

BY-LAWS

(UPDATED 14/4/2004)

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WHERE THE MALE GENDER IS USED IN THESE BY-LAWS IT SHOULD NOT ONLY BE INTERPRETED AS MALE BUT AS FEMALE AS WELL.

SECTION 1

DUTIES OF DIRECTORS

- 1.1 Procedures for the election of Directors and proceedings at meetings shall be conducted in accordance with the constitution.
- 1.2 The President shall act as Chairman of all council meetings of the association and all Board meetings.
The President is a ex-officio member of all policy and operating committees.
The President shall represent the association at all social functions and shall co-ordinate the work of the Board.
- 1.3 The vice-president shall act when called upon as deputy for the President.
- 1.4 The Management of the association shall be vested in the Board of Management which shall have overall control of hockey in the Albury-Wodonga district. The members of the Board shall carry out the duties required of them and imposed upon them by the constitution, by-laws and the Board of Management.
- 1.5 Delegation of day to day decision making is authorised by the Board to the Director responsible subject to such decisions being ratified by the Board.
- 1.6 The Administrator shall:-
 - 1.6.1 carry out all directions of the Board of Management,
 - 1.6.2 carry out duties in accordance with the job description,
 - 1.6.3 keep proper minutes of the meetings of the association and the Board of Management.
 - 1.6.4 keep an up to date copy of the constitution and by-laws.

1.7 The Director of Finance, Facilities, Marketing, Promotion & Media shall:-

1.7.1 Be responsible to the Board for all matters involving finance, facilities, marketing, promotion & media.

1.7.2 Carry out all duties as directed by the Board.

1.7.3 On behalf of the finance, facilities, marketing & promotion committee present the budget for the following year to the Board of Management at the October meeting.

1.7.4 Receive all monies and forthwith pay the same to the credit of the association and shall report thereon to each meeting of the Board of Management and shall supply full particulars of such income and expenditure to the auditor whenever required to do so.

1.7.5 Present to the annual General Meeting of the association a properly audited statement of receipts and expenditure and balance sheet of the financial transactions of the association from the date of the last statement of receipts and payments and balance sheet.

1.7.6 be responsible for advising clubs and/or members of monies due and be responsible for collection of same.

1.8 The Director of Competitions shall:-

1.8.1 Be responsible to the Board for all matters involving competitions conducted by the association.

1.8.2 Carry out all duties as directed by the Board.

1.9 The Director of Carnivals & Special Events shall:-

1.9.1 Be responsible to the Board for all matters involving carnivals & special events.

1.9.2 Prepare and submit to the Director of Finance by the 31st August in each year a Carnivals & Special Events budget for the following year.

1.9.3 Carry out all duties as directed by the Board.

1.10 The Director of Umpiring shall:-

1.10.1 Be responsible to the Board for all matters involving umpiring.

1.10.2 Prepare and submit to the Director of Finance by the 31st August in each year a umpiring budget for the following year.

1.10.3 Carry out all duties as directed by the Board.

1.10.4 To promote the advancement of umpiring standards by arranging suitable seminars, clinics, exhibitions, etc. for both senior and junior umpires.

1.11 The Director of Athlete Development shall:-

1.11.1 Be responsible to the Board for all matters involving athlete development.

1.11.2 Prepare and submit to the Director of Finance by the 31st August in each year a Athlete Development budget for the following year.

1.11.3 Carry out all duties as directed by the Board.

1.11.4 The Director of Athlete Development shall carry out where practical and within the available resources of the association the following:-

To plan and implement a programme of coaching designed to effect an improvement in playing standards at all representative team levels (including indoor hockey)

To investigate and implement within the guidelines of the National Coaching Plan a coaching plan on a continuing basis with the object of raising the standard of coaching and development of a consistency of coaching policies through-out the Albury-Wodonga district and by doing so raising the playing standard.

To undertake the organisation of a systematic programme of coaching clinics for children through the schools system to increase the numbers playing hockey and to provide coaching seminars for teachers.

To promote junior hockey.

To establish an information centre in respect of all aids and material including publications for the coaching of hockey.

