

SCHOOLS COMPETITION REGULATIONS (U14 – U18 Outdoor) 2026-27

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1 MANAGEMENT

1.1 Principles

- 1.1.1. The Junior Competitions Framework (JCF) in England will comprise of competitions for open/boys and girls school teams administered and run by the England Hockey Competitions Department (EHCD) and/or Area Junior Leagues & Competitions Committee (AJLCC), as seen in Appendix 1.
- 1.1.2. England Hockey (EH) Policies, as seen in Appendix 2, will apply to all matches within the JCF.
- 1.1.3. Each school, by its entry into and participation in JCF competitions along with each player, through their school registration, shall be deemed to have given consent to abide by these Regulations, EH policies and any amendments that may be ratified by EH from time-to-time.
- 1.1.4. Any school administrator or team administrator requiring clarification on Competition regulations should consult directly with the relevant organiser - AJLCC or EHCD.

2 COMPETITIONS

2.1 Super League Organisation

The competition is organised in two stages.

Stage One – Leagues.

Stage Two – Knockout Rounds.

2.1.1 Stage One – Participating teams will play in defined geographical leagues.

2.1.1.1 All teams in each League will play each other either home or away by the designated play by date of the Championships. EHCD will determine which team is home and which is away in each fixture. This may be varied if agreed by both teams.

2.1.1.2 U18s - If there are four leagues in the competition the top two teams in each league will qualify for the knockout rounds and the team's finishing 3rd and 4th in each pool will qualify for the Plate competition. If there are three leagues in the competition the top two teams in each league will qualify for the knockout rounds along with the two third placed teams with the best playing record. The other 3rd place team, plus the 4th, 5th placed teams and the 6th placed team with the best record will qualify for the Plate competition.

2.1.1.3 U16s – If there are four leagues in the competition the team's finishing 1st, 2nd and 3rd in each league will qualify for the knockout rounds. If there are three leagues in the competition the top four teams in each league will qualify for the knockout rounds. All other teams will qualify for the Plate competition.

2.1.1.4 Playing record will be determined by the following, in order

2.1.1.4.1 Points per game average. If still equal Regulation 2.1.1.4.2 applies.

2.1.1.4.2 Best goal difference average. If still equal Regulation 2.1.1.4.3 applies.

2.1.1.4.3 The team having scored the most goals per game average.

2.1.2 Stage Two – Knockout Rounds (Main competition) .

2.1.2.1 The draw for the U18 knockout rounds will be an open draw save that in the first round, i. league winners will receive home ties, ii. teams will not play against a team from the same league, iii. Any team qualifying as a third placed teams with the best playing record will play away at a league winner.

2.1.2.2 The draw for the U16 knockout rounds will be an open draw save that in the first round, i. league winners will receive a bye, ii. 2nd placed teams will have home ties against 3rd placed teams, iii. teams will not play against a team from the same league, iv. any team qualifying with the best playing record will play away. In the second round, i. league winners will receive home ties ii. teams will not play against a team from the same league.

2.1.2.3 The semis and final will be played at venues as determined by EHCD

2.1.3 Stage Two – Knockout Rounds (Plate competition)

2.1.3.1 The draw for the knockout rounds will be an open draw save that in the first round teams will not play against a team from the same league.

2.1.3.2 The final will be played at a venue as determined by EHCD.

2.2 Competition Organisation (except Super League)

- 2.2.1. EHCD will organise the following Championships (knockout competitions) in line with these regulations using standard formats. A team that plays and loses in Round 1 or Round 2 of the U18 & 16 Trophy Championships shall be eligible for a place in the Shield Championships. A team that loses in the first round of the U14 Cup Championships shall be eligible for a place in the Trophy Championships. A team that loses in the first round of the U14 Trophy shall be eligible for a place in the Shield Championships.

- 2.2.1.1 Under 18 Trophy (& Shield), Under 16 Trophy (& Shield), Under 14 Cup (& Trophy & Shield).
- 2.2.1.2 Prior to the quarter final finals participating teams will play in defined geographical regions with teams drawn to play each other. The number of rounds required is dependent on the total number of entries and how many rounds are required for two teams per region to qualify for the quarter finals.
- 2.2.1.3 The draw for the quarter finals in the U14 Cup Championships will be an open draw. In the U14 Trophy (& Shield), U16 Trophy (& Shield) and U18 Trophy (& Shield) Championships the quarter finals will be played between teams from the same region.
- 2.2.1.4 The draw for the semi-finals in all Championships will be an open draw.
- 2.2.1.5 The first named team in each match shall be designated the home team except as below

- 2.2.1.5.1 From Round 3 and relevant waterfall competition rounds, home advantage will be allocated by EHCD depending on how many home or away matches teams in a match have played up to that stage in the competition, under the following conditions. In any match if one team (A) has played two or more away games than the other team (B) then that team (A) will be designated the home team for the match.

- 2.2.1.5.2 The Finals of all Championships will be played at a neutral venue as determined by EHCD.

- 2.2.1.6 All matches must be played on a midweek day and by the dates set by EHCD (for further information see the full Information Pack)

- 2.2.1.7 Matches can only be played after the scheduled date if agreed in advance of the tie by both teams and approved by the EHCD. Failure to comply with this may lead to disqualification.

- 2.2.1.8 The date, venue and start time of each match must be agreed by the teams.

- 2.2.1.9 The result of each match must be confirmed by the home team directly by email by 9.00am on the day following the match.

2.2.2 EHCD will organise the final stages of the following Championships where teams qualify from Area run competitions.

U14, U16 & U18 Vase Championships.

2.2.3 AJLCCs will be responsible for organising competitions within their Area in line with these regulations and the JCF and will have discretion to structure leagues and knockout competitions at the relevant levels based on entries received using standard formats and scoring systems.

2.2.3.1 For the following competitions, AJLCC will organise competitions, including any qualifying rounds to determine one qualifier from their Area to progress to the final stages. If any qualifying team does not wish to participate in the final stages, the EHCD and AJLCC(s) will determine the action to be taken in respect of inviting further teams to participate or otherwise. Reg 3.2.4 applies in respect of team eligibility and Regs 4.1 and 4.2 in respect of team and player selection.

U14, U16 & U18 Vase Championships

2.2.4 EHCD has no jurisdiction over AJLCC competitions and where EHCD is referenced within the regulations it is only in relation to competitions organised in line with Regs 2.1 & 2.2.1.

2.3 Match Rules

2.3.1 The Rules of Hockey shall be those as in effect at the start of each season, except as any variations contained within these Regulations and in accordance with Appendix 3. The Rules shall include any: variations, supplementary guidance, interpretations, instructions, etc. as may be published by EHCD or AJLCC from time to time.

