

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES



POLICIES & PROCEDURES

(Last revised – August 20th, 2020)

PO Box HM 2743
Hamilton HM LX
Bermuda

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

Table of Contents

1. Purpose and Definitions	3
2. Formation and Changes.....	3
3. Distribution.....	3
4. Membership and Fees.....	4
5. Drugs Policy	4
6. Affiliated Club Uniforms / Equipment.....	4
7. Playing Regulations and Conduct	5
8. League/Player Types.....	6
9. Player Definitions	7
10. Start Times	8
11. Format, Ranking and Scoring.....	8
12. Cancellation of Matches.....	9
13. Application for Match Reschedule.....	9
14. Minimum Player Requirement	9
15. Club Training	10
16. Transfers Between Affiliated Clubs	10
17. Match Officiating	10
18. Technical Committee	11
19. Red Card.....	13
20. Protests	14
21. Disciplinary Matters	15
22. General	15
History of Policy Changes.....	17

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

1. Purpose and Definitions

- 1.1. This document is a record of the Policies and Procedures adopted by the Bermuda Hockey Federation (“BHF”), the governing body of hockey in Bermuda.
- 1.2. “Affiliated Club” is defined as any hockey club that is a member of the BHF
- 1.3. “Disciplinary Committee” is defined as a body formed by the Executive Committee for the purposes of handling disciplinary matters.
- 1.4. “Executive Committee” is defined as in Article 7.1 of the BHF Bye-laws.
- 1.5. “FIH” is defined as the International Hockey Federation, the governing body of hockey worldwide.
- 1.6. “League” is defined as the Mixed league and Women’s league.
- 1.7. “Management Committee” is defined as in Article 11.1 of the BHF Bye-laws.
- 1.8. “Match” is defined as any match (e.g.) organized or sanctioned by the BHF.
- 1.9. “Member” is defined as in Article 3 of the BHF Bye-laws.
- 1.10. “Membership Fees” is defined as in Article 4 of the BHF Bye-laws.
- 1.11. “Membership List” is defined as all Non-Playing Members and Playing Members of the BHF and is maintained by the Executive Committee.
- 1.12. “Player” is defined as any person selected as a player in any squad to represent any team playing in any competition affiliated to or sanctioned by the BHF, whether that person actually plays hockey in such match(es) or not.
- 1.13. “Playing Season” is defined as the period from the first scheduled match to the last scheduled match.
- 1.14. “Schedule” is defined as the schedule of any match (es) sanctioned by the BHF, as drawn up and amended from time to time by the Technical Committee.
- 1.15. “Start Time” is defined as the time that a match is to commence, as directed by the Technical Committee.
- 1.16. “Team” is defined as any team from an Affiliated Club or any other team sanctioned by the BHF
- 1.17. “Team Official” is defined as any person, not being a player, who is employed by, is an agent of, represents or is affiliated to an Affiliated Club, including (without limitation) team managers, coaches, doctors, physiotherapists and team selectors.
- 1.18. “Technical Committee” is defined as a body formed by the Executive Committee for the purposes of handling all technical related matters.
- 1.19. “Technical Official” is defined as any technical official appointed by the Technical Committee in accordance with Article 11.7.
- 1.20. “Umpire” is defined as any umpire graded by the Umpiring Committee in accordance with Article 11.7 and includes new umpires waiting to be graded.
- 1.1. “Umpires Committee” is defined as a body formed by the Executive Committee for the purposes of handling all umpire/umpiring related matters.

2. Formation and Changes

- 2.1. The Secretary of the BHF shall be responsible for maintaining the record of the approved Policies and Procedures.
- 2.2. The Policies and Procedures may be amended in accordance with the provisions of Article 8.1(e) of the BHF Bye-laws.

3. Distribution

- 3.1. The Secretary of the BHF shall distribute the Policies and Procedures to each Affiliated Club on a yearly basis before the start of the Playing Season and upon any amendment. These copies may be in printed form or distributed electronically.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 3.2. A new policy may be appealed, in writing, to the Executive Committee up to one (1) month after receipt of the policy by an Affiliated Club. The appeal may be in printed form or distributed electronically.
- 3.3. Each Affiliated Club shall keep a full copy of the adopted Policies and Procedures. These shall be available for perusal by any member of the Affiliated Club.

