



WARRNAMBOOL DISTRICT HOCKEY ASSOCIATION INC.

Bi-Laws - Conducting Competitions And Games

Amended

26/11/2019

Version 5

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1 RULES OF THE GAME

- 1.1 The Association shall be bound by the rules of the game of Hockey as recognised by Hockey Australia except for those rules specifically modified in these by-laws.

2 AUTHORISED GAMES

- 2.1 No member of any Club shall take part in any game of Hockey not sanctioned by the Committee of Management.
- 2.2 A Sanction is automatically given in the case of all published Association fixtures for which premiership points are awarded, any Country Championship competition or any other inter-school cups or school inter-house cup or inter-Association competition.
- 2.3 Games must be played in accordance with the published fixtures unless prior approval has been obtained from the Committee of Management. Any game not played in accordance with the fixture, unless such approval has been obtained, shall be deemed a non-event. That is, no points, no goals and players participating cannot count the game/s to qualify for finals.
- 2.4 At least seven (7) players shall be required to constitute a team.

3 INTERPRETATIONS

3.1 Division

- 3.1.1 The collection of teams that make up a particular, separate fixture in accordance with age or gender differences. Thus Men's Senior, Women's Senior, Men's Junior, Women's Junior shall each be regarded as separate Divisions.

3.2 Grade

- 3.2.1 The separation of teams within a Division into one or more competitions having a separate fixture.

3.3 Round

- 3.3.1 A series of matches within a Division played between affiliated Clubs and drawn to be played over the one weekend or published in the fixture as being in the same round. By definition, a team may only compete in one match per round.
- 3.3.2 Exception to this, an allowance is made for U/13 & U/15 junior rounds where an uneven number of teams in a division may play twice in a round, so that all teams play at least once.

3.4 *Registered Uniform*

- 3.4.1 As registered with the Association, including colours and design of top, shorts/skirt, and socks. Each top shall also include a player's number on the back in lettering at least 15cm in height.

3.5 *Registrar*

- 3.5.1 The member of the Committee of Management responsible for player registration and/or result recording.

4 REGISTRATION OF PLAYERS

- 4.1 Subject to the requirements of Section 15 in the by-laws, the Committee of Management shall determine all playing fees.
- 4.2 A list of players and the Club to which they are registered shall be maintained.
- 4.3 Every Club shall register, by playing Division, a playing member on the prescribed form, signed by the player concerned. Registration need only be affected once and that player shall remain a registered member of that Club, for the Division specified, until such time as an approved clearance application form is submitted.
- 4.4 Players may be registered by multiple Clubs to play different Divisions. It shall be the responsibility of the registering Club to ensure that the player is not already registered with another Club in the Division concerned.
- 4.5 Players are required to register online through the association website annually. Registration or approved clearance applications must be delivered to the Registrar no later than 6pm on the following Thursday after a game in which any new or cleared player participates. If this deadline is not met, the player shall be considered ineligible for the games concerned.
- 4.6 Any player taking part in a match while not suitably registered in accordance with these by-laws shall be considered ineligible for such game/s in which they participated.
- 4.7 Where a Club has more than one team competing in a Division, a player must be allocated a designated team. If the situation arises of a player playing for multiple teams, the designated team for that player will be determined when the player has;
- played four (4) games for one of the teams (this team will automatically become the designated team) or
 - the player switches teams and plays one (1) game with another team, (this automatically becomes their designated team).
- 4.8 Once the designated team has been determined, a player can no longer switch between the teams, from the same Club competing in the same Division. If a player is found to have done so, they will be deemed an ineligible player.
- 4.9 Should any Club have more than one team competing in the same grade or competition then players must be registered by team. Rule 4.7 requirements shall

apply for players moving between teams competing in the same grade or competition.

5 CLEARANCES

- 5.1 Any player registered or playing with any affiliated Club shall be ineligible to play for any other affiliated Club in an equivalent Division to that covered by existing registrations until a clearance has been obtained from the previous Club.
- 5.2 A player may not play for a different Club in a single Division without gaining a clearance and shall be considered ineligible for all game/s in that Division played with Club for which no valid registration or clearance exists.
- 5.3 Any player unable to obtain a clearance may take the matter to the next meeting of the Committee of Management for a decision.
- 5.4 It shall be an offence for any Club or Club official to refuse to process a properly presented application for clearance. The Committee of Management, after determining the details of any such refusal, shall apply whatever penalties it deems suitable for such refusal.
- 5.5 Players suitably registered within this Association may play in matches governed by other Associations without affecting the validity of their local registration and eligibility provided that they satisfy the Committee of Management on the following points;
- they are permanently domiciled in the Warrnambool District (as determined by the Committee of Management) and intend to maintain that residential status for the duration of the season.
 - The "other" Association does not normally cover a similar geographic area that encompassed by this Association.
 - Any suspensions administered by this or any other Association will be reported to all Associations and will apply in all Associations with which the player is registered.
- 5.6 A player shall be allowed only one (1) clearance application affecting a particular Division per season
- 5.7 All clearances must be lodged with the Registrar to be in effect.
- 5.8 Any player registered or playing with another Association without having satisfied the requirements of by-law 5.5 shall be considered ineligible for all matches played in this Association while registered or playing with the other Association.
- 5.9 Any player who participates in any match while under suspension with another Association shall be considered ineligible for all such games played while the suspension is in force.
- 5.10 A player's registration will have considered to have lapsed after a full season of not playing for their club, after which, no clearance is required to change clubs.