2.3.2 Match length times will be in accordance with Appendix 4, unless set differently by the EHCD or AJLCC dependant on the competition. U18 Super League matches will be 35 minutes each way. All other competitions will be 30 minutes each way.

2.3.3 All matches must be played on a midweek day and by the dates set by EHCD (for further information see the full Information Pack)

2.3.4 Matches can only be played after the scheduled date if agreed in advance of the tie by both teams and approved by the EHCD. Failure to comply with this may lead to disqualification.

2.3.5 The date, venue and start time of each match must be agreed by the teams.

2.4 Umpires - Super League

2.4.1 Unless otherwise notified home teams are responsible for sourcing independent umpires from their local Officiating Committee or England Hockey Officiating at their cost. If independent umpires cannot be appointed each team shall provide its own Umpire who shall be minimum Level One Umpire Award accredited and registered as active.

2.4.2 If agreed by both teams, teams may make alternative arrangements to 2.4.1 above to the satisfaction of both parties.

2.5 All Competition Umpires (excluding Super League)

2.5.1 The responsibility for appointing competent umpires to each match falls to teams, unless informed in advance by a competition organiser who may pass responsibility to an appointing body.

2.5.2 Unless advised by AJLCC or EHCD, or with the agreement of both teams, each team shall provide its own umpire

for each match.

- 2.5.3 All umpires must be registered members of the England Hockey Officiating (EHO) club. An unregistered umpire can complete their registration up to 24 hours after the relevant fixture has been completed.

- 2.5.4 The below outlines the requirements for umpires at each level of competition:

	U14 Cup	All other competitions
Desirable level of accreditation	Level 1 Assessed	Level 1 Unassessed
Acceptable level of accreditation	Level 1 Unassessed	No formal accreditation required

- 2.5.5 If an umpire is appointed but does not meet the acceptable level of accreditation, the game may only be played with the agreement of both teams. If the teams cannot reach an agreement 2.5.6 will apply.
- 2.5.6 Where teams have reached an agreement to appoint their own umpires and then unable to do so, the team unable to appoint will be deemed to have forfeited the game. If both teams are unable to appoint an umpire, lots will be drawn by the competition organiser to determine who forfeits the match.
- 2.5.7 Where a Young Umpire (Under 18) is appointed, the appointing school must ensure a qualified Adult Umpire is present throughout the duration of the match either on pitch or on the side-line to provide support to the young umpire.
- 2.5.8 Neither EHCD nor the AJLCC will adjudicate on decisions made by umpires in games. Likewise, umpires will not adjudicate on competition regulations.

2.6 Scoring System

- 2.6.1 For knockout competitions or knockout stages of tournaments, in the event of a match being drawn in normal time, a shoot-out competition will be played in accordance with Appendix 5.
- 2.6.2 In league competitions teams shall be awarded: 3 points for a win, 1 point for a draw, 0 points for a loss.
- 2.6.3 In the event of teams being equal on points at the end of a league competition, or part thereof, places within a league, shall be determined by each of the following, in order:
- 2.6.3.1 Highest goal difference. If still equal *Regulation 2.6.3.2 applies.*
 - 2.6.3.2 Highest number of goals scored. If still equal *Regulation 2.6.3.3 applies.*
 - 2.6.3.3 Highest number of matches won. If still equal *Regulation 2.6.3.4 applies.*
 - 2.6.3.4 The result of the match(es) between the teams concerned. If still equal *Regulation 2.6.3.5 applies.*
 - 2.6.3.5 If teams are still equal, they will share the position, except when it determines a qualifier for a further stage of the competition and in this situation a shootout between the teams involved will be arranged by the relevant competition.
- 2.6.4 For knockout competitions, the winner of the match shall progress to the next round.
- 2.6.5 Match results in the Super League shall be limited to a goal difference of ten, and any score recorded as 10-0, etc to the winners. Match results in all other competitions shall be limited to a goal difference of eight, and any score recorded as 8-0, 9-1 etc to the winners.

2.7 Failure to honour a fixture

- 2.7.3 A team which fails or is unable to honour a fixture
- 2.7.3.1 must notify its opposition and competition organiser immediately,
 - 2.7.3.2 may be subject to financial penalty,
 - 2.7.3.3 additionally, the EHCD or AJLCC shall, at their discretion, have the right to ensure that a team which fails to honour a fixture reimburses the opposing team, officials, competition organiser, etc. for any expenses incurred in relation to the fixture.
- 2.7.4 For knockout competitions the offending team shall be deemed to have lost the tie and will forfeit their entry fee. The opposing team shall progress to the next round. In exceptional circumstances EHCD may determine that the offending team is eligible to participate in any relevant waterfall competition. In the Super League Knockout phase this is subject to a £100 fine and any further penalty that EHCD may impose.
- 2.7.5 League competitions:
- 2.7.5.1 In the Super League a 10-0 walkover will be awarded against any team failing to fulfil a fixture. This is subject to a £100 fine and any further penalty that the EHCD may impose which may include determining that a game must be played on a date and venue a specified by EHCD. For all other competitions an 8-0 walkover will be awarded.
 - 2.7.5.2 In the Super League any team that fails to honour more than one of their fixtures or does not comply with a decision in line with 2.7.5.1 will be automatically withdrawn from the League and all previous results will be void, will forfeit its entry fee and will be fined £250. In all other competitions any team that fails to honour more than one of their League fixtures will be automatically withdrawn from the League and all previous results will be void and will forfeit its entry fee.

2.8 Finals

3 TEAM ENTRIES

3.1 Entry Dates

A school must enter its teams into any Competitions by the designated date set by the AJLCC or EHCD.

3.2 Eligibility

3.2.1 Area led Competitions are open to all teams from schools who are also:

3.2.1.1 members of that Area, or

3.2.1.2 from a neighbouring Area with the agreement of both the member and neighbouring AJLCCs.

3.2.2 For their teams to be eligible to participate in JCF competitions schools must have paid, by the due date, the following:

3.2.2.1 competition entry fee,

3.2.2.2 any monies outstanding to EH, Area and/or County/Sub-Area (CS-A).

3.2.3 In the event of any monies due being outstanding 14 days or more after a school's first match in any JCF competition, the AJLCC or EHCD shall be entitled to remove any team(s) for which no payment has been received.

3.2.4 Schools may enter a maximum of one team into each of the competitions and may not include any team who has entered a higher level competition in that age group except that schools entering Super League Championships at U16 and U18 may enter a 2nd XI team into the Trophy Championships at these age groups. No other 2nd XI entry is permitted into the Championships. For avoidance of doubt this includes Area run Vase competitions.

3.2.5 AJLCC and EHCD retain the right to decline entry to a competition if they believe the team is not entering at an appropriate level.

3.3 School & Team Administration

3.3.1 Each participating school must appoint a School Administrator, and each participating team must have a named Team Administrator, both of whom must be available to competition officials and other teams by the usual channels of communication.