4. Membership and Fees

- 4.1 The Board will determine the Membership Fees for each year and advise the Management Committee in writing for further distribution to their Members prior to 1st September each year or such other date as determined by the Board.
- 4.2 Any person wishing to become a Member of the Federation must complete the online registration form found under the Members/Membership sign up tab on the Federation website (www.bhf.bm).
- 4.3 Returning Members should select the Registered User tab and check that their data is correct and proceed with reregistration and new Members should select the New User tab and complete the required information.
- 4.4 The Membership Form requires the Member to acknowledge the Federation's Waiver notice which includes the Code of Conduct and Drug Free Sports form and any such forms as the Board determines appropriate and as amended from time to time.
- 4.5 Failure to acknowledge and accept the Waiver conditions, Code of Conduct or Drug Free Sports form will result in the Membership application being declined and that person will be ineligible to participate in any activity organized or sanctioned by the Federation
- 4.6 At the time of registration, the Member will need to select the Team they wish to be affiliated with and pay the appropriate membership fee.
- 4.7 Affiliated Clubs must register their intent to enter a team into the League no later than the 1st September of each year or such date as determined by the Board by submitting a list of their team members to the Secretary.
- 4.8 Each Affiliated Club must have the following minimum Members registered and paid up in order to be entered into the League Schedule and this minimum number must be maintained throughout the Playing Season.
 - 4.8.1 Women League Team – 11 players
 - 4.8.2 Mixed Teams – 11 Players & must include 5 men
 - 4.8.3 Junior Teams – 11 Players
 - 4.8.4 Men's Teams – to be determined
- 4.9 Any Affiliated Club unable to meet the minimum registered player criteria will not be entered into the League Schedule.

5. Drugs Policy

- 5.1 The BHF abides by the Bermuda Drug Free Sports Policy and, is required to submit the Membership List of National Teams, annually to the Bermuda Council for Drug Free Sport.
- 5.2 Any Member of the BHF who fails to complete the Membership process will be ineligible to participate in any activity organized or sanctioned by the BHF.

6. Affiliated Club Uniforms / Equipment

- 6.1 Each Affiliated Club should submit their team colors, in writing, to the Technical Director, as and when requested.
- 6.2 Any intended changes to any part of the team uniform should be submitted, in writing, to the Technical Director for approval.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 6.3 Any new Affiliated Club must submit their intended team uniform to the Technical Director for approval.
- 6.4 Players should be properly attired in team uniforms when participating in any activity organized or sanctioned by the BHF, unless previously notified otherwise by the Technical Director. Team Captains of each Affiliated Club's team are responsible for ensuring their players are in correct attire.
- 6.5 Club uniforms shall comprise:
 - 6.5.1 Knee length socks
 - 6.5.2 Adequate footwear
 - 6.5.3 Shin Pads (Recommended) / U18 Mandatory
 - 6.5.4 Mouth Guard (recommended) / U18 Mandatory
 - 6.5.5 Skirt or Shorts
 - 6.5.6 Skirt length may not fall below the knee. Dark Running/exercise Shorts may be worn under the skirts but should not be visible below the skirt hem
 - 6.5.7 Captains must wear a distinctive armband or similar distinguishing article on an upper arm or shoulder or over the upper part of a sock. (FIH rule 3.3)
- 6.6 Shirts for both men and women may be:
 - 6.6.1 Solid color
 - 6.6.2 Two colors
 - 6.6.3 V neck, crew neck, with or without collar
 - 6.6.4 Sleeved or sleeveless
 - 6.6.5 Numbered on the back and numbers must be clearly visible
 - 6.6.6 Team logos or team sponsor logos are permitted and names/sponsor logos may appear on the front, back or sleeve of the player's shirts.
- 6.7 In the Interest of Safety, the Following equipment must be worn
 - 6.7.1 Any field player defending a penalty corner may wear a protective mask and abide by 4.2 of the FIH Rules. (Recommended / U18 Mandatory)
 - 6.7.2 It is the club responsibility to enforce mandatory and appropriate kit is worn from the start and duration of the game. If not, two warnings will be issued to the affiliated club. On the third warning, the club will forfeit the game
- 6.8 Goalkeepers must
 - 6.8.1 Wear shirts; numbered on the front as well as the back
 - 6.8.2 Wear shirts; contrasting in color with those of both teams
 - 6.8.3 Wear protective equipment as specified in the FIH Rules of Hockey.
- 6.9 Players shall remove all jewelry before playing (necklaces, bracelets, protruding rings on fingers or face, dangling earrings, watches, etc.) and any other dangerous items. Caps with peaks are not permitted. Spectacles must have sport lenses. Regular glasses are not permitted.
- 6.10 The Umpires for a match (es) organized or sanctioned by the BHF from time to time, acting jointly, shall solely determine what constitutes a dangerous item or appropriate attire and they should prohibit a player participating in a match until the item is removed or they are satisfied with the player's attire.

