BY LAWS

2018

As amended at Special General Meeting dated 18th November 2013.

BY-LAWS – INDEX

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COMPETITION

1. All GVHA competition matches shall be bound by the rules of hockey as recognised by the AHA or as amended in these By–Laws.

1.2 The “Code of Conduct” developed by the Australian Sports Commission as adopted by the GVHA will provide the guiding principles for the conduct of all competition. (Refer attachment A)

1.2.1 Each club is responsible for enforcing the Code of Conduct and for informing members of their obligations to abide by that Code.

1.2.2 The GVHA Executive shall oversee the operation (1.2.1) to the point of ensuring that all clubs "designated groups/individuals noted in the code" actually meet their obligations under these sections.

1.2.3 The Privacy Act must be adhered to. Permission must always be obtained for the release of members’ information and photographs.

1.3 The starting date, locations and times of competition matches shall be at the discretion of the Executive

1.4 Underage match time duration shall be recommended by the Executive and ratified by the clubs prior to the start of each season

1.5 All players must be named on the match sheet and players must be dressed ready and able to take the field prior to half time of the match

1.5.1 Any person named on the match sheet who does not take the field will have their name removed and deemed to be a non-player for that match and grade in that round

1.6 Teams may have five interchange players. The umpires will start and end the match at the designated times published in the fixture using the official ground clock and coordinate the setting of the match timer with the second named team.

1.7. No time out is to be taken for interchange of players; umpires may stop play for matters they deem appropriate such as injuries but time will not stop, except for finals where time can be stopped at the direction of the field umpire.

1.7.1 The first named team shall take the dugout nearest to the club rooms, the second named team shall take the dugout nearest the scoreboard. The second named team shall be responsible for starting the match timer.

Interchange players shall not be inside the field fence line until required for interchange

1.8. During normal playing time each team may have only the field players, a coach (and a coach under training if applicable) inside the field fence line

1.8.1 All interchanges of players must take place at the centre line on the dugout side of the field. The interchange player may not take the field until the other player has left the field.

1.8.2 The coach must remain between the centreline and the far side of the team's dugout. With the exception of teams Under 14 and below during home and away games.

1.9 Match points shall be awarded as 3 points for a win, 1 point for a draw and 0 points for a loss or a bye.

1.10. In the advent of matches disrupted by Power Failure, (refers to matches played under lights only), electrical storms and extreme weather, or the ground is unplayable; where the disruption occurs.

1.10.1.1 Just prior to or during the match, the captains in the presence of the umpires shall confer and may decide to

(1) Accept the score at the time of the disruption as the official match result. Where the disruption occurs prior to the start of the match and the match cannot be started within 15 minutes of the scheduled starting time, accept the score as a nil all draw.

(2) Agree to play out the remaining time of the match to achieve an official match result under the conditions of 1.7 above.

OR

(3) Not reach agreement. In this case the match is cancelled and the teams must agree on a rematch and notify the Executive within two weeks of the cancelled match.

1.10.1.2 Prior to either team arriving at the ground and at a venue away from Shepparton, the "Extreme Weather Representative" of the venue shall (in consultation with the executive where practical) advise the opposing team(s) of unplayable conditions and the need to reschedule the match or accept the result as a draw. For matches in Shepparton under these conditions a representative of the GVHA Executive will be designated as the "Extreme Weather Representative.". Where notification cannot be communicated prior to teams arriving at the ground the procedures in By-Laws 1.10.1 will apply.

1.10.2 If no agreement is reached under clauses 1.10.1.1 above, then the Executive will reschedule the match and notify participating teams.

1.10.3 If no agreement is reached under clause 1.10.1.2 above then the match will be abandoned and a draw recorded

1.10.4 If the rescheduled match cannot be played prior to the competition finals, the match will be abandoned and a draw awarded

TEAMS

2.1 Each affiliated club shall abide by nomination forms re number of teams, number of grounds and addresses. Such information to be received by the Secretary by a date specified by the Executive annually.

2.1.1 Late entry or withdrawal of a team/s may result in a penalty to be paid by the club. This penalty will be in accordance with the schedule of fees a copy of which will be attached to the nomination form.

2.1.2 GVHA Affiliation fees set by the Executive are due and payable within 28 days of the issue of the invoice by GVHA Treasurer

2.2 The Executive shall have the power to divide teams into grades as it sees fit.

2.3 For an 11 a side match to be played, each team must have a minimum of seven players including a goalkeeper, as in 5.3, on the field at the commencement of the match

2.3.1 If after 15 minutes a team does not have the required number of players the opposing team, provided they meet the requirements of 2.3 above, may claim the match on a forfeit noting the requirements of 6.3

2.3.2 Teams receiving a forfeit at the grounds must complete the required match sheet in conjunction with the Executive or the umpires to receive a win with a 5 – 0 score. Forfeiting teams will be given a loss with a 0 – 5 score.

CLUB RESPONSIBILITIES

3.1.1 Each club shall have distinguishing uniforms that must be registered with and approved by the GVHA.

3.1.1.1 In the event of a uniform clash the second named team will be responsible for changing socks and shirts as necessary

3.1.1.2 For intra-club games, each team's shirts and socks must be different

3.1.1.3 Players must be in uniform by the 4th playing week

3.2 Individual player numbers must be registered with the GVHA

3.3 The first named team shall take the dugout nearest the clubrooms. The second named team shall take the dugout nearest the scoreboard

3.3.1 First named team shall supply a regulation hockey ball as the match ball and be responsible for the match book.

3.3.2 The second named team shall be responsible for starting the match timer at the direction of the umpire.

3.4 Injuries must be recorded in the "incident report book" in the first aid room. Injuries subject to possible insurance claims will require completion of the "Insurance Injury Report Form"

3.5 For matches away from Shepparton, Clubs must provide and maintain proper goals and nets; and shall ensure the field is correctly and clearly marked for home games

3.6 Each club must nominate an Extreme Weather/Occurrence Representative to the Executive prior to the first round of competition

3.7 In respect of the Shepparton venue the first named team for each day's competition (highlighted in draw) is responsible for opening the venue including the

- change rooms
- umpires room
- public toilets (&) access gate

3.8 First named team to play on the grass is responsible for setting the goals in position.

3.9 The last named team for each day's competition is responsible for the closing of the venue, the security of the buildings and the lights. The last named team to play on the grass is responsible for removing the goals.

3.10 Each club is responsible for providing umpires and meeting canteen commitments as required by the draw. Failure to meet the scheduled umpiring and canteen commitments will incur a fine.

3.11. Each club will supply the names and contact details of two (2) representatives for the Investigations Committee and Tribunal

3.11.1 The names will be submitted to the Secretary within 14 days of the start of each season.

Special Note:

1. Each club should develop their own By Laws which should
- Conform to these bylaws
- Allow for a Code of Conduct
- Appeals and disputes within the club
- Members Protection Policy and procedures

2. These By-Laws relate to the coordination of hockey within the GVHA and other Associations and affiliated bodies.

3. They do not cover internal club matters which the Executive of each club administers or is responsible for.

4. That all committee members exposed to possible financial loss as a result of taking on the association's bar duties and licensee/nominee duties are supported in principle by rule 11.5 in the GVHA constitution which outlines the committee shall have the power to control, dispose of and invest the assets and funds of the association.

PLAYERS

4.1 Each club will register with the GVHA Results Data Base (RDB) all playing members prior to the fourth week of competition.