3.3.2 An individual may be a School Administrator for their school and/or Team Administrator for more than one team.

3.3.3 To ensure continuity, any changes to a School Administrator or Team Administrator, or their details, must be updated to any relevant organisers immediately.

4 PLAYERS

4.1 Eligibility

4.1.1 All players must:

4.1.1.1. be on the school roll at the start of the academic year in which the competition takes place and be full members of the named school.

4.1.1.2. not be attending another school in England or another country at the same time as participation and must be enrolled to take a full part in the school's academic curriculum for the full academic year.

4.1.1.3. take public examinations at the same centre as the rest of the school. Players' academic results must be included in their school's published statistics including those seen in the government's league tables and the national press.

4.1.1.4. In exception to this a school may apply to AJLCC or EHCD on behalf of a player who has joined the school since the start of the academic year, and they will rule if the circumstances permit the player to be declared eligible.

4.1.1.5. not have represented more than one school in any one season. For the purposes of these regulations a season is defined as from 1 September in any one year to 31 August in the following year, both dates inclusive.

4.1.1.6 meet the age criteria

Under 14 - born on or after 01/09/2012

Under 16 - born on or after 01/09/2010

Under 18 - born on or after 01/09/2008

unless they hold a EH Dispensation Certificate in respect of the age group in which they are participating.

4.1.1.7 play in the relevant category as determined by England Hockey Trans and Non-Binary Participation Policy and must only play in one category in EH schools' championships competition (that includes both outdoors and indoors), during a season. (n.b. a female at birth player may play in an Open/Boys schools' championship and Womens/Girls club activity but may not also play in any Girls schools' championship. In

addition, a female at birth player may play in a Girls schools' championship and in Open/Mens and/or Open/Boys club activity but may not also play in any Boys schools' championship.)

4.2. Team Selection

- 4.2.1. Players shall not participate in more than one England Hockey Schools Championship competition in any one Season (i.e. a player can only play for one team in one age group and at one level). Save that they may play in the U13 In2Hockey championships and one U14 Championship.
- 4.2.2. In exception to the above a team may field a fully kitted goalkeeper who has played in a different age group if permission has been requested to and approved by AJLCC (for competitions in line with Regs 2.2.3) or EHCD (for competitions in line with Reg 2.2.1). Approval will be granted where the organiser decide that exceptional circumstances exist.
- 4.2.3. In the U18 Competitions unless an educational establishment is a. a State School or b. has been granted Collegiate status (available to schools who only have an intake of a specific gender in the sixth form / Year 12) only a total of three players who have joined the educational establishment in Years 12 and 13 are permitted to be part of the squad of players selected for any one match (subject to 4.2.3.1 below).
- 4.2.3.1 A team may select any player who has transferred into the school in Year 12 from an English educational establishment that only offers education up to Year 11. Such players must be registered in advance with AJLCC / EHCD.

4.3 Ineligible Players

Any team that plays an ineligible player or a player suspended in line with EH Disciplinary Regulations will be disqualified from the competition they participated in (including any subsequent waterfall competition) and may be fined. If in the Super League, they will be deemed to have lost the match 5-0, this is subject to any remission or further penalty that EHCD may impose.

4.4 Dress

- 4.4.1 Standard kit regulations are as below and should be the aspiration at all levels. It is accepted however that at some levels these may not be achievable, and variance is accepted.
- 4.4.2 The two teams must wear shirts and knee length socks that distinguish them from each other and the umpires, in accordance with publicised team colours.
- 4.4.3 Field players shall wear shorts, skirts or skorts in accordance with team colours shown on the team sheet (NB: players from the same team do not have to wear the same type of item as other players in their team).
- 4.4.4 If teams' shirts' and/or socks' colours clash then the away team must wear alternative colours.
- 4.4.5 Additional Clothing - Any additional clothing (e.g., cycle shorts, leggings or long-sleeved under-shirts) should be of the same colour as the corresponding item of clothing shown on the team-sheet but if not, it must not, in the opinion of the umpires, clash with the opposition's corresponding item of clothing (shirt and socks).
- 4.4.6 Goalkeepers must wear shirts that distinguish them from both teams' field players and the umpires and must wear protective equipment as specified in the current Rules of Hockey.
- 4.4.7 Players must wear shirts individually numbered on the back with the number allocated on the team-sheet. All numbers shall be no less than 8" (20cm) in height and shall contrast with the colour of the shirt.
- 4.4.8 Turbans, Hijabs (or other agreed head coverings) should be plain or match the shirt in line with colours on the team sheet. For all head coverings, they must not:
- be attached to the playing shirt
 - have any protruding items from the surface
 - have any metal fastenings or pins
 - cause a danger to the player, or other players
 - have the potential to be inadvertently pulled or unravelled

5 FIXTURE MANAGEMENT & MATCHDAY ADMINISTRATION

5.1 Dates

AJLCC and EHCD will issue fixtures with their scheduled dates. (Provisional dates published in Priority & Centralised Calendar).

5.2 Facilities

- 5.2.1 All competition matches must be played on artificial turf pitches. AJLCCs and EHCD, reserve the right to not allow a specific pitch to be used for matches if it deems it unsuitable.
- 5.2.2 There must be a toilet on site at any venue used.

5.2.3 For all matches:

- 5.2.3.1 It is the responsibility of the home team to ensure that pitch facilities, including markings, goals and goal nets are satisfactory. Home teams are responsible for pitch costs.
- 5.2.3.2 All pitch bookings must enable teams to have sufficient familiarisation and warm up time.
- 5.2.3.3 Every effort must be made to find a suitable replacement pitch should a scheduled venue be unfit.
- 5.2.3.4 Home teams must provide a sufficient quantity of good quality hockey balls that must be of the same type and colour and suitable for the surface on which the match is to be played.
- 5.2.3.5 Home teams should endeavour to provide sufficient seating for each team, and this should be situated on the side of the pitch (preferably away from any spectator area) at a point between the centre and 23 metre lines. Substitutes and officials on the team sheet must remain in that area and no other persons are allowed on the team bench.
- 5.2.3.6 Home teams must ensure a supply of ice at pitch side for use by both teams.

6 TEAMS, MATCH SHEETS & RESULTS

6.1 Teams

A team shall be entitled to nominate up to 16 players in its squad for each match.

6.2 Match sheets

- 6.2.1 Players and any team officials must be added to the team sheet as directed no less than 1 hour before a match is played.
- 6.2.2 By adding a player onto the team sheet, the school confirms that each player listed is eligible to play and will be deemed to have played in that match.

6.3 Results

- 6.3.1 The first named team must confirm the score no later than 09:00 on the day after the match.
- 6.3.2 Both teams must confirm full details of goals, scorers and injuries no later than 20:00 on the day after the match.

