

## ***PFHA Manual and Rule Book***

### **Section 1: PFHA Executive Committee Roles and Responsibilities**

#### President

1. Settles all interleague disputes and/or discrepancies in a fair and reasonable manner, engaging Executive Committee Officers for unbiased investigation and results
2. Management of PFHA Facebook page and all other social media
3. Responds to all management inquiries in a timely manner, keeping records of important correspondence
4. Promotes and commits to expansion of the league and additional playing opportunities
5. Approves any requested website changes and communicates change requests to Webmaster upon approval
6. Coordinating and heading the PFHA annual Spring meeting as well as the annual General meeting
7. Represents the PFHA at all PFHA sanctioned events and public field hockey events
8. Initiates annual election of PFHA officers
  - a. Election is open to any player, manager or professional committed to the success of PFHA
  - b. Term of office begins January 1<sup>st</sup> following the annual General Meeting
  - c. Term of office for all officers requires one year of service, with the President having an obligatory one year of mentorship for newly elected officers
9. Represents PFHA on the Local Association Executive Committee

#### Vice President

1. In the absence of President, responsible for Presidential roles listed above 1 - 8
2. Coordinates Spring League at Christopher Dock, including field rental, contracting, referee assignment and PFHA Spring team scheduling
3. Approves any requested website changes and communicates change requests to Webmaster upon approval
4. Represents PFHA on the Local Association Executive Committee

#### Treasurer

1. Responsible for club Treasury – collects dues and other fees, pays all bills, and keeps a permanent record of all receipts and expenditures.
2. Prepares an annual report to be presented for auditing purposes.
3. Responsible for overseeing the record keeping required by the State of PA in order to maintain the PFHA 501(c) (3) tax-exempt status.

4. Responsible for updating and filing the PFHA Articles of Incorporation upon the biannual election of new PFHA officers if any of the following positions change: President, Treasurer, and/or Secretary
5. Responsible for filing the PA State Annual Electronic Notice using Form 990-N.
6. Responsible for annual tax-exempt filings, if required.
7. Represents PFHA on the Local Association Executive Committee
8. The Treasurer is responsible for investing PFHA's money in a financially responsible matter

#### Secretary

1. Records and distributes meeting minutes for PFHA annual meeting and any other PFHA sanctioned meetings
2. Keeps a permanent record of all meeting minutes for future use
3. Completes fall team scheduling based on number of active league teams
4. Represents PFHA on the Local Association Executive Committee

#### Play Day Committee Chair

1. Coordinates annual play day, including field rental, contracting, and PFHA scheduling
2. Represents PFHA on the Local Association Executive Committee

#### New Player Chair

1. Maintains an active recruitment list for teams in need of new players
2. Assists President in league expansion by developing and building new management and teams when the league loses a team
3. Represents PFHA on the Local Association Executive Committee
4. Reviews the "I want to play" link on the PFHA's website to contact interested parties who do not qualify to play in the league.

#### Beef and Beer Committee

1. Coordinates events and fund raisers to assist with the expansion of PFHA from a financial perspective
2. Responsible for risk assessment of all PFHA sanctioned events, ensuring that PFHA is not liable for personal or public damages
3. Represents PFHA on the Local Association Executive Committee

#### Webmaster

1. Responsible for updating PFHA website with requested changes from President and/or Vice President

2. Tracks and calculates all incoming team scorecards
3. Responsible for keeping up to date rankings which are published to the PFHA website on a weekly basis
4. Publishes scheduling per the request of Secretary or Vice President
5. Represents PFHA on the Local Association Executive Committee