4.2 After the fourth week additional players must be field registered.

4.2.1 Field registrations must be completed on the match sheet and entered into RDB. The player must be identified by an asterisk on the team list and all details recorded under the Field Registration section of the match sheet

4.3 Underage players must have their date of birth submitted with registration. Age groupings are determined by age at the 1st of January each year.

4.4 Playing an unregistered player will result in the loss of 3 premiership points. Clubs will be notified of any loss of premiership points for playing an unregistered player prior to the next round.

4.5 Within the GVHA no player shall be permitted to change from one club to another without written clearance from their first club lodged with the GVHA prior to playing the first game with the new club. Rule 4.4 applies

4.5.1 A clearance can only be rejected from the original club if the player requesting the transfer is unfinancial.

4.6 A player's registration with a club shall be considered to have lapsed after a full season of not playing with the club, after which no clearance is required to change clubs.

4.7 Under certain circumstances permission may be sought from the Executive for players to play outside these By-laws:

4.7.1 Overage Permits for players to compete in the competition below their age group may be sought

a) for players new to the game who's development is better suited to the lower age group

b) for players who have no other option to play and will be lost to the game

4.7.1.1 In each case the Executive may grant temporary permission but full permission will require observation of the player to ensure no unfair or inappropriate advantage is gained

4.7.2 Overage permit players are ineligible for GVHA 'Best and Fairest' Award

4.7.3 No additional permits will be granted for Finals other than as covered in 7.6.1

MATCHES

5.1 No player may play in more than one match for any round of competition except on the permission of the opposing captain. Permission must be recorded in writing in the permit section on the match sheet prior to the start of the game and signed by both captains or by the coach/manager.

5.1.1 Any player registered with a B club that doesn't have an A grade team, may play in an A grade team with another club for the season. A player permit must be obtained from the GVHA Executive.

5.2 Underage competition players have exemption from rule 5.1. Rule 5.1 applies for a second senior game for an underage player.

5.3 No captain shall refuse permission for a player to play in a second game in one round if the opposing team would otherwise have to forfeit the match.

5.4 Every team must have a goalkeeper to commence a match and that goalkeeper must wear the minimum required equipment: a helmet, chest plate, over shirt, pads, kickers and gloves.

5.5 A goalkeeper will be permitted to play two games in any one round providing that one game is played in goal and the other as a field player.

5.6 A regular or designated higher grade goalkeeper is not permitted to play goalkeeper in a lower grade competition.

5.7 Team captains or the team manager are responsible for filling out the match sheet correctly, including full player names and shirt numbers, and handing to the umpires prior to the match start.

5.8 No more than three (3) players may be moved from a higher grade team into a lower grade team or between teams in the same grade in any one round.

5.9 Premier League and Vic League 1 players are not eligible to play in the GVHA B Grade Competition.

SAFETY

6.1 Women and Men competitions are designated single sex competitions and it is not recommended that players participate in opposite sex competition. (The GVHA makes this recommendation within its duty of care to all players.) For players of the opposite sex to be permitted to play in any game a permit must be obtained from the opposing team.

6.2 The GVHA does not recommend that pregnant players participate in matches.

6.2 Pregnant players choosing to play do so at their own risk and shall not hold the GVHA, any official or any other player liable for any incident which may result in injury to herself or which may result in a miscarriage.

6.3 Every team must have a goalkeeper to commence a match and that goalkeeper must wear the minimum required equipment: a helmet, chest plate, overshirt, pads, kickers and gloves

6. 4 In the case of suspension or injury of the goalkeeper, a fully equipped substitute goalkeeper must be installed before the game recommences By Law 1.7.1 applies.

6.5 Caps are permissible provided they have a soft peak. Note: A hard peaked cap worn reversed does not satisfy this rule

6.6 The GVHA has adopted the “Infectious Diseases Policy” distributed by the Australian Sports Medicine Federation Ltd. and Monash University’s Occupational Health and Safety Policies on Human Blood and Body Fluids and Hepatitis B Immunisation.

6.6.1 A copy of this “Infectious Diseases Policy" is attached as Attachment B. A copy of the following summary shall be displayed with the chemicals in the First Aid Room and on the wall in each dugout.

FINALS

7.1 Prior to the start of the season the executive on the recommendation of the draw committee and with the ratification of the clubs, shall determine and publish the finals format and the drawn game formula for each grade.

7.2 No player may take part in a final series unless they have played in at least one third of the rounds of competition (byes excluded) in the current season. for their club. This number shall be known as the Finals Qualification Number. The following exceptions apply

7.2.1 A player changing clubs within the GVHA during the season must have played at least half this Finals Qualification Number of rounds with their new club and have a cumulative number of rounds equal to or greater than the Finals Qualification Number of rounds.

7.2.2 A player, new to the GVHA post mid season, must have played at least half the Final Qualification Number of rounds with their new club.

7.3 To qualify for a lower grade final a player must have played at least one third of their played matches in that grade or a lower grade. Junior grades are lower than senior grades

7.4 No player shall play more than one game in any final round, except as allowed by Rule 5.5.

7.4.1 Underage players are permitted to play in one senior final in any one round and any underage final for which they have qualified.

7.4.2 By-law 5.5 applies where the goalie is qualified to play on the field with the team for which he/she has been a field player

7.5 If a club has two teams in the one grade of competition a player can only play finals for the team in which they have played the majority of games for the season.

7.6.1 If a team is genuinely short of players for a final, (less than 11 players and with no lower grade players available to be drawn on), then permission can be sought from the Executive for an additional player to make up the eleven. This player may be either:

a) a member of an eliminated team where the club has more than one team in a grade or

b) a member of a lower grade team already in a final or c) a lower grade goalkeeper already in a final where a higher grade goalkeeper is unavailable due to injury or illness

7.6. 2 In the above cases where permission is sought the application must be in writing from Club Secretary to GVHA Secretary and include the name(s) of unavailable player(s) and their reason for absence as well as the names of replacement player(s) required and which of the above categories are relevant.

7.6.3 No other permits will be granted for finals only.

7.7 In finals the third umpire will be responsible for receiving and checking team lists prior to the start of the game, running the game clock recording match details on the match sheet, overseeing suspended players and other duties as requested by the Umpires Convenor and/or the Executive

FORFEITS

8.1 In the event of a team forfeiting a match that team will be liable for all fees associated with ground hire for all club grounds within the GVHA for both clubs, including umpires fees if the umpires have not been notified in advance of the starting time.

8.2 Teams forfeiting:

8.2.1 prior to the day of play shall notify, the opposing team, the umpires and the Executive

8.2.2 on the day of play shall at the earliest opportunity notify the opposing team, the umpires and the Executive

8.3 Teams receiving a forfeit

8.3.1 prior to the day of play or on the day of play prior to the scheduled starting time shall complete the required match sheet to receive a win with a 5 – 0 score. Forfeiting teams will be given a loss with a 0 – 5 score

8.3.2 after the starting time but prior to the commencement of play must complete the required match sheet in conjunction with the Executive or the umpires to receive a win with a 5 – 0 score. Forfeiting teams will be given a loss with a 0 – 5 score

8.3.3 after the commencement of play must complete the required match sheet in conjunction with the umpires and shall be treated in one of the following ways:

8.3.3.1 If the score at the time of forfeit has a greater than 5 goal difference in favour of the continuing team then that score shall stand as the official result.

