

## **CENTRAL VICTORIA HOCKEY ASSOCIATION INCORPORATED.**

### **As per the CVHA Constitution this is the STATEMENT OF PURPOSES**

The purposes for which the Incorporated Association of the CENTRAL VICTORIA HOCKEY ASSOCIATION INCORPORATED [CVHA] is established are to promote the development of hockey, encourage involvement at all levels and provide an environment in which participants can achieve their potential in hockey.

In addition, the purpose of the CVHA By Laws are to<sup>1</sup>:

- Create an avenue by which CVHA can be conducted, promoted and administered throughout the Association;
- Provide for the conduct, promotion, advancement and administration of hockey within the Association;
- Affiliate and liaise with Hockey Victoria and Hockey Australia in the pursuit of these purposes and the sport of hockey;
- Ensure a high standard of hockey is maintained within the Association;
- Enable participants to achieve a high level of physical and mental fitness through the teaching and practice of hockey;
- Use and protect the intellectual property of the Association including but not limited to logos, trademarks, copyright and names in any equipment, product, publication or event developed by the Association;
- Collect, distribute and communicate information in connection with the sport of hockey including but not limited to competitions and tournaments, conducted in the State or Nationally;
- Strive for greater community, commercial and governmental awareness of the hockey and the Association;
- Encourage participants to realize their potential and athletic abilities by extending them the opportunity of education and participation in the sport of hockey;
- Support and represent members on issues affecting the sport of hockey in the State;
- Undertake to do all things or activities which are necessary, incidental or conducive to the advancement of these purposes; and
- Do all things possible to ensure the long-term viability of both synthetic pitches at Garden Gully Reserve.

---

<sup>1</sup> New section [entire page] inserted: Committee of Management 26/11/06

## BY-LAWS - INDEX<sup>2</sup>

SECTION	CONTENTS	PAGE NUMBER
1.	Duties of Office Bearers & Committee Members.	4
2.	Duties of Appointed Officers.	5
3.	Finance.	9
4.	Finance Sub-Committee.	10
5.	Sub-Committees - General	11
6.	Marketing/Promotions Sub-Committee.	12
7.	Sponsorship/Other Fund Raising.	12
8.	Development Sub-Committee.	14
9.	Pennant Sub-Committee.	15
10.	Permits Sub-Committee.	16
11.	Umpires Sub-Committee.	17
12.	Selection Sub-Committee.	18
13.	Summer Hockey Sub-Committee.	19
14.	Colours and Playing Uniform.	20
15.	Use of Synthetic Centre.	21
16.	Competitions.	
	16.A Senior	22
	16.B Junior	29
17.	Registration of Players.	35
18.	Permits.	36
19.	Umpiring.	39
20.	Representative Teams.	41
21.	Central Victorian `Blazers`.	42

---

<sup>2</sup> New section [entire page] inserted: Committee of Management 26/11/06

22.	Disciplinary Procedures Bylaw <sup>3</sup>	44
23.	Code of Conduct	61
24.	Life Membership.	65
25.	Automatic Penalties.	66
26.	Alteration to By-Laws.	68
27.	Standing Orders.	69
	Attachment 1	71

Note:

Where the male gender is used in these By-Laws, it should interpreted not only as male but as female as well. These By-Laws are to be read in conjunction with the Rules of the Association. Where there is any conflict, the Rules of the Association take precedence at all times.

---

<sup>3</sup> Amended 27/3/08

## SECTION 1.

### DUTIES OF OFFICE BEARERS AND COMMITTEE MEMBERS.

Apart from the Rules of the Association:

- 1.1. The **President** shall if he so desires, act as Chairperson of all Sub-Committees of which he is an ex-officio member. He shall represent the Association at all social functions and shall co-ordinate the work of the Office Bearers of the Association.
- 1.2. The **Senior and Junior Vice-President** shall act when called upon to act as deputy for the President. (Note: Where Vice-President is used in these By-Laws, it is to be interpreted as Senior Vice-President.)
- 1.3. The **Honorary Treasurer** shall on behalf of the Finance <sup>4</sup>Sub-Committee present a budget to the Management Committee as required. **Primary duties shall be:**
  - **to advise Clubs, Teams and/or members of monies due, and in co-operation with other Committee of management Members,**
  - **be responsible for Accounts Receivable and Payable**
- 1.4. The **Secretary** shall carry out all directions of the Committee of Management. He shall keep an up to date copy of the Rules of the Association and By-Laws.
- 1.5. **Committee Members** shall attend meetings punctually and dependably. Members shall ensure that they have a broad knowledge and understanding of the Associations Rules, By-Laws, policy and plans. Members shall be involved in all aspects of the Associations activities, assist Office Bearers in general administration, chair Sub-Committees and report on same when required.
- 1.6. As soon as practicable following the Annual General Meeting of the Association, the Committee of Management shall allocate Committee members to the positions as determined at the Annual General Meeting.
- 1.7. **Association Appointments.** The Committee of Management may at any time make such appoints as it shall deem fit. These appointees shall carry out the duties as laid down from time to time by the Committee of Management.

---

<sup>4</sup> Amended 27/3/08

## SECTION 2.

### DUTIES OF THE APPOINTED OFFICERS

- 2.1. **Auditor:** Shall audit the books of the Association and report thereon as to whether the accounts represent a true and fair view of the state of affairs of the Association and of the financial activities of the Association for the previous year.
- 2.2. **Publicity Officer:** Shall be responsible for representing the Association to all media and where applicable keep a copy thereof and shall conform to all guidelines laid down by the Committee of Management.
- 2.3. **Marketing and Promotions Officer** Shall:
- a) be a member of the Committee of Management and act as Chairperson of the Marketing/Promotion Sub-Committee.
  - b) At the direction and on behalf of the Committee of Management be authorized to sign all Major Association Sponsorship Agreements.
  - c) In each year, in conjunction with the Committee of Management assess And set sponsorship goals for the forthcoming year.
- 2.4. **Development Officer:** Shall be a member of the Committee of Management and act as chairman of the Development Sub-Committee.
- 2.5.1. **Senior Operations<sup>5</sup> Convenor:** Shall:
- a) Be a member of the Committee of Management;
  - b) Convene meetings of the Senior Pennant Sub-Committees;
  - c) Subject to the Rules and Bylaws of the Association and subject to the directions of the Committee of Management, liaise with others in the control and administration of the relevant competitions of the Association.
- 2.5.1.1 **Junior Operations Convenor<sup>6</sup>:** Shall:
- a) Be a member of the Committee of Management;
  - b) Convene meetings of the Senior Pennant Sub-Committees;
  - c) Subject to the Rules and Bylaws of the Association and subject to the directions of the Committee of Management, liaise with others in the control and administration of the relevant competitions of the Association.
- 2.5.1.2 **CV Blazers Convenor<sup>7</sup>:** Shall:
- a) Be a member of the Committee of Management;
  - b) Convene meetings of the Senior Pennant Sub-Committees;
  - c) Subject to the Rules and Bylaws of the Association and subject to the directions of the Committee of Management, liaise with others in the control and administration of all matters relating to representative squad CV Blazers.

---

<sup>5</sup> Amended 27/3/08

<sup>6</sup> Inserted 27/3/08

<sup>7</sup> Inserted 27/3/08

2.5.2. **Pennant Secretaries**<sup>8</sup>: Shall:

- a) Be a member of the relevant Pennant Sub-Committee and report to the relevant Operations Convenor
- b) Take minutes of Pennant Sub-Committee meetings;
- c) Subject to the Rules and Bylaws of the Association and subject to the directions of the Committee of Management, liaise with others in the control and administration of the competitions of the Association.

2.5.3. **Record Secretaries**<sup>9</sup>: Shall:

- a) Report to the relevant Pennant Sub-Committee;
- b) Keep the record books of the Association and the registers of players;
- c) Keep a record of the points scored and the goals scored in all relevant matches played in the competitions of the Association. He shall produce such records to the Committee of Management and the Investigation Committee whenever required to do so.
- d) Check and record all umpires and match reports in each week and shall forthwith convey to the Honorary Secretary all reports of contravention of any By-Law and of any irregularity which come to his attention;
- e) Be Chairman of the Permits Sub-Committee;
- f) Keep a record of all representative teams and players including Country and Victorian representatives.

2.6.1. **Grounds Officers**: Shall be:

- a) Responsible for liaison between teams and the relevant Pennant Secretary as to the use of all grounds, facilities and equipment used for matches or competitions played under the control of the Association.
- b) Responsible for contacting local radio stations by 11.00 a.m. on the Day, to notify matches cancelled because of unplayable conditions.
- c) Responsible to provide proper flags, goals and Ground Markings.

Comment [ER1]: Elements of this to be incorporated into the CVHFMA Bylaws

2.7. **Umpires Convener** shall be Chairman of the Umpires Sub-Committee

2.8. **Delegates**<sup>10</sup>: (To Associations with which this Association is affiliated) shall:

- a) Attend every meeting of the association to which he is a delegate.
- b) Ensure attendance by proxy if necessary.
- c) Represent the Central Victoria Hockey Association Inc. views to the body to which they are delegated.
- d) Possess a thorough knowledge of the Rules and By-Laws of the Central Victoria Hockey Association Inc.
- e) Possess a thorough knowledge of the body to which they are delegated.
- f) Communicate all matters to the association President<sup>11</sup>.
- g) Present concise and accurate written reports to the Committee of Management meetings.

<sup>8</sup> Amended 27/3/08

<sup>9</sup> Amended 27/3/08

<sup>10</sup> Renumbered 27/3/08

<sup>11</sup> Amended 27/3/08

- 2.9. <sup>12</sup>**Association Squads Convenors (Junior & Senior) shall:**
- a) Shall report to the relevant Operations Convenors
  - b) Shall be responsible for the recommendations to the Committee of Management of Coaching, selection panel members, managers and other officials required for the management of representative teams.
- 2.10. **Senior Coaches:** Shall:
- a) Coach whatever team or teams are specified in his appointment.
  - b) Liaise with Junior coaches and the Development Sub-Committee as to the improvement of playing skills within the association.
  - c) Establish complete rapport with Association Officials.
  - d) Represent the Association in a dignified manner at all times.
  - e) Liaise with the Committee of Management and the Executive in regard to recruitment and relationships with local clubs and teams.
  - f) Should endeavour to obtain National Coaching Accreditation.
  - g) <sup>13</sup>Maintain volunteer "Working with Children" accreditation
- 2.11. **Junior Coaches:** Shall:
- a) Coach the teams assigned to him, placing most emphasis on skill teaching, training and playing enjoyment.
  - b) Emphasise the importance of sportsmanship with particular attention to the acceptance of umpiring decisions.
  - c) Establish a working relationship with all junior officials.
  - d) Conduct himself with dignity at all times.
  - e) Endeavour to obtain <sup>14</sup>National Coaching Accreditation.
  - f) Ensure that in the absence of the team manager that the travel arrangements of his players are adequate.
  - g) Actively encourage parental involvement in the Association and team affairs.
  - h) Maintain volunteer "Working with Children" accreditation
- 2.12. <sup>15</sup>**Team Managers:**
- The duties of the manager of each Central Victoria Hockey Association representative team or 'Blazers' squads shall be:
- a) <sup>16</sup>Shall maintain volunteer "Working with Children" accreditation for representative teams with U18 players.
  - b) To arrange for selection of teams by the persons appointed to select teams for individual matches
  - c) Not to add or omit any player from an Association team prior to leaving Bendigo without prior ratification of the Committee of Management.
  - d) To acquaint himself with all rules affecting any tournament in which the team is taking part and to be responsible for ensuring that all such rules are known to and are understood by every member of the team.

---

<sup>12</sup> Inserted 27/3/08

<sup>13</sup> Inserted 27/3/08

<sup>14</sup> Amended 27/3/08

<sup>15</sup> Renumbered 27/3/08

<sup>16</sup> Inserted 27/3/08

- e) To undertake all necessary correspondence between himself, the coach and team members to ensure that the requirements both of he and the coach are known to members of the team.
- f) To act as spokesman for the team to the press and other media and in dealing with the management of other teams and any bodies or committees engaged in the management of any tournament in which the team is engaged. Provided that:
  - i) The manager shall have no right to speak for the association on any matter not connected with the tournament or matches in which the team is engaged except with the express authority of the Committee of Management.
  - ii) The manager may delegate any of his duties as spokesman but shall remain responsible for any statement made by any persons while acting as his delegate.

To be responsible for the discipline of the team, its members and any person traveling with the team and for their conduct both on and off the hockey field and to make such rules as he considers necessary from time to time to ensure that the standard expected of teams representing the Association are maintained at all times.
- g) To arrange for meetings of the team and for practice grounds and practice matches as shall be required by the coach and to arrange for transport as necessary for practice and matches
- h) To make all necessary arrangements for playing and dress uniforms (if any) for the team, having due regard for any rules in force as to uniforms and all other equipment necessary for the team.
- i) To be responsible in conjunction with the <sup>17</sup>relevant Association Squad/Blazers Convenor for all travel arrangements.
- j) To be responsible in conjunction with the <sup>18</sup>relevant Association Squad/Blazers Convenor for all Accommodation required by the team and its members from the time of assembly until time of dispersal and for the arrangement of suitable meals.
- k) Not to raise monies for the team in the name of the Association, the team or himself without first obtaining the approval of the relevant Sub-Committee.
- l) To account for all monies and allowances received by him as manager.
- m) <sup>19</sup>To report without delay to the relevant Association Squad/Blazers Convenor on all matters of concern in relation to the team and the tours, matches and tournaments in which the team has been engaged.
- n) <sup>20</sup>To furnish a final report including financial reconciliation within one calendar month to the relevant Association Squad/Blazers of the association regarding any tour, match, tournament and competition in which the team takes part.

2.13. Property Officer:

- a) Shall keep a complete inventory of all items of equipment belonging to the Association.
- b) Shall maintain a record of the issue of the equipment and uniforms to players and officials.
- c) Shall check uniforms and equipment for damage and arrange for repairs.
- d) Shall arrange for the collection and laundering of the uniforms.

---

<sup>17</sup> Amended 27/3/08

<sup>18</sup> Amended 27/3/08

<sup>19</sup> Amended 27/3/08

<sup>20</sup> Amended 27/3/08

## SECTION 3.

### FINANCE.

- 3.1. <sup>21</sup>A copy of the Annual Report containing the audited financial statement shall be available for all Clubs and Life Members following the Annual General Meeting.
- 3.2. <sup>22</sup>Fees for any Association competition shall be set in conjunction with the Finance Sub-committee
- 3.3. Any entry from any club or team will not be accepted while monies are outstanding from any previous association competition, function or any other debts incurred by clubs, teams or registered members of said clubs or teams.
- 3.4<sup>23</sup>. Teams/clubs/individuals with outstanding accounts for monies owed to the Association, and/or other Hockey clubs or Associations, for more than 30 days are ineligible to take part in pennant competitions or in any other competition or team controlled by these By-Laws, unless
- a) Extenuating circumstances exist and the Committee of Management gives authorization.
  - b) Finance Sub-committee payment plan has been ratified by the Committee of Management
- 3.5. <sup>24</sup>At the discretion of the Committee of Management, upon the recommendation of the Finance Sub-Committee the Association may reimburse costs incurred by members when conducting Association business<sup>25</sup>.
- 3.6. <sup>26</sup>At the discretion of the Committee of Management, upon the recommendation of the Finance Sub-committee, Association coaches, managers and umpires may have accommodation and/or travel provided when attending tournaments at which representative teams are participating.