7 POSTPONEMENT OR ABANDONMENT

- 7.1 All matches in all competitions must be played on the scheduled date unless a postponement or abandonment is caused by adverse weather or travel conditions. Other exceptional circumstances that cause a postponement or abandonment may be considered by the competition organiser.
- 7.2 In the event of a match having to be abandoned as a result of a serious injury to a player, adverse weather conditions or the decision of the umpires, AJLCC or EHCD will decide on the action to be taken after receiving a report from the umpires and teams. Such a decision may necessitate a replay as directed by AJLCC or EHCD, depending on the circumstances at the time of the abandonment. If any match is rescheduled as a result of postponement or abandonment, the priority for players will be the originally scheduled activity on that date.

8 TROPHIES

Any school that wins a perpetual trophy must arrange for it to be returned at the school's cost to the relevant competition organiser by 1st February, unless otherwise agreed by the competition organiser. The AJLCC or EHCD will advise the school if the trophy is to be engraved or not engraved in advance of this. The cost of any additional engraving or a replacement if a trophy is misplaced by a school will be invoiced to the relevant school.

9 BREACH OF REGULATIONS & PENALTIES

9.1 General

- 9.1.1 The provisions contained in these Regulations are without prejudice to anything contained in the EH Code of Conduct but any school or team or individual found to be in breach of these Regulations may be subject to further penalties, as may be determined by the AJLCC or EHCD, in addition to any penalty imposed by any EH Disciplinary Body.
- 9.1.2 For breaches of any or all of these Regulations, and/or the EH Code of Conduct, the AJLCC or EHCD shall apply the standard tariff of penalties as per regulations save that, in exceptional circumstances or when there is no standard tariff provided for, the AJLCC or EHCD may impose any penalty, including, but not exclusively, the deduction of points, fines and suspension of players, and may require teams to play matches away from their home venue. These may be applied within the current and/or subsequent season.
- 9.1.3 When imposing any penalty, the AJLCC or EHCD shall have regard to any recommendation that may have been made by any relevant Disciplinary Body under the provisions of any regulation included in the EH Code of Conduct.

- 9.1.4 Any school or team that believes that there has been a breach of the regulations in a match by their opposition, has 3 days from that match to report it to the AJLCC/EHCD. Any such report must include all relevant details and proof of the breach.

9.2 Appeal Procedure – against a decision of AJLCC

9.2.1 There shall be no appeal against the decision or non decision of an umpire.

9.2.2 Schools and teams have the right to appeal against a decision of the AJLCC as set out in this Regulation.

- i. The Appeal to the Area Appeal Panel (AAP) must be commenced by an Appeal Notice (Appendix 6) marked for the attention of the AAP sent to and received by the AJLCC not later than 3 days after the Appellant has been notified of the decision to be appealed against. The full Appeal, including copies of all documents and the written statements of any witnesses upon which the Appellant intends to rely in the Appeal, must be sent to and received by the Appeal Panel not later than 7 days after the Appellant has been notified of the decision to be appealed against.
- ii. The Appeal Notice should be sent by email to the AJLCC. A deposit of £100 must be sent within 7 days after the Appellant has been notified of the decision to be appealed against. This will be returned, all or in part, if the Appeal is successful. As soon as reasonably practicable after receipt of the full Appeal (i.e. 7 days after the notification of the decision to be appealed against), the Chair of the AAP shall give directions for the further conduct of the Appeal, which may include inviting or permitting any school that may be affected by the Appeal to submit written evidence and/or submissions in support or against the Appellant
- iii. The Chair of the AAP may, upon the application in writing made by or on behalf of the Appellant, stay, suspend or vary any penalty that is the subject of an Appeal pending determination of the Appeal, and, in exceptional circumstances, may extend the time for appealing upon such terms, if any, as the Chair may think fit. The decision of the Chair shall be final.
- iv. Save where the Chair of the AAP directs otherwise, all Appeals will be dealt with in writing by email unless the Appellant requests an oral hearing, in which case the Chair of the AAP may direct an oral hearing.
- v. The parties to the Appeal are the Appellant and the AJLCC, to be represented by a member of the AJLCC appointed for the purpose by the AJLCC.
- vi. Any other school that may be directly affected by an Appeal shall, as soon as reasonably possible, be notified of the Appeal and subsequently the outcome of the Appeal.

9.2.3 An Appeal shall be by way of a review only and not by way of a rehearing

9.2.4 The AAP will allow an Appeal where the decision of the AJLCC was:

- (a) based on an error of fact or could not have reasonably been reached by the AJLCC when faced with the evidence before it; or
- (b) there was serious injustice because of a procedural or other irregularity in the proceedings; or
- (c) significant and relevant new evidence has come to light which was not available before the AJLCC decision was made and could not have reasonably been obtained earlier but, had it been available, may have caused the AJLCC to reach a materially different Decision; or
- (d) the Sanction imposed is manifestly unreasonable in the light of the relevant AJLCC decision. of the AJLCC unless the AAP considers that in the circumstances of the individual Appeal it would be in the interests of justice to treat the Appeal as a re-hearing of the matter (whether or not an oral hearing has been directed, and whether or not there is additional evidence available to the AAP than was before the AJLCC).

9.2.5 If an Appeal is not allowed in full, the AAP may impose any sanction that the AJLCC could have imposed.

9.2.6 Where there has been an oral hearing of an Appeal the decision of the AAP may include a direction that the Appellant shall pay all or part of the costs of the Appeal to be summarily assessed by the AAP.

- i. The decision of the AAP shall be notified in writing to the parties to the Appeal within 48 hours of the decision. Succinct reasons for the decision shall be sent to the parties to the Appeal and the EHCD within 7 days of the decision. The Chair of the AAP may extend the timetable in this paragraph.

9.2.7 Save as provided for under Regulation 9.2.8, the decision of the AAP shall be final.

9.2.8 Following a decision of the AAP, either the Appellant or the EHCD may request permission for a Further Appeal to be heard by the EH Appeal Panel. EHCD may request a Further Appeal notwithstanding that the AAP may have dismissed the particular Appeal in whole or in part.

- i. A request for permission for a Further Appeal must be made within 7 days of the reasons for the decision of the AAP being sent pursuant to Regulation 9.2.6.1. Payment of a deposit of £100 to EH from any Appellant is

required within the same period. This will be returned, all or in part, if the Appeal is successful.