8.3.3.2 If the score is less than a 5 goal difference the continuing team receives a win with a 5 goal advantage, the forfeiting team will be given a loss with them reverse score

8.3.3.3 In relation to the fees associated with 8.1 above the forfeiting team will pay both teams fees for the unplayed portion of the game.

8.4 The umpires shall record on the match sheet the event/s leading to the match forfeit.

RESCHEDULED GAMES

9.1 Matches rescheduled under the By Laws will be notified to participating clubs within two weeks of the cancelled fixture.

9.2 Application to reschedule a match for reasons other than those listed in 13.1 must be made to the Executive two weeks prior to the fixture date except in exceptional circumstances.

9.3 Rescheduling of matches will only be permitted in exceptional circumstances and must be negotiated with the Executive.

MATCH RESULTS

10.1 Each team manager or the club's score recorder, must ensure that their own clubs match results and team lists, with full match details, are entered onto the Results Data Base (RDB) website by 2pm, the following working day. It is also each team managers' responsibility to have checked the accuracy of the entry by the other competing team.

10.2 The First named Team is responsible to ensure that the official Match sheet reaches the score Recorder by 2pm Monday after the Match. Failure to comply will result in a scheduled fine.

10.2.1 Any match sheet that does not reach the Score Recorder by 5pm Friday prior to the next round will result in a loss of 3 premiership Points from the Responsible Team.

10.3 An incomplete match sheet will result in a scheduled fine to both teams involved in the match.

10.3.1 The GVHA RDB Administrator will take all steps to clarify the mistake and make corrections to the recorded result.

10.3..2 If a dispute over the correctness of the result still remains then the issue will be passed to the GVHA Executive to resolve

10.4 Any error that is not identified and brought to the attention of the Association Secretary within 21 days of the match will stand as recorded. As the competition approaches the commencement of finals the time indicated reduces to available days

10.5 A club identifying an error between a recorded result and the RDB, or a discrepancy between the match sheet and the agreed match score must contact the GVHA RDB Administrator within 21 days. As the competition approaches the commencement of finals the time indicated reduces to available days.

UMPIRES

11.1 The umpires scheduled for a match are fully responsible for all matters relating to the match from the time they call the teams to take the field including but not confined to:

11.1.1 keeping match time independently of the score board and in line with by law 1.7.

11.1.2 recording on the match sheet

* recording red and yellow cards
* forfeits and abandonment
* the best & fairest votes (By Law 4.7 applies here)

11.1.3 additionally, ensure that details of serious accidents and incidents are recorded in the Incident Report Book (this includes detailed information on field incidents/accidents as per definitions provided on the cover of the incident report book)

11.2 An umpire can report a player in addition to a player receiving a red card.

11.2.1 The report must be made on the official match sheet or on report sheet available on the GVHA website.

11.2.2 The report must reach the Secretary of the GVHA by 5:00 pm on the Wednesday after the match.

11.3 Each club shall provide umpires as requested by GVHA executive

11.4 Umpires are not permitted to be replaced during a match unless injured during the match and unable to continue.

11.5 Umpires will permit coaches of Under 14 teams and below to be on the field during home and away matches only and within the following conditions:

* their role is to assist new players to the game.
* they may not enter the circles.
* they may not interfere with umpiring decisions.
* they must wear a distinctive colour to that of the teams and umpires.
* they must adhere to the directions of the umpires to make umpiring easy and to assist umpiring.

11.6 Umpires will not permit non-playing personnel in the area behind the goals and within the field fence line while the match is in progress including dug out area.

11.7 Suspended players to be sent to dug out.

BYLAW BREACHES, REPORTS, PROTESTS and DISPUTES

12.1 All clubs, teams or individuals referring disputes, protests or charges against other clubs, players or individuals, or reporting any infringement of the rules of hockey shall furnish to the Secretary full particulars of the issue in writing.

12.1.1 Protests that may affect the outcome of a match must be lodged in writing with the Secretary by 5:00pm on the Wednesday after the match.

12.2. Breaches of the by-laws are administered by the executive either by;

12.2.1 by automatic penalty;

12.2.1.1 Automatic penalties are set out in attachment C. The executive will be responsible for updating and publishing this attachment C at the start of each season in consultation with the Clubs

12.2.2 or as a result of an investigation and/or tribunal

12.3 The Executive will consider any Breach, Report, Protest or Dispute and appoint an Investigation Committee or Tribunal as they deem necessary

12.4 Complaint and Appeals Procedure refer attachment D

PENALTIES

13.1 Any club, team or individual disobeying any rule or By–Law of the GVHA or committing an offence that brings the game into disrepute may be fined, suspended or penalised at the discretion of the Executive in accordance with these By-laws

13.2 Penalties come in three forms for the above:

13.2.1 Administrative as per attachment C which shall be recommended by the Executive and ratified at a Delegates meeting prior to the commencement of each season. Attachment C shall be published and displayed at each venue.

13.2.2 Automatic match penalties

Cards applying to **GVHA season (home and away and finals matches)**:

Red Card - ineligible to play in any other matches of that round and receives a one-week automatic suspension. .

3 Yellow Cards- over the season receives a one-week automatic suspension.

A further Red or Yellow Card received after a one week suspension in the same season will automatically incur attendance at a Tribunal

Cards applying to **GVHA finals**:

a red card or a third yellow card for the season, issued in the finals also results in a one week automatic suspension that carries forward to the next eligible round

13.2.3 As the result of Investigations and Tribunals

Note: Any player who is under suspension is ineligible to play, coach, manage, umpire or attend for the period of the suspension.

13.3 The GVHA is responsible for enforcing all penalties

13.3.1 The GVHA recognises any penalties imposed by other Associations affiliated with Hockey Victoria and associated State or National bodies.

13.3.2 The GVHA recognises any penalties imposed by other Associations affiliated with Hockey Victoria and associated State or National bodies, imposed while the player is representing GVHA.

Note

Awards

Suspension results in ineligibility to receive a GVHA Best and Fairest Award

INVESTIGATIONS & TRIBUNALS

14.1 The GVHA Executive can call for an investigation in relation to any matter (administration, conduct, discipline, games play) as part of their responsibilities in the relation to the management of the GVHA and administering the By Laws of the Association.

14.2 The Investigation Committee will consist of one or more independent person/s appointed by the Executive who's task it is to investigate any matter for which the Investigation Committee is appointed and will work within the given terms of reference set by the GVHA Executive. This will include the nature and extent of the investigation and the time frame in which the investigation is required to be completed. Where appropriate the Investigation Report Form in Attachment E

14.3 The person appointed as chairman shall contact those whom the Investigation Committee deem necessary to conduct the investigation and shall, on completion of the Investigation, report to the Executive, through the Secretary, the outcome of the Investigation including any recommendations which may include a Tribunal.

14.4 The GVHA Executive can call a Tribunal either directly or as a result of the recommendations of an Investigation Committee in accordance with these By Laws or the Rules of Hockey or from any matter bought to their attention which relates to Conduct, Health, Safety or affects the good name of Hockey.