6 ELIGIBILITY OF PLAYERS

- 6.1 Any team playing an ineligible player shall lose the game or games in which the player takes part and shall be treated for all purposes of records as a pre-match forfeit had been given by that team for such game or games, unless the scoring of the match favours the other team by a greater margin than three (3) goals, in which case the goals scored by each team, as indicated on the match card, shall apply.
- 6.2 No player who takes part in a game may play in any other games for the same Division either played or drawn to be played in the same round as the first game.
- 6.3 Exception to this is made for U/14 & U/16 juniors, where both coaches and managers of the teams affected, agree in the interests of having equal team members on the field at the commencement of the game.
- 6.4 At no time should a U/14 or U/16 junior player, play more than once, in order to give a team an unfair advantage.
- 6.5 A player shall be deemed to have taken part in a game if his/her name appears on the team card as either a player or a substitute.

7 CONDUCT OF GAMES

- 7.1 All games are to commence at the scheduled starting time.
- 7.2 The registered uniform of each team shall be worn in all games, from round four (4) onwards. The Committee of Management shall determine the penalty to be applied for each breach of this rule.
- 7.3 The competition shall be played on the basis of three (3) points for a win or forfeit, one (1) point for a draw, and no (0) points for a loss or bye.
- 7.4 Position in the grade between teams on equal points shall be decided on goal difference and then, if necessary, goals for.
- 7.5 Subject to the decision of the Grounds Committee, comprised of Grounds Manager, President and one (1) ordinary member from the Committee of Management, matches are to be played on wet days. In the case of exceptionally bad conditions, decision regarding play shall be made at the ground by the Umpires. Any match played in spite of a direction of either the Grounds Committee or the Umpires not to proceed or continue, will be treated as a breach of by-law 2.3.
- 7.6 Games washed out shall be deemed as a nil (0) all draw.
- 7.7 The home team shall supply one (1) regulation ball, which may be plastic coated, for the whole of each game.
- 7.8 No player, umpire or official will be permitted on the playing field or in a designated official area (eg Tech bench) while deemed to be under the influence of alcohol or illicit/illegal drugs.
 - a) The Committee of Management shall determine the penalty (if any) for any reported breach of this rule.

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- b) Any reports relating to 7.8 should be directed immediately to the umpire, officials or Committee of Management member.
- 7.9 Teams are permitted to have any reasonable number of non-playing team officials, including coaches, team managers, physiotherapists, first aid officers, statisticians etc. However, no team official is permitted on the field of play during the period of match play (except as detailed below) unless there is a stoppage in play and then only with the permission of the umpires.
- a) At all other times, team officials are to confine themselves to the area allocated for their respective team benches and shall, at all times, obey the instructions of either the umpires or the technical officials (where appointed).
- b) Spectators are not permitted on the team bench or on the field of play at any time and shall, at all times, obey the instructions of either the umpires or technical officials (where appointed) and if requested shall move immediately from the team bench or field of play to an area deemed appropriate by umpires or technical officials (where appointed).
- 7.10 If a pregnant player participates in a match causing concern for opposition players, the opposing team, via the Captain, shall have the right to request that the pregnant player cease participation and if this request is refused shall then have the right to refuse to continue the match and shall submit a written report to the Committee of Management which shall then decide what action shall be taken.
- 7.11 For the purposes of age based eligibility, the age of a player shall be determined in whole years as a 1 January each year in respect of competitions commencing during that year.

8 TEAM SHEETS

- 8.1 Team Cards are to be completed and handed to the Umpires, prior to the commencement of the game.
- 8.2 The umpires shall remove the name of any player not present at the ground at the conclusion of normal time. This is a duty of the umpires and no penalty shall fall on the Club or team should this provision not be complied with. Players listed shall be subject to the normal rules of eligibility.
- 8.3 All premierships points shall be taken from the team cards.

9 FORFEITS

- 9.1 A team shall be deemed to have forfeited a match where:-
- a) that team has played a player who is not an eligible player.
- b) the Team Management and/or the supporters of that team have been deemed by the association, after an investigation, to have committed a serious act or acts of misconduct.

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- c) a player or the team or the Team Management has committed a serious breach of these regulations where match forfeit is the declared penalty
 - d) the Affiliate for which the team competes has been declared by the association to be in Financial Default
- 9.2 In the event of a team being late, ten (10) minutes shall be allowed after which time the opposing team, if they have the required number of players, shall claim the game on a pre-match forfeit.
- 9.3 Should a team consider that exceptional circumstances exist to warrant the waiving of forfeiture, provisions of by-law 9.1, it may refer to the Committee of Management for consideration.
- 9.4 Any team receiving a pre-match forfeit shall be treated as having scored three (3) goals to nil (0) for that competition game (refer also to by-law 7.3)
- 9.5 In the event of two teams opposed in any fixture each giving a pre-match forfeit the points scored by each team shall be nil (0) and the goals scored nil (0).
- 9.6 Matches are to be played on the days designated. Exceptions will only be considered if both teams concerned approach the Secretary of the Committee at least fourteen (14) days prior to the scheduled match.
- 9.7 Any postponed match must be played within one (1) month of the scheduled date and not less than four (4) weeks prior to the semi-finals.
- Any team giving a forfeit after a game has commenced shall be deemed to have lost the game and points shall be awarded as in by-law 7.3.
- 9.8 The Committee of Management shall have the power to take whatever action it deems necessary to assist, fine, disqualify or otherwise deal with a team which forfeits one or more matches during the season, provided such action is consistent throughout the season.
- 9.9 Where a match has been forfeited after a game has commenced, each team shall be credited with goals scored at the time of the forfeit.
- 9.10 The Umpires shall notify the Registrar, as soon as practicable, of the details of the forfeit.
- 9.11 Where a team has drawn a bye in any fixture, a team card shall not be submitted for that round.
- 9.12 If forfeit 3 days before the scheduled game time, umpires must be paid by the club who caused the forfeit, if a club forfeit on the day they must pay the umpire and a fine to be imposed by the WDHA

10 FINALS

- 10.1 At the conclusion of each year's fixtures, the first four teams in each grade shall compete in the final series.