- 1.12 The Director of Representative Hockey shall:-
- 1.12.1 Be responsible to the Board for all matters involving representative hockey.
 - 1.12.2 Prepare and submit to the Director of Finance by the 31st August in each year a Representative Hockey budget for the following year.
 - i. Carry out all duties as directed by the Board.
- 1.13 These duties and responsibilities can be amended upon a resolution of the board, from year to year or month to month.

SECTION 2

DUTIES OF POLICY COMMITTEES

- 2.1 Procedures for the election of Policy committees and proceedings at meetings shall be conducted in accordance with the constitution.
- 2.2 No policy committee shall have power to pledge the credit of the association without the approval of the Board.
- 2.3 The duties of the Finance, Facilities, Marketing, Promotion & Media committee are:-
- 2.3.1 Report to the Board on all policy matters regarding finance, facilities, marketing, promotion & media.
- 2.4 The duties of the Competitions committee are:-
- 2.4.1 Report to the Board on all policy matters regarding competitions.
- 2.5 The duties of the Carnivals & Special Events committee are:-
- 2.5.1 Report to the Board on all policy matters regarding carnivals & special events.
- 2.6 The duties of the Umpiring committee are:-
- 2.6.1 Report to the Board on all policy matters regarding umpiring.
- 2.7 The duties of the Athlete Development committee are:-
- 2.7.1 Report to the Board on all policy matters regarding athlete development.
- 2.8 The duties of the Representative Hockey committee are:-

2.8.1 Report to the Board on all policy matters regarding representative hockey.

SECTION 3

DUTIES OF OPERATING COMMITTEES

- 3.1 Procedures for the election of Operating committees and proceedings at meetings shall be conducted in accordance with the constitution.
- 3.2 No operating committee shall have power to pledge the credit of the association without the approval of the Board.
- 3.3 The duties of the Permits committee are:-

Under the direction of the Director, Competitions the Permits committee shall attend to applications for registrations of players and for permits and all other duties defined in these by-laws.
- 3.4 The duties of the Fixtures committee are:-

Under the direction of the relevant Director, the Fixtures committee shall attend to all matters associated with competition fixtures.
- 3.5 The duties of the Records committee are:-

Under the direction of the relevant Director, the Records committee shall attend to all matters associated with competition records.
- 3.6 The duties of the Investigation Committee are:-

Under the direction of the relevant Director, the Investigation committee shall attend to all duties defined in these by-laws.
- 3.7 The duties of the Easter Carnival committee are:-

Under the direction of the relevant Director, the Easter Carnival committee shall attend to all matters associated with the Easter Carnival.

3.8 The duties of the Academy, NCAS, Schools & Minkey committees are:-

Under the direction of the relevant Director, the academy, NCAS, schools & minkey committees shall attend to all matters associated with same.

3.9 The duties of the umpiring appointments, assessment, development and rules committees are:-

Under the direction of the relevant Director, the umpiring appointments, assessment, development and rules committees shall attend to all matters associated with same.

3.10 The duties of the state league, veterans, seniors, juniors, appointments and selections committees are:-

Under the direction of the relevant Director, the state league, veterans, seniors, juniors, appointments and selections committees shall attend to all matters associated with same.

SECTION 4

COLOURS AND PLAYING UNIFORM

- 4.1 Each club shall register with the association its playing uniform (ie. shirt style and colours, skirt style and colours, short style and colours, socks style and colours) which shall be worn by all its players in all matches. Such playing uniform may be altered from time to time with the approval of the Board.
- 4.2 The Board may from time to time advise any club that their playing uniforms are insufficiently distinctive and any clubs so advised shall when a team or teams belonging to it are playing a team in which distinction is difficult shall wear either an alternative distinctive uniform previously approved by the Board or if no such approval has been obtained such team or teams shall wear white shirts, or blouses, white shorts or skirts and white socks.
- 4.3 That no player shall be entitled to the privileges set out in rule 6 of the rules of hockey unless such player is wearing distinctive apparel sufficient in the opinion of the umpires to clearly distinguish that player from other players. When a goalkeeper is indicated to an umpire such umpire shall forthwith rule on the question of the distinctiveness of such goalkeepers apparel.
- 4.4 All uniforms shall have a legible number no less than six inches on the back of the playing shirt which must be recorded against the players name on the team sheet in each match.
- 4.5 Clubs have up to round four to be in uniform in accordance with clause 4.1.