14.4.1 The Executive will call a Tribunal at their discretion for a player who has

14.4.1.1 in the same match received a Red Card and been reported by an Umpire

14.4.1.2 in the same season has been suspended and then receives either a further yellow or red card

14.4.2 Such a Tribunal shall be called and sit prior to the next round of matches the player is eligible to play.

14.5. A Tribunal will consist of a Chairman and no less than two other persons one at least of whom shall have a Hockey background

14.5.1 All members of a Tribunal shall come from Clubs not directly involved in the matter before the Tribunal.

14.6 When the GVHA call for and appoint a Tribunal they will supply the terms of reference and include all necessary documentation [match sheets, confirmation of registration, umpire reports, statements, copies of any investigation report and the like] The Tribunal Report form as set out in Appendix 3 to Annex A shall be used in all cases.

14.7 The Tribunal shall meet and sit at a time and place as designated by the Executive in their terms of reference and report back to the Executive the outcome within the designated time frame.

14.7.1 The GVHA Secretary will co-ordinate the time and place for the sitting of the Tribunal and take minutes, unless substituted as required.

14.8 Any matter raised at a Tribunal is confidential and though the results are notified to any Club involved, the proceedings /deliberations are strictly confidential and any breach shall be penalised at the Executive's discretion.

14.9 Representati*on*

14.9.1 Clubs or individuals that are subject to an Investigation initiated by the GVHA Executive or a Tribunal established by the GVHA Executive have the right of representation [non legal] at the Investigation or Tribunal and are eligible to appeal the process within the Investigation/Tribunal procedures

14.10 Conduct of A Tribunal or Investigation shall be conducted in accordance with the procedures laid out in attachments E and F.

14.11 All documentation related to Investigations and Tribunals are to be kept secured with restricted access (for the purposes of Appeals, Precedent Settings and Statutes of Limitations).

14.12 No penalty imposed by a Tribunal can be over written or modified without the majority of the Tribunal Members agreeing to such a course of action if such review is taken within 3 years from the date of the review.

REPRESENTATIVE TEAMS

15.1 To be eligible for a GVHA representative team, players must be registered with the GVHA, be financial with their clubs and play three matches in the current season prior to the commencement of the tournament. Subject to there being a genuine shortage of players, other players may be seconded, in accordance with the GVHA code of conduct, and without any determent to any GVHA player.

15.2 All representative teams, coaches and managers will be selected under the "Selection procedures" as endorsed by the Executive.

15.3 The Executive of the GVHA has the final decision on team participants and team commitments playing under the banner of the GVHA

15.4 All underage representatives, playing in either an underage or senior representative side, must supply a consent/indemnity/medical clearance signed by parents or guardians prior to competing for the GVHA. All senior representative players must supply emergency contact details.

SPECIAL NOTE

16.1 Whereas the Constitution can only be amended at an AGM where all members are eligible to vote. The By-Laws can be amended at a special General Meeting specifically called for that purpose where all members are eligible to vote. The attachments attached to the By-Laws can be amended on the recommendation of the Executive and ratified at a delegates meeting.

17. GVHA Constitution

Goulburn Valley Hockey Association Constitution

1.0 Name of Association

The name of the Association is Goulburn Valley Hockey Association Incorporated (in these rules called "the Association"), This Association is a non profit organization.

2.0 Definitions

2.1 within the constitution the following definitions apply unless the contrary intention is stated:
"club" means any club affiliated with the Association.
"committee" means the Association Delegates committee as in rule 4.1.
"Executive" means the Association Executive committee as stated in rule 4.3.
"Member" means any person affiliated with the Association.
"General Meeting" shall comprise only financial members of the Association.
Act° means the Associations Incorporation Act 1981.

3.0 Application for Membership

3.1 Clubs desiring to join the Association shall! Make application for membership to the Association through the secretary.

3.1.1 Executive will consider applications for membership at the subsequent Executive meeting.

3.1.2 Applicants will be advised in writing of the outcome of their application within 7 days of the Executive's decision,

3.1.3 Successful applicants will be provided with copies of:

(a) constitution of the Association
(b) By-laws of the Association
(c) Playing Rules
(d) Strategic Plan of the Association

3.2 Persons not affiliated with individual clubs may make application for membership of the Association by following the steps in 3.1 above.

3.3 clubs shall provide the secretary with names and addresses of their members. The Secretary shall keep and maintain a register of members in which shall be entered the full name of each member. Register shall be available to members at the address of the Public officer on written request.

3.3.1 Honorary Members

When any recognised Sporting Club is visiting the Association all members of that visiting Club and associated officials shall be deemed honorary members for that day.

3.4 The Association shall have the power to elect Honorary Life members. Any such membership is awarded to those who have rendered special service over a number of years to the Association or the game.

3.5 Affiliation Fees

3.5.1 Affiliation and Turf Fees are presented to and passed at a committee meeting pre-season.
Affiliation Fees are payable by the 4th playing week or as negotiated with the Executive.

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3.52 Non-playing members shall pay an annual fee as set by the Executive,

3.5.3 Life Members shall be members free of charge.

Revision Dale: October 1999 Page 1 4.0 Committees 4.1 The Association Delegates Committee shall consist of 4,1.1 President vice Presidents (3) secretary Assistant Secretary Treasurer Assistant Treasurer, plus Two delegates from each dub

A. 1.2 A quorum for the committee shall be a number equal to the number of clubs affiliated plus the chairperson,

4.1.3 A committee meeting shall be conducted at least once per year.

4.1.4 Delegates from each club shall be nominated by the club and registered with the Association as delegates.

4.15 In the advent of a delegate not being able to be present at a meeting
then a proxy for the delegate must be appointed and informed to the secretary in writing prior to the meeting.

4.1.6 A Committee Meeting is open to all members of the Association but voting on business of the meeting is restricted to the committee members,

4.2 The day to day business of the Association shall be conducted by the Executive.

4.3 The Association Executive committee shall consist of:

4.3.1 President Vice Presidents secretary Assistant secretary Treasurer Assistant Treasurer

4.3.2 A quorum will comprise four. One of those to be President or vice President.

•4,4 Resignation/expulsion of member of Executive,

4.4.1 A member of the Executive may resign from office before the expiration of term if he/she so desires

4.4.2 The Association in General Meeting may by resolution remove any member of the Executive before his/her expiration of the term by at least two thirds majority of votes at the meeting. ~ A

4,4.3 Such Executive member as mentioned in 4.4,2 may have opportunity of representation at the General Meeting where resolution is made,

4,4.4 Any office becoming vacant during the season can be filled by Executive appointment

4,5 Each officer of the Association shall hold such office until the Annual! General Meeting after the date of his/her election but is eligible for re-election,

4.6 The Executive shall appoint any sub-committee as become necessary to be responsible to the Executive,

4.7 The Executive shall have power to investigate any breaches of rules. It shall have power to fine or suspend clubs/members. Any such penalty shall be withheld pending-an appeal.

Revision Date: October 1999 Page 2 5,0 Election of office bearers

5-1 Nominations for office bearers must be made in writing on the proforma provided by the secretary. The nominee shall also sign the nomination to indicate acceptance,

5.2 such nominations shall be in the hands of the secretary at least 48 hours before the Annual General Meeting,

5.3 All elections shall take place at the Annual General Meeting by secret ballot.

5.4 All nominees for executive positions require the support of the majority of persons present at the Annual General Meeting,

5.5 If no nominations are received for office by the time of the Annual General Meeting, the

Chairperson has authority to seek nominations for vacant positions from the floor at the Annual General Meeting.

5.6 Nominations from the floor will not be accepted if a nomination for same office has been received. (~.1 and 52}

5-7 Nominations from the floor require confirmation by election at the AGM as in rules 5,3 and 5.4.