## **Section 2: Team Manager Responsibilities**

1. Locating a regulation field hockey field and contracting with a local school, park, or business partner to utilize the field for designated home games
2. Purchasing General Liability Insurance to cover field damages and medical injuries for players without medical insurance. There are currently three options to obtain insurance.
  - a. **Obtain an insurance certificate through PFHA's umbrella USFHA club membership** - PFHA's membership with USFHA costs approximately \$295 for the club and an additional \$85 for the President's coaching membership. The cost will be funded by fall season team dues. To obtain an insurance certificate under PFHA's umbrella coverage the following steps must be followed.
    - i. Team Manager to verify all players have a current USFHA membership
    - ii. Once membership has been verified, Team Manager to submit completed team roster to PFHA President and Vice President
    - iii. PFHA President will assign individual USFHA hockey members to the appropriate team
    - iv. PFHA President will update Team Manager of any members who are not current members with USFHA. Teammates on the roster who do not have current USFHA memberships will not be covered under the General Liability Insurance. It will remain the Team Manager's responsibility to follow-up with individuals who need to renew their USFHA membership.
    - v. Team Manger to submit Certificate of Insurance request to USFHA per the instructions on their website. The pre-filled PFHA Certificate of Insurance should be used referencing PFHA's club information.
  - b. **Obtain an insurance certificate through USFHA has an individually registered club.** The cost to register a team as a club is \$295 and will be funded through dues the Team Manager charges their players for the fall season.
    - i. Team Manager to register as an individual club via the USFHA website
    - ii. Team Manager to verify all players have a current USFHA membership
    - iii. Team Manager to submit Certificate of Insurance request to USFHA per the instructions on their website (<http://www.teamusa.org/USA-Field-Hockey/MEMBERSHIP/INSURANCE>). Since the team is registered as an individual club, the Team Manager will use the standard form, providing their own club information on the request form.
  - c. **Obtain an insurance certificate through a third party** – The cost will vary depending upon the insurance company's rates. Previous Team Managers have reported a cost of

\$300 - \$315 USD. USFHA club memberships and team memberships are not required in order to obtain insurance from a third party.

3. Recruiting and maintaining a full team for play in PFHA sponsored events - *attendance to events outside of fall season is optional*
4. Securing and paying an official for each home and away game your team participates in
  - a. Recommended source: Marilyn Hull (contact an Officer for details)
  - b. All officials should be paid \$65.00 USD per game
  - c. If a game is cancelled or postponed prior to game time or there is a field change etc., the first call to make is to the official. Game or field changes should be communicated to the opposing manager by Wednesday prior to the game on Saturday. Furthermore the forecast should be tracked by each team manager and if inclement weather is in the forecast should be discussed by the Thursday for an upcoming Saturday game. If a game is called cancelled to do inclement weather, the call must be made by 7:00AM Saturday morning to avoid unnecessary commute time for the opposing team.
  - d. If a team does not have an official but the opposing team does, both teams are required to pay the official who is present in full (\$65.00)
  - e. If the game is called before 1 minute into the second half, the official shall be paid an "Appearance" fee - half the total amount, and the game should be rescheduled
  - f. If the game is called after 1 minute into the second half, the official gets the full amount of the fee and it is considered a complete game (i.e., the score stands and no need to reschedule).
5. Coordinating team uniforms and ensuring team members are in full uniform at the start of each game
  - a. Home teams are responsible for coordinating an alternative uniform color if both teams share the same color
  - b. Uniforms with numbers on the back are preferred, but not required
6. Ensuring all players are aware of PFHA's No Tolerance Policy for poor sportsmanship
7. Escalating issues to PFHA Officers when appropriate
8. Schedules and makes arrangements for all practices and games, notifying respective team members of pertinent details
9. Notifies all team member of potential playing opportunities, even when team manager does not have interest in participating
10. Completes an electronic scorecard following each game, which is to be submitted prior to Wednesday of the following week
11. Pays Team Dues totaling \$60.00 prior to October 1<sup>st</sup> for the fall season
12. Coordinating and collecting payment from individual players for costs associated with arranging practices and games. Managers may request funds upfront from tea members if they cannot financially support their teams with pre-payment for fields, officials, etc. Collecting funds up front is recommended.
13. Communicating with opposing team managers regarding directions to home fields, rescheduling games due to weather, etc.
14. Attending annual Spring meeting

- a. All team managers who are not in attendance will owe a \$50.00 fine to the PFHA treasurer. Fines collected will only be used for PFHA sanctioned events.
    - i. If a manager is unable to attend; another player may be appointed to represent the team at the meeting
- 15. Responsible for ensuring all games are played with a full team
  - a. Fall season – 10 field players plus a goalie, 11 field players, or 10 field players and a kicking back
  - b. Spring season – 6 players + goalie, 7 field players, or 6 field players and kicking back. →
- 16. Ensures all players have the appropriate equipment; all equipment is to be purchased by individual players unless otherwise instructed by the team manager
- 17. Submitting any updated info for the following via the PFHA website prior to May 1<sup>st</sup>. Changes will be in effect prior to the fall season if submitted in time.
  - a. Field address and location
  - b. Team name
  - c. Team colors
  - d. Team Management contact info
- 18. It is recommended that each team have a manager and assistant manager or two co-managers