SECTION 5

COMPETITIONS

- i. Each club or clubs who wish to enter a team or teams in the competitions of the association shall in each year give to the administrator notice in writing in the form prescribed and by the date determined from time to time by the Board of the number of teams which such club desires to enter for the premierships competitions in that year and shall set out in such notice such information as is required in the prescribed form. A deposit of \$50.00 per team shall accompany the official team entry form. The \$50.00 deposit shall be forfeited to the association in the event of a team withdrawing after the closing date for team entries. The Board has the discretion to waive the penalty if special circumstances exist.
 - ii. All clubs affiliated to the association are encouraged to have at least one junior team. The acceptance of a club without a junior team shall be made at a General Council Meeting.
- 5.1.3 The acceptance of any application made under this rule shall be in the discretion of the Board who shall not reject any application in whole or in part without giving any reason.
- 5.1.4 No application shall be accepted from any club who has debts outstanding over 60 days from date of invoice, without a suitable scheme of arrangement with the Board, at the date entries close.
- 5.1.5 All monies owing to the association for the period 1st October to 30th September each year must be paid 21 days prior to the annual general meeting.
- 5.1.6 Clubs with outstanding monies owing to the association over 60 days from date of invoice, without a suitable scheme of arrangement with the Board, shall not be permitted to participate in further competitions.
- 5.2 (a) All teams in each division shall compete amongst themselves for the premierships of that division.
- (b) No games of competition hockey be drawn to be played on Anzac Day before twelve noon (12.00pm) if that day falls on a Saturday or Sunday.

5.3 A team which is unable to play on a scheduled date shall not be permitted to postpone such match unless there are exceptional circumstances and permission has been obtained from the Board at least seven days prior to the scheduled date.

In the event that a team is unable to play on a scheduled date such team shall arrange a date to play such match seven days prior to the scheduled date. The scheduled match must be played before the last four rounds of hockey.

5.4 Where there is a delay of more than ten minutes in the starting time of any match and one of the teams concerned is ready to play that team may then and there inform the umpires of its desire to claim the match. The umpires shall permit the match to proceed but shall include notification of such claim in their report of the match and unless good and sufficient cause for delay is shown to the Board, the Board may declare the team making such a claim to be the winner of such match by a score of five goals to nil.

5.5.1 Rostered appointed umpires shall be given precedence over other umpires at any game.

5.5.2 If the appointed umpire or umpires shall fail to be in attendance at any game within ten minutes of the time fixed for the starting of such game then the captains of the teams concerned shall appoint and agree upon an umpire or umpires.

5.5.3 If the captains cannot agree upon an umpire or umpires then the match shall be postponed and both captains shall supply a report to the Board within seventy two hours who shall set down a time for playing of the game.

5.5.4 In any match in any division where the officiating umpires elect to use colour cards during such match in accordance with the regulations of the international hockey federation provided that both umpires use the colour cards.

- 5.5.5 All players rostered to umpire in any match shall wear an appropriate distinctive uniform neutral to that of the playing teams.
- 5.5.6 No time off shall be allowed for injuries unless in the opinion of the umpire a player has been seriously injured and a stoppage is necessary to enable such player to receive treatment immediately.
- 5.6 During each competition three points shall be awarded for a win and one point for a draw. Where there is an uneven number of byes the ladders will be equalised to take into account teams that may have had more byes in the season than another team. (eg. If team 'A' at the end of the season has 23 points with 3 byes then the equalised points would be: $23 \times 18(\text{games in total})$ divided by $15(\text{games played}) = 27.6 = 28$) One point shall be awarded to each team when a game is washed out and is unable to be played at a later date. Position in the division as between teams equal on points shall be determined by the difference between goals scored to goals against. If the difference be equal then the position shall be determined by the team scoring the greater number of goals. If the difference is still the same then the position shall be determined by the toss of the coin.
- 5.7 Any team receiving a walkover shall be credited with two points and shall be treated as having scored five goals to nil for that fixture. Any team giving a walkover shall be treated as having lost that fixture by five goals to nil. In the event of two teams opposed in any fixture each giving a walk-over the points scored by each team shall be nil and the goals scored shall be treated as nil.
- 5.8 The Board has the discretion to review a teams participation in the competition if it is unable to regularly fulfil it's commitments.
- 5.9(a) Any team giving a walkover shall notify the administrator, director of competitions and director of umpiring of such walkover no less than 48 hours prior to the match in respect of which the walkover is given. Verbal notice shall be given