7. Playing Regulations and Conduct

- 7.1 Any match (es) organized or sanctioned by the BHF shall be conducted in accordance with the current FIH Rules of Hockey.
- 7.2 A match shall consist of the regulation time of four (4) periods of fifteen (15) minutes each, separated by two (2) minutes between quarters and ten (10) minutes between halves.
- 7.3 The team representative must identify themselves to the technical officials on duty.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 7.4 Each team must complete the team section of the game sheet provided by the technical officials before the commencement of the scheduled match.
- 7.5 No one, except players, officials and umpires properly engaged in a match may enter the pitch during the match, unless permitted to do so by an Umpire assigned to the match in question. This rule is obligatory even in the event of an injury to a player or Umpire.
- 7.6 In the event of a player being incapacitated, one of the Umpires may stop the match and assess whether or not the player concerned requires attention from the team bench.
- 7.7 In the event of an injury to a player, the Umpire may authorize a team official to enter the pitch to assist and/or remove the player concerned.
- 7.8 If any team official enters the pitch to attend to a player other than a goalkeeper, that player must leave the pitch and return to the team bench area for a minimum of two (2) minutes. The technical officials on duty will manage the two (2) minute period. The player required to leave the pitch may be substituted.
- 7.9 If a player sustains an injury that causes bleeding, that player must leave the pitch as soon as possible and shall not re-enter the pitch until the bleeding has ceased and the wound is adequately covered up. Blood stained clothing must be replaced and equipment cleaned before re-entry to the pitch. Spare sets of club uniforms should be with the team involved in a league or any other match, including a shirt without a number plus suitable material for numbering in an emergency.
- 7.10 If the pitch is stained by blood, immediate cleaning must take place before match is restarted. If the pitch is synthetic, it must be rubbed with a cloth soaked in 80% alcohol for approximately one (1) minute.
- 7.11 Each team shall be permitted to substitute any player during a match and at any time. However, no substitution may be made following the award of a penalty corner and its completion unless the defending goalkeeper is incapacitated and has to leave the pitch, in which case the replacement may enter the pitch immediately.
- 7.12 Substitution of a player make only take place under the supervision of a technical official and the substitute player may not enter the pitch until the player being substituted has left the pitch. The Umpires will supervise the substitution of a goalkeeper and time will be stopped.
- 7.13 Time will not be stopped for substitutions except for the replacement of a goalkeeper or an incapacitated player when control will be under the direction of the Umpire.

8. League/Player Types

8.1 The BHF Recognize the following League Types

- Women
- Men
- Mixed
- Junior
- Youth

8.2 The Federation recognizes the following Member player categories:

- Senior
- Junior
- Youth
- Floater
- Drop-in/Guest

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

9. Player Definitions

- 9.1 Senior - a Registered Member of 19+ years old as at the 1st September of each year.
- 9.2 Junior - a Registered Member aged 13 years old to 18 years old as at the 1st September of each year.
- 9.3 Youth - a player between the ages of 4 and 12 years old as at the 1st September of each year who participates in Federation sanctioned events. Players aged 11 or 12 years old as at the 1st September of each year are permitted to participate in the Federation league fixtures subject to parental AND Board approval prior to playing.

9.4 A Floater:

- a) is a Member player aged between 13 and 18 years old and 40 years old or older as at the 1st September of each year.
- b) may, at the request of another Affiliated Club, play for another Affiliated Club and must wear the full kit of the Affiliated Club for whom the Floater is playing.
- c) cannot play for another Affiliated Club that is scheduled to play the Affiliated Club with whom the Floater in question is registered.
- d) there is no restriction on the number of Affiliated Clubs a Floater may play for, providing the Floater in question fulfils the age criteria and adheres to b) and c).
- e) the maximum number of Floaters allowed on any one team is 5.
- f) an Affiliated Club may only list Floaters on their team sheet on game day once the minimum of 8 Affiliated Club Registered Players (see Article 14) of that Club are present at the pitch and able to play:
 - a Floater CANNOT be used to make up any Affiliated Club's minimum number of 8 registered players in order to start a Match;
 - if the minimum player requirement cannot be met, the Article 14.3 will apply.
- g) There is no age restriction on Floating goalkeepers. Goalkeepers may float to any other team of the same gender when not playing for their Affiliated Club.
- h) A list of eligible Floater Players will be kept by the Technical Committee at the commencement of the Playing Season and made available to Affiliated Clubs Reps upon request.

9.5 Drop-in/Guest Players:

- a) is an individual who is 18 years of age or older and is not a Registered Member.
- b) must sign the Federation waiver and Code of Conduct prior to playing for any Affiliated Club and their name must be included in the Team Sheet submitted to the Technical Official and pay the Drop-In fee directly to the Technical Official.
- c) an Affiliated Club may only list a Drop-in/Guest Player on their team sheet on game day once the minimum of 8 Affiliated Club Registered Players (see Article 14) of that Club are present at the pitch and able to play:
 - a Drop-in/Guest Player CANNOT be used to make up any Affiliated Club's minimum number of 8 registered players in order to start a Match;
 - if the minimum player requirement cannot be met, the Article 14.3 will apply.
- d) if the Drop-in/Guest Player chooses to play for multiple weekends, either consecutively or on an ad hoc basis, the Drop-In fee must be paid each weekend, however, the Federation waiver and Code of Conduct does not need to be completed each time.
- e) Guest Players may play for any Affiliated Club and must wear the full kit of the Affiliated Club for whom the Floater is playing.
- f) Guest Players may drop-in for an unlimited number of weekends with Friday being included as part of the weekend.

