

*RULES AND REGULATIONS
OF THE*



BCSSGFHC

**BRITISH COLUMBIA SCHOOL SPORTS
GIRLS' FIELD HOCKEY COMMISSION**

(REVISED May 2017)

Note: On January 1, 2017 the BCSSGFHA became a standing committee of British Columbia School Sports (BCSS) with the purpose of administrating Girls' Secondary School Field Hockey. Previously the Association was a Society under the BC Societies Act.

RULES AND REGULATIONS OF THE BC SCHOOL SPORTS GIRLS' FIELD HOCKEY COMMISSION

MEMBERSHIP

Regulation #1. Registration

- a. Schools register with the BC School Sports Girls' Field Hockey Commission (BCSS GFHC) by completing the on-line Player Registration Form with BC SCHOOL SPORTS (BCSS) by the deadline posted on the BCSS website.
- b. Schools who do not submit the On-Line Player Registration form on time, will be fined for a late entry by BCSS.
- c. Each school must declare by October 1st of the current season whether it is an "AA" or "AAA" school.
 - i. "AA" means the school has 250 or fewer girls in Grade 11 and 12.
 - ii. "AAA" means the school has **251 or more** girls in Grade 11 and 12.
- d. An "AA" school has the option to declare "AA" or "AAA".
 - i. If it is not done by the deadline of the current season, the "AA" school loses the right to declare its option.
 - ii. An "AA" school that chooses to play "AAA" must complete a "Competing in a Different Tier Commitment Form" by Oct. 1st of the current season and submit it to the Commissioner. They must compete for a minimum of two seasons at "AAA".

MEETINGS

Regulation #2. Provincial Championship Coach's Meeting

- a. Those teams competing in the "AA" and "AAA" Provincial Championships must have a coach or a designate at their respective coach's meeting except at the discretion of the Executive. If a representative is not in attendance, the team must pay a fine of \$25.00, payable to the Girls' Field Hockey Commission before its next game.
- b. If a team fails to comply with regulation 2(a) then the team forfeits its next game by a score of 0-1
- c. Motions MAY NOT be voted on during this time.
- d. All motions must be submitted before the end of April prior to the Provincial Championships so that they can be voted by the end of May and put into effect for the upcoming season.
- e. A motion must be presented to the Commissioner who will then distribute it to the membership using the contact information from BCSS. One month will be set aside before an on-line vote on the motion will take place to allow for discussions. If required, a conference call will be held. For the vote to be valid, a minimum of 20% of the membership must vote.
- f. Regarding motions, "AA" members shall not vote on purely "AAA" business and "AAA" members shall not vote on purely "AA" business.

Regulation #3. Voting Powers

- a. Executive Members - one (1) vote
- b. Zone Representatives (or substitutes) - one (1) vote each (**ie AA or AAA**)
- c. Registered School - one (1) vote
- d. No one person shall have more than one (1) vote

EXECUTIVE, ZONE REPS AND TOURNAMENT DIRECTOR(S)

Regulation #4. Executive, Zone Representatives

- a. The Executive will consist of: The Commissioner, the Past Commissioner (or another past Executive member if the Past Commissioner is not available to be on the Executive), the Treasurer, the Secretary, and zone representatives.
- b. Two Zone Representatives will be declared from each geographical school zone - one "AA" and one "AAA".

Regulation #5. Election of the GFHC Executive

The Executive Members shall be elected. Nominations will be accepted prior to April 30th and a vote will take place by May 31st. This will be done electronically by the Commissioner using the membership information from the BCSS registration website.

Regulation #6. Duties of the Executive, Zone Reps and Tournament Host:

- a. Executive
 - i. Appoint a Tournament Director for the AA and AAA Provincial Championships. The tournament Director will represent the Host school.
 - ii. Liaise with the Tournament Director to appoint a Head Umpire
- b. Tournament Host will work cooperatively with the Commissioner to:
 - i. Select a Tournament Committee.
 - ii. Request the Head Umpire to recruit and secure a sufficient number of qualified umpires for the Tournament.
 - iii. Organize and conduct the Provincial Tournament(s) in accordance with the Rules and Regulations, and the Technical Regulations of the Association.
 - iv. Liaise with the Treasurer to create a budget for the tournament and work with the Treasurer to ensure that tournament costs fall within the created budget (include in this budget the \$500 Scholarship)
 - v. The banquet costs and/or tournament t-shirt costs will be the financial responsibility of the Host School. The banquet is not to be used as a fundraiser for the Host School and should charge participants accordingly.
 - vi. At the end of the tournament, the Host School must present a financial report to the GFHC Treasurer. The banquet and t-shirt revenue and costs must be included in this report.
 - vii. Advise the membership of the progress of the Tournament through Zone Reps and a Tournament web site.
 - viii. Collaborate with the Commissioner on the progress of the Tournament.
 - ix. Compile and complete a Tournament file within one month of the start of the Tournament.
 - x. Submit a Tournament Report to the Field Hockey Commissioner no later than 1 month after the conclusion of the Tournament.
- c. Zone Representatives
 - i. Be aware of local concerns and needs and communicate these to the Commissioner.
 - ii. Communicate with the Commissioner regarding BCSS on-line registration of schools in their zone to help ensure that all registrations are correct and up-to-date.
 - iii. Keep the local membership up to date on the progress of the Tournament.
 - iv. Zone reps and/or a designate must present a written report on her/his Zone's program, results and recommendations by the end of their respective Provincial Championship.
 - v. Must adhere to the specific expectations, time-lines and responsibilities outlined.

SPECIFIC TIMETABLE OF DUTIES FOR A ZONE REPRESENTATIVE

The following is a list of responsibilities the GFHC Executive expects from a Zone Rep. Ultimately, the Zone Representative is the liaison between their zone and the Commission Executive for any issues that arise.

September:

- a. Become aware of all schools fielding Girls Field Hockey teams in your zone. Given that many school districts are reorganizing, it is important you find out whether schools are AA or AAA.
- b. Ensure that all schools in your zone submit their On-Line Player Registration Forms to BCSS on or before **the posted deadline** (see BCSS Handbook or website at (www.bcschoolsports.ca)). The process for Zone berths for Provincial Tournaments is done based on the number of registered teams for AAA and is set for AA (refer to the 2017 Technical Regulations)
- c. Zone Reps disseminate Provincial Championship information, by forwarding bulletins to teams in their respective zone.
- d. Where possible, the Host School will set up a web site to disseminate Provincial Championship information.
- e. Zone Reps are responsible for updating their zone results to the Tournament Chair-Director and Commissioner.

October:

- a. Be aware of league standings and tournament results in your zone. Information needed for provincial rankings are solicited from zone reps as well as from tournament hosts.
- b. Ensure that all teams have **registered**. The Field Hockey Commissioner will contact you with the lists of registered teams for you to check.
- c. Forward to the teams in your zone any information you get from the Commissioner about the Provincial Tournament berths.
- d. Forward to the Commissioner and Provincial Tournament Director the **results of your zone playoffs** as soon as they conclude. The sooner this information is known, the easier it is to put the final details of the Tournament together. Zone Reps will take part in a seeding discussion, which will be led by the Commissioner. The final seeding decision will be forwarded to the Tournament Director.
- e. Continue to forward the Tournament bulletins to your zone teams and, if available, inform them of the web site. Coaches/Managers should liaise with their Athletic Director and access the BCSS **Exnet** Registration system so that they can check their own player registrations.

November:

- a. Prepare a **written zone report to be sent to the membership**. Remind all teams from your zone participating in the Provincial Championships that they must send a representative to the coach's meeting. The report is to be sent electronically to the Commissioner so that it can be shared with the membership.

FINANCIAL REGULATIONS

Regulation #7. Executive Expenditures

- a. The GFHC Executive has the authority to use GFHC Monies when the Executive believes there is a valid reason to do so.
- b. If necessary, the cost of sending an Executive member (i.e. Director) to oversee either the "AA" or the "AAA" Provincial Tournaments **shall** be covered by GFHC monies. These monies will be provided on BCSS travel, food and accommodation allowances.

B.C. SECONDARY SCHOOL GIRL'S FIELD HOCKEY COMPETITION RULES

Rule #1. Compliance with FIH.

- a. All field hockey competition conducted under the auspices of BC School Sports and regulated by the GFHC shall be played under the FIH rules. Local rules may be used to accommodate field availability and conditions. If the Executive determines that a FIH rule is not suitable for the level of play at GFHC competitions, changes may be approved for the complete season. All changes will be made prior to the start of each season. The AA and AAA schools will play under the same rules.

Rule #2. Player Eligibility

- a. Field Hockey competition conducted under the auspices of BC School Sports and regulated by the GFHC is available to, and shall be between, girls only.
- b. This rule reflects the express desire of the GFHC membership to offer girls an opportunity to participate in secondary school field hockey competition against other girls only.
- c. It is the view of the GFHC Membership, taking into account the combined experience and knowledge of its members, that limiting competition to girls best advances the overall interests of girls wanting to play Secondary School Field Hockey, having regard to:
- d. the nature of the sport.
 - i. the physiological differences in size and strength between boys and girls generally.
 - ii. the preferences generally of girls participating in field hockey.