---

<sup>21</sup> Amended 27/3/08

<sup>22</sup> Amended 27/3/08

<sup>23</sup> Amended: Committee of Management 18/2/2007

<sup>24</sup> Amended 27/3/08

<sup>25</sup> Amended 30/11/08

<sup>26</sup> Amended 27/3/08

## SECTION 4

### FINANCE SUB-COMMITTEE.

- 4.1 <sup>27</sup>The Finance sub-committee shall consist of the President, Treasurer and two other persons. Any other person may be seconded to the Sub committee as determined by the Committee of Management.
- 4.2 <sup>28</sup>Finance Sub committee meetings are held on a regular basis, with at least 9 meetings per year.

These meetings will:

- (a) Ensure that Budgets, Business Plans and other forecasts are carried out
- (b) Ensure that monthly accounts are in line with budgets
- (c) Prepare reports as required by the Committee of Management.
- (d) Peruse Accounts Receivable and Payable.
- (e) Ensure that financial accounts are in line with Business Plan.
- (f) <sup>29</sup>Provide reports to General Committee at regular monthly meetings.
- (g) <sup>30</sup>Provide any other reports or information to the Convenors as and when required.
- (h) **Ensure that all payments be approved and initialed by two officers prior to approval<sup>31</sup>**

---

<sup>27</sup> Amended 27/3/08

<sup>28</sup> Amended 27/3/08

<sup>29</sup> Amended 27/3/08

<sup>30</sup> Amended 27/3/08

<sup>31</sup> **Amended 30/11/08**

## **SECTION 5 SUB-COMMITTEES**

- 5.1. Sub-committees, as required, may be appointed at a General Meeting or by the Committee of Management.
- 5.2. Nominations for sub-committee positions may be made by any member as defined under the Rules of the Association or any registered member of an affiliated team.
- 5.3. <sup>32</sup>Nominations shall be called for by the Secretary or by an appointed officer as directed by the Committee of Management.
- 5.4. In the event that there are insufficient nominations to fill the vacancies on any sub-committee, the Committee of Management may appoint a person to fill such vacancy at any time and the person or persons so appointed shall hold office for the period of the vacancy.
- 5.5. Except for those sub-committees, which have specific provisions for a convener, all sub-committees at the first meeting shall elect a chairman, if the President were absent.
- 5.6. Unless other provisions exist under the By-Laws for particular sub-committees, members shall hold office from the date of the appointment or election until the next meeting when such elections or appointments are due.
- 5.7. The Committee of Management, at the request of any sub-committee except the Investigation and Selection sub-committees, may appoint additional members to that sub-committee.
- 5.8. No sub-committee shall have the power to pledge the credit of the association.
- 5.9. Unless otherwise provided in these By-Laws the quorum at any meeting of any sub-committee shall be three.
- 5.10. Standing Orders shall apply to all meetings of sub-committees.
- 5.11. Persons retiring from sub-committees shall be eligible for <sup>33</sup>reappointment.
- 5.12. Any club, team or player dissatisfied with a decision of any sub-committee or any matter arising out of these By-Laws concerning the duties of the sub-committees may by notice in writing appeal to the Committee of Management who shall give the appellant and the other party concerned the opportunity to make a submission as he or it thinks fit.
- 5.13. The decision of the Committee of Management shall be final and binding.

---

<sup>32</sup> Amended 27/3/08

<sup>33</sup> Amended 27/3/08

## **SECTION 6.**

### **MARKETING/PROMOTIONS SUB-COMMITTEE**

- 6.1. The Marketing/Promotion Sub-Committee shall consist of the Marketing/Promotions Officer (who shall be a member of the Committee of Management) and up to three (3) persons appointed by the Committee of Management.
- 6.2. The Marketing/Promotion Sub-Committee shall be responsible for:
  - (a) The negotiation and implementation of all Major Association Sponsorships, ensuring compliance with the agreements by the Association.
  - (b) The preparation, maintenance and updating of a plan to market the association.
  - (c) Where practicable and within the resources of the Association undertakes the marketing of the association in accordance with the Marketing Plan.

## **SECTION 7.**

### **SPONSORSHIP**

- 7.1. The Committee of Management shall be responsible for the oversight and disbursement of all Sponsorships entered into, for and on behalf of the Association
- 7.2.
  - (a) Major Association Sponsorship includes all sponsorships over the value of \$1000.
  - (b) Minor Association Sponsorships includes all sponsorships under the value of \$1000.
- 7.3.1 All revenue raised from a sponsor shall be directed by the Association as defined by the sponsor in the sponsorship agreement.
- 7.3.2. When considering the disbursement of income from Major Association Sponsorships the Committee of Management, where no direction has been given by the sponsor, shall apply the following guidelines:
  - (a) Costs incurred in generating the sponsorship shall be divided evenly between the section generating the sponsorship and the Association.
  - (b) 40% of the remaining amount shall be directed towards the section of the association generating the sponsorship
  - (c) 40% of the remaining amount shall be directed to Association Development.
  - (d) 10% of the remaining amount shall be directed to the support such sponsorship.
  - (e) 10% of the remaining amount shall be a Sponsorship Identification Reward (SIR) to be allocated to the part of the hockey association that the identifier sees fit. Payment to be made to that section upon Invoice and after the full payment of the sponsorship.

- 7.3.3. When considering the disbursement of Minor Association Sponsorships the Committee of Management shall follow the following guidelines:
- (a) 100% shall be directed towards the section of the association generating the sponsorship
  - (b) Any costs incurred in obtaining or supporting such sponsorship shall be born by the Section of the Association generating the sponsorship.

**OTHER FUNDRAISING**

- 7.4. Income generated from fundraising carried out for and on behalf of individual teams, squads or sections of the Association shall be directed to the benefit of those teams, squads or sections.
- 7.5. Income or benefit gained from the sale of Naming Rights or Major signage at Hockey Grounds managed or leased by the Association shall be disbursed at the direction of the Committee of Management.

## **SECTION 8.**

### **DEVELOPMENT SUB-COMMITTEE.**

- 8.1. The Development Sub-Committee shall consist of the Development Convenor (who shall be a member of the Committee of Management) and not less than three (3) persons appointed by the Committee of Management.
- 8.2. Development Sub-Committee shall carry out where practicable and within the resources of the Association the following:
  - a) To plan and implement a program of coaching designed to effect an improvement in playing standards at all representative team levels.
  - b) to investigate and implement within the guidelines of the National Coaching Plan, a coaching plan on a continuing basis with the object of raising the standard of coaching and development of a consistency of coaching policies throughout Central Victoria and surrounding districts and by doing so raise the standard.
  - c) Liaise with others to promote junior hockey.
  - d) Liaise with the Umpires Sub-Committee to promote the advancement of umpiring standards within the Central Victoria Region.
- 8.3. The Development Sub-Committee shall seek and obtain grounds by liaising with:
  - a) Affiliated clubs.
  - b) Local Government bodies.
  - c) Schools and colleges.
  - d) Other sporting bodies.
- 8.4. The Development Sub-Committee shall establish an information centre in relation to aids and materials including publications for the coaching of hockey. The housing of these resources shall be the responsibility of the Convenor of the Development Sub-Committee.

## SECTION 9.

### PENNANT SUB-COMMITTEE.

- 9.1. <sup>34</sup>There shall be a Pennant Sub-Committee, responsible for the senior and junior winter competitions, indoor competitions, and senior and junior summer competitions of the Association.
- 9.2. <sup>35</sup>The Pennant Sub-Committees shall consist of:
- The Operations Convener [Junior or Senior] as ex-officio
  - Chairperson who may be a Pennant Secretary
  - One club delegate for each club registered in the relevant competition.
- 9.3. The Pennant Sub-Committee shall meet at least once a month from February to October inclusive each year. No member of the Pennant Sub-Committee shall be counted as attending unless they are present for the duration of the meeting, except in the event of <sup>36</sup>extenuating circumstances and with the permission of the meeting.
- 9.4<sup>37</sup> The quorum for Pennant Sub-Committee meetings shall be not less than two-thirds of the members eligible to attend.
- 9.5<sup>38</sup> The Sub-Committee Chairman shall preside over all meetings for that year, subject to the provisions in the constitution monthly or as required by the relevant group.
- 9.6<sup>39</sup> At the first meeting of the year/season the members shall appoint [for the winter competitions only] any relevant portfolios as required.
- 9.7<sup>40</sup> The Pennant Sub-Committees shall, subject to the Rules of the Association and the By-Laws and the directions of the Committee of Management:
- a) Control and administer the competitions of the Association.
  - b) Administer the Bylaws relating to Permits.

---

<sup>34</sup> Amended 27/3/08

<sup>35</sup> Amended 27/3/08

<sup>36</sup> Amended 27/3/08

<sup>37</sup> Renumbered and Amended 27/3/08

<sup>38</sup> Renumbered and amended 27/3/08

<sup>39</sup> Renumbered 27/3/08

<sup>40</sup> Renumbered and Amended 27/3/08

## **SECTION 10.**

### **PERMITS SUB-COMMITTEES.**

- 10.1. <sup>41</sup>The Chairman of [each of] Senior and Junior Operations shall be the convener of, ex officio a member of and, in the absence of the President, chairman of the Permits Sub-Committee.
- 10.2. The Permits Sub-Committee shall consist of a panel of three persons, no two of whom shall belong to the same affiliated club or team.
- 10.3. The Permits Sub-Committee shall meet at the direction of the Pennant Sub-Committee or the Committee of Management.
- 10.4. <sup>42</sup>The Permits Sub-Committee shall attend to applications and for permits.
- 10.5. Members of the Permits Sub-Committee shall assist the Records Secretary in keeping the Records of the Association.

---

<sup>41</sup> Amended 27/3/08

<sup>42</sup> Amended 27/3/08

## SECTION 11.

### UMPIRES SUB-COMMITTEE<sup>43</sup>

- 11.1 The Umpires Sub-Committee shall consist of an Umpires Convener, Umpires Development Manager and two members from the Umpires Panel and one member from each relevant Pennant Committee.
- 11.2.1 <sup>44</sup>The Umpires Sub-Committee shall be appointed by the Committee of Management on the recommendation of the members of the Umpires Panel<sup>45</sup>
- 11.2.2 <sup>46</sup>The Umpires Sub-Committee shall meet a minimum of three times per year- February/March, June/July, September/October.
- 11.3. <sup>47</sup>Umpires Sub-Committee shall be responsible for:
- 11.3.1 <sup>48</sup> Appointing a rostering panel of three that will be responsible for:
- a) Rostering of umpires to all pennant matches in each competition under the auspice of CVHA.
  - b) Notifying umpires or teams of umpiring commitments.
  - c) Appointments to all inter-association matches, when requested by the Committee of Management.
  - d) Appointments to all finals.
- 11.3.2 Umpires Sub-Committee shall be responsible for:
- (a) <sup>49</sup>Maintaining and enforcing the Association's Code of Behavior for umpires.
  - (b) Receiving and dealing with any written complaints concerning umpires behavior.
  - (c) Taking necessary action relating to (e) above, as necessary.
  - (d) Distributing written information to teams and Umpires Panel regarding rules and interpretations of the game.
  - (e) Arranging meetings of the Umpires Panel not less than twice in each year.
  - (f) Arranging for coaching and testing of umpires.
  - (g) Arranging meetings with team representatives for discussion of the rules and interpretations of the game <sup>50</sup>where requested.

---

<sup>44</sup> Amended 27/3/08

<sup>45</sup> Amended 30/11/08

<sup>46</sup> Amended 27/3/08

<sup>47</sup> Amended 27/3/08

<sup>48</sup> Renumbered and Amended 27/3/08

<sup>49</sup> Amended 27/3/08

<sup>50</sup> Amended 27/3/08

## **SECTION 12.**

### **SELECTION SUB-COMMITTEE.**

- 12.1. There shall be <sup>51</sup>Senior and Junior Sub-Committees responsible for selection of representative teams as per By-Law 20.
- 12.2. The Selection Sub-Committee shall consist of no more than **six** persons and shall be appointed by the Committee of Management on the recommendation of the <sup>52</sup>Association Squad Convenors.
- 12.3. Not more than one member of any Selection Sub-Committee shall belong to the same affiliated club, subject to the availability of suitable persons and the approval of the Committee of Management.
- 12.4. The Selection Sub-Committee shall be the sole authority in the association having the power to select players for all representative teams, other than teams referred to in Section 21.
- 12.5. <sup>53</sup>The Selection Sub-Committee shall forward the names of all players selected for each team to the Association Squad Convenor for approval and upon approval being given, the Association Squad Convenors shall notify all players of their selection.
- 12.6. Should approval of a representative player be denied, the <sup>54</sup>Association Squad Convenors shall provide their reasons in writing to the player concerned.
- 12.7. The quorum at any Selection Sub-Committee meeting shall be two.

---

<sup>51</sup> Amended 27/3/08

<sup>52</sup> Amended 27/3/08

<sup>53</sup> Amended 27/3/08

<sup>54</sup> Amended 27/3/08

## **SECTION 13.**

### **SUMMER HOCKEY SUB-COMMITTEE.**

- 13.1. The Summer Hockey Sub-Committee elected each year shall be responsible for the Summer competition(s) commencing in the year of their election.
- 13.2. The Summer Hockey Sub-Committee shall:
- (a) Consist of the Pennant Convener, who shall also be the Chairperson, the Summer Secretary and as many other persons as deemed necessary by the Pennant Sub-Committee.
  - (b) Meet regularly throughout the summer season and submit to the Committee of Management, via the Pennant Convener, full and detailed reports of its activities and of the summer hockey competition(s).
  - (c) Be responsible for the organisation and administration of the summer hockey competition(s).
- 13.3. The Summer Hockey Sub-Committee may with the approval of the Committee of Management;
- (a) Charge fees from the teams entering in the summer hockey competition(s).
  - (b) Make rules for the conduct of the summer hockey competition(s).
  - (c) Impose fines and penalties.
  - (d) Conduct social events and fund raising efforts.

