

How-To Guide: Team Captain

This is a guide to playing hockey in the Yorkshire & North East Hockey League. It contains local info, & key points from the Standard League Regulations, plus due dates, & a guide to how the ALMC's discretion might be exercised in certain situations. It's not a substitute for reading the Regulations, & shouldn't be interpreted as contradicting the Regulations. If you need more information on anything, contact your Divisional Secretary.





1. Contact Details

First, you need to ensure your contact details are available to other team captains.

a) log on to the GMS, & click on your initials on the top right. Select My Profile, & press the Edit icon below the "Contacts – View" title.

b) The "Hide all" box needs to be unchecked.

Contacts - Amend

Save
Reset
Discard

Email	<input type="text"/>
Hide all	<input type="checkbox"/>
Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Timothy"/>
Middle Initials	<input type="text"/>
Surname	<input type="text" value="Stafford"/>

c) Scroll down & you will see options to hide address, phone numbers & e-mail address. Choose which you want to display, it's helpful for club officers to show a phone number & an e-mail address. Remember that these are only visible to people that can log in to the GMS, so you're only showing them to people registered to be involved with hockey. At the moment, there seems to be no way of searching for people outside the Area, which further limits who can see them (clubs with National League teams might have different settings).

d) With your phone number, check your “Preferred phone” isn't set as a number that is hidden, it might hide all the numbers.

Country code	Unknown
Nationality*	English
Language	English
Home phone	
Hide home phone	<input type="checkbox"/>
Work phone	
Hide work no	<input checked="" type="checkbox"/>
Mobile no	
Hide mobile	<input type="checkbox"/>
Receive texts	<input checked="" type="checkbox"/>
Preferred phone	Home
Email2	league.chairman@yne.hockey
Hide email	<input type="checkbox"/>

e) Press Save at the bottom.

You also need to check with one of your Club Admins (eg. the Secretary) that you are listed as a Team Contact on your team.

2. GMS

The guides for the GMS are on this page: <https://www.englandhockey.co.uk/deliver/game-management-system>.

Familiarise yourself with GMS before the season starts, so you're not trying to learn how to use it while doing something for a deadline. The “Match Day Process Guidance” guide shows what you need to do & what the pages look like.

If you can't do something on GMS that you need to, contact your Div Sec to ask. Some things, like matchsheets & fixture times, lock on GMS at certain points, so you might need to send the information to the Div Sec if it's late. Other things might highlight something's not right. For example, not being able to find an umpire to add them might be because they're not registered on GMS &, therefore, not an EHO member. If it's none of these things, & a technical problem, a Div Sec should be able to let you know, & tell you to contact GMS Support to fix it.

3. Matchsheets

In order to record goals & cards on the GMS, a time (minute) needs to be entered with them. Before the game starts, ask the umpires to record the time when they record the goal or card, as well as the player number, & remember to get the information from the umpires after the game. Should umpires forget the exact time, a reasonable estimate is sufficient. Having multiple events at the same time can lead to problems pushing the data from GMS to the website, so the only time that should be done is when that is actually what happened on the pitch, any estimates should be for different times.

The person that enters the score on the GMS also needs to complete the matchsheet. That'll usually be you, but is something to remember if you're away.

4. Guide To A Season

Before The Season

Fixtures

Fixture dates should go up on the GMS in June/July. There are some reasons why they might be moved, for example, if one of the teams involved from a University Club, they can move matches that aren't in term-time (except in Prem & Div 1). But all changes of date must be agreed by 8 September, by the fixture secretaries of both clubs, & the Div Sec. The Div Sec is the only one who can change the date on the GMS. After 8 September, fixture dates can only be changed because of the weather.

Players

Make sure that all your players are registered for your club on GMS. If you've got new players, if they have ever played any League hockey for any club before, no matter how long before, they need to be transferred before they can play for your club. Ask them – don't assume they can play because they appear on your GMS player list.

Pitches

Your club is responsible for doing Risk Assessments for all pitches used for home matches. Make sure they have updated the Risk Assessment before the season starts.

You need to be able to ring people to unlock changing rooms, or turn on the floodlights, or in an emergency, eg. to open gates to let an ambulance in, so ask your club to give you phone numbers of ground staff, & their rota, where applicable.

During The Season

Fixtures

In Grades 2 & 3, fixture times & venues for the first half of the season should be on GMS by 8 September, & fixtures for the second half by 1 December.

In Grades 4 & 5, fixture times & venues need to be up 4 weeks in advance.

These times need to be correct, & if they are changed once they're up, clubs need to inform their opposition & the Div Sec as soon as they're changed.