Rule #3. AA and AAA Tournament Committee Membership

- a. Tournament Director
- b. Commissioner
- c. Zone Reps
- d. Head Umpire
- e. Any other officer appointed by the current Tournament Director

Rule #4. Duties of Tournament Committee

- a. **IMMEDIATE PAST TOURNAMENT DIRECTOR**
 - i. Forward the tournament files, results, and tournament report to the Field Hockey Commissioner.
 - ii. Assist Tournament Director.
- b. **COMMISSIONER**
 - i. Mediate problems relating to the Provincial Tournament in co-operation with the Tournament Director.
 - ii. Report to BCSS on the results of the Provincial Tournaments.
 - iii. Verifying team rosters submitted to BCSS
- c. **TOURNAMENT DIRECTOR:**
 - i. Responsible for technical aspects of the tournament. Liaise with the Commissioner and Head Umpire.
 - ii. Review the Technical Regulations for the Tournament and discuss any changes/updates with the Commissioner and Head Umpire.
 - iii. Manage the game schedule (in consultation with the Commissioner)
 - iv. Manage field games (in consultation with the Head Umpire)
 - v. Maintain an accurate record of game scores, pool rankings and tie breakers.
 - vi. Conduct the Technical Briefing Meeting for the Coaches/Managers.

- vii. Have the authority to suspend for one or more matches of the Tournament, players, coaches, manager and other team support staff, who in the opinion of the TD, are guilty and/or responsible for any misconduct before during or after a match, wherever that misconduct occurred. Suspended individuals may not enter the facility nor surrounding area until their suspension has been served.
- viii. Within one month of the end of the tournament, the TD will write a report, including results, the facilities, organizing committee and officials, as well as anything else deemed relevant.
- ix. In consultation with the Head Umpire, Tournament Committee and the Commissioner, manage any unforeseen circumstances as they occur.
- x. In consultation with the Head Umpire, Tournament Committee and the Commissioner, have the authority to suspend for one or more matches of the Tournament, players, coaches, manager and other team support staff, who in the opinion of the TD, are guilty and/or responsible for any misconduct before during or after a match, wherever that misconduct occurred. Suspended individuals may not enter the facility nor surrounding area until their suspension has been served. If the TD is in a conflict of interest, this will be managed by the Head Umpire.
- xi. Report red card incidents to the Head Umpire and Commissioner immediately.

d. HEAD UMPIRE

- i. The Head Umpire is appointed by the Tournament Director in consultation with the Commissioner. The Head Umpire is responsible for recruiting and scheduling umpires for the Provincial Tournament. A blend of umpire's experience with regional representation is recommended.
- ii. Head Umpire must liaise with the Commissioner regarding any changes to the FIH rules being used in the Tournament as well as local rules being used during the GFHC league and tournament play.
- iii. Head Umpire must liaise with the Treasurer regarding decisions about game fees, per diem's, travel pay, and other costs associated with the umpires.
- iv. Head Umpire must liaise with the umpires before the Provincial Tournament (re: travel, accommodation, uniform, fees, schedule, rules & regulations etc).
- v. Head Umpire must liaise with umpires during the Provincial Tournament (objectives, meetings, coaching, assessments etc).
- vi. Head umpire must liaise with the GFHC Treasurer to arrange for payment and/or reimbursement of costs associated with the Provincial Tournament. No financial commitments will be made without the authorization of the Treasurer
- vii. Head Umpire must attend the coach's meeting and is expected to clarify any rules and/or regulations for the Coaches /Managers.
- viii. Within one month of the tournament, the Head Umpire will provide a report to the Executive. The report will include comments on the umpires, details of any Red Cards and suspensions, as well as anything else deemed relevant.
- ix. If the TD is in a conflict of interest, the Head Umpire will assume the following responsibility: in consultation with the Tournament Committee and the Commissioner, have the authority to suspend for one or more matches of the Tournament, players, coaches, manager and other team support staff, who in the opinion of the Head Umpire, are guilty and/or responsible for any misconduct before during or after a match, wherever that misconduct occurred. Suspended individuals may not enter the facility nor surrounding area until their suspension has been served.

e. TREASURER

- i. Responsible for the collection of Provincial Tournament registration fees from all of the participating teams.
- ii. Responsible for all monies pertaining to the GFHC Tournament. [income and

- expenditure]
- iii. Submit a full financial report to the Commissioner no later than one month after the conclusion of the Provincial Tournament.

f. SECRETARY

- i. Responsible for taking minutes at the coach's meeting. If they cannot attend the meeting, they must find a replacement.
- ii. Minutes must be submitted to the Commissioner no later than one month after the respective Provincial Championship.