#### 27/3/208 UNDER REVIEW:

Rules utilized through summer 2008 competition to be undertaken as a 12 month trial

## **SECTION 14.**

### **COLOURS AND PLAYING UNIFORM.**

- 14.1. The official Colors of the Association shall be blue and gold. No team participating in the competitions of the Association shall be permitted, except in special circumstances and with the permission of the Committee of Management, to wear this combination.
- 14.2<sup>55</sup>. Each team shall register with the Association its playing uniform and alternate uniform which shall be worn by all its players in all matches except a nominated goalkeeper who shall wear distinctive coloured shirt and socks to those of both teams.
- 14.3. Such playing uniform may be altered from time to time with the approval of the appropriate Pennant Sub-Committee.
- 14.4.<sup>56</sup> The Pennant Sub-Committee may at any time advise any team that their playing uniform is insufficiently distinctive and any team so advised shall, when playing a team in which distinction is difficult, wear an alternative distinctive uniform previously approved by the appropriate Pennant Sub-Committee. If no such approval has been obtained, such team shall wear a white alternate shirt and different color socks to the opposition team, except white or orange.
- 14.5. All shirts or blouses of a team shall carry individual identifying numbers [for the duration of the game] on the back of such apparel. The numbers shall be no less than 150 mm in height.
- 14.6. No hard peaked caps are to be worn.
- 14.7. All Team players, other than outlined in 14.2. shall wear the same team uniform. Teams shall ensure that all players wear registered uniforms by the third (3rd) week of competitions.
- 14.8. Teams shall comply with Association sponsorship agreements regarding uniforms as required by the Committee of Management.
- 14.9. No watches<sup>57</sup> and/or jewellery are to be worn while playing in the competitions.

---

<sup>55</sup> Amended: Committee of Management 18/2/2007

<sup>56</sup> Amended: Committee of Management 18/2/2007

<sup>57</sup> Amended 27/3/08

## **SECTION 15**

### **USE OF SYNTHETIC CENTRE.**

#### 15.1. Priority for usage of Central Victoria Hockey Complex

The priority for use of the Central Victoria Hockey Centre as a policy for complex management shall be as follows:

That there is direct representation of and by COM Hockey Operations in:

- a) Games involving International, National or State representative teams of ALL ages.
- b) Scheduled State League or Hockey Victoria scheduled fixtures.
- c) Scheduled Tournaments, `Round Robin' Series etc. (Includes Inter-association, inter-  
varsity, inter-school)
- d) Scheduled local competitions.
- e) Training times for Clubs & association representative teams.
- f) Development Programs
- g) Practice Matches (Association/Club/School)
- h) Other Sports.

## SECTION 16 - A

### COMPETITIONS - WINTER PENNANT <sup>58</sup>[Senior]

16A.1.1. Each club which wishes to enter a team or teams in the competitions of the Association shall in each year give to the Secretary, notice in writing, in the format prescribed and by the date determined from time to time by the Committee of Management, of the number of teams which the said club desires to enter for the competitions in that year and shall set out in such notice such information as is required in the prescribed format.

16A.1.2. <sup>59</sup>Each entry form shall be accompanied by a non-returnable deposit on entry fees ~~determined~~ by the Committee of Management. Such entry must be received at least six weeks prior to the start of the relevant competition.

16A.1.3. Entry forms received less than <sup>60</sup>six weeks prior to the start of relevant competition, will incur a late entry fee of \$50 per team.

16A.1.4. The acceptance of any application made under this rule shall be at the discretion of the Committee of Management who shall not reject any application in whole or in part without giving a reason <sup>61</sup>except where a club is under jurisdiction of By-law 3.7.

#### **Promotion and Relegation**

16A.1.5<sup>62</sup> The Minor Premier [ the team on top of the ladder] in a grade at the completion of the Regular Rounds of a competition, shall be eligible to be considered for promotion to the next higher grade (if any) for the succeeding Regular Season competition.

The lowest ranked team in a grade at the completion of the Regular Rounds of a competition, may be relegated to the next lower grade for the succeeding Regular Season competition.

#### **16A.1.5.1<sup>63</sup> Exceptions**

Clubs/teams may appeal the outcome of the promotion/relegation process for consideration by the Committee of Management or their nominated representative/s.

16A.2. All teams in each grade shall compete amongst themselves for the Premiership of that grade.

<sup>64</sup>16A.2.1 Competitions for junior players shall be conducted in whatever grades, groups or other divisions for boys, girls or mixed competitions as the Committee of Management shall determine from time to time.

---

<sup>58</sup> Amended & renumbered 27/3/08

<sup>59</sup> Amended 27/3/08

<sup>60</sup> Amended 27/3/08

<sup>61</sup> Amended 27/3/08

<sup>62</sup> Inserted: Committee of Management 18/2/2007

<sup>63</sup> Inserted: Committee of Management 18/2/2007

<sup>64</sup> Relocated from 16.16 as at 27/3/2008

- 16A.3.1. <sup>65</sup>Dates and times for all matches shall be determined by the appropriate Sub-committee in liaison between each Operations, Blazers and the Umpires Conveners.
- 16A.3.2. A team which is unable to play on a scheduled date shall not be permitted to postpone such a match unless there are exceptional circumstances and permission has been obtained from the appropriate Pennant Secretary, at least seven (7) days preceding the match in question. In the event that a team is not able to play on a scheduled date, such team shall pre-arrange and play such match within three weeks of the scheduled date in accordance with the Rules and Bylaws of the Association.
- 16A.3.3. Where teams are unable to play a scheduled match on a scheduled date due to exceptional circumstances, the Pennant Secretary shall be advised in writing, by the teams within 7 days of such circumstances. The Pennant Secretary shall report to the pennant committee who shall decide if the exceptional circumstances exist and if so shall direct that the match be rescheduled prior to finals taking place.
- 16A.3.4. Matches being played on the synthetic surface shall commence at the allotted time and finish at least five (5) minutes before the next scheduled match. Should failure to do so occur, the match shall be shortened to comply. The time taken from such match shall be by agreement between the team captains and the officiating umpires.
- 16A.4. Where there is a delay of more than ten minutes in the starting time of any match and one of the teams concerned is ready to play, that team may then and there inform the umpires and the opposing team of its desire to claim the match. The umpires shall permit the match to proceed but shall include such notification of a claim in their report of the match and unless good and sufficient cause for delay is shown to the Pennant Sub-Committee, the Pennant Sub-Committee may declare the team making such a claim to be the winner of such match by a score of five goals to nil.
- 16A.5.1 For a match to take place, each team must have a minimum of seven (7) registered players on the field, one of which must be a designated goalkeeper, at the commencement of the said match.
- 16a.5.2 There must be two (2) officiating umpires for said match.
- 16A.6.1. If the appointed umpire or umpires fail to attend any game within ten minutes of the time fixed for the starting of such game, the captains of the teams concerned must appoint and agree upon an umpire or umpires.
- 16A.6.2. Should the appointed umpire or umpires arrive after commencement of a game the officiating umpire or umpires may suspend play and hand over the commitment to the appointed umpire or umpires.

---

<sup>65</sup> Amended 27/3/08

- 16A.7. Teams shall be responsible for the supply of umpires for Association competitions as and when the Umpires Sub-Committee request from time to time.
- 16A.8.1. During each competition, three (3) points shall be awarded for a win, one (1) point for a draw, nil (0) points for a loss and nil (0) points for a forfeit. Position in the grade between teams on equal points shall be determined by the following methods:
- (a) Comparison of goal balance - goals for minus goals against.
  - (b) If a tie still exists, number of goals scored, the team with the highest number scored for.
  - (c) If a tie still exists, the result of the previous match played, between the tied teams.
  - (d) If a tie still exists, penalty strokes shall be taken at a time determined by the Pennant Convener.
- 16A.8.2. In the event of an unequal number of matches being played by teams in any grade, the total premierships points shall be divided by the number of games scheduled to be played, and multiplied by the number of rounds in the competition, and will be the basis for determination of premierships positions.
- 16A.9.1<sup>66</sup>
- a) Any team awarded a forfeit shall be credited with 3 match points upon receipt of a list of players on the match sheet, and the match shall be treated as having been won by 5 goals to nil,
  - b) Any team forfeiting a match shall receive nil points and shall be treated as having lost the match by 5 goals to nil,
  - c) In the event of two opposing teams in the same fixture forfeiting, the points awarded to each team shall be nil and the goals scored shall be nil.
- 16A.9.2. Any team forfeiting more than two matches in any one season may, at the discretion of the appropriate Pennant Sub-Committee, be withdrawn from the competition.
- 16A.9.3. Any team which forfeits a match shall notify the appropriate Pennant Secretary of the forfeit at least twenty four (24) hours preceding the match in question. Verbal notice may be given, but must in any event be confirmed in writing at least twenty-four (24) hours preceding the match in question.
- 16A.9.4. In the event of a team forfeiting a scheduled match on the synthetic surface, the team initiating the forfeit shall pay full fee for the turf hire. (e.g.: pay for both teams)<sup>67</sup> except where:
- a) At least three (3) weeks written notice to Match and Pennant Convener is given, a 5 – nil result is awarded with no monetary penalty if the opposing team still requires play.
  - b) If both side agree to forfeit, no monetary penalty and no rewarding of points to either side.

---

<sup>66</sup> Amended: Committee of Management 26/11/06

<sup>67</sup> Amended: Committee of Management 8/3/04

- 16A.9.5. In the event of a power failure, (refers to matches after 5pm) Captains in the presence of the officiating umpires shall confer and decide that:
- (a) Should a match be played more than fifty (50) minutes of the scheduled time the teams shall accept the score at the time of the light failure, as the official result.
  - (b) Should a match be played less than fifty (50) minutes of the scheduled playing time, agree to play out the remaining time of the match if able, the score at the end of the match to be official. NB: All matches must be completed within the official allotted match time.
  - (c) If no agreement can be reached as in (b) the match is cancelled and teams are to arrange a replay within two weeks.
  - (d) If the replay is not played within two weeks the matter is referred to the Executive.
  - (e) If a match is unable to be played prior to the finals, no points will be awarded.
- 16A.10.1 Any club may, by notice in writing to the Secretary, withdraw any of its teams from any competition at any time.
- 16A.10.2 If a team is withdrawn, all entry fees paid in respect of the team shall be forfeited.
- 16A.10.3. If a team withdraws, all matches played by that team shall count for points and the points scored for every complete round of home and away matches played or to be played in any complete round shall be treated as forfeits for the team opposing the withdrawn team.
- 16A.10.4. A team may be permitted by the Committee of Management to take the place of a team withdrawn in pursuance of the Rules of the Association and these Bylaws and shall be entitled to score points and goals for every match actually played but shall not be credited with any points or goals won or scored by the withdrawn team.
- 16A.11.1. At the conclusion of the home and away matches rostered in each season, the teams filling the first four places in each grade shall be entitled to compete in the Semi-finals of that grade.
- 16A.11.2. The first Semi-final shall be played between the teams filling third and fourth place in that grade and the second Semi-final shall be played by the teams filling first and second place in that grade.
- 16A.11.3. The Preliminary finals shall be played between the winner of the first semi-final and the loser of the second semi-final.
- 16A.11.4. The Grand-Final shall be played between the winner of the Preliminary final and the winner of the second semi-final.
- 16A.11.5 The exception to By-law 16A.11.1 to 16A.11.4 (inclusive) is:
- (a) When there are four (4), five (5) or six (6) or seven (7) teams in a grade. in these cases only the teams filling the first three (3) places in the grade shall be entitled to compete in the final Series. The preliminary final shall be played between the teams filling second (2nd) and third (3rd) place in that grade and the team filling first (1st) place shall go straight into the Grand-Final. The Grand Final shall be

- played between the winner of the Preliminary Final and the team filling first (1st) place.
- (b) Where there are only three (3) teams or less in a grade, the teams filling the first two (2) places in that grade shall be entitled to compete in the Grand Final.
- 16A.11.6 The winner of the Grand-Final shall be the Premiership team for that grade.
- 16A.12 All finals matches shall where practicable be played on synthetic surfaces, and if available, on neutral grounds.
- 16A.13
- (a) If there is a draw in a Semi-Final match or in Preliminary Final match, the Rules of the International Hockey Federation for tie breaking in tournaments under its control shall apply and the winner of the tiebreaker shall proceed to the Grand Final.
- (b) If a draw occurs in a Grand final match, the rules of the International Hockey Federation for tie breaking in tournaments conducted under its control shall apply and the winner of the match shall be declared the premiership team.
- 16A.14.1. The Association shall be bound by the Rules of the game of Hockey as published by the Australian Hockey Association save where the same conflict with these Bylaws and such Rules save where so conflicting shall be deemed to be incorporated herein to form part of these Bylaws.
- 16A.14.2. Guidance with respect to the interpretations of the Rules of the Game of Hockey and to experimental rules shall be accepted from the Australian Hockey Association and the Australian Women's Hockey Association.
- 16A.15.1. The home team shall:
- (a) Provide a minimum of two balls for each match to be played.
- (b) Comply with the directions of the Committee of Management as to communication of match results.
- 16A.15.2. All teams shall:
- (a) Ensure players registration forms and transfer forms are completed correctly and forwarded to the Records Secretary by the due date or a penalty will be applied [forfeiture of match points].
- (b) Correctly fill out the score sheet and place it in the Association Pennant letterbox **within one half hour of the conclusion of the latest scheduled match in each round. Or a penalty will be applied refer to Section 25 Automatic Penalties**<sup>68</sup>
- (c) **Correctly complete the match results and match details through electronic database within 48 hours of the conclusion of the latest scheduled match in each round**<sup>69</sup>
- 16A.16 <sup>70</sup>At the conclusion of every match, the captain of each participating team shall:

<sup>68</sup> Amended 30/11/08

<sup>69</sup> Amended 30/11/08

<sup>70</sup> Renumbered 27/3/08

- (a) Ensure that the list of players is correctly entered on the score sheet.
  - (b) Ensure that the correct result is entered on the score sheet.
  - (c) Complete any other details which may be required by the Committee of Management from time to time.
  - (d) Obtain the signatures of the officiating umpires on the score sheet.
  - (e) Sign the score sheet when the above requirements are met.
  - (f) Comply with Bylaw 16A.15.2.(b).
- 16A.17 <sup>71</sup>The Rules of the International Hockey Federation as to substitution of players shall apply to all grades. The name of any substitute or interchange player who actually takes the field during a match must be included on the score sheet for that match. If a player who is selected to be a substitute for any match does not in fact take the field as a substitute during such match, he shall be deemed not to have played in such match.
- 16A.18 <sup>72</sup>No male person may play in senior female competition and no female may play in a male senior competition conducted by the Association; unless; (a) permission (b) is granted, as follows:
- where the player is required for more than 3 matches during the winter competition (Refer to Permits Sub Committee Section 10)
  - Permission must be gained from the opposing team captain no less than 15 minutes prior to the scheduled commencement time of the game.
- 16A.19.1.<sup>73</sup> No player who plays in any round may play in any other match in the same round except. by applying By Law 16A.21.2 –Designated substitutes [ trial during season 2007 of Hockey Victoria “\*” player rule].
- 16A.19.2. If permission is given, it must be recorded and signed by both Captains on the match sheet prior to the commencement of the match.
- 16A.19.3. Nothing contained in By-Laws 16A.19.1 & 16A.19.2 shall prevent a player, playing in junior competitions of the Association also playing in senior competitions in the same round.
- 16A.20. That where the `A` Grade team in a club have a `Bye`, the number of `A` Grade players that may play `B` Grade (based on the previous round) shall be two (2). Exceptional circumstances shall be dealt with by the Permits Sub-Committee. [refer Section 18]
- 16A.21. Each club shall be allowed to move a maximum of two (2) players between teams within the same grade, in consecutive matches.
- 16A.21.1<sup>74</sup> **Anti-Stacking Provision**  
CVHA shall have the discretion to declare a match forfeit against the team of an Affiliate where CVHA deems that the Affiliate, without an explanation satisfactory to

<sup>71</sup> Renumbered 27/3/08

<sup>72</sup> Renumbered 27/3/08

<sup>73</sup> Amended: Committee of Management 18/2/2007

<sup>74</sup> Inserted: Committee of Management 18/2/2007

CVHA, is deemed to have played a disproportionate number of regular players from a higher ranked team in a lower ranked team, in a manner likely to gain an unfair advantage, or to distort the rankings of the lower ranked grade.