9.6 Mixed Teams

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- a) Mixed teams will play each other and play other Affiliated Clubs.
- b) When Mixed Clubs are scheduled to play an all-female Affiliated Club and/or teams with juniors, the following rules will apply:
- c) Maximum of five (5) men on the pitch at any one time; provided Five (5) women are on the team. The mixed team should not play shorthanded e.g., seven (7) men, three (3) women on the field is permitted. Not applicable when playing mixed vs mixed.
- d) Mixed teams to play ten (10) outfield players; no goalkeeper
- e) No hitting by boys/men will be permitted including in the D
- f) Maximum of two (2) senior/Junior men/boys may play on a women's team when playing against a mixed team when not playing against their affiliated team
- g) Maximum of three (3) Senior players of same gender may play on a junior team when playing against a mixed team when not playing against their affiliated team

9.7 Junior Teams

- a) Junior teams will play each other and play other Affiliated Clubs.
- b) When Junior teams are scheduled to play an all-female or Mixed Affiliated Club, the following rules will apply:
- c) Maximum of three (3) senior players of same gender may play on a junior team but **CANNOT SCORE**

10. Start Times

- 10.1 Umpires should be prepared to start the match as near to the Start Time as possible. Teams unable to field the minimum number of players at the Start Time are subject to the minimum player requirement (see Article 14).
- 10.2 There may be up to a ten (10) minute weather delay at the Start Time of the match. The Umpires assigned to the match have the discretion jointly to determine if the match is delayed or cancelled due to inclement weather. The Technical Director will reschedule the match (see Article 12).
- 10.3 Teams unable to field the minimum number of players at the Start Time are subject to the minimum player requirement (see Article 14) irrespective of the weather delay (see Article 12).

11. Format, Ranking and Scoring

- 11.1 All teams will play against each other as per the Schedule and the following points will be awarded for each match:
 - Three (3) points for a win;
 - One (1) point for a draw; and
 - Zero (0) points for a loss.
- 11.2 Ranking within a league will be determined according to points accumulated by each team.
- 11.3 If two (2) or more teams have the same number of points at the end of the Playing Season then the following will apply to determine the eventual winner of a league:
 - teams will be ranked according to number of matches won;
 - If the teams still remain equal then the team with the higher goal differences, (which means "goals for" less "goals against") shall assume the higher position. A positive goal difference always takes precedence over a negative one;
 - if this number is the same, then the team having the greater number of "goals for" shall assume the higher position;
 - If this number is the same, then the teams will be ranked according to the results of matches played between the two or more teams involved.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

12. Cancellation of Matches

- 12.1 A match may be cancelled for the following reasons:
- inclement weather;
 - pitch availability;
 - by application of a club and subsequent approval by the Executive Committee (see Article 14); or
 - Any other reasons, at the discretion of the Technical Committee.
- 12.2 Conditions for delaying or cancelling a match (es) are at the discretion of the Technical Committee or the Umpires.
- 12.3 In the event that a match (es) is cancelled due to inclement weather, the Technical Committee will contact the Umpires and the clubs involved to inform them of the same.
- 12.4 In the event of a match (es) being cancelled due to pitch availability, the Technical Director will contact the Umpires and the clubs involved to inform them of the same.
- 12.5 The Technical Director is responsible for rescheduling any cancelled match (es).

13. Application for Match Reschedule

- 13.1 If an Affiliated Club is unable to field a team for a match due to;
- player unavailability
 - a specific event,
- 13.2 the captain of that team may, by giving notice to both the opposing team and the Technical Committee (BHFtechBench@BHF.bm), not less than fourteen (14) days prior to the originally scheduled date of the match, request that the match be rescheduled. This request should include the reason why the postponement is required and it will be at the discretion of the Technical Committee as to whether the postponement is granted. In the event that the Technical Committee, in conjunction with the Umpires Committee, can offer an alternative date(s), both teams must agree to the proposed date(s).
- 13.3 The Technical Committee should determine, within a maximum of seven (7) days after receiving the notice to reschedule the match, whether a mutually agreeable date(s) is available. If such date(s) is not available then the Technical Committee should advise both teams that the match must be played on the original scheduled date.
- 13.4 As per Article 10, in the event that a match (es) is postponed the Technical Committee, in conjunction with the Umpires Committee, shall review the Schedule and determine a revised date for the playing of the postponed match (es). The Technical Committee will inform the teams affected by the postponed match (es) of the revised date.

