



BY-LAWS

2021

March 2021

BY-LAWS – INDEX

SECTION

1. Competition
2. Teams
3. Club Responsibilities and Affiliation
4. Players
5. Matches
6. Safety
7. Finals
8. Forfeits
9. Rescheduled Games
10. Match Results
11. Umpires
12. Bylaw Breaches, Reports, Protests and Disputes
13. Penalties
14. Investigations and Tribunals
15. Representative Teams
16. Special Note
17. GVHA Constitution
18. Attachment A Code of Conduct
19. Attachment B Infectious Disease Policy
20. Attachment C Administrative Penalties
21. Attachment D Complaint and Appeals procedure
22. Attachment E Investigation Report Form
23. Attachment F Tribunal report Form
24. Attachment G Indicative Scale for Suspension

COMPETITION

1. All GVHA competition matches shall be bound by the rules of hockey as stipulated by the FIH or as amended in these By-Laws. Further rules or variations as recognised by Hockey Australia and/or Hockey Victoria may also be adopted.
- 1.2 Hockey Victoria's Codes of Behaviour is adopted by the GVHA. This code provides the guiding principles for conduct in all GVHA competitions.
 - 1.2.1 Each club is responsible for enforcing Hockey Victoria's Codes of Behaviour and for informing their 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.
- 1.8.3 For Under 14 and below grades, coaches will be allowed on the field, but not inside the 'D' areas during general play and inside the 23m area during Penalty Corners.
- 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 on the field at the commencement of the match. If one of those players is a goalkeeper, they are to be kitted as a minimum as per Rule 6.3 of these By-Laws.
 - 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.
 - 2.3.3 For all full field junior games, there must always be a goalkeeper.

CLUB RESPONSIBILITIES and AFFILIATION

- 3.1 Each club shall have distinguishing uniforms that must be registered with and approved by the GVHA.
- 3.1.1 In the event of a uniform clash the second named team will be responsible for changing socks and shirts as necessary
- 3.1.2 For intra-club games, each team's shirts and socks must be different
- 3.1.3 Players must be in uniform by the 4th playing week
- 3.2 Individual players must be registered with Hockey Victoria
- 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 Significant injuries must be recorded on the match sheet, detailing the player name, nature of injury and treatment applied.
- 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 is responsible for opening the venue including the
- change rooms
 - umpires room
 - public toilets (&) access gate
- 3.8 The first named (home) team is to prepare the field for play.
- 3.9 The last named (away) team for each day's competition is responsible for the closing of the venue, the security of the buildings and the lights.
- 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.
- 3.12 Club Affiliation with the Goulburn Valley Hockey Association is an annual process covering the period of 1st January or registration date (whichever is later) to the 31st December of the respective year).
- 3.12.1 Club Affiliation refers to the relationship between the club and the GVHA. This relationship is established by the Club's commitment to comply with the following points, these By-Laws and any Policies and Standards the GVHA may adopt.
- 3.12.2 GVHA Affiliation will not be considered where a club has unpaid and overdue invoices from the previous season.
- 3.12.3 All clubs MUST advise which competitions they intend to field a team in prior to the scheduled February meeting or by date set by the GVHA
- 3.13 Each affiliated club is to provide at least 1 representative at scheduled Association Delegates Committee Meetings, with a preference for the representative to be the Club President.
- 3.13.1 The Association Executive Committee will call up to 4 Association Delegates Committee Meetings per year.
- 3.14 In the event that a club wishes to approach, discuss or negotiate affiliation with another association for the proceeding season, the club must advise the GVHA Executive of such by July 31st. Failure to do so will result in the prospective association being informed of non-compliance with the GVHA Affiliation requirements.
- 3.14.1 Upon receipt of such notice, the GVHA Executive will inform Hockey Victoria and the club's prospective association of the club's intention to consider transfer of affiliation and relevant obligations to the GVHA.
- 3.14.2 Before making a formal application to another association, all monies outstanding to the GVHA must be paid in full, with prior written financial arrangements withstanding. Financial statements will be provided to Hockey Victoria and the other prospective association.
- 3.14.3 Should re-affiliation of GVHA be sought, this will be requested in writing. GVHA will hold a Special General Meeting with all currently affiliated clubs to form a decision. Notice of the decision will be advised within 24 hours. GVHA reserves the right to charge a Re-affiliation Fee in this instance.
- 3.14.4 If any approach, discussion, negotiation or formal application in any given year fails to result in the transfer of affiliation of a club to another association, any further request to approach, discuss or negotiate may not take place for a period of two years.

