERATION

the colors of the Federation will be red and black for all teams. The emblem will be a Red Elephant with two hockey sticks and a white ball with the words "Eastern Province Hockey" under it. If you have playing colours of red the emblem will be in black.

- 15.1 Merit: Red Elephant with two hockey sticks and a white ball followed by the words "Eastern Province Hockey Merit" on a black cloth background. The Executive may at its discretion, award a "Merit" badge provided that the recipient has served the Federation for a minimum of FIVE (5) years.
- 15.2 Any Player who is selected to represent the Federation at an Inter-provincial Tournament or in Inter-Provincial matches organized by the South African Hockey Association or against a Touring International side shall, upon application to and with the permission of the Executive, be entitled to wear the colours applicable to the team for which he or she was selected. In special circumstances the Executive of the Federation may award Eastern Province colours.
- 15.3 A Manager or Coach of any team representing the Federation shall, upon application to, and with the permission of the Executive, be entitled to wear the badge applicable to such team with the words "Manager" or "Coach" there under.
- 15.4 An Umpire representing the Federation at the National Inter-provincial Tournament or officiating in THREE (3) Inter-Provincial games organized by the South African Hockey Association, or officiating in a match between a side selected to represent the Federation and a Touring International side shall, upon application to and with the permission of the Executive, be entitled to wear a provincial badge of the Federation with the words "Umpire" under Tie or Scarf:
- 15.5 The Federation shall award one tie/scarf only for all persons entitled to wear any badge of the Federation. The tie/Scarf shall be black with diagonal red stripes with a red elephant in the center with crossed red hockey sticks. In the words Eastern Province Hockey in white to appear diagonally below the hockey sticks.
- 15.6 Playing Colours: The playing colours for all Provincial sides shall be Red and Black. If the Provincial teams have to play each other the B team/Settlers team will play in Black and Red.