- ii. A request for permission for a Further Appeal must be in writing in a document headed "Further Appeal Request" sent to the EHCD marked for the attention of the Chair of the EH Appeal Panel (or if the Further Appeal is by the EHCD sent to the England Hockey Disciplinary Lead as secretary to the EHAP) and copied to the ALMC and the AAP. Within 7 days of receipt of the Further Appeal Request, the AAP shall send as an attachment to an email, copies of all documents that were before the AAP to the England Hockey Disciplinary Lead, to be forwarded to the Chair of the EHAP.
- iii. The Further Appeal Request should include a summary of the facts and matters relied upon to satisfy the requirements for permission for a Further Appeal as set out in Regulation 9.2.8.1. If permission is granted the Further Appeal Request shall become the Appeal Notice for the purposes of the Further Appeal.
- iv. As soon as reasonably practicable after receipt of the Further Appeal Request and the accompanying copy documents, the Chair of the EH Appeal Panel shall consider the Request.
- v. Permission for a Further Appeal shall only be granted if, the Chair of the EHAP determines (in their sole discretion) that:
 - (a) the Decision of the AAP is based on an error of fact or could not have reasonably been reached by the AAP when faced with the evidence before it;
 - (b) there was serious injustice because of a procedural or other irregularity in the AAP proceedings;
 - (c) it is in the general interest of the teams and associated bodies involved in the League that the particular issue under appeal should be adjudicated upon by the EHAP; and
 - (d) the proposed Further Appeal has a reasonable prospect of success.
- vi. The decision of the Chair shall be notified in writing to the EHCD, the AAP, the AJLCC and the Appellant that initially appealed the AJLCC decision. If the decision is to permit the Further Appeal the Chair of the EH Appeal Panel is not required to give reasons, but if the decision is to refuse permission, such notification shall include succinct reasons for the decision.
- vii. If permission for a Further Appeal is granted, such Appeal shall be either in writing or an oral hearing, subject to whatever is requested by the parties or directed by the Chair of the EHAP (whose decision will be final). All oral hearings will be held by video conferencing means and the Chair of the EH Appeal Panel shall issue directions for the further conduct of the hearing.
- viii. As soon as reasonably practicable after permission for a Further Appeal has been granted, the England Hockey Disciplinary Lead shall constitute a Further Appeal Panel to consider the same. The EHAP shall have the power to:
 - (a) confirm, vary or revoke the decision of the AAP;
 - (b) confirm, reduce or quash any sanction or order made by the AAP;
 - (c) substitute any sanction that would have been available to the AAP; or
 - (d) make any other order or determination it considers right or just.
- ix. Upon conclusion of the Further Appeal, the EHAP may direct that all or a proportion of the Appeal Fee be refunded to the Appellant.
- x. The Decision of the EHAP shall be final and binding on all parties.

9.3 Appeal Procedure – against a decision of EHCD

9.3.1 Making an Appeal

9.3.2 There shall be no right of appeal against the decision of an umpire or appointed Match Official.

9.3.3 Clubs and teams have the right to appeal against a decision of the EHCD as set out in this Regulation other than a decision not to accept a report that fails to comply with the requirements of Regulation 9.1.5 above.

The parties to any Appeal will be the Club or teams that lodge the appeal (Appellant) and EH (Respondent).

9.3.4 An Appeal can only be sought against a decision of the EHCD on one or more of the following grounds:

- (a) the decision of is based on an error of fact or could not have reasonably been reached by the EHCD when faced with the evidence before it;
- (b) there was serious injustice because of a procedural or other irregularity in the decision making process.
- (c) significant and relevant new evidence has come to light which was not available before the EHCD decision was made and could not have reasonably been obtained earlier but, had it been available, may have caused the EHCD to reach a materially different decision; or
- (d) any sanction imposed is manifestly unreasonable in the light of the EHCD decision.

9.3.5 Scope of an appeal

9.3.5.1 An Appeal shall be by way of a review only and not by way of a rehearing.

9.3.5.2 The Appeal Panel will decide whether the original decision or sanction imposed by the EHCD can be reviewed (without rehearing all the evidence).

9.3.5.3 The Appeal Panel shall give the parties the right to be heard whether orally or in writing and, if orally, to be represented. Where the Appellant is a Club, it may have one or two (2) of its officer's present or one officer and a representative at an Oral hearing. Where the Appellant is a team, it may have one team member and a representative present at an Oral hearing.

9.4 Appeal Forms

9.4.1 To commence an Appeal, the Appellant must complete an Appeal Form (in the form set out in Appendix 8) and send it to the EHCD, by e-mail, within three (3) days of the date on which the decision against which an appeal is lodged was issued to the Appellant. The Appeal Form must:

9.4.1.1 identify the decision and sanction appealed against, and the grounds for the Appeal as set out in Regulation 9.3.4;

9.4.1.2 state whether the Appeal is in respect of the whole of a decision or only the sanction imposed;

9.4.1.3 state whether an oral Hearing is requested and, if so, why an oral hearing is both proportionate and necessary; and

9.4.1.4 include the Appellant's address or e-mail address for service of any documents;

9.4.1.5 be accompanied by a payment of £100 (Appeal Fee):

9.4.1.6 If the Appeal Form does not comply with all the requirements set out in Regulation 9.3.1 (including time limitations and payment of the appropriate Appeal Fee), that Appeal Form shall be null and void and shall not form the basis of a valid Appeal. Any Appeal Fee paid shall be returned in full.

9.4.1.7 Any other club that may be directly affected by an Appeal shall, as soon as reasonably possible, be notified of the Appeal and subsequently the outcome of the Appeal.

9.4.1.8 Upon conclusion of the Appeal, the Appeal Panel may, at its sole discretion, direct that all or part of the relevant Appeal Fee is refunded.

9.4.1.9 The grounds of an Appeal shall not be amended after submission of an Appeal Form except as agreed by the Chair of the Appeal Panel.

9.4.1.10 Make-up of the Appeal Panel

9.4.1.11 The relevant Appeal Panel shall be the England Hockey Appeal Panel (EHAP) and shall be convened (in consultation with the Chair) and administered by the England Hockey Disciplinary Lead (EHDL).

9.5 Appeal Notices

9.5.1 Within three (3) days or as soon as reasonably practicable following receipt of an Appeal Form, the EHDL as secretary to the EHAP shall send to the parties, and the Chair of the relevant Appeal Panel a copy of the Appeal Form and any accompanying evidence. The EHDL shall also set out:

- (a) the individuals, specifically identifying the Chair, who will constitute the relevant Appeal Panel; and
- (b) an outline of the grounds for the Appeal.