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 player must be registered by way of the Electronic Recording System (ERS) as provided by Hockey Victoria with their GVHA Club prior to playing any match.
- 4.2 *Removed (2020 Update)*
 - 4.2.1 *Removed (2020 Update)*
- 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 or ineligible player will result in the appropriate penalty set in Attachment C. Clubs will be notified of this penalty 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 not financial.
- 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 whose 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 Where a player has not automatically qualified for Finals in a particular grade, a Finals Permit Application may be made to the Executive, citing the particular By-Law in Section 7 that qualification is sought under.

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 for no more than 1 senior game in anyone round.
- 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 *Removed (2019 update).*
- 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 goalkeeper moving from a higher grade team to a lower grade team is considered 1 of the 3 eligible players to do so per 5.8.
- 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 or from 1 round to the next. Players that have played the majority of their games in the lower grade are exempt from this restriction.
- 5.8.1 No more than 3 players, who have played most of their season games in a higher grade, can play in a lower grade.
- 5.8.2 If a club has a higher grade team participating in a competition managed by another organisation, whether sanctioned by GVHA or not, players in that higher team will be subject to rule 5.8 and 5.8.1.
- 5.8.3 A breach of the above will be seen as playing an ineligible player (see 4.4).
- 5.9 Premier League, Premier League Reserves 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.
 - 6.2.1 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 her or which may result in a miscarriage.
- 6.3 A goalkeeper must wear the minimum required equipment; a helmet, chest plate, over shirt, pads, kickers and gloves.
- 6.4 If a goalkeeper is substituted, the replacement player can either be a field player or another goalkeeper with minimum equipment as per 6.3
- 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 the competition (byes excluded) in the current season. This number shall be known as the Finals Qualification Number.
- 7.2.1 A player changing clubs within the GVHA during the season must have played at least half the 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. A new player is a player that was not registered with a GVHA club nor participated in a GVHA competition in the prior season.
- 7.2.3 Lower Grade matches can count towards a higher grade Finals Qualification Number. Junior grades are considered lower than senior grades.
- 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.
- 7.3.1 The Finals Qualification Number needs to be satisfied for the lower grade
- 7.4 No player shall play more than one game in any final round, except as allowed by Rules 5.5 and 7.6.1
- 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 goalkeeper 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 non-playing 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 made on a Finals Permit Application Form and sent from Club Secretary to GVHA Secretary.

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 1.10 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 into the Electronic Recording System (ERS) by a time and day set by the Score Recorder prior to the season commencing. It is also each team managers' responsibility to have checked the accuracy of the entry by the other competing team.
 - 10.1.1 The Score Recorder will take all steps to clarify any mistake and make corrections to the recorded result.
 - 10.1.2 If a dispute over the correctness of the result still remains then the issue will be passed to the GVHA Executive to resolve

- 10.2 The first named (home) team is responsible to ensure that the official Match Sheet reaches the score recorder by the deadline set in Attachment C. Failure to provide the match sheet to the Score Recorder in time will result in the corresponding penalty.
 - 10.2.1 *Removed (2019 update).*

- 10.3 Incomplete sheets will be classed as "not submitted" until they have been resubmitted with all details filled in correctly. The Score Recorder will notify the individual who submitted the match sheet if this is the case.

- 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 ERS, or a discrepancy between the match sheet and the agreed match score must contact the Score Recorder 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 ensure that details of serious accidents and incidents are recorded on the back of the match sheet. Attach a second sheet if further space is required.
- 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 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 Yellow Card** received after a one week suspension in the same season may initiate a formal investigation.
 - **A further Red** received after a one week suspension in the same season will initiate a formal investigation.
- 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 or umpire for the period of the suspension. The GVHA may, if deemed appropriate, impose an additional sanction of no attendance of any GVHA event 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: 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 brought 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 Representation
 - 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 deterrent 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 any General Meeting.

The attachments to the By-Laws can be amended on the recommendation of the Executive and ratified at a delegates meeting.

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.

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

Ineligible or Unregistered players	
(a) Breach of Player Registration Requirements	Forfeit
(b) Breach of Player Transfer Regulations (club clearance)	Forfeit
(c) Breach of Anti-Stacking Regulations (Sec 5)	Forfeit
(d) Ineligible Player participating in a finals match	Forfeit
(e) Ineligible Player found during disputed match investigation	Forfeit
(f) Ineligible Player found during team sheet audit	Loss of 3 points
Failure to supply an Umpire	\$50
Failure to attend canteen	\$50
Result Recording	
(a) Result not received by Score Recorder by 10pm Sunday	\$20
(b) Result not received by Score Recorder by 5pm of the following Wednesday	\$20
(c) Result not received by Score Recorder two weeks after the match	Forfeit
Forfeited Match Costs	
(a) Senior	\$72
(b) Junior	
i. Full field	\$44
ii. Half field	\$22
iii. Quarter field	\$14
Liabe for fees for one or both Umpires, if notice not provided	

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 _____

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. Ihaving 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.....

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 brought 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 parties 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.