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- 10.2 Subject to by-law 4.7 a player shall not be eligible to play in final games unless the player has played an aggregate of at least five (5) games with the Team in the Division concerned during the season.

Clubs wishing to request an exemption for the purposes of obtaining a permit for an ineligible player to play in finals, must submit the Permit Request Form, available from the Secretary. WDHA will follow the Final Series Permit guidelines as used by Hockey Victoria.

- 10.3 The first semi-final shall be played between the third (3rd) and fourth (4th) teams and the second semi-final shall be played between the first (1st) and second (2nd) teams.
- 10.4 The preliminary final shall be played between the winner of the first semi-final and the loser of the second semi-final.
- 10.5 The grand final shall be played between the winner of the second semi-final and the winner of the preliminary final.
- 10.6 The winner of the grand final shall be the Premier team for that grade and the loser shall be the runner-up.
- 10.7 Clubs competing in any finals games must submit their team list to the Registrar by 6pm on the Thursday before the final to be played. The Registrar shall check eligibility of each named player and advise the Club concerned of any ineligible players listed. It shall then be the responsibility of the Club to ensure that only eligible players are included on the match card. Should the Registrar fail in this duty then all players listed on the submitted team list shall be considered eligible to play in the match concerned.
- 10.8 The grand-final, preliminary and semi-finals for one grade must be played on separate days.
- 10.9 In the event of a draw after normal time in first week of finals (excluding U/14) at the end of normal time the team finishing higher on the ladder shall be declared the winner.

In subsequent weeks of finals. In the event of a draw after normal time a Penalty Shootout shall take place. WDHA will follow the Hockey Victoria Penalty Shootout Competition rules

- 10.10 In Junior U/14 finals matches, In the event of a draw after normal time in first week of finals at the end of normal time the team finishing higher on the ladder shall be declared the winner.

In subsequent weeks of finals. In the event of a draw after normal time a Penalty Shootout shall take place. WDHA will follow the Hockey Victoria Penalty Shootout Competition rules

- 10.11 The organisation of grounds and playing times for finals will rest with the Committee of Management who may delegate this authority to a sub-committee. Any decisions would necessarily be made in this consultation with the Umpires Association, if in existence.

11 UMPIRES

- 11.1 All umpires shall be bound by the rules and the by-laws of the Association.
- 11.2 When a Club or Team is named to supply umpires, it shall be the responsibility of that Club to ensure that an umpire is available. The Committee of Management shall determine any penalty to be applied for a breach of this by-law.
- 11.3 If the appointed umpire or umpires fail to be in attendance at any game within five (5) minutes of the scheduled starting time then the Captains concerned shall appoint an umpire or umpires.
- 11.4 At least two (2) representatives of every registered team must attend any seminar, tutorial, examination or other umpiring related function conducted by or on behalf of the Association. The Committee of Management shall determine any penalty to be applied if these requirements are not met and may waive the requirement in the case of junior players if considered appropriate.
- 11.5 At least two (2) members of each affiliated team must be financial members of the Warrnambool Hockey Umpires Association (if in existence). Teams failing to meet this requirement shall be fined an amount equivalent to two (2) Warrnambool Hockey Umpires Association fees.
- 11.6 Any player suspended from play (red card) may be reported to the Association Secretary by the umpires concerned if the infringement is serious enough to warrant consideration by the Tribunal. The report must be in writing and shall detail all circumstances of the suspension.
- 11.7 The selection of umpires for finals matches shall be decided by the Warrnambool Hockey Umpires Association after consultation with the Committee of Management. If the Warrnambool Hockey Umpires Association is not in existence then the total responsibility for finals umpiring shall rest with the Committee of Management.
- 11.8 During the match, an umpire may request that players, Team Management and spectators modify their behaviour, or that spectators and/or Team Management to change their position on or around the field to enable the match to be played safely and fairly. Such requests may be made directly to the person(s) involved or through the team captain(s). If such requests are not met, the umpire may:-
- a) take action in accordance with the Rules of Hockey,
 - b) stop the game until such time as the request(s) is complied with, or
 - c) terminate the game, and in that event shall submit a written report to the association, who shall act at their discretion.
- 11.9 Rostered Umpires shall have precedence. If no umpires are rostered or the rostered umpires fail to appear in time to start the match the two competing teams shall be responsible for the provision of one umpire. If only one rostered umpire is rostered to a game, the first named team shall be responsible for the provision of an umpire.
- 11.10 Umpires who commence the match shall not be replaced except:

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- a) upon agreement between the captains or in the respect of Under-Age teams the team managers, where a Rostered umpire(s) arrives after commencement of the match.
 - b) if an umpire becomes incapacitated, the captains shall agree on a replacement umpire.
 - c) in exceptional circumstances and in the interests of proper control of an Under-Age match, an Accredited Umpire who has been rostered as a tester or tutor may take control of the match.

11.11 The failure of a team of an Affiliate to pay an umpire on match day as required, will incur a fine.

12 ROSTERED DUTY

12.1 When a Club or team is nominated to supply helpers for a nominated Association event it shall be the responsibility of the Club or team to ensure that helpers are available.

12.2 In the event of a club not meeting that commitment, a fine or other penalty may be imposed by the association.

13 BEST AND FAIREST VOTING

13.1 The umpires shall award votes on a three (3), two (2), one (1) basis to the three players on the ground they consider to be the best and fairest players in each non-finals match, with three (3) going to the best, two (2) to the second and one (1) to the third.

a) For all senior & U/16's, Rule 13.1 will apply. For all U/12 & U/14 competitions, votes will be awarded by a person or persons selected prior to the games to determine the players they consider to be the best and fairest in each non-finals matches.

b) In all U/16, U/14 & U/12 non-final matches, best and fairest voting will be made for each gender, based on Rule 13.1 and 13.1a.