Fixture times can be found here:

<https://yne.englishhockey.co.uk/yorkshire-north-east-hockey-adult-leagues-competitions>

They are changed on the GMS.

Clubs must confirm these with each other at least 10 days before the fixture. Any change to a time or venue within 21 days of the fixture needs agreement of the Div Sec & the opposition, & should be an exception.

Other things clubs should discuss when the times & venues are confirmed are:

- kit colours, which are not visible on GMS (if there's a clash of shirts or socks, away team needs to bring something else);
- who is providing the umpires (by default, the home club provides both);
- where teams go for tea, & how many of the away team will be going to tea;
- if bad weather is forecast, when the away team intends to set off for the match.

Make sure you tell your opposition if the regular captain is going to be away, & give them the contact details of the captain on the day.

Not having enough players isn't a good reason for not playing a match on the specified date, it's awarded as a walkover to the other team in that situation. The team failing to play is also deducted 1 point, and there are penalties if lower teams in the club play – if you're short of players, you're expected to call up players from lower teams.

Teams get automatically thrown out of the league if they fail to play a certain number of matches (Reg 4.3). You can play a match with less than 11 players, & it's usually preferable to do that than face the penalty for failing to honour the fixture.

Pitches

The home club is responsible for ensuring pitch facilities, including markings, goals & goal nets, are satisfactory. We suggest you carry cable ties to fix the nets where necessary. You also need to ensure a first aid kit is available at the pitch.

Umpires

You must have umpires that are qualified to the required level of accreditation: Level 2 for Grade 2 matches, Level 1 Assessed for Grades 3-4 & Level 1 for Grade 5. If one of your appointed umpires doesn't turn up (or gets injured), follow the process in 11.6 to find another. That might mean qualified umpires who were due to play in the match officiating instead.

Player Selection

You must adhere to Regulation 8, & the principles of Fair Selection (Appendix 4), in your team selection, so please make sure you've read it in full. If you need advice on a particular selection, ask your Club Secretary to write to your Div Sec.

Any requests for exemptions (SXPs) need to be made by your club by 2000 on the Wednesday before the match, so try to start your team selection early in the week. You can access the SXP Request Form from this page:

yne.englishockey.co.uk/yorkshire-north-east-hockey-adult-leagues-competitions/regulations-supporting-documents

Someone at the club needs to keep track of the number of yellow cards your players are receiving, across all teams they play for. Under Regulation 12, they will start missing matches once they receive their 4th yellow card of the season (including reds that have no further ban).

Teamsheets

Teamsheets need to be entered on GMS before the match starts. We recommend you get into the habit of entering them on a Thursday or Friday, so you don't have to do it before the match. You can add or delete names if things change, as long as it's correct by the time the match starts.

You need to enter the correct shirt numbers onto the teamsheet. If your players have their own shirts, ask them for their shirt numbers at the start of the season. If you use a team set of shirts, players often use the same shirt anyway, so make a note of their numbers. After a few matches, you should be able to enter the numbers with the players' names. But make a note of them on a paper teamsheet (or your phone) at the match, & you can change any that are wrong after the match.

Both umpires must be on the teamsheet too. If they're registered as an umpire with the away club, the away captain can add them to his teamsheet. Otherwise, they need to be on the home teamsheet. This might require an umpire registering for your club on the GMS, as an umpire, before the match. Make sure you've got contact details for the umpires, in case of bad weather.

Kit

Make sure your team has the correct kit, check Regulation 10 for kit requirements. Check someone's bringing the shirt bag, if your team has one, otherwise, make sure all players have suitable shirts, & there are no duplicate numbers, or there are spare shirts. Remember masks for penalty corners, if your team provides them. Make sure everyone has away shirts or socks, if needed.

Conduct

Captains are responsible for the behaviour of all their players. Be proactive on the pitch at dealing with issues before the umpires have to intervene.

Any social media posts about the match, opposition or umpires must conform to England Hockey's Code Of Conduct.

Results

Don't forget to speak to the umpires after the match to confirm the score, the players who scored goals or received cards, & the times of goals & cards. Confirm them with the other captain, too, & the type of each goal (field goal, penalty corner or penalty stroke).

Both teams need to enter the results. Do it at tea, if you can. Make sure you enter number of goals & number of each colour of card for both teams, Div Secs check both captains' entries against each other. If both captains agree, it's taken as a correct record.

You can only enter a result on GMS if you have one, ie. if the match was completed. Any postponement, walkover, or abandonment before full-time, no matter how long was played, gets reported by both captains e-mailing the Div Sec. The same deadlines apply. The Div Sec will update GMS as appropriate.