2. 9.6 Appeal Procedure

3. 9.6.1 Within seven (7) days or as soon as reasonably practicable following receipt of an Appeal Notice, the Chair of the EHAP shall consider whether the Appeal Notice properly identifies a basis with a reasonable prospect of success for contending that one or more of the grounds for an Appeal set out in Regulation 9.2.4 are present and, if so, whether the Appeal should be heard by way of an oral Hearing or determined by way of a paper Hearing, and shall notify the parties of their decision in writing. In determining whether the Appeal should be heard by way of an oral Hearing, the Chair of the relevant Appeal Panel shall take into account:

- 4. (a) the nature of the decision subject to appeal;
- 5. (b) the severity of the sanction imposed by EHCD;

6. (c) whether the Appellant has requested an oral Hearing in the Appeal Form (which, for the avoidance of doubt, shall not be determinative); and
7. (d) whether, in all the circumstances, an oral Hearing is proportionate and/or will assist in the fair, just and timely determination of the Appeal.
8. 9.6.2 If the Chair of the EHAP determines that the Appeal has no reasonable prospect of success, or has been made frivolously, vexatiously or maliciously, or fails to meet the requirements required to bring an Appeal under these Regulations, they may direct that the Appeal should be dismissed without further consideration. The decision of the Chair of the EHAP shall be final in this instance.
9. 9.6.3 In the event that the Chair decides that the Appeal should be heard by way of an oral Hearing, they shall give directions for the further conduct of the Appeal and the matter will proceed in line with Appendix 7
10. 9.6.4 Power to stay, suspend or vary a Decision or Sanction pending Appeal
11. 9.6.5 The Chair of the EHAP may stay, suspend or vary any decision or sanction pending determination of the Appeal, at their discretion. Any order to stay, suspend or vary any decision or sanction pending determination of the Appeal shall be notified to all relevant parties in writing as soon as practicable

9.7 Appeals with no oral Hearing

- 9.7.1 Where the Appeal is to be heard by way of a paper Hearing (i.e. on the basis of the written evidence only), as soon as reasonably practical after the receipt of the Appeal Notice, the Chair of the EHAP shall give directions for the further conduct of the Appeal, which may include
 - (b) the provision of supplemental submissions by the Appellant and Replies to submissions by the Respondent
 - (c) notifying any other club that may be directly affected by the appeal of the Appeal and subsequently the outcome of the Appeal.
 - (d) inviting or permitting any club that may be affected by the Appeal to submit written evidence and/or submissions in support of or against the appeal
- 9.7.2 If, on receipt of the Appeal Submissions and Reply Submissions, the EHAP decides that the Appeal should be dealt with by way of an oral Hearing (for example if it becomes apparent that the findings made on the basis of the evidence are disputed and an oral Hearing is likely to assist the determination of the Appeal), the EHAP may in its discretion direct that the Appeal should be heard by way of an oral Hearing and the procedure set out in Appendix 7 shall apply.

9.8 Procedure following an Appeal Decision

- 9.8.1 The written Decision of the EHAP including reasons, shall be completed by the Chair of the EHDP within seven (7) days of making its decision or as soon as reasonably practicable and sent to the EHDL.
- 9.8.2 The EHDL shall notify the parties to the Appeal of the EHAP decision and any club ref Reg 9.4.1.7 no later than 48 hours after receiving the decision and will notify the reasons no later than 48 hours after receiving them.
- 9.8.3 EH is entitled to publish the decision of the EHAP in such a manner as it considers appropriate after the EHDL has notified the parties. Parties to an Appeal Hearing are deemed to have consented to such publication.
- 9.8.4 The decision of the EHAP is final

APPENDIX 1 – SCHOOLS COMPETITIONS FRAMEWORK

COMPETITION	TYPE OF SCHOOL	ORGANISED BY
U18 Super League	High Performing Schools	England Hockey Competitions Dept (EHCD)
U18 KO Trophy (& Shield)	Intermediate Schools	EHCD
U18 Vase. County – Area – National	Emerging Schools	Area with EHCD led finals
U16 Super League	High Performing Schools	EHCD
U16 KO Trophy (& Shield)	Intermediate Schools	EHCD
U16 Vase. County – Area – National	Emerging Schools	Area with EHCD led finals
U14 KO Cup (& Trophy & Shield)	High Performing & Intermediate Schools	EHCD
U14 Vase. County – Area - National	Emerging Schools	Area with EHCD led finals

APPENDIX 2 – ENGLAND HOCKEY POLICIES

All England Hockey policies shall apply to matches in the Junior Competition Framework. These may be revised and or supplemented from time to time by England Hockey but include

- FIH Rules of Hockey (with any variations as determined by EH and as shown in Appendix 3)
- EH Code of Conduct
- EH Disciplinary Regulations
- EH Safeguarding and Protecting Young People in Hockey
- EH Privacy Policy
- EH Equality Policy
- EH Guidance on Faith and Fixtures
- EH Trans and Non-Binary Participation Policy
- UK Anti-Doping Rules
- EH Anti-Corruption Policy
- EH League Sponsorship Policy
- EH Safe Hockey Policy

Most can be found on the Regulations and Policies Documents page of the EH website:

<https://www.englishhockey.co.uk/governance/rules-and-regulations/regulations-and-policies>

APPENDIX 3 – VARIATIONS TO FIH RULES OF HOCKEY

The Rules of Hockey 2026 shall apply with the exception of Rules 1.9, 5.1, 13.3 and 14, which shall be varied as follows:

Rule 1.9

Flag-posts between 1.20 and 1.50 metres in height are placed at each corner of the field – these are not required.

Rule 5.1

- i. U18 full length games - A match consists of two halves of 35 minutes with a half-time interval of 5-10 minutes (to be agreed before the match starts). All other matches will be 30 minute halves.

Where both teams agree in advance of the game the following further variation may be played.

At U18 a match can consist of four quarters of 17 minutes 30 seconds consists of four quarters of 15 minutes, with an interval of 2 minutes between quarter 1 and 2 and between quarter 3 and 4, and a half-time interval of 5 minutes between quarter 2 and 3. All other matches can be 15 minute quarters.

- ii. For other competition formats match length as determined by AJLCC or EHCD using Appendix 3 for guidance.

Rule 13.3

Time is not stopped after a penalty corner is awarded (unless stopped by the umpire). If a suspended player's period of suspension ends during the taking of a penalty corner the player cannot return until the penalty corner has been completed or another penalty corner is awarded.

Rule 14 Personal penalties – Suspensions

- i. Umpires shall have the authority to suspend any player or official from the team bench for indiscipline, whether temporarily (green or yellow card) or permanently (red card). This will require the relevant team to withdraw a player from the pitch for the duration of the suspension.
- ii. If a field player receives a green or yellow card, the Umpires stop the match (but not necessarily the time) to issue the card. If time has been stopped, the Umpires re-start it immediately after issuing the card.
- iii. If a goalkeeper receives a green card, the Umpires stop time and re-start it immediately after that player has left the field of play.
- iv. The offending player leaves the field immediately. If they interfere with play on their way to the designated suspension area the Umpire may further penalise the player in accordance with the Rules of Hockey.
- v. The timing of the temporary suspension starts when the player is seated in the designated area.
- vi. The offending player is permitted to resume play when the Umpire who suspended them indicates that the period of suspension

- has been completed unless this occurs during the taking of a penalty corner in which case the player cannot return until the penalty corner has been completed or another penalty corner is awarded.
- vii. If the offending player is a goalkeeper, the Umpires stop the time at the next stoppage of play to enable that player to resume play.
- viii. Where appointed a Match Official may undertake timing duties on behalf of Umpires.