13.2 Votes will not be awarded if the match duration does not exceed one half of normal time of play.

13.3 All votes will count except for any player deemed to be ineligible to play.

13.4 At the end of the season, not including finals matches, the player's in each grade with the highest aggregate vote will be deemed the Best and Fairest player in that Grade.

13.5 Any player found guilty of an offence by the Tribunal shall be ineligible for the Best and Fairest for that season.

14 SPECIAL COMPETITIONS

- 14.1 The Committee of Management shall have the power to determine the age limits applying to any competition played within the Junior Divisions. Any player not satisfying the set age limits shall be deemed ineligible for all matches in which they played, unless special permission has been granted by the Committee.
- 14.2 The Committee of Management may limit the number of males and /or females permitted to play in teams that are deemed as "mixed" competitions. Penalties for breaching such limits may also be set by the Committee of Management.
- 14.3 Provided that all other eligibility requirements are met, females may play in matches in Divisions designated as being Male competitions.
- 14.4 Males are ineligible to play in Divisions designated as being for Female competition.

15 PLAYING FEES

- 15.1 The Committee of Management may determine the method and terms of payment of all Warrnambool District Hockey Association registration fees subject to the following conditions;
- a) Registration fees are structured based on team entries rather than individual player fees.
 - b) Association Clubs will be invoiced based on team entries, with team fees due by the due date of the invoice.
- 15.2 A Club shall not be allowed to participate in any finals match if any fines or team fees are outstanding as at the scheduled commencement time of the match concerned (unless the fines or fees were notified to the Club within the fourteen(14) days preceding the match.
- 15.3 Life Members playing 50% or more games in a single season will be reimbursed 1/15th of the team entry paid.

16 REPRESENTATIVE TEAMS

- 16.1 The Committee of Management will make a payment to registered players that are selected in the following representative teams;
- a) Australian or Australian Country teams \$500
- 16.2 The Committee of Management will make available petrol vouchers to registered players that are selected in the following representative teams;
- a) Victorian State or Victorian Country teams, \$50
 - b) Victorian State or Victorian Country Touring teams, \$50
 - c) State School Boys & Girls teams \$50

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- 16.3 Players must make a request to the Committee of Management for petrol vouchers, via an email or letter to the Secretary.

17 TRIBUNAL ACTION

Investigations Officer

- 17.1 The Committee of Management shall appoint a person, prior to the commencement of the first game each season, to act as an Investigation Officer for the Association with respect to tribunal action.

Tribunal Panel

- 17.2 The Committee shall appoint, prior to the commencement of the first game each season, a Tribunal panel of up to five (5) members, one of whom shall be appointed Tribunal Chairperson.
- a) As far as possible, tribunal members shall have no vested interest in any affiliated Club.
 - b) The Chairperson of the Tribunal shall ensure that three (3) members of the panel are available to meet whenever required.

CHARGE BROUGHT BY AN UMPIRE

Umpire to charge player

- 17.3 The Officiating Umpire may charge a player with misconduct during any hockey match under the auspices of the Association.
- 17.4 The Officiating Umpire must not charge a player with misconduct unless the umpire considers that, in all circumstances; the dispositions available to the umpire under the FIH Rules of Hockey do not adequately address the severity of the misconduct the subject of the charge.

Umpire to Notify the Association

- 17.5 The Officiating Umpire must, not later than 5pm, the following day after the conclusion of the match referred to in rule 13.3, notify the Secretary of the Committee in writing of the charge proposed to be made and must include in that notice;
- a) the name of the player charged and the Club for which the player took the field,
 - b) the grade, venue and time of match,
 - c) the Club representing the opposing team,
 - d) any penalties imposed by the umpire during the match, and

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- e) details of the incident the subject of the charge, including details of the misconduct alleged against the player.

- 17.6 Written notification pursuant to Rule 13.5 can be lodged to the Secretary of the Committee via email or letter only.

The Charge

- 17.7 The notification by an Officiating Umpire, pursuant to Rule 13.5, shall constitute the charge against the player named in that notification.

CHARGE BROUGHT BY INVESTIGATIONS OFFICER

Complaints

- 17.8 Any person may, no later than 5pm the following day after the occurrence of the relevant incident, give notice in writing to the Secretary of the Committee of;
 - a) a complaint concerning misconduct by a player, official or other person associated with a Club or Team during, or in connection with, any hockey match conducted under the auspices of the Association, or
 - b) a complaint made pursuant to Hockey Victoria Code of Conduct.
- 17.9 The Secretary of the Committee must, within two (2) days after receipt of the complaint, forward a copy of that complaint to the Investigations Officer and invite that person to investigate the complaint.

Investigation of Complaint

- 17.10 The Investigations Officer must, as soon as practicable after the receipt of a copy of a complaint investigate the complaint and determine whether a charge should be brought against an individual or an Affiliate to be heard and determined by the Tribunal Panel.

No case to answer

- 17.11 If, after carrying out an investigation into the complaint, the Investigations Officer decides that the complaint does not disclose a case to answer and that no charge should be brought, the Investigations Officer must give notice in writing of that decision to the Secretary of the Committee.
- 17.12 The Secretary of the Committee must, within two (2) days of being notified under Rule 13.11, give notice in writing to:
 - a) the person or Affiliate the subject of the complaint, and
 - b) the complainant.