Rule #5. Team Eligibility

- a. The Tournament shall be open to senior girls' teams from BC Secondary Schools and Independent Schools, all of whom must be members in good standing with BCSS and who qualify through their respective zone.
- b. GFHC will only accept one team per registered school to represent an Association at either the AA or AAA Provincial Championships.

Rule #6. Tournament Venue

- a. For continuity and booking availability the venue should be set well in advance for the AA/AAA Tournaments.
- b. The Venue must be selected before the end of March of the following year. (Note - Venues for events need to be booked well ahead of time to confirm their availability for the dates required)

Rule #7. Zone Allotment

- a. The AA & AAA Provincial Tournaments shall consist of 16 teams divided into four equal pools.
- b. For AAA, the number of berths allocated to each zone shall be decided annually by the Executive no later than the end of June of the tournament year and shall be based on the number of registered schools from each zone in the previous year.
 - i. Wild card games may be required between zones in the event that partial berths are awarded. The Executive will decide which zones will play off to decide the berth. Organization of these games (date, location etc) is the responsibility of the zones involved and alternates annually. For the wild card games, all games must be played to a result. The tie breaking procedure will be the same as what is being used at the Provincial Tournament. The host school is responsible for paying the umpiring fees and field rentals; variances will be discussed prior to the wild card event.
- c. One berth will be set aside for the Host School of the Tournament. If there is no designated Host School, the berth will be added to the other 15 berths and a re-calculation for zone allocations will occur.
- d. For AA, the berthing allotment is fixed for the 2017 season only. This is a one year trial and the process will be revisited again after the 2017 Provincial Championships. The fixed berths are as follows:
 - i. 11 Fixed Berths based on historical registration numbers:
 - Kootenay: 1 berth
 - Okanagan: 2 berths
 - Fraser Valley: 3 berths
 - Vancouver/Richmond: 1 berth
 - Vancouver Island: 2 berths
 - North Shore/Burnaby: 1 berth
 - Host: 1 berth
 - ii. The other 5 berths will be determined by "Play In" Berths:
 - 1 berth to Okanagan & Kootenay regions: "play in" tournament/game must be agreed upon by the zone reps and the information distributed to the teams in

- their zones. (ie. OK3 vs Koot2 or mini tournament including Koot 2, Koot 3, OK3, OK4)
 - 3 berths to FV, V/R, NS/B: “play in” tournament must be agreed upon by the zone reps and the information distributed to the teams in their zones (ie. a mini qualification tournament that could include 4-8 teams, such as: V/R2, V/R3, NS/B2, NS/B3, FV4, FV5)
 - 1 berth to VI to be determined regionally
- e. Qualifying play for advancement to the Provincial Championship, including all wild card or “play in” games, should be concluded at least (7) calendar days prior to the first day of the Provincial Championship tournament.
- f. No school will receive a direct entry into Provincial Championship play, unless it is the only school participating at their level (AAA or AA) in a particular GFHC zone.

Rule #8. Team Rankings for Media

- a. Zone Reps should email the Commissioner, by mid-October, league standings and the results of tournaments in their zone
- b. Zone Reps must also give input as to teams they think will be contenders for the top positions.
- c. The Executive, usually via email, will discuss results and come to a consensus as to the top rankings for both the AA and AAA levels. This information will be forwarded to the Zone Reps who will in turn forward it on to each team in their zone.

Rule #9. Tournament Costs

- a. To be determined by committee in consultation with the Executive.

Rule #10. Travel Responsibilities

- a. Each team shall be entirely responsible for its own travel arrangements.

Rule #11. Tournament Participation

- a. All teams are required to attend the Opening Ceremonies, when applicable.
- b. All teams are strongly encouraged to attend the closing ceremonies. The Tournament Host may have two closing ceremonies: one for consolation flight teams and another for the championship flight teams; however, it is understood that if weather is poor and/or teams have a long drive home, attendance is not mandatory.
- c. All teams are expected to attend the banquet barring exceptional circumstances. If such circumstances exist, the Tournament Committee must be advised, in writing, the rationale for non- attendance at least two weeks prior to the start of the tournament.