6.0 Annual General Meeting

6~1 The Association shall in each calendar year convene an Annual Genera Meeting. Such meeting shall be pre-season,

6.2 The Annual General Meeting shall be held on such day as the Executive determines.

6.3 A notice advertising the AGM shall be placed in the newspapers of the region no less than 2 weeks prior to the scheduled meeting.

6.4 The Annual General Meeting shall be specified as such In the notice convening it.

6.5 The ordinary business of the Annual General Meeting shall be to:

(a) confirm the minutes of the last Annual General Meeting.

(b) Receive President and Treasurer report from the last preceding Association financial year.

(c) Elect officers of the Association.

(d) Receive and consider the statement submitted by the Association in accordance with Section 30 (3) of the Act.

7.0 General Meeting

7.1 All General meetings other than the Annual General Meeting shall be called special Genera Meetings.

7.2 The committee may whenever it thinks fit convene a special Genera Meeting of the Association,

7.2.1 A quorum for General Meetings shall be a number equal to the number of clubs affiliated plus the chairperson.

7.3 The Executive shall on request in writing of members representing not less than 5% of the total number of members, convene a special General Meeting of the Association

7.3.1 such request to state purpose of meeting.

7.4 If the Executive does not cause a special General Meeting to be held within one month after the date on which the request is sent to the address of the secretary, the members making the request, or any of them, may convene a special Genera! Meeting to be held not later than 3 months after that date.

Revision Date: October 1999 Page 3 8.0 Notice of Meetings

8.1 The secretary of the Association shall at [east 21 days before the date fixed for holding a General or committee Meeting, notify each club secretary of:

8.1.1 Date, place and time of such meeting and nature of business to be-transacted at the meeting. Notification shall also state that other business will be accepted prior to meeting,

8.1.2 A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary. The secretary shall include that business in the agenda. Such notice must be received prior to meeting.

8.1. 3 No business other than that set out on the agenda shall be transacted at meeting

9.0 Proceedings at Meetings

9.1 No item of business shall be transacted at the General/Committee/Executive meeting unless a quorum of members entitled under these rules to vote is present.

9.2 Quorum for General/committee meetings as defined In 4,1.2

9.3 If within half an hour after the appointed time for the commencement of a General/Committee meeting a quorum is not present, the meeting shall be adjourned. The Chairperson shall set a date for the adjourned meeting. If at the adjourned meeting the quorum is not
present within half an hour of the appointed time, the members present (not less than 5) shall be a quorum.

9.4 The President, or in his/her absence, a vice-President shall chair:

a) General/committee meetings of the Association.

b) In their absence, members present shall elect one of the Executive present to the chair.

9.5 Questions arising at a General/committee meeting of the Association shall be determined by the show of hands unless otherwise indicated in this constitution.

9.6 upon any question arising at a general/committee Meeting of the Association:

(a) A member has one vote only.

(b) All votes shall be given personally or by proxy.

(c) Proxy to be forwarded to the secretary in writing prior to the meeting on the official proxy form provided by the secretary.

(d) The chairperson has the casting vote,

(e) A member is not entitled to vole unless affiliation/subscription fees have been paid.

(f) Life Members are entitled to vote at General Meetings, 10.0 Proceedings of Executive 10.1 The Executive shall meet as required,

10.2 Quorum as stated in 4,3,2.

10.3 No item of business shall be transacted at an Executive meeting unless a quorum of members
entitled to vote under these rules is present. (4,3.2).

10.4 If within half an hour after the appointed time for the commencement of an Executive meeting a quorum is not present, the meeting shall be dissolved.

10.5 The chairperson shall set date for the adjourned meeting. If at the adjourned meeting the quorum is not present within half an hour of the appointed time, the members present (not less than 3) shall be a quorum.

10.6 The President or in his/her absence a vice-President shall chair Executive meetings.

10.7 Questions arising at an Executive meeting shall be determined by a show of hands.

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10,8 upon any question arising at an Executive meeting:

(a) A member has one vote only.

(b) All votes shall be given personally or by proxy - (c) The chairperson has the casting vote,

(d) A member is not entitled to vote unless affiliation/subscription fees have been paid,

11.0 Funds

11.1 The funds of the Association shall be derived from entrance fees. annual subscriptions, donations, grants and other such sources as the committee determines.

11.2 The Treasurer shall:

11.2.1 Present a financial report:

(i) At each Annual General/Committee Meeting, (ii) upon request for an Executive meeting,

11.2.2 Collect monies due to the Association and make all payments authorised by the Committee/Executive,

11.2.3 Keep correct account books showing the full details of all receipts and expenditure connected with the activities of the Association.

11.2.4 Keep all accounts and books referred to in sub-clause (b) and (c) and shall be made available for inspection by members on written request.

11.3 The accounts of the Association shall be audited prior to the Annual General Meeting each year

11.4 Ail cheques, drafts, bills of exchange, promissory notes and other negotiable instruments, shall be signed by two members of the Executive.

11.5 The Committee shall have the power to control, dispose of, and invest the assets and funds of the Association,

12.0 Alteration of Rules and statement of Purposes

12.1 Any proposed alteration to these rules and the statement of purpose of the Association shall be submitted to General Meeting for approval, and if approved, such alteration shall be made in accordance with the Act.

12.2 By-Laws of the Association may be amended, altered, added to, varied or rescinded in whole or part by a resolution passed at any General Meeting. Refer 7,1 and 7.2.

12.2-l Notice in writing setting out the proposed motion shall be given to each

Constitution.txt affiliated club at least 21 days prior to date of such meeting.

13.0 common seal

13.1 The common seal of the Associ ation shall be kept in the custody of the secretary.

13.2 The common seal shall not be affixed to any instrument except by the authority of the Executive.
The fixing of the common seat shall be attested by the signature either of two members of the
Executive or one member of the Executive and the Public officer.

Revision Date: october 1999 Page 5 14.0 winding up or cancellation

14.1 In the event of the winding up or the cancellation of the incorporation of the Associ ation, the net assets of the Association will not be distributed to members but will be distributed to -

(a) a fund with objectives similar to those of the association, or

(b) a fund which is appropriated exclusively for a purpose referred to in paragraph (a) of the definition of 'community purpose' in the gaming No.2 Act 1997 ; or

(c) a community or charitable organisation.

15.0 custody of Records

15.1 Except as otherwise provided in these rules, the secretary shall! keep in his/her control all books, documents and securities of the Association,

Revision Date: october 1999 Page 6

Model Rules deemed to apply to The Goulburn Valley Hockey Association Inc.

(To be read in conjunction with the october 1999 revised rules) 8. Disputes and mediation

1) The grievance procedure set out in this rule applies to disputes under these rul es between -

a) a member and another member; or b) a member and the Association,

2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

4) The mediator must be - a) a person chosen by agreement between the parties; or b) in the absence of agreement -

i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association, or
ii) in the case of a dispute between a member and the Association, a person
who is amediator appointed or employed by the Dispute settlement centre or victoria (Department of]justice).
5) A member of the Association can be a mediator.
6) The mediator cannot be a member who is a party to the dispute
7) The parties to the dispute must. in good faith, attempt to settle the
dispute by mediation.
8) The mediator, in conducting the mediation, must -
a) give the parties to the mediation process every opportunity to be heard; and

b) allow due consideration by all parties of any written statement submitted by any party; and

c) ensure that natural justice is accorded to the parties to the dispute
throughout the mediation
process,
9) The mediator must not determine the dispute.