### **General PFHA Club Rules**

1. All changes to PFHA rules and regulations will be discussed with PFHA Managers, but the deciding votes will remain with the Executive Committee. A unanimous favorable vote amongst the Executive Committee will be necessary to make a change to any rules/regulations. If the Executive Committee cannot come to a unanimous decision, the President or acting President has the right to enforce any change that does not have a negative impact on the league and its members.
2. PFHA has a no tolerance policy regarding poor sportsmanship. In addition to being carded by the official during a game, if a complaint is received by the Vice President or President about a specific player, the player will be put on probation. If within the same season 2 additional complaints are received about the same player, their membership with PFHA may be revoked and they will not be able to rejoin the league for a minimum of two years, up to including permanent expulsion. The number of years up to including permanent expulsion will be determined by the Executive Committee by unanimous vote.
3. Players with high risk medical conditions will be required to provide a doctor's note per season, providing documentation that they are physically capable and sound enough to play the sport. Please note that all players play at their own risk and PFHA is not responsible or liable for any injuries or damages due to pre-existing conditions or ailments, nor is PFHA responsible or liable for any field hockey related injuries or illnesses even if the injury occurs during a PFHA sanctioned game.

4. A person may not play PFHA hockey that is younger than 18 years of age. Individuals who are 18 years of age or older may play PFHA provided that they are not an active member of a High School or collegiate field hockey team.
5. Men are not permitted to play in PFHA fall season; however are permitted to participate in PFHA sponsored events at other facilities if their rules and regulations will allow it. Male players are welcome to play in PFHA Spring League; however the maximum number of male players permitted on the pitch at all times are two per team, not including the goalie.
6. Each team is expected to field a full team, be on time, be in full uniform, and provide a USFHA rated official.
7. All games begin at 9AM in the fall season, unless otherwise noted and agreed upon by the opposing manager.
8. Points: 6 for a win; 3 for a tie with goals; 2 for a tie without goals; 0 for a loss. An additional point will be provided to the team who has an official present at the game. Teams will be ranked by from highest to lowest total points. Teams that have tied total points within a division will have their goals totaled minus those scored against to determine their standing. Scores must be written on both scorecards by two managers and are considered the official scores once the electronic score card is submitted.
9. There is unlimited substitution during games and substitution is determined by the team manager and/or individual players.
10. Fall league games will consist of two halves, which will either be 30 or 35 minutes in duration, which will be determined at the start of the game by the team managers in conjunction with the officials.
11. The league is divided into 3 divisions, based on level of experience and play. At the end of each fall season the two highest ranked teams will have the opportunity to move up a division and the two lowest ranked teams will move down a division.
  - a. Teams who do not want to move up a division are permitted to remain in their current division
12. Any new team entering into PFHA will enter at the lowest division unless they have a pre-established record. The Executive Committee will review the record and establish placement. All new teams must pay all fees prior to being added to the PFHA schedule. The new entry fee is \$55.00 USD in addition to the standard PFHA Team Dues of \$60.00.
13. All protests and disputes must be submitted via e-mail within 24 – 48 of the occurrence to the President and Vice President in writing for a formal investigation to take place. Any supporting electronic documents should also be sent along with the dispute. Supporting documentation can also be accepted via US mail, but needs to be referred to when submitted the dispute electronically and will result in a delayed resolution response. The President and Vice President will engage the Executive Committee when appropriate. Any disputes submitted after 24 – 48 hours will become void and will not be addressed by the Executive Committee unless the occurrence is unlawful or has the potential to have a negative impact on the league or its members in current or future state.
14. A minimum of 7 players must be present and participating in a PFHA fall season game. If a team has less than 7 players they will need to forfeit the game and will get 0 points on their scorecard.

When filling out the electronic scorecard, both teams should write *Forfeit* in the *Date Played* field. The team who forfeited should score themselves zero points, where the team who had enough players should score 10 points as if it were a win. Both teams may decide to continue to play the game short-handed or as a scrimmage, but a forfeit should be accurately documented and captured to ensure that ranking is fair throughout the season.