14. Minimum Player Requirement

- 14.1 The minimum number of players required to start a match is eight (8).
- 14.2 At the Start Time, both teams should be on the field and ready to commence the match.
- 14.3 In the event that one team is unable to field a team, in accordance with Article 10, at the Start Time, the Umpires, acting jointly, shall immediately declare the match defaulted and the result is recorded as a 5-0 win to the opposing team.
- 14.4 The match can only be defaulted if the opposing team, complying with Article 10, has taken the field and is ready to play at the Start Time for the match.
- 14.5 In the event that both teams are unable to field a team at the Start Time, that is, have not taken the field and are not ready to start at the Start Time, the Umpires, acting jointly, shall immediately declare the match cancelled. In the event that the match is declared, “cancelled”, the match shall not be re-scheduled and Zero points will be awarded to either team.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

15. Club Training

- 15.1 Clubs will have the opportunity to train during allotted club training times, to be provided to Team Managers before the start of each corresponding season.
- 15.2 Field will be broken up to ½ and ¼ pitch areas
- 15.3 Teams can request day/time from the published allotted times
- 15.4 Teams will need to email BHF Secretary before Noon of the training day if training is going to be cancelled.
- 15.5 Failure to cancel in time will result in Team having to pay for all or a portion of NSC fees invoiced. The BHF is invoiced for all no-shows.

16. Transfers Between Affiliated Clubs

- 16.1 A Member wishing to change Affiliated Clubs during the Playing Season must inform the Executive Committee and confirm the approval of:
 - 16.2 the President or Secretary of the Affiliated Club that the Member is transferring from; and
 - 16.3 The President or Secretary of the new Affiliated Club.
- 16.4 In the event that the Affiliated Club from which the Member is transferring from is unwilling to give approval to the player's transfer then either that Affiliated Club's President or Secretary must detail clearly, in writing, their Affiliated Club's objections to the transfer.
- 16.5 A Member seeking to transfer Affiliated Clubs during the Playing Season should send, in writing and printed form only, their request to the Secretary of the BHF by 5.00pm on a Monday, and
- 16.6 if agreed by all parties with no objections, then the Member may represent the Affiliated Club he/she is transferring to in the next scheduled match;
- 16.7 if not agreed by the Affiliated Club from which the Member is transferring from, then the Executive Committee shall, within a maximum of fourteen (14) days from the date of receiving the Member's Application to Transfer Form, determine whether or not to approve the transfer during the Playing Season; and
- 16.8 The Executive Committee shall not consider an application for transfer during the current Playing Season when the application is received after the 31st January in that current Playing Season.
- 16.9 Members are free to transfer between Affiliated Clubs out of season with no requirement to inform the Executive Committee.

17. Match Officiating

- 17.1 The Umpires Committee shall be responsible for allocating Umpires to all matches and any other matches as organized or sanctioned by the BHF from time to time.
- 17.2 In the event that at the scheduled start time of a match either or both of the Umpires nominated by the Umpires Committee to umpire the match are not available to umpire the match then:
 - 17.3 a current representative of the Umpires Committee, or in their absence the Technical Committee as present and assigned to the match, may appoint a replacement umpire(s) to umpire the match if that person to be appointed is a current Umpire and, if possible, not a member of either of the Affiliated Clubs whose teams are involved in the match. In the case where a replacement umpire(s) is affiliated to a playing team, then the appointment must be mutually agreed by both team captains of the teams involved in the match;
 - 17.4 in the event that there is no mutual agreement under Article 12.2 then the match must be rescheduled;
 - 17.5 Under the provisions of Article 12.2, there may be a delay of up to ten (10) minutes from the scheduled start time to allow both umpires to take the field. In the event that two (2) Umpires are not available after this time has elapsed the game shall be postponed. Both teams must complete their respective team sheets and sign these indicating that the match could not be started due to unavailability of suitable umpires. These team sheets must be submitted to the Technical Committee and the match shall be rescheduled. (See Article 13.3); and

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 17.6 Notwithstanding the above, the minimum player requirements (see Article 11.1) shall apply.
- 17.7 In the event that a red card is issued in a match, both Umpires must complete reporting of the incident in the form prescribed by the Umpiring Committee.
- 17.8 Any complaint by an Affiliated Club concerning the conduct, behavior or performance of an Umpire during a match(es) organized and sanctioned by the BHF, should be directed in writing, clearly setting out the reasons for the complaint, to the Secretary of the BHF or in the absence of the Secretary either the President or Vice President.
- 17.9 In the event that a complaint is received by the Executive Committee, then the Secretary of the BHF, or in the absence of the Secretary either the President or Vice President, shall request a written report from both Umpires assigned to the match and these reports must be lodged within five (5) days of receiving the request from the Secretary. The reports may be in printed form or sent electronically.
- 17.10 Within fourteen (14) days of receiving the complaint, the Executive Committee shall meet to consider the complaint. The Executive Committee may seek further written reports or information from the Affiliated Club lodging the complaint, the opposing Affiliated Club, the respective Umpires assigned to the match, a representative from the Umpires and/or Technical Committees and any other persons that the Executive Committee deems necessary. The reports may be in printed form or sent electronically.
- 17.11 The decision of the Executive Committee concerning the complaint shall be final. Any recommendations from the Executive Committee will be passed down to the Umpires Committee.