10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the ACt otherwise at law. 24. vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member - a) ceases to be a member of the Association; or

b) becomes an insolvent under administration within the meaning of the
corporations Law; or
c) resigns from office by notice in writing given to the secretary.

Attachment A

GVHA Code of Conduct

Player code of conduct:

1. Play by the rules – be a good sport and positive team player.
2. Never argue with an official. If you disagree, have your captain approach the official during a break or after the game.
3. Control your temper at all times. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours.
4. Treat all participants in your sport, as you like to be treated.
5. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
6. Participate for your own enjoyment and benefit.

Spectators code of conduct:

1. Remember that people participate in sport for their enjoyment and benefit.
2. Appreciate good performances and efforts from individuals and teams.
3. Respect the decision of officials and encourage players to do likewise.
4. Condemn the use of violence in any form, whether it is by players, spectators, coaches or officials.
5. Do not use foul language, harass or sledge players, coaches or officials.
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Coaches code of conduct:

1. Operate within the rules and spirit of hockey and teach your players to do the same.
2. Provide positive team guidance
3. Display control, respect and professionalism to all involved with the sport.
4. Ensure any physical contact with a player is appropriate to the situation and necessary for the player's skill development.
5. Do not argue with an official. If you disagree have your captain approach the official during a break or after the game. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours.
6. Maintain control of your temper at all times.
7. Treat all participants in your sport, as you like to be treated.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
9. Participate for your own enjoyment and benefit.

Sports Official Code of Ethics

1. Place the safety and welfare of the participants above all else.
2. Accept responsibility for all actions taken.
3. Be impartial.
4. Avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Value the individual in sport.
7. Seek continual self improvement through study, performance appraisal and regular updating of competencies.

8. Be a positive role model in behaviour and personal appearance.
9. Refrain from any form of personal abuse towards athletes.
10. Refrain from any form of sexual harassment towards athletes.

Administrators Code of Conduct:

1. Set an example. Your behaviour and comments should be positive and supportive.
2. Create pathways for participants in hockey, not just as a player but also as a coach, umpire and administrator.
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. Appreciate good performances and efforts from individuals and teams.
6. Respect the decision of officials and encourage players to do likewise.
7. Condemn the use of violence in any form, whether it by players, spectators, coaches or officials.
8. Make it clear that foul language, harassment and sledging is unacceptable behaviour.
9. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

JUNIOR CODE

Player Code of Conduct:

1. Play by the rules – be a good sport and positive team player.
2. Never argue with an official. If you disagree have your captain and team manager, or coach, approach the official during a break or after the game.
3. Control your temper at all times. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours.
4. Treat all participants in your sport, as you like to be treated.
5. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
6. Participate for your own enjoyment and benefit.

Coaches 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. Ensure any physical contact with the players is appropriate to the situation and necessary for the player's skill development.
4. Never argue with an official. If you disagree have your captain together with the team manager, or coach, approach the official during a break or after the game.
5. Refrain from any form of personal abuse or harassment towards the players.
6. Treat all participants in your sport, as you like to be treated.
7. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
8. Participate for your own enjoyment and benefit.
9. Be a positive role model.

Attachment B

Sports Medicine Australia

POLICY

Infectious Diseases

With particular reference to HIV (AIDS) and Viral *Hepatitis (B, C, etc)*

It is strongly recommended that the following people involved in contact or collision sports be informed of this policy and adopt its recommendations:

- team physicians
- other sports medicine staff
- coaches
- referees
- team managers
- administrators
- players and their parents.

For health care professionals, information on Hepatitis B vaccination accompanies this policy document or may be obtained by contacting the Sports Medicine Australia National or State Offices or local GP.

A number of blood-borne infectious diseases can be transmitted during body contact and collision sports. The more serious include VIRAL HEPATITIS and HIV (AIDS) infections.

It is important to remember that more common diseases, such as the "common cold", flu and herpes simplex may be spread during body contact sports.

About this Policy

- This policy was updated in July 1997. It will be reviewed regularly and updated accordingly.

These may be extremely debilitating and potentially disastrous for the team and/or individual. These diseases may be spread by direct contact between broken skin or mucous membranes and infected blood and other body fluids and substances.

Note: There is no current evidence that sweat, urine or tears will transmit these infective viruses .

THE FOLLOWING RECOMMENDATIONS MAY REDUCE THE RISK OF TRANSMITTING INFECTIOUS DISEASES

All open cuts and abrasions must be reported and treated immediately.

PLAYERS

1. It is every participant's responsibility to maintain strict personal hygiene at all times, in all activities on and off the field (this includes safe sex by the use of condoms), as this is an effective method of controlling the spread of disease.
2. It is strongly recommended that **all participants** involved in contact/collision sports and playing under adult rules be **vaccinated against** Hepatitis B.
3. All participants with prior evidence of these diseases are strongly advised to obtain confidential advice and clearance from a doctor prior to participation.

TEAM AREAS

1. It is the club's responsibility to ensure that the dressing rooms are clean and tidy. Particular attention should be paid to hand-basins, toilets and showers. Adequate soap, paper hand towels, brooms, refuse disposal bins and disinfectants must be available at all times.
2. Communal bathing areas, (eg spas) should be strongly discouraged. These may be the source of other diseases (eg Legionnaire's disease) as well as facilitating the spread of the blood borne diseases mentioned above.
3. The practices of spitting and urinating in team areas must **NOT** be permitted.
4. All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Equipment and surfaces should be cleaned immediately if soiling or spills occur.

When cleaning up blood and body substances:

- gloves must be worn;

- if the blood spill is large, confine and contain the spill (i.e. try not to let it run everywhere);
- remove the bulk of the blood and body substance with absorbent material, eg paper towels;
- place the paper towels in a sealed plastic bag and dispose with normal garbage. Clean the spill site with a detergent solution;
- wipe the site with disposable towels soaked in a 1:10 solution of bleach.

Routine laundry procedures are adequate for the processing of ***all*** linen.

Routine washing procedures using hot water and detergents are adequate for decontamination of most laundry items. Therefore, clothing with dried blood on it can, if necessary, be soaked in cold water only to release the blood prior to a normal hot detergent wash.

Gloves should be worn when handling or washing soiled linen. General utility gloves, ie rubber household gloves, can be used for this task. The gloves should be washed in detergent after use, or discarded if they are peeled, cracked, discoloured, torn, punctured or have other evidence of deterioration.

Contaminated linen soiled with blood or body substances should be transported in a leakproof plastic bag to the laundry site simply to contain the body fluid and stop it spreading to the other laundry items. Contaminated linen does not need to be segregated in the hot detergent wash.

2. Sharing of towels, shaving razors, face washers and drink containers must **NOT** occur.
3. It is strongly recommended that all personnel working in contact/collision sport team areas should be vaccinated against Hepatitis B.
4. Water containers should be available for each individual player and not shared by players as bleeding around the mouth is common in contact sports.

MINIMISING THE RISK OF HIV AND VIRAL HEPATITIS TRANSMISSION

The following are principals recommended by SMA and ANCARD to help further reduce the low possibility of HIV or Viral Hepatitis transmission while participating in sports which involve direct body contact or where bleeding may be expected to occur.

1. Those attending to bleeding players should wear non-utility gloves, ie disposable latex or vinyl gloves which must ***never*** be reused.