Decision to bring charge

- 17.13 If, after carrying out an investigation into the complaint, the Investigations Officer decides that a charge should be brought against an individual or an Affiliate, the Investigations Officer must give notice in writing of that decision by forwarding copy of the charge to the Secretary of the Committee.
- 17.14 A charge must be in writing and must include, as appropriate the following information;
- a) the name of the individual or Affiliate the subject of the charge,
 - b) details of the incident the subject of the charge, including details of the misconduct alleged against the person charged, and
 - c) a summary of the evidence of each witness to be called by the Investigations Officer in support of the charge.

TRIBUNAL PANEL

Secretary to convene Tribunal Panel

- 17.15 The Secretary of the Committee must, within two (2) days after the receipt of a notification from an Officiating Umpire, pursuant to Rule 13.3, or from an Investigations Officer, pursuant to Rule 13.13;
- a) commence convening the Tribunal Panel, to hear and determine the charge, and
 - b) subsequent to the confirmation of the Tribunal Panel provide those members a copy each of:
 - i. the charge,
 - ii. any submissions and statements that are received in relation to the matter should be forwarded to all Tribunal Panel members prior to the hearing.
- 17.16 The Secretary of the Committee must ensure that every Tribunal Panel is chaired by a legally-qualified person.

Secretary to give notice of hearing

- 17.17 The Secretary of the Committee must, within two (2) days of confirmation of the panel members, give notice in writing of the date, time and venue fixed for the hearing of the charge, together with the names of the persons who have been invited to constitute the Tribunal Panel to:
- a) the person charged;
 - b) as appropriate, the umpire or the complainant; and
 - c) as applicable, the Investigations Officer.
- 17.18 The Secretary must, in any notice given to a person charged pursuant to Rule 13.17:

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- a) include a copy of the charge; and
 - b) reproduce Rules 13.19 and 13.20 and draw the attention of the person charged to those Rules.

Response of person charged

- 17.19 No later than 4 pm on the second day after notification was given pursuant to Rule 13.17, the person the subject of the charge must notify the Secretary of the Committee, by email or letter, whether the person proposes to plead guilty or not guilty at the hearing of the charge.
- 17.20 (a) The period of time, for the purposes of Rule 13.19, must be calculated by reference to the date and time recorded on the email or letter from the Secretary of the Committee by which the notification was given to the person.
- (b) In the event that a person fails to give notice, pursuant to Rule 13.19, it will be presumed that the person has pleaded not guilty to the charge and a contested hearing will be convened.

Plea hearing

- 17.21 In the event that a person gives notice, pursuant to Rule 13.19, that the person proposes to plead guilty at the hearing of the charge, the hearing of the charge must proceed as a plea hearing on the basis that the charge has been proven.
- 17.22 A person shall have the right to obtain the services of a Defence Advocate to assist them at a plea hearing.
- 17.23 The umpire who charged the person and the complainant may be required to attend a plea hearing.

Contested hearing

- 17.24 In the event that a person gives notice, pursuant to Rule 13.19, that the person proposes to plead not guilty at the hearing of the charge, the Investigations Officer, where appointed under the terms of Rule 13.9, must be prepared to attend the contested hearing if required.
- 17.25 A person shall have the right to obtain the services of a Defence Advocate to assist them at a contested hearing.

Conduct of hearings

- 17.26 A Tribunal Panel is bound by the Rules of natural justice but may otherwise regulate its proceedings.

Expert evidence

- 17.27 A person must not, subject to Rule 13.28, seek to adduce any expert evidence unless that person has given notice, at least two (2) days before the time fixed for the hearing, of:

-
- a) the name and professional address of the expert;
 - b) the qualifications and area of expertise of the expert; and
 - c) a summary of the substance of the evidence sought to be adduced from that expert.

17.28 A Tribunal Panel may waive compliance with Rule 13.27 and permit such expert evidence to be adduced subject to any conditions it considers appropriate.

No attendance at the hearing

17.29 In the event that a person fails to attend the hearing of a Tribunal Panel to answer a charge, the Tribunal Panel may proceed to hear and determine the charge in that person's absence as if it were:

- a) if the person has previously given notice (pursuant to Rule 13.19) that the person intends to plead guilty, a plea hearing; or
- b) in any other case, a contested hearing.

Charge not proven

17.30 If, following a contested hearing, the charge has not been proven to the comfortable satisfaction¹ of the Tribunal Panel, it must dismiss the charge.

Charge proven

17.31 If, following a contested hearing, the charge has been proven to the comfortable satisfaction¹ of the Tribunal Panel, or alternatively, if the matter proceeded direct to a plea hearing pursuant to Rules 13.21–13.23 hereof, the relevant hearing must proceed to hear any plea in mitigation made by the person or the person's advocate.

¹ **Comfortable satisfaction:** This standard of proof requires the tribunal panel to be satisfied that the offence with which the person is charged has been established to a degree greater than mere balance of probabilities but less than proof beyond reasonable doubt. The person charged need only prove any fact asserted by that person on the balance of probabilities.

Penalties – individual

- 17.32 After hearing any plea in mitigation made by the person, or the person's advocate, a Tribunal Panel may impose any penalty which it considers appropriate in the circumstances, including:
- a) a reprimand;
 - b) a fine;
 - c) a term of suspension (including by reference to a number of matches); or
 - d) a combination of a reprimand, a suspension or a fine.

Discount for early plea of guilty

- 17.33 If a person gives notice, in accordance with Rule 13.19, that the person proposes to plead guilty, the Tribunal Panel must take the fact of that early concession into account in determining any penalty and, subject only to any circumstances to the contrary, must discount (to the extent it considers appropriate) the penalty it would otherwise have imposed.