16A.21.2<sup>75</sup> **Designated Substitutes (Open-Age and Over-Age Competition) –**

(a) Each Affiliate may select up to two Designated Substitutes per team from an equally or lower ranked team, to play in an equally or higher ranked team as a substitute.

(b) Designated Substitutes may not enter the field of play during the first fifteen (15) minutes of the match unless they are substituting for a player, who in the opinion of the umpire, has either sustained an injury requiring off field medical attention or is in contravention of the guidelines on bleeding contained in the Schedule.

(c) The substitution is only valid for the period during the first fifteen (15) minutes that prevents the substituted player from resuming their part in the game.

(d) Designated Substitute(s) must be clearly identified on the team sheet of the higher ranked or equally ranked team with the initials "DS".

(e) Designated Substitute(s) must be identified to the umpires before the start of play and they shall be the sole arbiters as to whether the requirement of (b) have been fulfilled.

(f) After the conclusion of 66% of the matches of the Regular Season, a player cannot be a Designated Substitute in a higher ranked team in which the player has played the majority of games for the season.

(g) Generally, any contravention of this rule shall result in the Designated Substitute(s) being an ineligible player in any subsequent match in the same round regardless of grade in which the player participates save that CVHA shall have the discretion to declare a match forfeit against whichever team of an Affiliate it deems fielded players under this Regulation in a manner designed to gain an unfair advantage or to distort the rankings in a particular grade. The onus will be on the Affiliate to satisfy CVHA that its use of this Regulation was not for the purpose of gaining an unfair advantage or to distort the rankings in a particular grade.

(h) The penalty for playing an ineligible player shall be loss of match points.

(i) Use of Designated Substitute players is permitted in a Finals Match in accordance with the Regulations and all matches played as a Designated Substitute shall be included as part of a player's playing record for the season. The player's playing record will be used to determine the player's eligibility to participate in any match.

16A.22<sup>76</sup> CVHA players that play in the Hockey Victoria State League competition for **six rounds of the Hockey Victoria<sup>77</sup>** season shall on return to the CVHA competition:

a) Play in their club's highest grade team.

<sup>75</sup> Inserted: Committee of Management 18/2/2007; adopted as ongoing By-law 27/3/08

<sup>76</sup> Amended: Committee of Management 18/2/2007

<sup>77</sup> Amended 30/11/08

## SECTION 16 - B<sup>78</sup>

### COMPETITIONS - WINTER PENNANT [Junior]

- 16B.1.1. Each club which wishes to enter a team or teams in the competitions of the Association shall in each year give to the Secretary, notice in writing, in the format prescribed and by the date determined from time to time by the Committee of Management, of the number of teams which the said club desires to enter for the competitions in that year and shall set out in such notice such information as is required in the prescribed format.
- 16B.1.2. Each entry form shall be accompanied by a non-returnable deposit on entry fees determined by the Committee of Management. Such entry must be received at least 2 months prior to the start of the relevant competition.
- 16B.1.3. Entry forms received less than six weeks prior to the start of relevant competition, will incur a late entry fee of \$50 per team.
- 16B.1.4. The acceptance of any application made under this rule shall be at the discretion of the Committee of Management who shall not reject any application in whole or in part without giving a reason.

#### **Promotion and Relegation**

- 16B.1.5 The Minor Premier [ the team on top of the ladder] in a grade at the completion of the Regular Rounds of a competition, shall be eligible to be considered for promotion to the next higher grade (if any) for the succeeding Regular Season competition.

The lowest ranked team in a grade at the completion of the Regular Rounds of a competition may be relegated to the next lower grade for the succeeding Regular Season competition.

#### **16B.1.5.1<sup>79</sup> Exceptions**

Clubs/teams may appeal the outcome of the promotion/relegation process for consideration by the Committee of Management or their nominated representative/s.

- 16B.2. All teams in each grade shall compete amongst themselves for the Premiership of that grade.
- 16B.2.1 Competitions for junior players shall be conducted in whatever grades, groups or other divisions for boys, girls or mixed competitions.
- 16B.2.2<sup>80</sup> For mixed competitions the gender differential of 3 on the pitch at any one time, for example:  
7 players = 4 + 3, or  
11 players = 6 & 5
- 16B.3.1. Dates and times for all matches shall be determined by the appropriate Sub-committee in liaison between each Operations, Blazers and the Umpires Conveners.

<sup>78</sup> Whole section inserted 27/3/08

<sup>79</sup> Inserted: Committee of Management 18/2/2007

<sup>80</sup> Inserted 30/11/08

- 16B.3.2. A team which is unable to play on a scheduled date shall not be permitted to postpone such a match unless there are exceptional circumstances and permission has been obtained from the appropriate Pennant Secretary, at least seven (7) days preceding the match in question. In the event that a team is not able to play on a scheduled date, such team shall pre-arrange and play such match within three weeks of the scheduled date in accordance with the Rules and Bylaws of the Association.
- 16B.3.3. Where teams are unable to play a scheduled match on a scheduled date due to exceptional circumstances, the Pennant Secretary shall be advised in writing, by the teams within 7 days of such circumstances. The Pennant Secretary shall report to the pennant committee who shall decide if the exceptional circumstances exist and if so shall direct that the match be rescheduled prior to finals taking place.
- 16B.3.4. Matches being played on the synthetic surface shall commence at the allotted time and finish at least five (5) minutes before the next scheduled match. Should failure to do so occur, the match shall be shortened to comply. The time taken from such match shall be by agreement between the team captains and the officiating umpires.
- 16B.4. Where there is a delay of more than ten minutes in the starting time of any match and one of the teams concerned is ready to play, that team may then and there inform the umpires and the opposing team of its desire to claim the match. The umpires shall permit the match to proceed but shall include such notification of a claim in their report of the match and unless good and sufficient cause for delay is shown to the Pennant Sub-Committee, the Pennant Sub-Committee may declare the team making such a claim to be the winner of such match by a score of five goals to nil.
- 16B.5.1 For a match to take place, each team must have a minimum of seven (7) registered players on the field, one of which must be a designated goalkeeper, at the commencement of the said match.
- 16B.5.2 There must be two (2) officiating umpires for said match.
- 16B.6.1. If the appointed umpire or umpires fail to attend any game within ten minutes of the time fixed for the starting of such game, the captains of the teams concerned must appoint and agree upon an umpire or umpires.
- 16B.6.2. Should the appointed umpire or umpires arrive after commencement of a game the officiating umpire or umpires may suspend play and hand over the commitment to the appointed umpire or umpires.
- 16B.7. Teams shall be responsible for the supply of umpires for Association competitions as and when the Umpires Sub-Committee request from time to time.
- 16B.8.1. During each competition, three (3) points shall be awarded for a win, one (1) point for a draw, nil (0) points for a loss and nil (0) points for a forfeit. Position in the grade between teams on equal points shall be determined by the following methods:
- (a) Comparison of goal balance - goals for minus goals against.

- (b) If a tie still exists, number of goals scored, the team with the highest number scored for.
  - (c) If a tie still exists, the result of the previous match played, between the tied teams.
  - (d) If a tie still exists, penalty strokes shall be taken at a time determined by the Pennant Convener.
- 16B.8.2. In the event of an unequal number of matches being played by teams in any grade, the total premierships points shall be divided by the number of games scheduled to be played, and multiplied by the number of rounds in the competition, and will be the basis for determination of premierships positions.
- 16B.9.1
- a) Any team awarded a forfeit shall be credited with 3 match points upon receipt of a list of players on the match sheet, and the match shall be treated as having been won by 5 goals to nil,
  - b) Any team forfeiting a match shall receive nil points and shall be treated as having lost the match by 5 goals to nil,
  - c) In the event of two opposing teams in the same fixture forfeiting, the points awarded to each team shall be nil and the goals scored shall be nil.
- 16B.9.2. Any team forfeiting more than two matches in any one season may, at the discretion of the appropriate Pennant Sub-Committee, be withdrawn from the competition.
- 16B.9.3. Any team which forfeits a match shall notify the appropriate Pennant Secretary of the forfeit at least twenty four (24) hours preceding the match in question. Verbal notice may be given, but must in any event be confirmed in writing at least twenty-four (24) hours preceding the match in question.
- 16B.9.4. In the event of a team forfeiting a scheduled match on the synthetic surface, the team initiating the forfeit shall pay full fee for the turf hire. (e.g.: pay for both teams) except where:
- (a) At least three (3) weeks written notice to Match and Pennant Convener is given, a 5 – nil result is awarded with no monetary penalty if the opposing team still requires play.
  - (b) If both side agree to forfeit, no monetary penalty and no rewarding of points to either side.
- 16B.9.5. In the event of a power failure, (refers to matches after 5pm) Captains in the presence of the officiating umpires shall confer and decide that:
- (a) Should a match be played more than fifty (50) minutes of the scheduled time the teams shall accept the score at the time of the light failure, as the official result.
  - (b) Should a match be played less than fifty (50) minutes of the scheduled playing time, agree to play out the remaining time of the match if able, the score at the end of the match to be official. NB: All matches must be completed within the official allotted match time.

- (c) If no agreement can be reached as in (b) the match is cancelled and teams are to arrange a replay within two weeks.
  - (d) If the replay is not played within two weeks the matter is referred to the Executive.
  - (e) If a match is unable to be played prior to the finals, no points will be awarded.
- 16B.10.1 Any club may, by notice in writing to the Secretary, withdraw any of its teams from any competition at any time.
- 16B.10.2 If a team is withdrawn, all entry fees paid in respect of the team shall be forfeited.
- 16B.10.3. If a team withdraws, all matches played by that team shall count for points and the points scored for every complete round of home and away matches played or to be played in any complete round shall be treated as forfeits for the team opposing the withdrawn team.
- 16B.10.4. A team may be permitted by the Committee of Management to take the place of a team withdrawn in pursuance of the Rules of the Association and these Bylaws and shall be entitled to score points and goals for every match actually played but shall not be credited with any points or goals won or scored by the withdrawn team.
- 16B.11.1. At the conclusion of the home and away matches rostered in each season, the teams filling the first four places in each grade shall be entitled to compete in the Semi-finals of that grade.
- 16B.11.2. The first Semi-final shall be played between the teams filling third and fourth place in that grade and the second Semi-final shall be played by the teams filling first and second place in that grade.
- 16B.11.3. The Preliminary finals shall be played between the winner of the first semi-final and the loser of the second semi-final.
- 16B.11.4. The Grand-Final shall be played between the winner of the Preliminary final and the winner of the second semi-final.
- 16B.11.5 The exception to By-law 16B.11.1 to 16B.11.4 (inclusive) is:
- a) when there are four (4), five (5) or six (6) or seven (7) teams in a grade. In these cases only the teams filling the first three (3) places in the grade shall be entitled to compete in the final Series. The preliminary final shall be played between the teams filling second (2nd) and third (3rd) place in that grade and the team filling first (1st) place shall go straight into the Grand-Final. The Grand Final shall be played between the winner of the Preliminary Final and the team filling first (1st) place.
  - b) where there are only three (3) teams or less in a grade, the teams filling the first two (2) places in that grade shall be entitled to compete in the Grand Final.
- 16B.11.6 The winner of the Grand-Final shall be the Premiership team for that grade.

- 16B.12 All finals matches shall where practicable be played on synthetic surfaces, and if available, on neutral grounds.
- 16B.13
- a) If there is a draw in a Semi-Final match or in Preliminary Final match, the Rules of the International Hockey Federation for tie breaking in tournaments under its control shall apply and the winner of the tiebreaker shall proceed to the Grand Final.
  - b) If a draw occurs in a Grand final match, the rules of the International Hockey Federation for tie breaking in tournaments conducted under its control shall apply and the winner of the match shall be declared the premiership team.
- 16B.14.1. The Association shall be bound by the Rules of the game of Hockey as published by the Australian Hockey Association save where the same conflict with these Bylaws and such Rules save where so conflicting shall be deemed to be incorporated herein to form part of these Bylaws.
- 16B.14.2. Guidance with respect to the interpretations of the Rules of the Game of Hockey and to experimental rules shall be accepted from the Australian Hockey Association and the Australian Women's Hockey Association.
- 16B.15.1. The home team shall:
- a) provide a minimum of two balls for each match to be played.
  - b) comply with the directions of the Committee of Management as to communication of match results.
- 16B.15.2. All teams shall:
- (a) Ensure players registration forms and transfer forms are completed correctly and forwarded to the Records Secretary by the due date or a penalty will be applied [forfeiture of match points].
  - (B) Correctly fill out the score sheet and place it in the Association Pennant letterbox **within one half hour of the conclusion of the latest scheduled match in each round. Or a penalty will be applied refer to Section 25 Automatic Penalties**<sup>81</sup>
  - (C) **Correctly complete the match results and match details through electronic database within 48 hours of the conclusion of the latest scheduled match in each round**
- 16B.16 At the conclusion of every match, the captain of each participating team shall:
- (a) Ensure that the list of players is correctly entered on the score sheet.
  - (b) Ensure that the correct result is entered on the score sheet.
  - (c) Complete any other details which may be required by the Committee of Management from time to time.
  - (d) Obtain the signatures of the officiating umpires on the score sheet.
  - (e) Sign the score sheet when the above requirements are met.
  - (f) Comply with Bylaw 16.15.2.(b).