18. Technical Committee

The objective of the Technical Committee is to assign technical officials to officiate at any match (es) organized or sanctioned by the BHF.

- 18.1 The Chairperson of the Technical Committee is selected by the Executive Committee prior to the commencement of the Playing Season. The Chairperson shall attend Management Committee meetings to report on all technical related matters.
- 18.2 The Chairperson will in turn form a Technical Committee of not less than three (3) members, such members being selected from the current pool of technical officials.
- 18.3 The FIH Rules of Hockey will be distributed to all technical officials by the Technical Committee on the 1st September each year prior to the Playing Season.
- 18.4 The Technical Committee will be responsible for the design, maintenance and distribution of technical official shirts to all technical officials.

Technical Official Policies and Procedures:

- 18.5 the Technical Committee shall distribute a copy of the Technical Official Policies and Procedures, as amended by the Technical Committee from time to time, to all technical officials and any new technical officials at the beginning of each Playing Season or upon commencing the duties of a technical official at any match(es) organized or sanctioned by the BHF;
- 18.6 the Technical Official Policies and Procedures will contain details on technical official preparedness, equipment and clothing, the scheduling of technical officials to a match(es), team sheets, procedures for the start of a match(es), procedures for the delay or cancellation of a match(es) due to inclement weather, penalties and red cards, dealing with abuse from players and coaches and other matters as deemed appropriate from time to time; and
- 18.7 All the procedures in the Technical Official Policies and Procedures will conform to the BHF Policies and Procedures, as adopted and amended by the BHF.

Scheduling of Technical Officials to a match(es):

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 18.8 the Technical Committee will be responsible for the scheduling of technical officials to any match(es) organized or sanctioned by the BHF;
- 18.9 technical officials will be selected for any match(es) based upon their availability, level of experience and any connection with an Affiliated Club whose team is playing in that match. The selection will be at the discretion of the Technical Committee; and
- 18.10 The Technical Committee will, where possible, send out the technical officials' schedule at least seven (7) days in advance of the matches taking place or with sufficient notice for the technical officials to attend the match.

The objective of the Umpires Committee is to improve the level of umpiring, to maintain a register of Umpires and to assign Umpires to any match(es) organized or sanctioned by the BHF.

- 18.11 The Chairperson of the Umpires Committee is selected by the Executive Committee from the current pool of Umpires before September 1st each year. The Chairperson shall attend Management Committee meetings to report on all umpire related matters.
- 18.12 The Chairperson in turn will form an Umpires Committee of not less than three (3) members, such members being selected from the current pool of Umpires.
- 18.13 The FIH Rules of Hockey will be distributed to all Umpires and Affiliated Clubs by the Umpires Committee on September 1st each year prior to the Playing Season. These copies may be in printed form or distributed electronically.
- 18.14 The Umpires Committee will hold meetings at their discretion. These meetings will discuss the Playing Season, any rule changes or experimental rules being introduced, and any other matters as deemed necessary by the Umpires Committee.
- 18.15 Any rule changes and experimental rules as introduced by the FIH Hockey Rules Board on January 1st each year will be assessed by the Umpires Committee and it will recommend to the Executive Committee when these rule changes should be introduced by the BHF. The Executive Committee will then determine the date of introduction and the Umpires Committee will be responsible for distributing the rule changes and experimental rules to all Umpires and Affiliated Clubs. These copies may be in printed form or distributed electronically.
- 18.16 The Umpires Committee will be responsible for the design, maintenance and distribution of umpire shirts to all Umpires.

Umpire Policies and Procedures:

- 18.17 The Umpires Committee may distribute a copy of Umpire Policies and Procedures, as amended by the Umpires Committee from time to time, to all Umpires and any new umpires at the beginning of each Playing Season or upon commencing umpiring league matches and any other matches organized or sanctioned by the BHF;
- 18.18 The Umpire Policies and Procedures will contain details on umpire preparedness, equipment and clothing, the scheduling of umpires to matches, team sheets, procedures for starting matches, procedures for delaying or cancelling matches due to inclement weather, penalties and red cards, dealing with abuse from players and coaches and other matters as deemed appropriate from time to time;
- 18.19 All the procedures in the Umpire Policies and Procedures will conform to the BHF Policies and Procedures as adopted and amended by the BHF.

In the event of an anomaly arising, the approved BHF Policies and Procedures shall apply.

Scheduling of Umpires to matches:

- 18.20 The Umpires Committee will be responsible for the scheduling of Umpires to any match(es) organized or sanctioned by the BHF;

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 18.21 Umpires will be selected for matches based upon their availability, current grading, level of experience and any connection with an Affiliated Club whose team is playing in that match. The selection will be at the discretion of the Umpires Committee; and
- 18.22 The Umpires Committee will, if possible, send out the schedule at least seven (7) days in advance of the matches taking place or with sufficient notice for the Umpire to attend the match. The Schedule may be in printed form or distributed electronically;
- 18.23 The Umpires Committee will be responsible for the recruitment and development of umpires. In order to encourage and develop umpires the Umpires Committee will design and conduct courses and seminars or liaise with overseas umpires during umpire clinics.