Rule #12. Provincial Tournament Structure

- a. The Provincial Tournament shall be played over a period of 3 days.
- b. The “AA” BC Championship shall be played **close to** the second weekend in November and the “AAA” B.C. Championship shall be played **close to** the third weekend in November.
- c. There shall be four pools of preliminary round-robin play.
- d. The Executive shall decide the sectional pools and the tournament draw. Pools will be based on the strength of participating teams **i.e. teams shall be seeded**
- e. Teams must be on the field ready to play (with required number of players) within 10 minutes of game time. Failure to do so will result in the team forfeiting their game.
- f. Umpires will inform the Tournament Director after 10 minutes of game time which team defaulted.
- g. FAIR PLAY Trophy: the umpires award each team a plus [+], zero [0] or minus [-] after each game they umpire. This is based on the relationships within a team, and the team interactions with their opponents and the umpires. The tally is kept by the Tournament Director until all teams have two games on the final day. The winner will be the team with the greatest score

- h. Final placing for the Championship trophy [1st place] are determined by:
 - i. the two top teams from each pool enter the Championship round
 - ii. the quarter final winner will move on to the Championship semi finals for 1st – 4th place.
 - iii. The quarter final losers will move on to the Championship positions 5th – 8th.
- i. Final placing for the Consolation trophy [9th place] are determined by:
 - i. the two lowest teams from each pool enter the Consolation round
 - ii. the quarter final winners will move on to the Consolation semi finals for 9th -12th place.
 - iii. the quarter final losers will move on to the Consolation positions 13th -16th.
- j. Points awarded for games and tie-breaking procedures are included in the Technical Regulations

Rule #13. Technical Regulations

- a. The Technical Regulations are in effect for the duration of the tournaments and may be subject to change at the discretion of the Tournament Director in consultation with the Commissioner and the Tournament Committee.
- b. The regulations will be reviewed and possibly updated each season by the Executive after receiving the reports from the Tournament Directors of the AA and AAA Provincial Championship Tournaments.

Rule # 14 Changes to this Document:

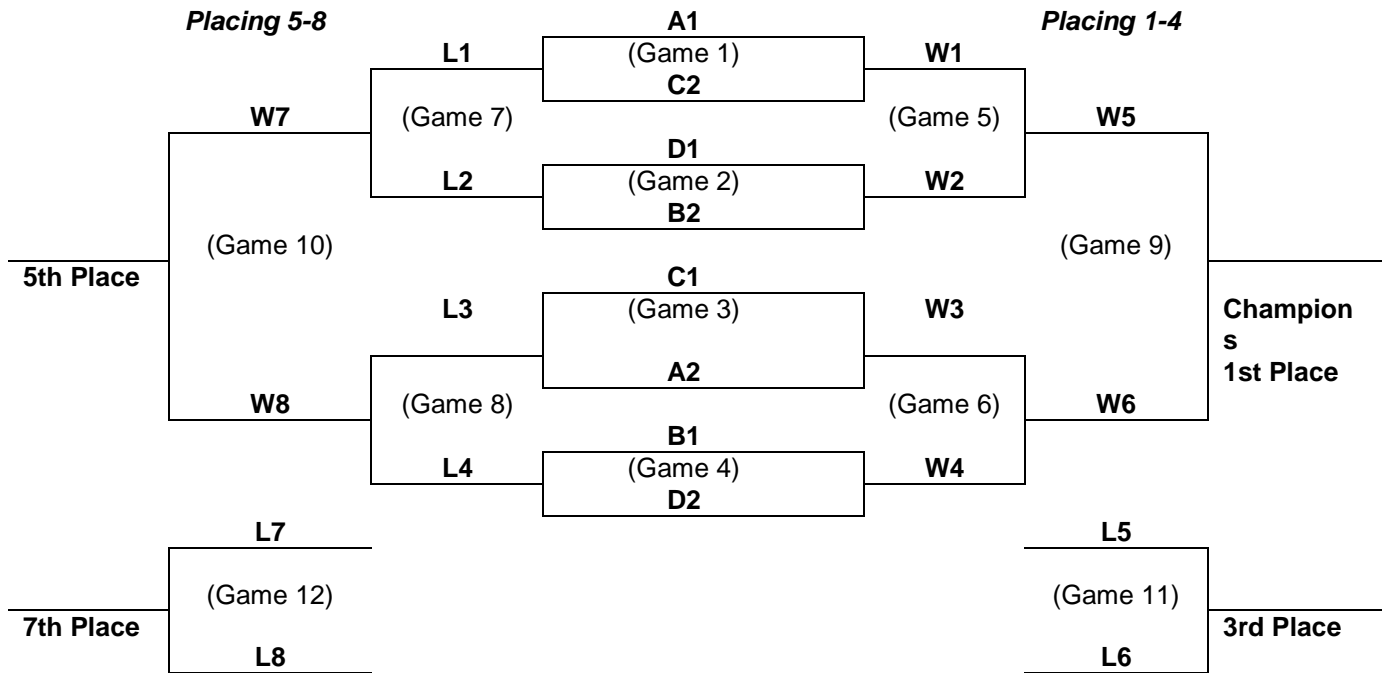
The tournament structure and/or any other items pertaining to this document, can only be changed by a motion.