---

<sup>81</sup> Amended 30/11/08

- 16B.17 The Rules of the International Hockey Federation as to substitution of players shall apply to all grades. The name of any substitute or interchange player who actually takes the field during a match must be included on the score sheet for that match. If a player who is selected to be a substitute for any match does not in fact take the field as a substitute during such match, he shall be deemed not to have played in such match.
- 16B.18 No male person may play in senior female competition and no female may play in a male senior competition conducted by the Association; unless; (a) permission (b) is granted, as follows:
- where the player is required for more than 3 matches during the winter competition (Refer to Permits Sub Committee Section 10)
  - permission must be gained from the opposing team captain no less than 15 minutes prior to the scheduled commencement time of the game.
- 16B.19.1. No player who plays in any round may play in any other match in the same round except. by applying By Law 16.21.2 –Designated substitutes[trial during season 2007 of Hockey Victoria ‘\*’ player rule].
- 16B.19.2. If permission is given, it must be recorded and signed by both Captains on the match sheet prior to the commencement of the match.
- 16B.19.3. Nothing contained in By-Laws 16.19.1 & 16.19.2 shall prevent a player, playing in junior competitions of the Association also playing in senior competitions in the same round.
- 16B.20. That where the `A` Grade team in a club have a `Bye`, the number of `A` Grade players that may play `B` Grade (based on the previous round) shall be two (2). Exceptional circumstances shall be dealt with by the Permits Sub-Committee. [refer Section 18]
- 16B.21. Each club shall be allowed to move a maximum of two (2) players between teams within the same grade, in consecutive matches.
- 16B.21.1 **Anti-Stacking Provision – TRIAL for 2008**
- a- Team wishing to “double up” must obtain permission from opposing
  - b- Team’s captain, and both umpires, prior to the game commencing.
  - c- “Doubling up may only occur as a last option, to fill in the starting 11 players,(or replace one of injured 11) not as substitute players.
  - d- “Double up” must be recorded on back of game sheet, with players name, and signatures from both captains and umpires.
  - e- To “double up” in finals series, permission must be obtained in advance of the match from the permit sub committee.
  - f- Failure to comply with result in loss of match points.
  - g- Permission should not be denied unless request is unreasonable.
  - h- Right of appeal to be taken up and decided by junior permit sub committee.
- 16B.22 CVHA players that play in the Hockey Victoria State League competition for more than one third of the - (CVHA) season shall on return to the CVHA competition:
- a) Play in their club’s highest grade team.

## **SECTION 17.**

### **REGISTRATION OF PLAYERS.**

- 17.1. Each team which enters a competition of the Association shall register with the association, all playing members for that season and no player shall take part in any match unless he is so registered. All applications for registration shall be verified by such signatures as shall be required by the Committee of Management and shall be in the form from time to time prescribed by the Committee of Management. Application in any other form may, at the discretion of the Committee of Management, be rejected.
- 17.2. A field registration may be made by the captain of a team by endorsing on the back of a team sheet or match report a memorandum headed "Field Registration" and containing the names and addresses of the players intending to be so registered. The memorandum of the field registration shall be forwarded to the Records Secretary in time to reach him no later than 5.00p.m. on the Tuesday following the match for which the field registration is made. Default in compliance with any of the provisions of this Bylaw shall result in the player concerned being deemed not to be registered. A field registration, made within the terms of this Bylaw shall for the purpose, be as effective as a registration made pursuant to Bylaw 17.1.
- 17.3. The Records Secretary shall keep a register of all players in each competition together with such particulars as may be required by the Committee of Management. The register of players shall be prima facie evident that the players therein, and only they, are registered players, provided that the name of any person may be struck from the register by the Committee of Management and such players shall thereupon be deemed as not registered.
- 17.3 The Records Secretary shall keep a register of all players in each competition together with such particulars as may be required by the Committee of Management.
- 17.3.1 The register of players shall be prima facie evident that the players therein, and only they, are registered players, provided that the name of any person may be struck from the register by the Committee of Management and such players shall thereupon be deemed as not registered.
- 17.3.2 Each individual club register shall be available for that club only.

## SECTION 18.

### PERMITS.

Clubs may have a representative present to the Permit Sub-Committee upon hearing of their application.

#### Transfers

18.1.1 No player shall be permitted to transfer from one club (called "the first club") to another club (called "the second club") without a clearance.

#### Clearances

18.1.2 No player registered with the first club shall be eligible to play with the second club until he is granted a clearance.

18.1.3 The Records Secretary shall keep a clearance register in which he shall record the granting of all clearances and the particulars of any relevant appeals.

18.1.4 All applications for clearances pursuant to this Bylaw must be in writing, in the format prescribed by the Committee of Management from time to time.

18.1.5 On receipt of an application for clearance, the Records Secretary will immediately grant the clearance to the player with the second club, provided that:

- (a) The first club consents in writing to the granting of the clearance at the time of the application; or
- (b) The application is received by the Records Secretary at least four clear days prior to the match in the round in which the player intends to play with the second club.
- (c) <sup>82</sup>The applicant has no outstanding accounts with Hockey Associations and/or the club granting the clearance.

18.1.6. In the event that the application for clearance is received within the time specified, the clearance shall be granted to the player to play with the second club in the subsequent round.

18.1.7. The Records Secretary shall immediately notify the first club in writing that the clearance has been granted except where the first club has consented in writing to the clearance being granted.

18.2.1. The first club may, within fourteen days of the date of written notification of the Records Secretary granting a clearance, appeal to the Permits Sub-Committee, by giving notice in writing to each of the Records secretary and the player concerned by <sup>83</sup>e-mail registered post or certified mail. On receipt of the notice of appeal, the Records Secretary shall convene a meeting of the Permits Sub-Committee within

---

<sup>82</sup> Amended 27/3/08

<sup>83</sup> Amended 27/3/08

seven days to hear the appeal. He shall also write, without delay, to the second club and the player concerned, of the date of the hearing of the appeal.

### Debts

- 18.2.2. The following rules shall apply in relation to the conduct of the appeal by the Permits Sub-Committee:
- (a) The only grounds for such an appeal shall be if the player owes money to the first club.
  - (b) The player will remain registered with the first club from the date of written notification of the appeal received by the Records Secretary, until the hearing of the appeal.
  - (c) if the first club does not attend the meeting of the Permits Sub-Committee, to hear the appeal in relation to which it has been given notice, the Sub-Committee shall nevertheless hear the appeal and make such decision as it deems fit.
- 18.2.3. If the appeal is dismissed, the player is then eligible to play with the second club.
- 18.2.4. If the appeal is upheld, the player may make further application, directly to the Committee of Management.
- 18.3. After the completion of half the total rounds for the season's competition, no player shall be granted a clearance from the first club to the second club without the permission of the Permits Sub-Committee.

### FINALS ELIGIBILITY

- 18.4.1 No player shall be eligible to play in any final matches with any team unless:
- <sup>84</sup> (a) He has played **6 SENIOR COMPETITION OR 4 JUNIOR COMPETITION** home and away matches with such team or an aggregate of at least **6 SENIOR COMPETITION OR 4 JUNIOR IN JUNIOR COMPETITION** home and away matches with such team and with teams in lower<sup>85</sup> grades of the club<sup>86</sup>
  - (b) If there are special circumstances and approval has first been obtained from the Permits Sub-Committee.
- 18.4.2 In determining whether to grant such permit pursuant to clause 18.4.1<sup>87</sup>. The factors to which the Permits Sub-Committee shall have regard shall include:
- (a) The grade in which the player, for whom the permit is sought, normally plays.
  - (b) The grade for which the permit is sought.
  - (c) The reasons for which the permit is being sought.
  - (d) If the players Club has teams in more than one (1) grade of the finals competition.

---

18/2/07

<sup>85</sup> REFER TO GLOSSARY FOR DEFINITION OF GRADES

<sup>86</sup> Amendment as at 30/11/08

<sup>87</sup> Renumbered: Committee of Management 18/2/07

- 18.5.1 No player shall be eligible to play in more than one senior or junior final series without a permit from the Permits Sub-Committee.
- 18.5.2 In determining whether to grant such a permit pursuant to Clause 18.5.1, the factors to which the Permits Sub-Committee shall have regard include
- (a) Whether the team with whom the player intends to play will receive an unfair advantage,
  - (b) Any other factors the Permits Sub-Committee in its discretion consider appropriate in the circumstances.
- 18.6.1 A player will be eligible to play in the final series where he/she has played the majority of the games in the second half of a season, where equal games have been played a permit will be required, as per 18.7<sup>88</sup> of the By-Laws.
- 18.7 Where a club has two (2) teams in the same Pennant Competition, players will only be eligible to play in a final for the team in which they have played the majority of games. Where equal games have been played the responsibility of the decision where the player is eligible to play shall be made by the Permit Sub-Committee.
- 18.9 All applications for permits must be with the Chairperson of the Permit Sub-Committee not less than 3 days (72 hours) prior to the game.

#### MISC COMPETITION ITEMS

That where the 'A' Grade team in a club have a 'Bye', the number of 'A' Grade players that may play 'B' Grade (based on the previous round) shall be two (2). Exceptional circumstances shall be dealt with by the Permits Sub-Committee.

---

<sup>88</sup> Renumbered: Committee of Management 18/2/07

## SECTION 19.

### UMPIRING.

- 19.1 An Umpires Panel shall consist of all registered accredited Umpires and Umpires pursuant to Bylaw 16.7 per year
- 19.2. <sup>89</sup>A meeting of the registered umpires shall be held not less than three times per year – as per Bye-Law 11.2.2.
- 19.3. A Rules information session shall be held in each year for teams entered in the winter pennant and for teams entered in the summer pennant competitions.
- 19.4 Umpires shall umpire matches in accordance with the Rules of the Game of Hockey and the current interpretations as set out by FIH and the Hockey Australia Rules Board.
- 19.4.1<sup>90</sup> The Umpires panel and non-panel shall abide by the CVHA Code of Conduct [Section 23] at all times. Failure to do so will result in those umpires not being appointed to any umpire commitments until the matter is resolved.  
Refer to Section 22.14.27
- 19.5 Where panel umpires are not available, no club umpires shall be rostered to officiate on any match involving a club or team of which that umpire is a member, other than a match proceeding under the provisions of By-law 16.6.1
- 19.6 No umpire will wear the colors of any club affiliated with the Central Victorian Hockey Association whilst umpiring an association fixture. Neutral colored shirts or tops with black or navy <sup>91</sup>skirts/slacks/shorts/track pants are to be worn when officiating.
- 19.7. Umpires shall ensure that the Rules and By-laws of the Association regarding uniforms, match play equipment, completion of score sheets and that substitution of players are carried out correctly.
- 19.8. Rostered umpires who commence the match shall not be replaced except when:
- (a) An umpire becomes incapacitated in which case the captains shall agree upon a substitute umpire.
  - (b) A senior umpire who has been rostered as a tutor/mentor may in exceptional circumstances take charge of the match and may have the power to overblow.
- 19.9. <sup>92</sup>Co-umpires shall award "Best and Fairest" votes to the players of their choice, giving three, two and one votes for each match in the grade appropriate, as determined by the relevant Pennant Sub-committee.

---

<sup>89</sup> Amended 27/3/08

<sup>90</sup> Amendment as at 30/11/08

<sup>91</sup> Amended 27/3/08

<sup>92</sup> Renumbered 27/3/2008

19.9.1 <sup>93</sup>Best and Fairest: In determining the awarding of best and fairest votes, the following shall apply;

- a) 19.9.1.2.....someone who exhibits exceptional ability in game sense and individual skill
- b) 19.9.1.3.....someone who exhibits adherence to the Code of conduct for players at all times.

19.9.2.1 <sup>94</sup>The "Best and Fairest" votes shall be counted jointly by the Umpires Convenor, the President or his representative and the appropriate Pennant Convener at a time to be arranged, subsequent to the last home and away fixture and prior to the presentation of the award.

---

<sup>93</sup> Amended and renumbered 27/3/08

<sup>94</sup> Renumbered 27/3/08

## **SECTION 20.**

### **REPRESENTATIVE TEAMS.**

- 20.1. This section shall apply to all association teams other than those entered in State League, Pennant or Metro competitions conducted by Hockey Victoria.
- 20.2<sup>95</sup>. Only registered players shall be eligible for selection in Association Representative teams except in cases where:
  - a) A team requires players from other Associations to enable CVHA to enter a full team. These players would undertake responsibility for full costs themselves.
- 20.3. Players seeking selection in the representative teams of the association, shall nominate on the forms specified for this purpose, from time to time, by the <sup>96</sup>Association Squad Convenors. (Junior / Senior)
- 20.4. The Selectors shall appoint the team's captains <sup>97</sup>in consultation with the team coach. The team members shall elect the relevant vice-captains.
- 20.5. Once the teams have been selected, the coach, in consultation with the captain and vice-captain will determine the field placements and any other matters pertaining to on-field performance of the team.
- 20.6. Players eligible for underage teams, must be under that age of the first day of the year of that competition <sup>98</sup>or as determined by the Championship/Tournament entry requirements.
- 20.7. The <sup>99</sup>Association Squad Convenors. (Junior / Senior) shall call for nominations from time to time for the positions of Team Manager.
- 20.8. The Committee of Management shall call for nominations from time to time for the positions of Association coach.
- 20.9. Appointments to the positions set out in Bylaws 20.7. and 20.8. shall be the responsibility of the Committee of Management, having due regard to the recommendations of the <sup>100</sup>Association Squad Convenors. (Junior / Senior).
- 20.10. Players, coaches and managers of selected representative teams shall sign a 'code of conduct' as outlined in Appendix "C" of these By-Laws.

---

<sup>95</sup> Amended: Committee of Management 18/2/2007

<sup>96</sup> Amended 27/3/08

<sup>97</sup> Amended 27/3/08

<sup>98</sup> Amended 27/3/08

<sup>99</sup> Amended 27/3/08

<sup>100</sup> Amended 27/3/08

## **SECTION 21.**

### **CENTRAL VICTORIAN BLAZERS**

21.1 The purpose is to provide an opportunity for Central Victoria Regional players to progress their hockey through to State League competition and to aspire to better the standard of State League Hockey available to Central Victorian players.

### **CENTRAL VICTORIA BLAZERS MANAGEMENT SUB-COMMITTEE.**

21.1.1. There shall be a Sub-Committee formed to manage Central Victoria Blazers Teams entered in the Hockey Victoria State League, Pennant, Metro or other competitions deemed applicable.

21.1.2. <sup>101</sup>This Sub-Committee shall consist of:

- Blazers Convenor, who shall be an member of the Committee of Management, and Chairperson of the Sub-Committee
- Secretary
- Team Managers whose duties shall be:
  - (a) To assist Blazers Convenor with the preparation and maintenance of budgets for each squad (women/men).
  - (b) To assist Blazers Convenor with the preparation and maintenance of budgets for each squad (women / men)
  - (c) During the playing period of the squads, liaise weekly with the association treasurer to ensure that budgets are maintained and accurate reports are presented to the Finance Sub-Committee.
  - (d) As per By Law 2.12.
- Social coordinator
- Fundraising coordinator
- Other positions deemed applicable.

21.1.3. Nominations for positions on this Sub-Committee may be made by any person and shall be called for in August in each calendar year by the <sup>102</sup>Blazers Convenor—and ratified by the Committee of Management.