19. Red Card

- 19.1 If a Member is issued with a red card, he/she will be expelled from the match and must leave the field of play as per the FIH Rules of Hockey, as amended from time to time.
- 19.2 A Member issued with a red card may lodge an appeal against this decision by submitting a written appeal to the Secretary of the BHF, or in the absence of the Secretary the President or Vice President, before 5.00pm on the Tuesday immediately following the match in which the Member received the red card. The written appeal must clearly state the reasons for the appeal. The appeal may be in printed form or sent electronically.
- 19.3 In the event that an appeal against a red card is received by the Secretary of the BHF, the Secretary, or in the absence of the Secretary either the President or Vice President, shall request a written report from both Umpires assigned to the match
- 19.4 These reports must be lodged within five (5) days of receiving the request from the Secretary. The reports may be in printed form or sent electronically.
- 19.5 The Executive Committee shall form a three (3) person Disciplinary Committee to consider the issuance of the red card and any appeal, if made. The Disciplinary Committee may seek further written or verbal reports or information from the Member, the respective Umpires, a representative from the Umpires and/or Technical Committees and any other information that the Disciplinary Committee shall deem useful.
- 19.6 Within seven (7) days of the issuance of the red card, the Disciplinary Committee must meet to determine the punishment/sanction to be applied to the Member or ascertain if a submitted appeal is to be upheld. The Disciplinary Committee shall determine if the red card:
 - 19.7 is rescinded, if an appeal is lodged;
 - 19.8 is upheld and a mandatory one (1) game suspension from participating in any form in the next match in the league in which the red card was issued shall apply; or
 - 19.9 is upheld and the Disciplinary Committee shall determine the number of games' suspension to apply.
- 19.10 Within two (2) days of receiving the decision of the Disciplinary Committee, the Member may lodge an appeal against the Disciplinary Committee's decision. This appeal must be in writing and lodged with the Secretary of the BHF, or in the absence of the Secretary the President or Vice President. The appeal may be in printed form or sent electronically.
- 19.11 Within seven (7) days of the Secretary of the BHF receiving this appeal against the decision of the Disciplinary Committee, the Executive Committee shall meet to consider this appeal and the Member lodging the appeal shall have the right to attend this meeting and submit a verbal report. The Executive Committee may also choose to receive verbal reports from the respective Umpires, a representative from the Umpires and/or Technical Committees and any other person that the Executive Committee shall deem useful.
- 19.12 After due consideration of all reports both written and verbal this meeting shall then determine either:
 - 19.13 to uphold the decision of the Disciplinary Committee; or
 - 19.14 To uphold the decision of the Disciplinary Committee, but reduce the penalty.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 19.15 The Executive Committee shall have no power to rescind the original red card decision. There shall be no right to further appeal.
- 19.16 If a Member is issued with a red card during a match organized and sanctioned by the BHF, other than a league match, that is a Knockout Cup, or other tournament fixture, then:
- 19.17 The Member shall be automatically suspended from the next scheduled, playable match in that tournament, unless;
- 19.18 Within thirty (30) minutes of the completion of the match during which the red card was issued, the Member lodges an appeal;
- 19.19 In the event that an appeal is lodged, a three (3) person Disciplinary Committee shall be formed by the tournament Technical Director or, in that person's absence, a member of the Executive Committee and this Disciplinary Committee shall receive and consider the verbal or written reports of only the Umpires (either or both) assigned to the league match and the Member;
- 19.20 It is not necessary that persons on this Disciplinary Committee witnessed any part of the match or the particular incident that gave rise to the red card decision;
- 19.21 No person on this Disciplinary Committee shall be a member of either of the Affiliated Clubs whose team played in the match nor an Umpire assigned to the match in which the red card was issued;
- 19.22 This Disciplinary Committee shall decide to:
- 19.23 Rescind the red card;
- 19.24 Uphold the red card and apply no further penalty; or
- 19.25 Uphold the red card and apply an additional penalty;
- 19.26 There shall be no right of further appeal, the formation of this reasonably constituted committee and its finding shall be deemed a due and final process.