AA and AAA Championship Pools/Seeding

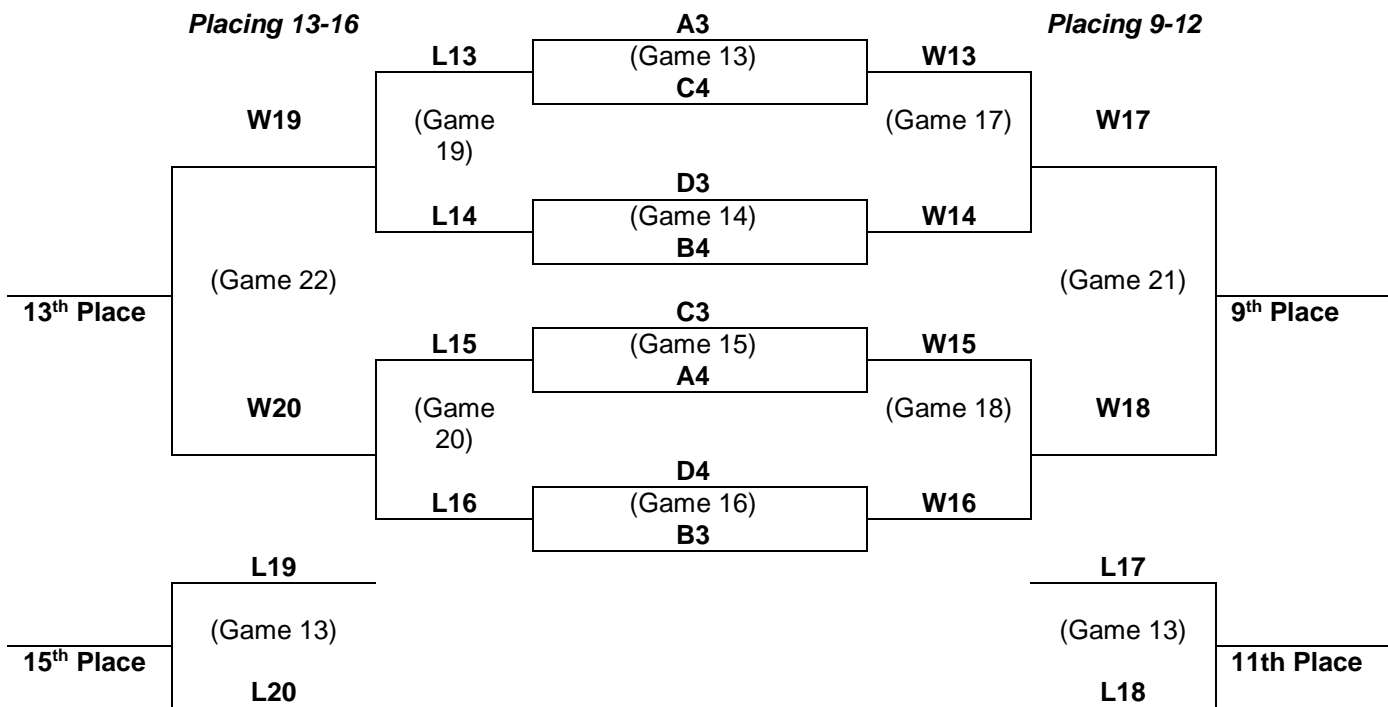
Pool A	Pool B	Pool C	Pool D
1	2	3	4
6	5	8	7
11	12	9	10
16	15	14	13

AA and AAA Play Off Structure: Championship Round

(Note: Game numbers below are for demonstration purposes...game numbers in the tournament draw may be different).



AA and AAA Play Off Structure: Consolation Round



Fair Play: _____