21.1.4 The annual meeting of this Sub-Committee shall be held in October of each year and shall serve until the following annual meeting.

21.1.5 Meetings of this Sub-Committee shall be held as necessary. Notice of all meetings shall be conveyed and received by all members. A quorum for this Sub-Committee shall be three.

21.1.6 At meetings, members of this Sub-Committee shall each have one vote with the Chairperson exercising a casting vote where necessary.

---

<sup>101</sup> Amended and renumbered 27/3/08

<sup>102</sup> Amended 27/3/08

### **CENTRAL VICTORIAN BLAZERS SELECTION**

- 21.2.1. There shall be a selection panel of <sup>103</sup>three persons plus the coaches appointed to coach these teams. Each team shall be selected by a minimum of at least two selectors and the appointed coach for that team.
- 21.2.2. Nominations for selectors shall be called by the Secretary when required and shall be appointed by the Committee of Management
- 21.2.3. The Central Victorian Blazers Selection Group shall be the sole authority in the association having the power to select players for all teams entered in the Hockey Victoria State League, Pennant, Metro or other competitions deemed applicable.
- 21.2.4. The Selection Group shall forward the names of all players selected for each team to the association for ratification and upon ratification being given, the Committee of Management shall notify all players of their selection.
- 21.2.5. Should approval of a player be denied, the Committee of Management shall provide their reasons in writing to the player concerned.
- 21.2.6. The quorum at any Selection Group meeting shall be two.
- 21.2.7. The Selectors shall appoint the team's captains. The team members shall elect the relevant vice-captains.

### **COACHES**

- 21.3.1 The Committee of Management shall call for nominations from time to time for the positions of coach of each Blazers team. Appointments shall be the responsibility of the Committee of Management
- 21.3.2. Coaches: Shall:
- a) Coach whatever team or teams are specified in his appointment.
  - b) Liaise with others to the improve the playing skills within the Central Victorian Hockey community
  - c) Establish complete rapport with Association Officials.
  - d) Represent the Association in a dignified manner at all times.
  - e) Liaise with the Committee of Management and the Executive in regard to recruitment and relationships with clubs and teams.
  - f) Should endeavor to obtain National Coaching Accreditation.

### **BLAZERS POLICY**

- 21.4.1. Players, coaches and managers of selected Blazers teams shall sign a 'code of conduct' as outlined in Appendix "C" of these By-Laws

---

<sup>103</sup> Amended 27/3/08

## SECTION 22.

### <sup>104</sup>DISCIPLINARY PROCEDURES BY-LAW

#### 22. Adoption of By-law

##### 22.1 This By-law:

- a) is made under the Central Victoria Hockey Association's ("Association") constitution;
- b) comes into operation on 30 March 2008 ;
- c) is binding on all members of the Association and other persons or organisations which submit themselves to the jurisdiction of the Association; and
- d) relates to any disciplinary matters whatsoever including, but not limited to:
  - i. on field matters; and
  - ii. Breaches of the Association's code of conduct where these are referred to the disciplinary tribunal under the Association's "Code of Conduct By-Law".

22.1.2 Any and all By-laws of the Association previously made concerning Tribunals are expressly rescinded.

22.1.3 All penalties handed down under previous disciplinary by-laws shall continue to be recognised by the Association and shall be recognised as prior convictions for the purpose of **clause 22.15.8** .

#### 22.2 Authority of Tribunal

22.2.1 The Association has the power under its constitution to hear and determine charges made against persons (including, but not limited to, players, coaches, spectators, team/club officials and Association officials), teams or clubs arising from or related to hockey activities, matches and competitions conducted by the Association itself or otherwise if the Association's members are involved.

22.2.2 The Association has the right to delegate the power of hearing and determining charges to its tribunal ("Tribunal") in accordance with the provisions of this By-law. Where a matter arises for determination by a Tribunal it shall be dealt with at first instance by the Association Tribunal.

22.2.3 The Tribunal shall have power to suspend, disqualify, reprimand, fine, bond, ban or otherwise deal with any person involved with hockey (including, but not limited to, teams, clubs, players, coaches, spectators, team/club officials and Association officials) in accordance with this By-law, regarding any incident arising from an activity captured under **clause 22.2.1**. The incident may have occurred before, during or after the conduct of the activity, within the confines of the stadium, activity venue or its immediate surrounds, or elsewhere if directly related to a hockey activity of any sort.

---

<sup>104</sup> Renamed and completely revised by Landers & Rogers in conjunction with By-laws Sub-committee, and COM . Final as at 27/3/08

22.2.4 The Tribunal may also deal with any other disciplinary matter delegated to it for adjudication by the Association.

22.2.5 The Tribunal must at all times act independently and impartially in carrying out its duties in accordance with this By-law.

### **22.3 Membership of Tribunal**

22.3.1 The Tribunal panel shall be appointed by the Association and shall comprise the following persons:

- a. a Tribunal chairperson who shall be a person of experience and skills suitable to the function of chairing the Tribunal and discharging the responsibilities set out under clause 22.4.1; and
- b. No fewer than two additional Tribunal members.

The Association may appoint any number of people to the Tribunal panel.

22.3.2 In appointing Tribunal members, the Association shall have regard to the desirability of pooling Tribunal members with other associations with a view to maximising the expertise in handling disciplinary matters within the sport of hockey.

22.3.3 A quorum of the Tribunal shall be three (3) members.

22.3.4 A Tribunal member may hold another position within the Association, or a club or team affiliated with the Association.

22.3.5 No Tribunal decision shall be invalidated by any irregularity in the appointment of a Tribunal member.

### **22.4 Responsibilities of Tribunal chairperson**

22.4.1 Without limiting the duties of the Tribunal chairperson as set out under the various clauses of this By-law, a person appointed to the position of Tribunal chairperson shall have the following responsibilities:

- a) to ensure accurate records are kept of all of the Tribunal's proceedings and decisions and to make such records available to the Association upon request;
- b) to communicate to the committee of the Association the results of hearings of the Tribunal;
- c) to chair hearings of the Tribunal or to ensure that such task is delegated to a member of the Tribunal; and
- d) To raise with any proposed Tribunal member any potential or possible conflict of interest which may arise from time to time.

## **22.5 Records of Tribunal Proceedings**

22.5.1 The method of recording the proceedings and determinations of the Tribunal shall be at the discretion of the Tribunal chairperson.

## **22.6 Convening Tribunal hearings**

22.6.1 If practicable, the Association shall provide notice to all teams participating in competitions conducted by it of the regular day, time and place of Tribunal hearings throughout the duration of the competition.

22.6.2 The Tribunal will be convened to hear charges arising from a match as soon as is practicable, preferably prior to the next round of matches occurring.

22.6.3 Notification of persons charged under this By-law shall include details of the day, time and place of the Tribunal hearing at which the charge will be heard in accordance with Part 3 of this By-law, and must be provided a reasonable period prior to such hearing.

## **22.7 Reports by officials**

22.7.1 Any Association official who has been so empowered by the Association, shall be entitled to report any person, team or club which, in the opinion of the official has committed an offence under this By-law.

22.7.2 The officials empowered by the Association in clause 22.7.1 include, but are not limited to, the referees/umpires and team officials.

22.7.3 Where any other person wishes to make a report regarding the conduct of another person at a relevant hockey activity covered by this by-law, clause 22.8 shall apply.

## **22.8 Investigations**

22.8.1 Where:

- a) the Association,
- b) a person empowered to make a report under this By-law, or
- c) any other person;

believes an offence may have been committed or the Association receives a letter of complaint about an incident where no report has been made, the Association may investigate, or appoint a person to investigate, the alleged offence.

22.8.2 If after the investigation it, or the person appointed to investigate, recommends that a report should be made, the Association or the person appointed by it may make a report. A report arising out of an investigation conducted under this clause should be made within one week of the date on which the alleged offence took place.

22.8.3 Such investigations will be conducted under the supervision of the Tribunal chairperson or his/her nominee. Such person shall be entitled to any information reasonably required for the purposes of the investigation, including but not limited to calling and viewing any evidence, inspecting documents or questioning witnesses.

## **22.9 Duties of officials making a report**

- 22.9.1 Any official who makes a report under clauses 22.7.1 or 22.8.2 shall ensure that the charged person, team or club is notified of the report, as well as any other person involved in the report and all other match officials as soon as possible (but in any case within 48 hours), after the report is made.
- 22.9.2 An official who makes a report under clauses 22.7.1 or 22.8.2 shall enter the details of the alleged offence(s) on the report form issued by the Association for that purpose as soon as possible (but in any case within 48 hours) after the match or other activity, noting all the particulars in connection with the report so that a clear account can be given to the Tribunal when the report is to be dealt with.
- 22.9.3 An official who makes a report under clauses 22.7.1 or 22.8.2 shall lodge a report form with the person nominated by the Association to take charge of reports as soon as possible (but in any case within 48 hours) after the activity.

## **22.10 Duties of ASSOCIATION UPON receiving a report**

- 22.10.1 The Association shall appoint an officer to be responsible for the receipt of reports made under this By-law and to carry out the duties in connection with such reports ("Hearings Officer"). The Hearings Officer may hold another position within the Association. Unless another person is appointed to this role, the Hearings Officer shall be the Secretary of the Association.
- 22.10.2 The Association shall, where possible, require each team entered in competitions to designate on the entry form the telephone number of the team manager to be used for notification of reports. The Hearings Officer can seek this information if it has not been provided.
- 22.10.3 The Association shall, where possible, maintain lists of names, addresses, telephone numbers and email addresses (if applicable) of all officials registered with the Association. The Hearings Officer can seek this information if it has not been provided.
- 22.10.4 The Hearings Officer shall have the following duties:
- a) to recommend to the Association the venue, time and day of the week to be set aside for hearings of the Tribunal;
  - b) to convene hearings of the Tribunal to deal with matters referred to it;
  - c) to ensure that three members of the Tribunal are present to deal with any matters referred to it for determination;
  - d) to receive and refer to the Tribunal all material relating to any reports made under this By-law;
  - e) to ensure the availability of all forms required to be used in any proceedings of the Tribunal;
  - f) to notify the charged person, team or club, through their team manager, of the date, time and place of the Tribunal hearing;

- g) if the notification under clause 10.4(f) is made by telephone, the Hearings Officer giving the notification shall immediately make a written record of the time and details of the telephone conversation;
- h) if the charged person is under the age of 18 years, or otherwise unable to represent him or herself, then they are to be advised that they have the right to have an adult (not being a legal practitioner) with them at the Tribunal hearing, as an adviser, and that the adviser shall be allowed to ask questions;
- i) To provide the charged person, team or club with a copy of the report form. In carrying out this function the Association shall:
  - I. hand a copy of the report form to the charged person (or a representative of a charged team or club) prior to the charged person leaving the match / activity venue following the activity out of which the report was made;
  - II. send a copy of the report form to the charged person, team or club at the address of the team manager as soon as possible after the date of the report being lodged with the Association; or
  - III. make a copy of the report form available for collection by the charged person, team or club and notify the team manager of the requirement to effect such collection;
- j) To notify the reporting official and any other officials or witnesses required to be in attendance, of the date, time and place of the Tribunal hearing. Where such reporting official is under 18 years of age, they are to be advised that they have the right to have an adult with them at the Tribunal hearing (not being a legal practitioner) as an adviser and that the adviser shall be allowed to ask questions;
- k) to notify each of the above persons of the consequences of non-attendance at a Tribunal hearing and the procedure to be followed in each case;
- l) to notify the chairperson (or his/her delegate) of the Tribunal that a report has been received, and to deliver to the chairperson (or his/her delegate) of the Tribunal the report form and any other information relevant to the case; and
- m) To ensure sufficient report forms are available to officials at competitions conducted by the Association and that officials are aware of the availability of such forms.

#### **22.11 Period between report & Tribunal hearing**

- 22.11.1 A charged person, team or club shall be entitled to participate in hockey competitions conducted by the Association until such time as the Tribunal has heard and determined the report.

### **22.12 Attendance at Tribunal hearings**

22.12.1 The following persons shall be required to attend a Tribunal hearing conducted under this By-law:

- a) the charged person;
- b) the president, secretary, manager or other delegate representing a charged team or club;
- c) the reporting official(s);
- d) any other person involved in the report;
- e) witnesses as indicated by the reporting official or charged person to be notified by the Hearings Officer; and
- f) Any witness required by the Tribunal.

22.12.2 The following persons shall be entitled to attend a Tribunal hearing as required:

- a) any player of a charged team or club;
- b) witnesses called to give evidence by a charged person, team or club;
- c) witnesses called to give evidence by the reporting official(s); and
- d) Any adult adviser to a charged person or reporting official.

22.12.3 The following persons shall be entitled to attend a Tribunal hearing with the permission of the Tribunal:

- a) Association representatives;
- b) approved representatives of the media; and
- c) Any other person.

22.12.4 Legal representatives or legal advocates are not permitted to appear before the Tribunal.

### **22.13 Non-attendance at Tribunal hearings**

22.13.1 If any charged person (or representative of a charged team or club) fails to attend a Tribunal hearing without reasonable cause, the hearing may proceed and a determination made by the Tribunal in the absence of the charged person, team or club, provided that the Tribunal is satisfied that all notification procedures under this By-law have been carried out.

22.13.2 A charged person, team, club or reporting official may apply to the Hearings Officer to have a Tribunal hearing:

- a) adjourned; or
- b) convened in another way (e.g. teleconference)

if there are compelling circumstances which warrant such steps being taken to avoid costs, hardship or significant inconvenience to the charged person, team or club. This will be at the discretion of the Hearings Officer (or the Tribunal if already convened).

22.13.3 A charged person who is unable to attend a Tribunal hearing shall be entitled to appoint a representative (who is not a legal practitioner) to appear in his/her place if that charged person intends not contesting the charge, subject to the Tribunal receiving a letter of consent from the charged person containing the person's intention to not contest the charges contained in the report and any statement that person would have given to the Tribunal had he or she attended the hearing.

22.13.4 If any witness fails to attend a Tribunal hearing, the hearing may continue in their absence at the discretion of the Tribunal. However, if such witness has been notified by the Hearings Officer as being a required person at the Tribunal hearing, such witness may be liable to penalty by the Tribunal for obstructing the Tribunal procedures.

22.13.5 If a reporting official fails to attend a Tribunal hearing without reasonable cause, the hearing may proceed and a determination made by the Tribunal in the absence of the reporting official, provided that the Tribunal is satisfied that all notification procedures under this By-law have been carried out.

22.13.6 If a reporting official or Association official inadvertently fails to carry out any duties listed in clause 10, the charges shall not be dismissed for this reason, but may be adjourned to allow the omission to be rectified. Where appropriate, the Tribunal shall take the failure into account and make suitable allowance.

#### **22.14 Procedures of the Tribunal**

22.14.1 For the purpose of this clause 22.14, a reference to a charged person includes a reference to the representative(s) of a charged team or club.