20. Protests

- 20.1 An Affiliated Club shall have the right to lodge a protest against the result of a match.
- 20.2 The protest must be in writing, clearly setting out the grounds for protest and signed by the President or Secretary of the respective Affiliated Club and must be lodged with the Secretary of the BHF, or in the absence of the Secretary, the President or Vice President, before 5.00pm on the Thursday immediately following the date of respective match protested. The protest may be in printed form or sent electronically.
- 20.3 Within seven (7) days of receiving the protest, the Executive Committee shall meet to consider the protest. The Executive Committee may seek further written reports or information from the Affiliated Club lodging the protest, the opposing Affiliated Club, the respective Umpires assigned to the match, a representative from the Umpires Committee and any other persons that the Executive Committee deems necessary. The reports may be in printed form or sent electronically.
- 20.4 The decision of the Executive Committee shall be final and shall be distributed to both Affiliated Clubs involved in the protest in writing by the Secretary of the BHF, or in the absence of the Secretary, the President or Vice President. The decision may be sent in printed form or sent electronically.
- 20.5 An Affiliated Club shall have the right to lodge a verbal or written printed protest against the result of a match organized and sanctioned by the BHF, other than a league match, that is a Knockout Cup, or other tournament fixture, providing that:
- 20.6 It is lodged within thirty (30) minutes of the completion of the match protested;
- 20.7 In the event that a protest is lodged, a three (3) person Committee shall be formed by the tournament Technical Director or, in that person's absence, a member of the Executive Committee and this Committee shall receive and consider the verbal or written reports of the Umpires (either or both) and both Affiliated Clubs involved and, if required, the reports of a representative from the Umpires and/or Technical Committees and any other persons that the Executive Committee deems necessary;
- 20.8 It is not necessary that persons on this Committee witnessed any part of the match being protested;

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 20.9 No person on this Committee shall be a member of either of the Affiliated Clubs whose team played in the match nor a Graded Umpire assigned to the match being protested;
- 20.10 This Committee solely shall determine to either:
- 20.11 Uphold the protest; or
- 20.12 Dismiss the protest;
- 20.13 Due to the circumstance pertaining to tournament play, there shall be no right of further appeal, the formation of this reasonably constituted committee and its' finding shall be deemed to be a due and final process.

21. Disciplinary Matters

- 21.1 These provisions cover matters or incidents arising in respect of the affairs of the BHF other than complaints against Umpires as covered under Article 12 and red card incidents as covered under Article 16.
- 21.2 In the event of any reported misconduct, negligent or fraudulent act or behavior, whether such acts or behavior be by an Affiliated Club or a Member or a person(s) associated with an Affiliated Club or a Member, then upon receipt of a written report, either in printed form or electronically, herewith termed a complaint, detailing such act or behavior and submitted to the BHF Secretary or, in the absence of the Secretary, the President or Vice President, then:
- 21.3 Any such complaint shall be considered by the Executive Committee;
- 21.4 The Executive Committee must seek a report or explanation from the person(s) who may be the subject of this complaint;
- 21.5 Such report or explanation as referred to in Article 19.2 (ii) shall be submitted to the Secretary of the BHF, or in the absence of the Secretary, the President or Vice President, within seven (7) days of the incident. The report may be in printed form or sent electronically. Alternatively the Affiliated Club or person(s) may choose to make a verbal representation to the Executive Committee;
- 21.6 Failure of the Affiliated Club or person(s) to submit their report (verbal or written) shall not by itself prohibit the Executive Committee from considering the complaint and making a ruling;
- 21.7 The Executive Committee may seek further written or verbal reports or information from other Members or any other persons that this Committee shall deem useful.
- 21.8 Within seven (7) days of receiving the complaint the Executive Committee must meet to consider the matter or incident and within seven (7) days of this meeting shall determine that:
- 21.9 The complaint is proven and therefore determine an appropriate penalty, if any; or
- 21.10 The complaint is dismissed.
- 21.11 The Secretary of the BHF shall in writing, either in printed form or electronically, within five (5) days of this meeting advise the parties involved of the decision of the Executive Committee.
- 21.12 The findings of the Executive Committee shall be final and shall be binding on the Affiliated Club or Member under the provisions of the BHF's Bye-laws and Policies and Procedures.

22. General

- 22.1 The official BHF colours for use on the BHF logo, letterheads, website, advertising and any other material either printed or electronic shall be blue, red, white and black and the official font shall be Verdana point 9.
- 22.2 In all matters concerning the interpretation of any perceived ambiguity of the BHF Policies and Procedures or the organization of the league, cup competitions or any other matter, the decision of the Executive Committee shall be final.
- 22.3 The Executive Committee shall have the power to determine any matter not covered by the BHF Policies and Procedures.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

- 22.4 Any proposed amendments to the BHF Policies and Procedures should be directed in writing, by letter, facsimile or e-mail to the Secretary of the BHF and all amendments will be adopted as set out in the BHF Bye-laws.
- 22.5 All Affiliated Clubs, teams, players and members agree to be bound by policies concerning child welfare, equal opportunities and rights, drug abuse or any other policies as issued or amended by the FIH from time to time and as adopted by the BHF from time to time.

BERMUDA HOCKEY FEDERATION

POLICIES AND PROCEDURES

History of Policy Changes

Policy #	Addition/Amendment/Deletion	Effective Date
4 – Membership & Fees	Policy rewritten and increase from 8 to 11 for minimum registered players	20 th August, 2020
8 – League/Player Types	Added Floater and Guest/Drop In	20 th August, 2020
9 – Player Definitions	Redefined age criteria throughout	20 th August, 2020