These must be worn when: direct contact is anticipated with blood or body substances, mucous membranes, or non-intact skin, as when attending to first aid of

a bleeding player or handling items or contact surfaces contaminated with blood or body substances.

Gloves must be changed and discarded:

- as soon as they are torn or punctured;
- after contact with each player.

Hands must be washed after removal and disposal of gloves.

1. **Disposable resuscitation devices** should be available and accessible. They should be used for anyone requiring mouth-to-mouth cardiopulmonary resuscitation (CPR). Any CPR training provided should include instruction in the use of resuscitation devices to prevent direct mouth-to-mouth contact between the injured person and the resuscitator.
2. If a player has a skin lesion he must be immediately reported to the responsible official and medical attention sought.
3. If a skin lesion is observed it must be immediately cleansed with suitable antiseptic and securely covered.
4. If a bleeding wound occurs the individual's participation must be interrupted until the bleeding has been stopped and the wound is both rinsed with plenty of water and if dirty, washed with soap and covered with a waterproof dressing.
5. Separate first aid room should be available for the treatment and suturing of wounds.

ACTION *TO* BE TAKEN IN THE EVENT OF A BLOOD SPILL

In an accident where bleeding occurs and if:

1. Skin is penetrated or broken, the immediate first aid is to clean the wound with soap and water only. If water is not available a 70% alcohol hand rub should be used.

2. Clothes are bloodstained, they should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.

3. Blood gets on the skin, irrespective of whether they are cuts or abrasions wash well with soap and water.

4. Eyes are contaminated, rinse the area gently but thoroughly, with the eyes open, with water or normal saline.

5. A player is wearing contact lenses:

- Leave the contact lenses in while the eye is irrigated with water or normal saline, the contact lenses are acting as a barrier to the eye.

- When the eye has been adequately irrigated for several minutes, remove the contact lenses and clean in the normal manner.

- They can then be reused. They do **not** have to be cleaned any differently than normal and they do not need to be discarded.

6. Blood gets in the mouth, spit it out and rinse the mouth with water several times.

Where there is an additional concern about infection, medical advice should be sought from a physician or clinic where there is experience in the management of HIV infection.

REFEREES AND GAME OFFICIALS

1. Officials must report all open cuts and abrasions at the first available opportunity.

2. It is strongly recommended that those who officiate in body contact and collision sports should be vaccinated against Hepatitis B.

3. All contaminated clothing and equipment must be replaced prior to the player being allowed to resume play.

4. If bleeding should recur, the above procedures must be repeated.

5. If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

EDUCATION

There is an obligation upon all relevant sporting organisations to provide suitable information on the associated risk factors and prevention strategies against these diseases. Additional information may be obtained by team doctors or from State/Territory Health Departments.

The safe handling of contaminated clothing, equipment and surfaces must be brought to the attention of all players and ancillary staff.

Although Hepatitis B vaccination is usually effective in raising immunity to Hepatitis B, it provides no protection against other blood-borne diseases, such as HIV, Hepatitis C etc. Vaccination must not result in any relaxation of hygiene standards.

Attachment C

GVHA - Issue of a Fine or Penalty 2018

- Failure to Supply an Umpire $50
- Failure to Attend Canteen $50
- Result not Notified By 10pm Sun. $20
- Result not notified by 5pm on Following Wednesday $20
- Result not notified two weeks after the game 3 points
- Playing an Unregistered Player 3 points
- Failure to obtain a permit 3 Points
- Failure to Obtain a Clearance 3 points
- Forfeited Game
  - Senior $72
  - Junior $40

(Plus liable for fees for both Umpires – if not forewarned)

Attachment D

COMPLAINTS AND APPEALS.

INTRODUCTION

Within the By Laws there is provision for appeals within the investigation procedures, which with the reconstruction of the By Laws would include Tribunals. However such appeals would only proceed if;

a) New evidence was produced or
b) There was a miscarriage of justice.

A. Complaints;

1. Any member, team or Club or individual is entitled to lodge a complaint to the Association on a matter they believe is;

a) Bringing the Game or the Association into disrepute.
b) Effecting the efficiency and effectiveness of the Association
c) A genuine grievance which needs attention outside one's own Club.

Note: It is not the GVHA's responsibility to manage complaints within individual Clubs unless such complaints relate to issues which cross Club boundaries.

2. The complaint must be in writing and transmitted to the Associations Secretary from the Club's Secretary.

3. The complaint will be tabled at an Executive meeting and a decision on how to resolve the issue will be taken.

4. *The Executive may nominate to handle the issue themselves or appoint an Investigator or Investigation Committee to inquire further and report back with recommendations.*

5. The Executive shall inform the complainant of the outcome.

6. The complainant has the right to accept the outcome or appeal the decision/outcome directly to the Executive.

7. The Executive guarantees that all complaints will be heard and that any investigation or actions will be conducted with sensitivity.

8. Any penalties determined by the Executive are binding subject to the appeals process and require compliance by all parties.

B. Tribunals.

1. Unless there is new evidence, or a miscarriage of justice or extenuating circumstances no appeal will be granted.

2. Any application for an appeal must be lodged with the Association Secretary by the Club Secretary expressly setting out the new evidence or the reasoning why a miscarriage has taken place or the extenuating circumstances on which the appeal is sought.

3. The Executive shall consider any such application and allow or disallow any appeal as they decide and will communicate that decision to the Secretary of the Club who lodged the appeal application.

4. In the event of allowing an appeal the executive shall:
    a) Reconvene the tribunal or
    b) Make a decision as to whether to uphold or decline the appeal.

5. If the Executive decline the appeal application they may leave any penalty imposed as it is, or increase such penalty.

6. The Executive if upholding the appeal may reduce or waive or cancel any penalty previously imposed.

Attachment E (Part a)

INVESTIGATION REPORT FORM

Any person may report a complaint concerning misconduct by a player, official or other person associated with an Affiliate during, or in connection with, any hockey match conducted under the supporter of HV.

This form must be emailed to secretarygvha@gmail.com by no later than 5:00pm on the second business day after the conclusion of the match.

Match Details:

First Named Team:			**Second Named Team:**		
Date:			**Round:**		
Venue:		**Grade:**		**Time:**	

Details of Report:

Full Name (if known):		**Club:**	
Location of Incident: (eg. ground, car park etc)			
Type of Incident: (eg. verbal or physical abuse)			

Contact Details of those involved (if known):

Full Name:		**Role & Club: (eg. player, club)**		**Contact Details:**	
Full Name:		**Role & Club: (eg. witness)**		**Contact Details:**	
Full Name:		**Role & Club: (eg. player, club)**		**Contact Details:**	
Full Name:		**Role & Club:**		**Contact Details:**	

Injuries (if applicable):

Name of treating medical practitioner:_____

Details:

Version of Events (attached a separate sheet if more room is needed):

Details:

Reporter Details:

Full Name:		**Signature:**	
Date:		**Role: (eg. umpire/club official)**	
Contact Details:		**Role: (eg. umpire/club official)**	

Outcome Expectations (not compulsory):

Please tick below the outcome you would like to see as a result of this report:

Tribunal Hearing ☐ Warning Letter ☐ Written Apology ☐ Investigation ☐

Other _____

_____

Attachment E (Part b)

INVESTIGATION OFFICER DUTIES & REPORT FORM.