22.14.2 In the event of a team or club being reported, one (1) member of the team or club shall act as spokesperson for the team or club provided that an individual member of that team or club may elect to speak on their own behalf.

22.14.3 At the commencement of a hearing, the chairperson shall identify the members of the Tribunal and determine whether the charged person is present to answer the charge(s) set out in the report.

22.14.4 The charged person and the reporting official(s) shall be notified of their right to remain in the hearing until all evidence is presented but not to be present whilst the Tribunal considers its findings and determines an appropriate penalty (if any).

- 22.14.5 The chairperson shall advise all those persons present of the method of recording the hearing.
- 22.14.6 The charge(s) as contained in the report shall be read out in the presence of all persons eligible to be present.
- 22.14.7 The charged person shall be asked whether the charge is understood and the reporting official asked whether the charge correctly represents their intention.
- 22.14.8 The charged person shall be asked to whether or not they intend to contest the charge(s).
- 22.14.9 If the charged person does not contest the charge(s), the chairperson may read a short summary of the facts, admit the reporting official's evidence (written/verbal) and no witnesses need be called to give evidence unless the Tribunal requires it.
- 22.14.10 If the charged person contests the charge(s), then the chairperson shall ask all witnesses except the reporting official(s) and the charged person (and their advisers if appointed in accordance with this by-law) to leave the room and to wait to be called to give their evidence.
- 22.14.11 The reporting official (or the adviser to a reporting official who is a minor) shall proceed to give evidence and the witnesses of the reporting official(s) shall be called upon to give his/her evidence in turn, subject to the approval of the number of witnesses to be called by the Tribunal in its discretion. The charged person or his/her adviser may ask questions of the reporting official or any witness called.
- 22.14.12 Each witness shall be entitled to leave the Tribunal hearing after giving evidence unless otherwise directed by the Tribunal. Witnesses shall be entitled to remain in the hearing room after giving evidence with the permission of the Tribunal.
- 22.14.13 The charged person shall then be entitled to present their defence. Witnesses may be called subject to the approval of the number of witnesses to be called by the Tribunal in its discretion. Reporting officials or the adviser to a reporting official who is a minor may ask questions of the charged person or any witness called.
- 22.14.14 The Tribunal is empowered to question any person giving evidence. If the Tribunal determines that any witness is giving deliberately false or misleading evidence, the Tribunal is able to:
- a) make such finding at the original hearing; or
  - b) require such person to attend a further Tribunal hearing to respond to the allegations,
- and such person is liable to penalty by the Tribunal for obstructing the Tribunal procedures.
- 22.14.15 Where a person exercises their right to have an adult observer or adviser present in accordance with this By-law, a reasonable opportunity for consultation shall be provided by the Tribunal.
- 22.14.16 Video evidence may be presented in the discretion of the Tribunal.

- 22.14.17 At the conclusion of all of the evidence and submissions the chairperson shall ask the charged person, the reporting official and all other persons present to leave the hearing room while the Tribunal considers its findings.
- 22.14.18 If the Tribunal is not satisfied that the particular charge has been proved, but is satisfied that a lesser charge has been established, then the Tribunal may find such lesser charge established and shall apply the penalty applicable to the lesser charge.
- 22.14.19 Subject to clause 22.14.20, where it appears to the Tribunal that the reporting official has made an error in laying the wrong charge or omitted charges that should have been laid, the Tribunal may amend the charge(s) and proceed to make a finding. Further, the Tribunal has the right to direct that a person other than the charged person be charged with an offence under this by-law on the basis of evidence presented before it during the course of conducting a hearing.
- 22.14.20 Where charges have been amended under clause 22.14.19, the Tribunal shall adjourn the hearing unless the charged person consents to it proceeding at that time.
- 22.14.21 The decision of the Tribunal shall be given in the presence of all, by the Tribunal chairperson.
- 22.14.22 Subject to clause 22.14.18, if the Tribunal is satisfied that a charge has been established on the balance of probabilities (ie more probable than not) it shall find the charge proved. Otherwise the charge shall be dismissed.
- 22.14.23 If a charge has been found proven by the Tribunal the charged person shall be informed of the finding. Any previous convictions against the charged person should then be laid before the Tribunal.
- 22.14.24 The charged person should then be given the right to make a final statement in relation to previous convictions or other mitigating circumstances before being asked to leave the room a second time.
- 22.14.25 The Tribunal shall then determine the penalty to be imposed (if any) and shall recall the charged person and reporting official to advise of the penalty.
- 22.14.26 The Tribunal is not obliged to give oral or written reasons for any decision made by it under this By-law.
- 22.14.27 A charged person who has been convicted of an offence and received a penalty under this By-law shall not play, coach, referee or otherwise take part in hockey activities as directed by the Tribunal until the penalty has been served to the satisfaction of the Association.

### **22.15 Assessment of penalty**

- 22.15.1 As noted in clause 22.2.3 above, the Tribunal shall have power to suspend, disqualify, reprimand, fine, bond, ban or otherwise deal with any person found to have committed an offence under this By-law. However, clause 22.15.3 sets out some standard offences and maximum penalties to be applied where a charge has been established by a Tribunal.

- 22.15.2 For the purposes of this By-law, penalties for many offences which are established by a Tribunal shall be divided into two separate categories:
- a) penalties for on field incidents (“Group A offence”); and
  - b) penalties for offences involving a breach of the Code of Conduct, which appears at Annexure A (“Group B offence”).
- 22.15.3 Group A offences and penalties for such offences can be seen at Annexure B. Penalties for Group B offences (consideration of which will be only when referred to the Tribunal under the Association’s “Code of Conduct By-Law”) are at the sole discretion of the Tribunal.
- 22.15.4 Where charges arising from one particular incident are heard together and the Tribunal finds charges against the person or team proven for more than one offence, it may impose a single penalty, being not more than the maximum penalty for the most serious of the offences, or it may impose individual penalties for each offence.
- 22.15.5 A penalty handed down under this clause shall commence from the date of the Tribunal finding unless otherwise expressly directed by the Tribunal. Penalties should wherever possible be expressed to be calendar weeks as opposed to number of matches. The Tribunal has a discretion to rule that a penalty will be suspended for the number of weeks which fall between seasons or during any season break.
- 22.15.6 Where a Tribunal imposes more than one period of suspension, it may impose them to be served concurrently or cumulatively or partly concurrently and partly cumulatively.
- 22.15.7 Persons on a first offence shall have this taken into account when assessing the penalty to be handed down.
- 22.15.8 A Tribunal may take into account a charged person’s prior convictions in determining a penalty to be handed down provided the penalty does not exceed the maximum penalties assigned to offences under clause 22.15.3.

#### **22.16 Right of Appeal**

- 22.16.1 There shall be no appeal from a decision of the Tribunal unless the person seeking to appeal (“Appellant”) satisfies the chair of the Appeals Tribunal (appointed in accordance with clause 22.18), in that person’s sole discretion, that significant new or additional evidence has become available.

#### **22.17 Notice of Appeal**

- 22.17.1 A person seeking to appeal a decision of the Tribunal must:
- a) Lodge a notice stating full details of charges and results thereof and stating in full the grounds of appeal with the Appeals Officer within seven (7) days of the notification of a determination of a Tribunal hearing (“Notice of Appeal”).

- b) Pay the appeal fee to the Appeals Officer when lodging the Notice of Appeal, which shall be \$110.00 (the appeal fee does not apply in the case of appeals by minors and may be waived in the discretion of the Appeals Officer).

- 22.17.2 An Appellant shall be notified within seven (7) days of receipt of the Notice of Appeal as to whether an appeal hearing is to be granted and the time, date and place of the Appeal hearing, in the event that it is granted.
- 22.17.3 Unless another person is appointed to this role, the Appeals Officer shall be the Secretary of the Association.

#### **22.18 Appeal Tribunal**

- 22.18.1 If an appeal hearing is granted, the Appeals Officer shall convene an Appeal Tribunal to hear and determine the appeal in accordance with this By-law.
- 22.18.2 An Appeal Tribunal shall consist of no fewer than three (3) persons appointed by the Association from time to time to hear appeals as required by the Association. Members of an Appeal Tribunal shall be drawn from the pool of Tribunal panel members as the original Tribunal hearing.
- 22.18.3 Only Tribunal panel members who were not involved in the original hearing of a matter the subject of an appeal shall be eligible to sit on an Appeal Tribunal.
- 22.18.4 The Tribunal chairperson shall be nominated by the Appeals Officer.

#### **22.19 Serving of Tribunal Penalties**

- 22.19.1 Subject to clause 22.19.2(b), where the Tribunal imposes a penalty that prevents the Appellant from participating in a match, the appellant shall serve that penalty pending the determination of the appeal.
- 22.19.2 Subject to clause 22.19.3, the Appeal Tribunal may of its own motion or upon application of any party to the appeal, order:
  - a) that an appeal be adjourned;
  - b) A stay of the execution of the penalty imposed by the Tribunal pending the determination of the appeal.
- 22.19.3 The Appeal Tribunal shall make an order under clause 19.2(b) only where it is satisfied that there are exceptional and compelling circumstances that make it harsh and unconscionable if such an order was not made. In determining that question, the Appeals Tribunal shall without limitation have regard to:
  - a) the merits of the appeal and the Appellant's prospects of success;
  - b) the interests of other teams, clubs and players; and

## **22.20 Proceedings of Appeal Tribunal**

- 22.20.1 The Appeal Tribunal and persons appearing before it are bound by the same procedures under this By-law as if the Appeal Tribunal was a Tribunal hearing a matter at first instance.
- 22.20.2 The Appeals Officer shall forward records of the Tribunal hearing in which the matter the subject of the Appeal was heard at first instance to the chairperson of the Appeal Tribunal.
- 22.20.3 The Appeal Tribunal shall have the discretion to conduct the hearing as a complete re-hearing or to limit the hearing to consideration of the ground(s) of appeal relied upon by the Appellant under clause 22.17.1.
- 22.20.4 An Appeal Tribunal shall have the power to:
- i. dismiss the appeal;
  - ii. uphold the appeal;
  - iii. Impose any of the penalties set out in this By-law.
  - iv. reduce, increase or otherwise vary any penalty imposed by the initial hearings Tribunal
- in such manner as it thinks fit.
- 22.20.5 The Appeal Tribunal is not obliged to give oral or written reasons for a decision under clause 22.20.4.
- 22.20.6 At the conclusion of the appeal, the chairperson of the Appeal Tribunal shall ensure that the Appellant and the reporting official are correctly informed of the determinations of the Appeal Tribunal. The chairperson shall also notify the Appeals Officer of the decision of the Appeal Tribunal.

## **22.21 Refund of Appeal Fee**

- 22.21.1 The Appeal Tribunal shall have the discretion to refund the appeal fee payable under clause 22.17.1(b).

## **22.22 Costs**

- 22.22.1 Each party to an appeal shall bear their own costs.

## **22.23 Single Right of Appeal**

- 22.23.1 There is only one right of appeal following the decision of the initial Tribunal. Any appeal must be solely and exclusively resolved by the Appeal Tribunal and the decision of the Appeal Tribunal is final and binding on the parties.

#### **22.24 Exhaust Internal Appeal**

- 22.24.1 A person shall exercise his right of appeal under this By-law and have any appeal heard and determined by the Appeal Tribunal before commencing any proceedings or becoming a party to any proceedings in a court of law.

#### **22.25 Relationship with criminal matters**

- 22.25.1 If during a Tribunal hearing an investigation under this By-law it becomes known that criminal charges have been brought (as opposed to merely the subject of police investigation) arising out of the actions the subject of the hearing or investigation, the Tribunal and / or the Association may rule that further action be deferred until completion of the criminal charges, unless the police or other prosecuting authority advise they have no objection to the matter proceeding.
- 22.25.2 In making a determination under clause 22.17.1, the Tribunal and / or Association shall have regard to the need to ensure the ongoing safety of players, referees and other persons involved in the Association.

#### **22.26 Natural Justice**

- 22.26.1 To the extent that the principles of natural justice are not included in the provisions set out in this By-law they are expressly excluded.

#### **22.27 Recognition of Penalties across Associations**

- 22.27.1 The Association acknowledges and agrees that it is required to recognise and enforce penalties handed down against individual persons, teams or clubs by the disciplinary tribunals of all other hockey associations, leagues and competitions which are affiliated with Hockey Australia and or its affiliated associations.

## **ANNEXURE A – to Section 22**

Previously known as APPENDIX “C”

### CODE OF CONDUCT

Code of Conduct Meeting 21/07/04

Note: Discussion was held in relation to Teachers Code. N/A due to role of individual as a player or spectator, which is covered by the previous codes.

Note: Parents is interchangeable term with spectators.  
Code of conduct to be signed off 1<sup>st</sup> September 2004.

#### **Player code of conduct:**

1. Play by the rules – be a good sport and positive team player.
2. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
3. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
4. Players must maintain control of their temper at all times.
5. Treat all participants in your sport, as you like to be treated.
6. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
7. Participate for your own enjoyment and benefit.

#### **Spectator's code of conduct:**

1. Remember that people participate in sport for their enjoyment and benefit.
2. Spectators are encouraged to appreciate good performances and efforts from individuals and teams.
3. Respect the decision of officials and encourage players to do likewise.
4. CVHA strongly condemns the use of violence in any form.
5. Harassment, sledging and inappropriate language is unacceptable behavior.
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

#### **Coach's code of conduct:**

1. Operate within the rules and spirit of hockey and teach your players to do the same.
2. Display control, respect and professionalism to all involved with the sport.
3. Any physical contact with a player should be appropriate to the situation and necessary for the player's skill development.
4. Play by the rules – be a good sport and provide positive team guidance.
5. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
6. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
7. Coaches must maintain control of their temper at all times.
8. Treat all participants in your sport, as you like to be treated.

9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
10. Participate for your own enjoyment and benefit.

**Official's code of conduct:**

1. Provide a safe environment for training and competition.
2. Show consideration towards ill and injured athletes.
3. Play by the rules – be a good sport and provide positive guidance.
4. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
5. Abide by all relevant policies documented by CVHA in relation to the official position.
6. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
7. Officials must maintain control of their temper at all times.
8. Treat all participants in your sport, as you like to be treated.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
10. Participate for your own enjoyment and benefit.