Power to suspend penalty

- 17.34 A Tribunal Panel may impose a fine, or a term of suspension, upon condition that that penalty is partially, or wholly, suspended upon the person giving an undertaking to be of good behaviour for a specified period of time or number of matches.

Penalties – Affiliate

- 17.35 In addition to any penalty imposed on a player, official or other person associated with an Affiliate, a Tribunal Panel may impose any penalty which it considers appropriate in the circumstances against the Affiliate with which the player, official or other person is associated, including:
- a) a fine;
 - b) a term of suspension, during which the Affiliate is barred from entering a team in any competition conducted by the Association;
 - c) the forfeiture of competition points of the team of the Affiliate for which the player took the field;
 - d) the imposition of penalty points against the team of the Affiliate for which the player took the field; or
 - e) a combination of a fine, the forfeiture of competition points or the imposition of penalty points.

Power to order replay of match

- 17.36 A Tribunal Panel may also require that the match in which the incident the subject of the charge occurred be replayed.

Affiliate: Opportunity to be heard

- 17.37 If the person charged is not an Affiliate, a Tribunal Panel must not impose a penalty against the Affiliate with which the person charged is associated unless that Affiliate has first been given an opportunity to be heard.
- 17.38 The Secretary of the Committee must, if so requested by the Chairperson of a Tribunal Panel, give notice in writing to an Affiliate of the time, date and venue fixed for the hearing to determine if any penalty should be imposed against it.
- 17.39 The date and time fixed for the hearing must be at least two (2) days after the time at which the notice, under Rule 13.38, is given.

Oral decision

- 17.40 A Tribunal Panel must announce its decision as to any penalty to be imposed against an individual or an Affiliate prior to the conclusion of a hearing.

Stay of decision

- 17.41 A Tribunal Panel may, upon application made (prior to the conclusion of a hearing) by a person against whom a charge is found to have been proven, grant a stay of its decision pending the outcome of any appeal made against that decision (in accordance with Part 14 of these Rules) subject to any conditions it considers appropriate.
- 17.42 Any stay granted by a Tribunal Panel must be taken to have expired unless an appeal is made in accordance with Part 14.

GENERAL

Notice of decision by Secretary

- 17.43 The Secretary of the Committee must, within one day after the conclusion of a hearing, give written notice of a Tribunal Panel's decision to:
- a) the person charged (as per Rule 13.44 hereto);
 - b) the Affiliate with whom that person is associated (as per Rule 13.44 hereto); and
 - c) as appropriate, the umpire or the complainant.
 - d) as applicable, the Investigation Officer

Method of notification by the Secretary

- 17.44 Service of notices by the Secretary to a person charged, and/or to an Affiliate, addressed to the person's web mail address of the relevant Affiliate shall be sufficient service for the purposes of these Rules.

Secretary to keep records

- 17.45 The Secretary of the Committee must maintain a register of the result of every hearing of a Tribunal Panel including:
- a) the name of the person charged;
 - b) whether the person pleaded guilty or contested the charge; and
 - c) the decision of the Tribunal Panel, including the terms of any penalty imposed.

Amendment of the Website Results

- 17.46 The Secretary must, within one day after giving the notice required by Rule 13.43, cause any relevant amendment to be made in the website results to give effect to a decision of a Tribunal Panel.

Delegation by Secretary

- 17.47 The Secretary may delegate to any other Committee Member any of the Secretary's powers, duties or functions under this Part, except this power of delegation.
- 17.48 Any delegation made by the Secretary under Rule 13.47 must be made in writing.

18 TRIBUNAL APPEAL BOARD

Chairperson

- 18.1 The Committee of Management must appoint a legally-qualified person to be the Chairperson of every appeals board convened in accordance with this Part (the Chairperson).

APPEAL

Appeal from Tribunal Panel decision

- 18.2 Any person who is the subject of a decision of a Tribunal Panel may appeal against that decision (appeal).
- 18.3 An appeal must be made no later than 4 pm on the second day after the time at which notification of the relevant decision was given by the Secretary pursuant to Rule 13.43, calculated by reference to the date and time recorded on the email by which such notification was given.

18.4 An appeal must be made in writing and must:

- a) state whether the appeal is against the whole of the decision of the Tribunal Panel or only against the penalty imposed; and
- b) include a copy of the notice of the relevant decision given by Secretary.

Appeal fee

18.5 A fee of \$500.00 must be paid to the Secretary or Registrar no later than the same time that the appeal must be made as advised in Rule 14.3 by:

- a) cheque;
- b) money order;
- c) cash; or
- d) electronic funds transfer.

18.6 The fee, paid in accordance with Rule 14.5, may be refunded (at the discretion of the appeal board and/or the Association) if the individual or Affiliate is successful in the appeal.

No stay

18.7 The making of an appeal does not operate as a stay on the decision of the Tribunal Panel against which the appeal is made (the decision).

APPEALS FROM TRIBUNAL PANEL

Secretary to convene appeal board

18.8 If an appeal has been made in compliance with Rules 14.3, 14.4 and 14.5, the Secretary must, within two (2) days of receipt of that application:

- a) commence convening an appeal board, comprising the Chairperson and another four members of the Tribunal panel pursuant to Rule 10.2, to consider and determine the appeal; and
- b) subsequent to the confirmation of the appeal board members provide those members a copy each of:
 - i. the appeal; and
 - ii. the documents which were considered by the Tribunal Panel in making the decision.

Secretary to give notice of hearing

- 18.9 The Secretary must give notice in writing of the date, time and venue fixed for the hearing of the appeal to:
- a) the appellant;
 - b) as appropriate, the umpire or the complainant; and
 - c) as applicable, the Investigations Officer.
- 18.10 The date and time fixed for the hearing of an appeal must be at least two days after the time at which the notice, under Rule 14.9, is given.