Matchsheets

Adding Timeline data (goals & cards) to the Teamsheet on the GMS makes the matchsheet, so they're often referred to as Timelines.

In Grades 2 & 3, this information needs to be added by 2000 on the day of the match, the same deadline as the results.

In Grades 4 & 5, the deadline is 24 hours, later, 2000 on the day after the match.

Weather Postponements

If bad weather is forecast, make sure, the day before the match:

- that you know when the away team's setting off (if you're the home team)/when the home team's doing a pitch check (if you're the away team)
- that you have the contact number of the person on the other team you need to contact, check if it's the regular captain, or if there's a replacement.

Widespread weather postponements usually start in January, but we can lose a week at the end of November, & isolated areas lose games during December.

If a match has to be postponed, check Regulation 13. It's important that you ring your opponent if you're postponing a game, so you know they have received the message. Try to avoid e-mail or text, because you can't rely on getting a timely response.

Inform the Div Sec the match has been postponed.

When rearranging, the match gets moved to the next League Reserve Date, unless there's a hockey reason that it can't: usually that means one team already has a match on that date. The Div Sec will let you know what to do about rearranging the match when you inform them it's postponed.

Promotion & Relegation

As the season progresses, you'll want to know where you need to finish to achieve promotion/avoid relegation.

Relegation depends on promotion & relegation from the EHL

Promotion might depend on performances in parallel divisions. For most places that 2 divisions promote into 1 division, we use the variation in Reg 4.5.1.1. That means that the best 2nd-placed team from:

- either North East 1 or Yorkshire 1,
- either Moor & Dale 1 or Peak & Wold,
- either Women's North East 4 Tyne or Women's North East 4 Tees,
- either Women's Moor or Women's Dale

will also be promoted, & that increases relegation from the division they're being promoted into.

There's only 1 team promoted from Peak 2 into Peak 1, & fewer teams relegated from Peak 1 as a result. Open/Men's Moor & Dale 2 has extra relegation so the division goes down to 10 teams for next season.

Ask your Div Sec for updates on how movement elsewhere affects the number of teams going up or down in your division, & remember it can change during the season.

5. Div Sec Contact Details

E-mail addresses for Div Secs are available on this page: yne.englishhockey.co.uk/yorkshire-north-east-hockey-adult-leagues-competitions/adult-hockey-contacts

Divisions	Div Sec	E-mail Address	Phone Number
Open/Men's Prem, Open/Men's North East 3, Women's Moor & Dale 2	Timothy Stafford	mens.prem@yne.hockey alc@yne.hockey alc@yne.hockey	07887 837263
Women's Prem	Anne Bowring	anne.bowring@btinternet.com	07947 062337
Open/Men's Div 1, Open/Men's Peak 2	Saul Halladay	saul.halladay@hsbc.com	07845 370724
Women's Div 1	Andrew Nix	anhockey@sky.com	07557 104694
Open/Men's North East 1, Women's North East 1, Open/Men's North East 2	Dan Baxter	mens.north-east.1@yne.hockey	07419 379690
Women's North East 2, Women's NE4 Tyne, Women's Peak & Wold	Jean Renney	jeanonthenet@aol.com	07814 427431
Open/Men's NE4 Tyne	Chris Barnes	chrisjbarnes1979@gmail.com	07801 852641
Women's North East 3, Open/Men's NE4 Tees, Women's NE4 Tees, Women's Dale	Chris Thomson	christhomsonhockey@gmail.com	07866 980643
Open/Men's Yorks 1, Open/Men's Yorks 2	Peter Richardson	peterg-richy@virginmedia.com	07888 958822
Women's Yorks 1, Women's Yorks 2	Henri Williams	henrihockey@live.co.uk	07850 715172
Open/Men's Moor & Dale 1, Open/Men's Moor, Open/Men's Peak & Wold, Open/Men's Peak 1 Open/Men's Wold	Ken West	kenhartleywest@sky.com	07778 287222
Women's Moor & Dale 1, Women's Wold	Lorraine Wood	womens.moor.dale.1@yne.hockey womens.wold.1@yne.hockey	07970 538393
Open/Men's Moor & Dale 2, Women's Moor, Open/Men's Dale	Chris Randall	mens.moor.dale.2@yne.hockey womens.moor.1@yne.hockey mens.dale.1@yne.hockey	07815 479245
Women's Peak 1	Shelley Howells	shelley.howells@inseinc.com	07969 153525
Women's Peak 2	Sarah Smith	womens.peak.2@yne.hockey	
Women's Lindsey	Anne Bryant	anne.bryant@btinternet.com	01422 373774