**Administrator's code of conduct:**

1. Administrators set an example. Your behavior and comments should be positive and supportive.
2. Create pathways for participants in hockey, not just as a player but also as a coach referee administrator etc.
3. Ensure that the rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
4. Remember that people participate in sport for their enjoyment and benefit.
5. Administrators are encouraged to appreciate good performances and efforts from individuals and teams.
6. Respect the decision of officials and encourage players to do likewise.
7. CVHA strongly condemns the use of violence in any form.
8. Harassment, sledging and inappropriate language is unacceptable behavior.
9. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

**Media code of behavior:**

1. Provide a balanced coverage of all aspects of hockey within CVHA.
2. Positive media coverage is always desirable. It is inappropriate to highlight isolated incidents of inappropriate sporting behavior.
3. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

**JUNIOR CODE: To be worded in simpler terms for juniors -**

**Player code of conduct:**

1. Play by the rules – be a good sport and positive team player.
2. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
3. Verbal abuse of officials and sledging.... (Remove control your temper)
4. Players must maintain control of their temper at all times.
5. Treat all participants in your sport, as you like to be treated.
6. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
7. Participate for your own enjoyment and benefit.

**Coaches' code of conduct: \*\*Update to make into coaches\*\***

1. Operate within the rules and spirit of hockey and teach your players to do the same.
2. Display control, respect and professionalism to all involved with the sport.
3. Any physical contact...
4. Play by the rules – be a good sport and positive team player.
5. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
6. Verbal abuse of officials and sledging.... (Remove control your temper)
7. Players must maintain control of their temper at all times.
8. Treat all participants in your sport, as you like to be treated.
9. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
10. Participate for your own enjoyment and benefit.

## **ANNEXURE B to Section 22: previously known as ‘Attachment 2’**

### **CVHA INDICATIVE SCALE FOR SUSPENSION<sup>105</sup>**

\* Items 5 – 8 are refer to onfield instances only

1. Disputing an umpire decision, serious reluctance to accept decisions, use of lewd gestures,	1 game
2. Abuse of an umpire, player or official (in the case of ugly abuse a 2 games further penalty) on the field	2 games
3. Persistent and deliberate breach of the Rules of Hockey (generally considered dangerous and intimidatory) following a warning from an umpire.	2 games
4. Acts detrimental to the CVHA e.g. Misbehavior at any centre, abuse of equipment, general misconduct etc	2 games
5. Deliberately striking at another player with other than a hockey stick.	4 games
6. Deliberate striking another player with other than a hockey stick.	8 games
7. Deliberately striking at another player with a hockey stick.	
- First Offence	12 games
- Second Offence within two years	26 games
8. Deliberately striking another player with a hockey stick.	
- First Offence	24 games
- Second Offence within two years	52 games
9. Abusive conduct whilst a spectator.	2 games
10. Threatening another player, official, umpire whether on or off the field.	12 games
11. Assault of an umpire, player or official whether on or off the field.	2 years up to Life

A suspended sentence provision is a tool, which the Disciplinary Tribunal should use when considered necessary. In addition the Disciplinary Tribunal may find extenuating circumstances, which may necessitate the reduction of sentences lower than aforementioned. The Disciplinary Tribunal should also look at avenues of punishment that have an educative effect as well as punitive.

<sup>105</sup> Inserted: Committee of Management 18/2/2007

<sup>106</sup>**SECTION 23**<sup>107</sup>.

**CODE OF CONDUCT**

**23.1 Adoption of By-law**

This By-law:

- A) is made under the Central Victoria Hockey Association's ("**Association**") constitution;
- B) comes into operation on 30 March 2009;
- C) is binding on all members of the Association and other persons or organisations which submit themselves to the jurisdiction of the Association; and
- D) relates to any disciplinary matters whatsoever including, but not limited to, on field matters and breaches of the Association's code of conduct [Annexure A]

**23.2** Any and all By-laws of the Association previously made concerning Code of Conduct are expressly rescinded. For the avoidance of doubt, this refers to the Association's By-Laws pre 2009 version of Section 23.

**23.3** All penalties handed down under the previous disciplinary by-laws [Section 23] shall continue to be recognised and upheld by the Association.

**23.4** Any breaches of Annexure A are to be referred to the independent tribunal [Section 22] for action

---

<sup>106</sup> Renamed and completely revised by Landers & Rogers in conjunction with By-laws Sub-committee, and COM . Final as at 27/3/08

<sup>107</sup> Amended as at 1/2/2009

## **ANNEXURE A to Section 23**

Previously known as APPENDIX "C"

### **CODE OF CONDUCT**

Code of Conduct Meeting 21/07/04

Note: Discussion was held in relation to Teachers Code. N/A due to role of individual as a player or spectator, which is covered by the previous codes.

Note: Parents is interchangeable term with spectators.  
Code of conduct to be signed off 1<sup>st</sup> September 2004.

#### **Player code of conduct:**

8. Play by the rules – be a good sport and positive team player.
9. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
10. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
11. Players must maintain control of their temper at all times.
12. Treat all participants in your sport, as you like to be treated.
13. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
14. Participate for your own enjoyment and benefit.

#### **Spectator's code of conduct:**

7. Remember that people participate in sport for their enjoyment and benefit.
8. Spectators are encouraged to appreciate good performances and efforts from individuals and teams.
9. Respect the decision of officials and encourage players to do likewise.
10. CVHA strongly condemns the use of violence in any form.
11. Harassment, sledging and inappropriate language is unacceptable behavior.
12. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

#### **Coach's code of conduct:**

11. Operate within the rules and spirit of hockey and teach your players to do the same.
12. Display control, respect and professionalism to all involved with the sport.
13. Any physical contact with a player should be appropriate to the situation and necessary for the player's skill development.
14. Play by the rules – be a good sport and provide positive team guidance.
15. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
16. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
17. Coaches must maintain control of their temper at all times.
18. Treat all participants in your sport, as you like to be treated.

19. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
20. Participate for your own enjoyment and benefit.

**Official's code of conduct:**

11. Provide a safe environment for training and competition.
12. Show consideration towards ill and injured athletes.
13. Play by the rules – be a good sport and provide positive guidance.
14. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
15. Abide by all relevant policies documented by CVHA in relation to the official position.
16. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
17. Officials must maintain control of their temper at all times.
18. Treat all participants in your sport, as you like to be treated.
19. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
20. Participate for your own enjoyment and benefit.

**Administrator's code of conduct:**

10. Administrators set an example. Your behavior and comments should be positive and supportive.
11. Create pathways for participants in hockey, not just as a player but also as a coach referee administrator etc.
12. Ensure that the rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
13. Remember that people participate in sport for their enjoyment and benefit.
14. Administrators are encouraged to appreciate good performances and efforts from individuals and teams.
15. Respect the decision of officials and encourage players to do likewise.
16. CVHA strongly condemns the use of violence in any form.
17. Harassment, sledging and inappropriate language is unacceptable behavior.
18. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

**Media code of behavior:**

4. Provide a balanced coverage of all aspects of hockey within CVHA.
5. Positive media coverage is always desirable. It is inappropriate to highlight isolated incidents of inappropriate sporting behavior.
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

**JUNIOR CODE: To be worded in simpler terms for juniors -**

**Player code of conduct:**

8. Play by the rules – be a good sport and positive team player.
9. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
10. Verbal abuse of officials and sledging.... (Remove control your temper)
11. Players must maintain control of their temper at all times.
12. Treat all participants in your sport, as you like to be treated.
13. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
14. Participate for your own enjoyment and benefit.

**Coaches' code of conduct: \*\*Update to make into coaches\*\***

11. Operate within the rules and spirit of hockey and teach your players to do the same.
12. Display control, respect and professionalism to all involved with the sport.
13. Any physical contact...
14. Play by the rules – be a good sport and positive team player.
15. Not argue with an official. If you disagree have your captain approach the official during a break or after the competition.
16. Verbal abuse of officials and sledging.... (Remove control your temper)
17. Players must maintain control of their temper at all times.
18. Treat all participants in your sport, as you like to be treated.
19. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
20. Participate for your own enjoyment and benefit.

## **SECTION 24.**

### **LIFE MEMBERSHIP.**

- 24.1. The Committee of Management shall be empowered to bestow Honorary Life Membership on any person who has rendered special services as an Office Bearer or in an officially designated capacity in the Association for a total period of not less than seven years.
- 24.2. Any proposal for consideration of the Committee of Management for Honorary Life Membership shall be made in writing to the Secretary and shall carry the names of the proposer and seconder, both of whom shall be members of the Association.
- 24.3. On receipt of any proposal, the Committee of Management shall elect a Sub-Committee to assess the qualifications of the nominee for the position.
- 24.4. A written report of the Sub-Committee shall be presented for consideration at the next regular meeting of the Committee of Management.
- 24.5. Any motion that a person be awarded Honorary Life Membership shall be resolved by secret ballot of the Committee of Management who shall elect the returning officer.
- 24.6. The nominee shall not be present either during the course of the debate or during the election.
- 24.7. The Committee of Management shall at its discretion announce the result of any election, but as far as practicable, within the same calendar year.

**SECTION 25.  
AUTOMATIC PENALTIES**

25. A breach of any Bylaw, the number of which is listed below, shall result in the automatic imposition of the penalty specified.

Bylaw.	Particulars.	Penalty.
3.7.	Failure to pay 30 day accounts	Teams/Club/individual Ineligible to take part in any competition unless they have a COM approved payment plan.
9.3.	Failure to have a team delegate at Pennant Sub-Committee meetings.	\$20 per Representative.
14.2.	Failure to wear registered uniform.	Player may not take field.
14.5 <sup>108</sup>	Failure to wear individual identification numbers on uniform.	Player may not take field.
14.7.	Failure to comply	Opposing Captain to decide if player may take field.
14.6 & 14.8	Failure to comply	Player may not take field
16.5.3	Failure to comply keeper is kitted.	Game will not proceed until
16A. 15.2B	Failure to comply	3 point penalty
16B. 15.2B	Failure to comply	3 point penalty
16A. 15.2C	Failure to comply	3 point penalty
16B. 15.2C	Failure to comply	3 point penalty
16.7.	Team not supplying umpire, etc.	\$50 per offence.
16.9.3.	Failure to notify forfeit.	Turf hire costs.
16.15.2. <sup>109</sup>	Any failure to comply.	Forfeiture of match points
16.19.2.	Failure to gain permission.	Forfeiture of match points.
16.20.	Failure to comply.	Forfeiture of Match Points.

<sup>108</sup> Inserted: Committee of Management 18/2/2007

<sup>109</sup> Amended: Committee of Management 18/2/2007

16.21.2	Failure to comply.	Forfeiture of Match Points.
17.	Any failure to comply.	Forfeiture of match points.

**SECTION 26.**

**ALTERATION TO BY-LAWS.**

- 26.1. The Committee of Management shall have the power to make, amend and rescind the Bylaws of the Association in the following manner.
  - 26.1.1 Refer to the attached [attachment 1] flow chart confirming the Bylaws review process
  - 26.2.1. Notice of motion of the proposed alteration shall be given at one Committee of Management meeting and dealt with at the next.
  - 26.2.2. No alteration shall be made unless supported by at least two-thirds of those members present and entitled to vote.
  - 26.2.3 No By-law so altered by the Committee of Management shall take effect until the full text thereof has been communicated in writing to each member of the Association and the Presidents of the clubs via mail, and posted on the website.
  - 26.2.4. Appendices to these By-Laws may be amended as required by the Committee of Management
- 26.3. No proposed alteration shall be contrary to the Statement of Purposes and the Rules of the Association.

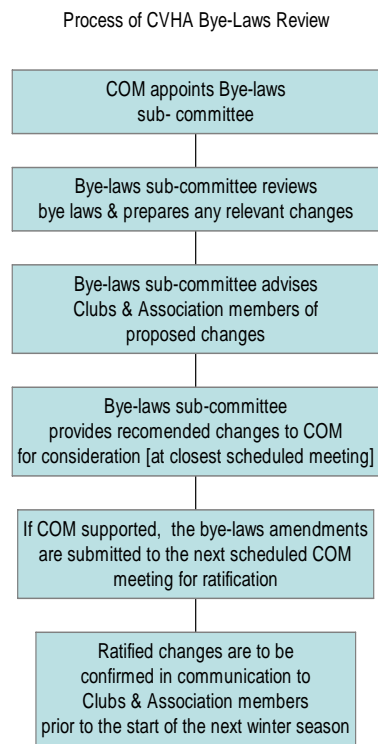
## **SECTION 27.**

### **STANDING ORDERS.**

- 27.1. All meetings of the Association shall use the Rules of Meeting Procedure as used by Parliament.
- 27.2. In all cases not provided for, resort shall be had to the rules, forms and usages of Parliament, which shall be followed as far as the same are applicable.
- 27.3. Any member desirous of moving a motion or amendment or taking part in discussion thereon, shall rise and address the Chairman and shall not be interrupted unless called to order, when he shall sit down until the member calling to order has been heard thereon and the question of order disposed of, when the member in possession of the floor may proceed with the subject.
- 27.4. Any member desirous of proposing and original motion or amendment must state the nature of same before he addresses the meeting thereon.
- 27.5. No motion or amendment shall be withdrawn without the leave of the Chairman and consent of the mover and seconder.
- 27.6. No motion or amendment shall be discussed or put to the vote of the meeting unless it is seconded, but a member may require the enforcement of any Standing Order by directing the Chairman's attention to the infraction thereof.
- 27.7. A member moving a motion shall be held to have spoken thereon, but members merely seconding a motion shall not be held to have spoken on it.
- 27.8. If two members rise to speak at the same time, the Chairman shall decide who is entitled to priority.
- 27.9. No member shall speak a second time on the question unless entitled to reply or in explanation when he has been misrepresented or misunderstood.
- 27.10. The Chairman, when called upon to decide points of order or practice, shall state the provision, rule or practice which he deems applicable to the case without discussion or commenting on the same and, unless a motion be passed that his decision or ruling be disagreed with, the same shall be final.
- 27.11. No speaker shall digress from the subject matter of the question under discussion.
- 27.12. A member called to order shall sit down unless permitted to explain.
- 27.13. No second or subsequent amendment, whether upon an original motion or amendment, shall be taken into consideration until the previous amendment is disposed of.

- 27.14. The mover of every original motion, but not of any amendment, shall have the right of reply immediately before the chair puts the question.
- 27.15. No discussion shall be allowed on any motion for adjournment of the meeting.
- 27.16. All amendments to any motion shall be relevant to the subject matter of the original motion and the Chairman shall disallow such amendments as are in his opinion irrelevant.
- 27.17. Upon a motion being moved and seconded that the Chairman's ruling be disagreed with, the Chairman shall vacate the chair until the matter is decided. The Chair shall be taken during discussion and voting on such motion by the Vice-President present (not being the Chairman) or if there be none, by such person as the meeting shall appoint.
- 27.18. Save and except as otherwise required by the Rules or Bylaws of the Association every motion at all meetings shall be carried by a simple majority of the votes cast and in the event of the voting for and against the motion being equal the Chairman shall have a second or casting vote.
- 27.19. All meetings shall be no longer than two hours in duration unless, preceding the Business of the Meeting, members vote for thirty minutes extension, of which two extensions is maximum.
-

**ATTACHMENT 1 – Flow chart confirming Alteration to by laws process  
26.2.1**



ANNUAL PROCESS OF CVHA  
BYE-LAWS REVIEW SUB-COMMITTEE