Nature of hearing

- 18.11 An appeal must proceed as a new hearing and the appeal board must not have regard to the reasons (if any) of the Tribunal Panel given with respect to the decision.

Plea hearing

- 18.12 In the event that an appeal is made only against the penalty imposed under the decision, the hearing of the appeal must proceed as a plea hearing on the basis that the charge has been proven.
- 18.13 The umpire who charged the person and the complainant may be required to attend a plea hearing.

Contested hearing

- 18.14 In the event that an appeal is made against the whole of the decision, the hearing of the appeal must proceed as a contested hearing and the Investigations Officer, where appointed under terms of Rule 13.9, must be prepared to attend the contested hearing if required.

Conduct of hearings

- 18.15 An appeal board is bound by the Rules of natural justice but may otherwise regulate its proceedings.

Expert evidence

- 18.16 A person must not, subject to Rule 13.28, seek to adduce any expert evidence unless that person has given notice, at least one business day before the time fixed for the hearing, of:
- a) the name and professional address of the expert;
 - b) the qualifications and area of expertise of the expert; and
 - c) a summary of the substance of the evidence sought to be adduced from that expert.

18.17 An appeal board may waive compliance with Rule 13.27 and permit such evidence to be adduced subject to any conditions it considers appropriate.

No attendance at the hearing

18.18 In the event that an appellant fails to attend the hearing of an appeal, the appeal must be taken to have been abandoned and the appeal board must:

- a) dismiss the appeal;
- b) set-aside the decision;
- c) impose a penalty in terms identical to that imposed under the decision; and
- d) lift any stay granted in connection with the appeal.

Charge not proven

18.19 If, following a contested hearing, the charge has not been proven to the comfortable satisfaction¹ of the appeal board it must:

- a) allow the appeal;
- b) set-aside the decision; and
- c) dismiss the charge.

Charge proven

18.20 If, following a contested hearing, the charge has been proven to the comfortable satisfaction¹ of the appeal board, or alternatively, if the matter went direct to a plea hearing pursuant to Rules 14.12–14.13 hereof, the relevant hearing must proceed to hear any plea in mitigation made by the person or the person’s advocate.

Penalties – individual

18.21 After hearing any plea in mitigation made by the person or the person’s advocate an appeal board may impose any penalty which it considers appropriate in the circumstances, including:

- a) a reprimand;
- b) a fine;
- c) a term of suspension (including by reference to a number of matches); or
- d) a combination of a reprimand, a fine or a suspension.

¹ **Comfortable satisfaction:** This standard of proof requires the tribunal panel to be satisfied that the offence with which the person is charged has been established to a degree greater than mere balance of probabilities but less than proof beyond reasonable doubt. The person charged need only prove any fact asserted by that person on the balance of probabilities.

Discount for early plea of guilty

- 18.22 If a person had given notice, in accordance with Rule 13.19, that the person proposed to plead guilty, the appeal board must take the fact of that early concession into account in determining any penalty and, subject only to any circumstances to the contrary, must discount (to the extent it considers appropriate) the penalty it would otherwise have imposed.

Power to suspend penalty

- 18.23 An appeal board may impose a fine or a term of suspension on that the penalty is partially, or wholly, suspended upon the person giving an undertaking to be of good behaviour for a specified period of time or number of matches.

Penalties – Affiliate

- 18.24 In addition to any penalty imposed on a player, official or other person associated with an Affiliate, an appeal board may impose any penalty which it considers appropriate in the circumstances against the Affiliate with which that player, official or other person is associated, including:
- a) a fine;
 - b) a term of suspension, during which the Affiliate is barred from entering a team in any competition conducted by the Association;
 - c) the forfeiture of competition points of the team of the Affiliate for which the player took the field;
 - d) the imposition of penalty points against the team of the Affiliate for which the player took the field; or
 - e) a combination of a fine, the forfeiture of competition points or the imposition of penalty points.

Power to order replay of match

- 18.25 An appeal board may also require that the match in which the incident the subject of the charge occurred be replayed.

Affiliate: Opportunity to be heard

- 18.26 If the appellant is not an Affiliate, an appeal board must not impose a penalty against the Affiliate with which the appellant is associated unless that Affiliate has first been given an opportunity to be heard.
- 18.27 The Secretary must, if so requested by the Chairperson of an appeals board, give notice in writing to an Affiliate of the time, date and venue fixed for the hearing to determine if any penalty should be imposed against it.
- 18.28 The date and time fixed for the hearing must be at least two days after the time at which the notice, under Rule 14.27, is given.

Oral decision

- 18.29 An appeal board must announce its decision as to any penalty imposed against an individual or an Affiliate prior to the conclusion of a hearing.

REVIEW OF SUSPENSIONS

Request for review

- 18.30 A person who has served at least 12 months of a period of suspension (the requestor), imposed by:
- a) the Warrnambool & District Hockey Association;
 - b) a Tribunal Panel (which suspension was not the subject of an appeal); or
 - c) an appeal board; may request the Secretary to convene an appeal board to consider whether that person should be released from that suspension (request).
- 18.31 A request must be made in writing and:
- a) include details of the penalty imposed on that person and details of the incident which gave rise to the penalty;
 - b) set-out the reasons why the suspension should be lifted; and
 - c) include statutory declarations which evidence facts which supports those reasons.

Secretary to refer request to Chairperson

- 18.32 If a request has been made in compliance with Rules 14.30 and 14.31, the Secretary must, within two (2) days of receipt of that request, provide to the Chairperson:
- a) a copy of the request; and
 - b) a copy of any document in the possession of the Association which relate to the process which resulted in the suspension the subject of the request.