APPENDIX 4 – MATCH LENGTH TIMES

At U18, U16 and U14 level if playing full length games, teams should only play one full length match in one day, however teams in this and other age groups may play for a longer duration in a tournament or festival with shorter matches. Recommended times are as below.

Age Group	11 or 7 a-side	Max Time in a day*	Max No. of games	Min Duration of games^	Duration of games for triangulars~	Max Duration of games
						(& Times for U14 U16 U18 one-off matches)
U18 Super League	11	2 hours	4 matches	15 mins e/w	25 mins e/w	70 mins, ie full length game
All other U18	11	2 hours	4 matches	15 mins e/w	20 mins e/w	60 mins
U16	11	2 hours	4 matches	15 mins e/w	20 mins e/w	60 mins,
U14	11	2 hours	4 matches	15 mins e/w	20 mins e/w	60 mins
U14	7	2 hours	6 matches	10 mins e/w	15 mins e/w	15 mins e/w
U13 & U12	7 or 6	1 hour 45 mins	7 matches	9 mins e/w, 15 mins 1/way	15 mins e/w	15 mins e/w
U11	7 or 6	1 hours 30 mins	9 matches	9 mins e/w, 10 mins 1/way	15 mins e/w	15 mins e/w

*Max Time in a day - this is based on a tournament or festival style activity where teams have multiple games and breaks. Teams must have a break between games. If the Max Time in a day is used it is strongly recommended that the overall length of the activity is at least one and a half times as long, e.g. 2 hours play in 5 hours activity.

^Min Duration of games - these are recommended times for activity; however, organisers may vary these and shorten particularly for lower level activity and festivals.

~Triangulars – U18 Super League

Recommend schedule. Matches 25 mins e/w.

0000 hrs Match 1 – A v B
 0130 hrs Match 2 – B v C
 0300 hrs Match 3 – C v A

~Triangulars – All other competitions

Recommended schedule. Matches 20 mins e/w.

0000 hrs Match 1 – A v B
 0120 hrs Match 2 – B v C
 0240 hrs Match 3 – C v A

APPENDIX 5 – SHOOT-OUT COMPETITION

In a shoot-out competition, five players from each team take a one-on-one shoot-out alternately against a goalkeeper from the other team as set out in this Regulation. The shoot-out competition comprises all series of shoot-outs required to determine a result. The following sets out both the playing Rules and the procedures to be followed.

1. If the shoot-out competition takes place after the end of a match, the first shoot-out should take place within four (4) minutes of the end of regulation playing time.
2. The respective Team Managers provide five players to take and one player to defend the shoot-outs from those on the Match Report except as excluded below. A player nominated to defend the shoot-outs can also be nominated to take a shoot-out. No substitutions / replacements are permitted during the shoot-out competition other than as specified below.
3. A player who is still serving a disciplinary suspension by the Umpires (or Official where appointed) at the time the shoot-out competition takes place or has been excluded permanently (red card) during the match which leads to the shoot-out competition, cannot take part in that shoot-out competition. A player who has been temporarily suspended (green or yellow card) may take part in the shoot-out competition even if the period of their suspension has not been completed at the end of the match.
4. The Umpires (or Official where appointed) will specify the method of timing shoot-outs taking account of the facilities available and the need to control time accurately.
5. The Umpires (or Official where appointed) will specify the goal to be used.
6. A coin is tossed; the team which wins the toss has the choice to take or defend the first shoot-out.
7. All persons listed on the Match Report other than any player who has been excluded permanently (red card) during the match which leads to the shoot-out competition are permitted to enter the field of play outside the 23m area used for the shoot-out but must be at least 10 metres from the spot where the ball is placed at the start of the shoot-out.
8. The goalkeeper of the team taking a shoot-out shall wait on the back-line outside the circle.
9. A player taking or defending a shoot-out may enter the 23m area for that purpose.
10. Players taking a shoot-out and also defending the shoot-outs taken by opponents are allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put back on their protective equipment.
11. Five players from each team take a shoot-out alternately against the goalkeeper of the other team making a total of 10 shoot-outs.
12. Taking a shoot-out:
 - a) the goalkeeper starts on or behind the goal-line between the goal posts; the ball is placed on the nearest 23m line opposite the centre of the goal;
 - b) an attacker stands outside the 23m area near the ball;
 - c) an Umpire blows the whistle to start time;
 - d) an Umpire (or Official where appointed) starts the clock;
 - e) the attacker and the goalkeeper may then move in any direction;
 - f) the shoot-out is completed when:
 - i) 8 seconds has elapsed since the starting signal;
 - ii) a goal is scored;
 - iii) the attacker commits an offence;
 - iv) the goalkeeper commits an unintentional offence inside or outside the circle in which case the shoot-out is re-taken by the same player against the same goalkeeper;
 - v) the goalkeeper commits an intentional offence inside or outside the circle, in which case a penalty stroke is awarded and taken;
 - vi) the ball goes out of play over the back-line or side-line; this includes the goalkeeper intentionally playing the ball over the back-line.
13. If a penalty stroke is awarded as specified above, it can be taken and defended by any eligible player on the Match Report subject to the provisions of Articles 17, 18 and 19 of this Appendix.
14. The team scoring the most goals (or ahead by more goals than the other team has untaken shoot-outs available) is the winner.
15. A player may be suspended by a yellow or red card but not by a green card during the shoot-out competition.
16. If during a shoot-out competition (including during any penalty stroke which is awarded) a player is suspended by a yellow or red card:
 - a) that player takes no further part in that shoot-out competition and, unless a goalkeeper, cannot be replaced;
 - b) the replacement for a suspended goalkeeper can only come from the five players of that team nominated to take part in the shoot-out competition:
 - i) the replacement goalkeeper is allowed reasonable time to put on protective equipment similar to that which the goalkeeper they are replacing was wearing;
 - ii) for taking their own shoot-out, this player is allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put it on again.
 - c) any shoot-out due to be taken by a suspended player is forfeited; any goals scored by this player before being suspended count as a goal.
17. If during a shoot-out competition, a defending goalkeeper is incapacitated:
 - a) that goalkeeper may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded in this Appendix or unless suspended by an Umpire during the shoot-out competition;
 - b) the replacement goalkeeper:
 - i) is allowed reasonable time to put on protective equipment similar to that which the incapacitated goalkeeper was wearing;
 - ii) if this replacement is also nominated to take a shoot-out, this player is allowed reasonable time to take off their protective equipment to take their shoot-out and subsequently to put it on again.
18. If during a shoot-out competition, an attacker is incapacitated, that attacker may be replaced by another player from among the players listed on the Match Report for that particular match, except as excluded above or unless suspended by an Umpire during the shoot-out competition.
19. If an equal number of goals are scored after each team has taken five shoot-outs:
 - a) a second series of five shoot-outs is taken with the same players, subject to the conditions specified in this Appendix;
 - b) the sequence in which the attackers take the shoot-outs need not be the same as in the first series;