INTRODUCTION

1. *This form is utilised for the purpose of formally establishing an Investigation Committee;*
2. *The Actual Report is written by the Chairperson in a style that is appropriate to meet the situation.*

3. *An investigating committee can consist of one or more persons as the Executive deem necessary.*

ESTABLISHING

4. *The Executive shall instruct the Secretary as to;*
   a. *the matter to be investigated;*
   b. *the time period in which the investigation should be completed*
   c. *the name of the chairman and if there are any other members their names;*
   d. *any terms of reference as specified by the executive;*
   e. *the secretary shall convey this in writing to the chairperson;*

CONDUCT

5. *The investigation should be completed as quickly as possible.*
6. *If delays do occur the Executive through the Secretary should be kept informed.*

THE INVESTIGATORS REPORT

1. I …….having been appointed by the Executive to conduct an investigation into……..

   do hereby report as follows.

1. The subject matter Investigated;
   [enlarge on 1 above if required.]

2. Findings
   I/we have inquired and investigated the matter raised and found that;

   1……

   ……..

   ……..

   ……..

   2…….

   ……

   ……

   ……

   ……

   3…….

   ……

   ……

   ……

   4…….

   ……

   ……

Conclusion

From the finding we make the following recommendation, that;

a. no further action is required;

b. the Executive can attend ; [Reason and suggestion;]

c. a tribunal is recommended [Who / Why and what charge]

d. Do the results indicate a breach of;

(i) Member protection policy:
(ii) if so is it a reportable matter?
(iii) If yes, has it been reported?
(iv) Code of Conduct
(v) What action has been taken by the Players/Members Club?

e. a warning be issued [General or personal]

f. steps are taken or required to be taken rectify the problem
[more details may be needed if this applies to safety or risk management issues.]

g. other.

Signed……..…..Chairperson

Signed Member 2…… Signed Member 3……

Attachment F

GOULBURN VALLEY HOCKEY ASSOCIATION TRIBUNAL

a. TRIBUNAL PROCEDURE;

To be known as the **Tribunal Procedure Form**:

Note 1
Where two or more members involved in the same reported matter are before a tribunal, then each should be heard individually and great care has to be taken as not to cause a confrontation.

Note 2
Two/ three separate areas should be set aside to accommodate this aspect both before the start of the tribunal hearing and whilst it is in progress.

THE TRIBUNAL PROCEDURE

1. OPENING

2.The Chairperson:

" This Independent Tribunal, as established under a letter of authority from the Executive of the GVHA and signed by the Secretary or duly authorised person, being a member of the Executive is now in session.

The Secretary will make the introductions."

3. Secretary

The Secretary then reads from the Tribunal Form points 6 to 12

4. The Chairperson

The Chairperson will then being satisfied that all are correctly identified in conjunction with the Panel Members conduct the Tribunal.

THE TRIBUNAL REPORT FORM [PROCEDURE AND REPORT]

5.. Opening (as per 1 above)

6. The Chairperson for this hearing is;…….....

7. The Panel Members are;

1. …….....

2. …….....

8. The Secretary is; …….....

9. The Reported Player/member is/are;

a…….....

b…….....

c…….....

10. The Reporting Umpire / official / person is/are
a……; …….....

b…….....

11. The Advocates for 9 and 10 are;
a…… …….....

b…….....

c…….....

12. Chairperson;
Addressing the player:

Are you player/member/s_____of_____Club, the reported player?

Addressing the umpire/s:
Are you_____&……the officiating and reporting umpire? (or In the case of another person lodging a complaint/charge/ or other matter causing a Tribunal to be called)

Are you_____the person who has bought this matter forward

of_____Club .or GVHA?

a. What role do you play in that Club? .....

b. Are you a financial member of that Club?.....

c. Are you a financial member of another Club or Association not governed by the

GVHA? .....

Note
it is important to clarify this point before proceeding for jurisdiction has to be established. If "c" applies then the matter should be referred back to the GVHA Executive unless all parties agree to a continuance of proceedings and agree to be bound by the outcome.

13. Chairperson - Instructs any witnesses to vacate the tribunal room until called.

14. Chairperson - Reads the charge report or other document on which the Tribunal has been called to hear and addressing the player/member reads the charge

Player/ member _____of _____ Club, you have heard the charge.
How do you plea, guilty or not guilty?.....

15. Player / member /responds
If not Guilty……the Tribunal Continues;
If Guilty……..the Tribunal can go directly to point 24

Note 1
However it should always be borne in mind that a Guilty plea does not necessarily mean that there was no cause or effect, contribution, or other extenuating circumstances. In a majority of cases the Tribunal should proceed on a the course
as if the player had pleaded not guilty to ensure objectivity and that rightful outcomes are made.

16. Chairperson
Umpire /s _____ would you please verbalise your written report;

17. Umpire responds;

18. Chairperson and Panel

a. Asks any questions of the Umpire and then in order;
b. Then asks the panel members if they have any questions;
d. Then asks the Advocates;
   (i) the Players/members;
   (ii) the other' advocate
   whether they have any questions of the Umpire;
   (iii) the Player/member
   whether he or she has any questions;
e. then asks the charged player for his/her version of events

19. Player / member responds

20. Chairperson

Then asks questions of the charged player;
Then asks the following in order, as to whether they have any further questions

a. panel members
b. charged players advocate
c. Umpire
d. Umpires advocate

The questions under points 19 and 20 should be related to enhancement of the occurrence or incident or clarification of a point or points. They are to be used to obtain information which will lead to an impartial, objective and just result.

21. Chairperson

Asks for any witnesses to be called who may be questioned by all parties following the order of point 19.

The Tribunal should carefully consider the status, independence and objectivity of the witnesses giving evidence when assessing the weighing of the credibility of the evidence given. Care has to be also taken in what can be seen as conspired or pre-planned group evidence.

22. Chairperson

a. asks if there are any more questions
b. asks if the parties are satisfied that all available evidence has been presented
c. asks for a summing up
   (i) Umpire or advocate Umpires Advocate;
   (ii) charged Players Advocate;
   (iii) asks all parries including the Secretary to vacate the room

24 Chairperson and Panel Members

Deliberates, considers the evidence consult together reach a verdict

25 Chairperson re-convenes the Tribunal

26. Chairperson addresses the hearing;

We have carefully considered the evidence as presented and find you .....

a. guilty as charged;
b. not guilty

(cross out and initial the “a” or “b” which does not apply)

If found guilty the Advocate of the Charged Player shall be asked if he/she wishes to enter a plea on behalf of the player/ member

The Advocate responds and if in the positive should be allowed to consult the player and then respond. (It may call for a small break in proceedings)

If the player is found not guilty the procedure moves to point 28

27. Chairperson

Requests all persons to leave the room with exception of the Panel Members.

The Tribunal Members consider the penalty;

The hearing is reconvened

The Penalty is announced; The Penalty decided upon is.....

.....

Select from and/or a combination of:

a. match points;
b. suspension; (of which some may be suspended)
c. fine;
d. reprimand;
e. severe reprimand;
f. warning (very seldom should this be an outcome of a tribunal)
g. or other in accord with the GVHA By Laws

28 Chairperson

Addresses the Hearing;

This matter is now closed and I thank you all for your attendance.

The hearing held on [day] ……the [date]…….was closed at [time]…….

Signed Chairman .....

Panel Member [1] .....

Panel Member [2] .....

GVHA INDICATIVE SCALE FOR SUSPENSION

** Items 5 – 8 are refer to on field 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 GVHA e.g. Misbehaviour 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 an 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.