Chairperson's decision

- 18.33 The Chairperson shall consider only the documents provided by the Secretary pursuant to Rule 14.32 and advise the Secretary whether an appeal board should be convened to consider that request.
- 18.34 If the Chairperson advises the Secretary that an appeal board should not be convened, the Secretary must within two (2) days of the receipt of that advice give notice in writing to the requestor (by ordinary post sent to the address given in the request) that the request has been refused.

Appeal board

- 18.35 If the Chairperson advises the Secretary that an appeal board should be convened, the Secretary must within two days of the receipt of that advice convene an appeal board of five persons, comprising the Chairperson and four other members of the Tribunal Panel pursuant to Rule 13.2 to consider and determine the request.

Secretary to give notice of hearing

- 18.36 The Secretary must give notice in writing of the date, time and venue fixed for the hearing of the request to the requestor (by registered post sent to the address given in the request).
- 18.37 The date and time fixed for the hearing of the request must be at least ten (10) business days after the date on which the notice, under Rule 14.36, is posted.

Conduct of hearing

- 18.38 In hearing a request, an appeal board is bound by the Rules of natural justice but may otherwise regulate its proceedings.
- 18.39 Subject only to Rule 14.40, a requestor may at the hearing of a request seek to adduce evidence not previously submitted with the request but such new evidence must be submitted in the form of statutory declarations to the Secretary at least two (2) days before the time fixed for the hearing.
- 18.40 An appeal board may waive compliance with Rule 14.39 and permit such evidence to be adduced subject to any conditions it considers appropriate.

Decision

- 18.41 After hearing the request, an appeal board may decide to:
- a) lift the suspension;
 - b) reduce the period of suspension to be served;
 - c) lift the suspension, or reduce the period of suspension to be served, subject to any conditions it considers appropriate; or
 - d) refuse the request.
- 18.42 An appeal board must announce its decision prior to the conclusion of the hearing.

GENERAL

Notice of decision

- 18.43 The Secretary must, within two (2) days of the conclusion of a hearing, give written notice of an appeal board's decision to:
- a) the appellant; or

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- b) the requestor; and
 - c) the Affiliate with whom the appellant or requestor is associated; and
 - d) as appropriate, the umpire or the complainant
 - e) as applicable, the Investigation Officer.

Method of notification by the Secretary

- 18.44 Unless otherwise provided in this Part, service of notices by the Secretary addressed to the individual web mail address shall be sufficient service.
- 18.45 The service of notices by the Secretary sent to the address nominated by a requestor in a request made pursuant to Rule 14.30 shall be sufficient service.

CEO to keep records

- 18.46 The Secretary must maintain a register of the result of every hearing of an appeal board including:
 - a) the name of the appellant or requestor;
 - b) whether the appellant pleaded guilty or contested the charge;
 - c) the decision of the appeal board with respect to the appeal; and
 - d) the decision of the appeal board with respect to the request.

Amendment of the Website

- 18.47 The Secretary must, within one day of giving the notice required by Rule 14.43, cause any relevant amendment to be made in the website to give effect to a decision of an appeal board.

Delegation by Secretary

- 18.48 The Secretary may delegate to any member of the Committee of Management any of the Secretary's powers or functions under this Part, except this power of delegation.
- 18.49 Any delegation made by the Secretary under Rule 14.48 must be in writing.

19 Player Permits

- 19.1 There Player Permit Committee shall consist of three (3) members of the Committee.
- 19.2 A club must submit Player Permit Requests on the request form which can be obtained from the Secretary. The form will outline the permit categories that will be considered. The form must be submitted by email to the Secretary.
- 19.3 The Permit Committee will undertake a case-by-case assessment and make a decisions based on the information on the form together with additional questioning of the club or player if it deems it necessary.

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- 19.4 A player permit is only valid for the season it is applied for.
 - 19.5 Conditions may be applied and varied by the committee on any permit depending on the circumstances and details of any particular permit request. These conditions may be applied on a case by case basis and no condition is binding or to be seen as a precedent to any other permit request.
 - 19.6 A permit granted for any person only allows the player to play a maximum of four (4) games for the next grade above the where the permit has been granted. Permits are withdrawn with immediate effect once the player plays a 5th game at a higher grade.
 - 19.7 Decisions made in previous years cannot be used as a guide or precedent for subsequent years or permit requests within the same year or others. The Permit Committee will make assessments based on case-by-case basis and is not bound to that same outcome for subsequent applications.
 - 19.8 Permit approvals will be notified to the applicant and Registrar in writing by the Committee.
 - 19.9 Permit requests must be submitted a minimum 1 week prior to the proposed first game.

20 Registration of Teams & Uniforms

- 20.1 At the beginning of each Winter season, all team must be entered via the Team Entry form as provided by the Secretary.
- 20.2 Each team is to be listed on a separate form and detail the proposed playing uniform for that season, even if no changes are proposed from previous seasons
- 20.3 Forms are to be submitted to the nominated person by the due date.
- 20.4 Team entry fees are set at the discretion of the association.

21 Complaint Handling

- 21.1 In line with the constitution, the association will ensure that there is an approved
- 21.2 The policy is to be available to all members of the association on the association website

22 Document Control

27/11/2017	10.9 Remove penalty Stroke with Penalty Shootout
	10.10 Remove penalty Stroke with Penalty Shootout
	V3 approved at AGM 27/11/2017
21/03/2018	New 'section 19 Player Permits' added
20/10/2018	New 'section 20 Registration of Teams & Uniforms' added
	V4 approved at AGM 28/11/2018
27/10/2019	Adoption of changes to section 16
	Additional of 'section 21 Complaints Handling'
	V5 approved at AGM 26/11/2019