- c) the team whose player took the first shoot-out in a series defends the first shoot-out of the next series;
 - d) when one team has scored or been awarded one more goal than the opposing team after each team has taken the same number of shoot-outs, not necessarily being all five shoot-outs, that team is the winner.
20. If an equal number of goals are scored after a second series of five shoot-outs, additional series of shoot-outs are taken with the same players subject to the conditions specified in this Appendix:
- a) the sequence in which the attackers take the shoot-outs need not be the same in any subsequent series;
 - b) the team which starts each shoot-out series alternates for each series.
21. Unless varied by these regulations, the Rules of Hockey apply during a shoot-out.
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APPENDIX 6 – APPEAL NOTICE

APPEAL NOTICE

To be sent to relevant AJLCC pursuant to Regulation 9.2 or EHCD pursuant to Regulation 9.3

Appellant (name of School and or team)	
Competition (if relevant)	
Name of Person submitting Appeal Notice	
Position with School	
Email	
Phone Number	
Decision being Appealed	
Date of Notification of Decision	
Short reason for Appeal	

The school/team confirms that;

1. It wishes to Appeal the decision above and is doing so within 3 days of the date of notification of decision.
2. It agrees to pay the deposit of £100 within 7 days of the date of notification of decision.
3. It agrees to submit the full details of its appeal within 7 days of the date of notification of decision.
4. It understands it will forfeit the right to Appeal if it does not comply with 2. Or 3.
5. It may withdraw its appeal prior to submission of the full details, and the deposit will be returned.

Signed	
Print Name	
Position with School	
Date	

APPENDIX 7– APPEALS – ORAL HEARING

1. Unless otherwise expressly stated, these guidelines shall apply to Appeal Hearings.

Preparation for an oral hearing.

2. The Chair may issue directions relating to the procedural aspects in the period leading up to the Hearing in order to ensure proper and fair conduct of the Hearing. The EHDL shall notify the Panel members of any such directions. These may include but shall not be limited to procedure and timetable.
3. Notice of the Hearing must be sent by the EHDL to the Hearing Parties via a Hearing Notice at least twenty-eight (28) days before the date of the Hearing or sooner with the agreement of the parties, together with all supporting materials and (if applicable) copies of Witness statements. The Hearing Notice shall also name the individuals, specifically identifying the Chair, who will constitute the relevant Panel.
4. Unless the Chair instructs otherwise, at least fourteen (14) days in advance of the Hearing, each Hearing Party must provide the EHDL, via e-mail, details of all Witnesses they wish to call, together with copies of their written statements completed in accordance with paragraph 4 above and any other documentary evidence they propose to rely on at the Hearing.
5. It shall be the duty of the Hearing Parties to notify and arrange for the attendance of any Witnesses they may wish to call. The number of Witnesses allowed to give evidence will be at the discretion of the Chair, however they should be adequate enough to establish or defend a case without resulting in unreasonable duplication or time wasting.
6. Both Hearing Parties shall advise the EHDL, at least fourteen (14) days before the Hearing, if they will be using the services of anyone (legal, technical or otherwise) to present their case or advise them at the hearing. If either party has previously appointed a Representative, they are still required to advise if this individual will present their case for them at the hearing. The name and status of any Representative must be provided to the EHDL at the time of notification. The person who represents either Hearing Party may not also be a Witness.
8. The EHDL shall, at least seven (7) days before the Hearing, notify each of the Hearing Parties to the proceedings of the names of the other Hearing Party's Witnesses and the name and status of any Representative and anyone other than the Hearing Party who will be presenting a Hearing Parties' case or acting as an adviser.

Request for an adjournment of an oral hearing.

9. The Chair has discretion to adjourn the Hearing for a maximum of fourteen (14) days if at any time they think the interests of justice require it (e.g. to secure the attendance of a key Witness or to allow for additional evidence to be presented).
10. The Hearing Parties may request in writing an adjournment of the Hearing within seven (7) days of the date of the Hearing Notice. A detailed statement of the reasons for the request must be provided. The request must be sent to the EHDL. The EHAP Chair will consider the request and make a Decision that they, in their absolute discretion, shall consider fair and reasonable (although if any adjournment is ordered this should, normally, not exceed fourteen (14) days).
11. In making any order to adjourn, the Chair shall bear in mind not only the interests of the party seeking the adjournment but also the interests of any other parties including Witnesses, and the administrative implications.
12. The Chair will determine the date, time and place of any adjourned Hearing. The EHDL shall write to the Hearing Parties informing them of the adjournment and advising of the adjourned Hearing date and requesting a written acknowledgement via e-mail.

13. If the Appellant does not attend, or is not represented at any adjourned Hearing, the Panel will consider the case in their absence. The Chair has the discretion to order a further Hearing date if there are compelling reasons for non-attendance by either party.

Conduct of an oral hearing.

14. The procedure for the Hearing shall be flexible and informal, and shall be at the discretion of the Chair, who may make such decisions as necessary to ensure the orderly and effective conduct of the Hearing and provide for any reasonable adjustments to allow the Hearing Parties and Witnesses to take part properly, subject to the overriding requirement of fairness. The Chair will outline the basic procedure of the Hearing at the start of the Hearing.
15. The Panel may proceed to hear the case in the absence of any of the parties and Witnesses if due notice has been provided.
16. The Hearing Parties may rely on written representations made prior to the Hearing and/or appearance in person. Documents will be deemed to be authentic unless advance notice has been served requiring for them to be proved at the Hearing.
17. Hearings will take place remotely using Teams or some other suitable IT platform unless otherwise directed. All remotely convened hearings shall be recorded for EH's records. It should be clearly understood that travel or other expenses or fees will not be paid to either Hearing Party, their Representatives or Witnesses involved in the Hearing. This does not preclude the Panel from imposing Costs orders on either Hearing Party in respect of administrative costs.
18. The Panel shall decide any issue by a simple majority and no member of the Panel may abstain from voting.
19. The EHDL may record the EHAP proceedings. The proceedings may be audio or video recorded; the EHAP Chair will inform those involved in the Appeal Hearing about the recording at the start of the proceedings.
20. If the Panel feels it is necessary, bearing in mind all the circumstances surrounding the Hearing, the Panel may request EH to appoint an Independent Person (e.g. a respected senior official, lawyer or accountant) to act as adviser to the Panel. The cost of this may be taken into consideration in any award of Costs or be borne by EH.