to the administrator, director of competitions and director of umpiring and then confirmed in writing to the administrator.

- 5.9(b) The director of competitions has the right to reschedule matches to a synthetic surface or reschedule synthetic matches to a more appropriate time. If less than seven days notice is given both clubs need to agree.
- 5.10 Any club may by notice in writing to the administrator withdraw any of its teams from any competition at any time. Any club withdrawing a team as aforesaid shall at the discretion of the board forfeit the sum of fifty dollars to the funds of the association. In the event of a club withdrawing a team all matches played by the team so withdrawn shall count for points and goals scored for every complete half of the full series of home and home matches. Matches played or to be played in any incomplete half of the said series shall be treated as walkovers for the team so withdrawn.
- 5.11 A team may be permitted by the Board to take the place in any division of a team withdrawn in pursuance of the provisions of these by-laws and shall be entitled to score points and goals for every match actually played but shall not be credited with any points or goals won or scored by the team withdrawing.
- 5.12 At the conclusion of the home and away matches rostered in each year the teams filling the first four places in a division shall be entitled to compete in the semi-final matches for that division.
- 5.13.1 The first semi-final shall be played between the teams filling first and second place in that division and the second semi-final shall be played between the teams filling the third and fourth places in that division.
- 5.13.2 A preliminary final shall be played between the winner of the second semi-final and the loser of the first semi-final.
- 5.13.3 The final match shall be played between the winner of the first semi-final and the winner of the preliminary final.

5.13.4 The winner of the final match shall be the winner of the premiership for that division.

The Board may amend the finals series (by-laws 5.12 & 5.13) in any division with the support of the majority of clubs competing in that division prior to the commencement of the season.

5.14 (a) In the event of a draw in a semi-final match or in the preliminary final match an extra ten minutes each way shall be played and if a draw still results the team which held the higher position in the division at the end of the home and home matches shall be declared the winner. If a goal be scored in extra time that team shall be declared the winner and play shall cease.

(b) In the event of a draw in the final match an extra ten minutes each way shall be played and if a draw still results the rules of the international hockey federation for tie-breaking in tournaments conducted under its control shall apply and the winner of the tie-breaker shall be the winner of the premiership for that division. If a goal be scored in extra time that team shall be declared the winner and play shall cease.

5.15 All semi-final, preliminary final and final matches shall where practicable be played on neutral grounds.

5.16 The association shall be bound by the rules of the game of hockey as recognised by the Australian Hockey Association save where the same conflict with these by-laws and such rules save where so conflicting shall be deemed to be incorporated herein and to form part of these by-laws.

5.17 Each club shall comply with the rules prescribed from time to time by the Board as to advice of results of matches by telephone, in writing or by whatever other means.

5.18 (a) Competitions for juniors shall be conducted in whatever divisions, age groups or other divisions for

either boys, girls or mixed competitions the Board shall from time to time determine.

- (b) The commencement of the junior competition be at the discretion of the HAW competitions committee who will take into consideration the impact of Easter, school holidays both Vic & NSW and/or any other event. It will be assumed that the date chosen will be in the best interest of junior hockey.

5.19 The “Flo Joynson Memorial Club Championship” award shall be awarded to the club with the greater number of points using the following formula. To be eligible a club shall have a minimum of five teams. Veterans teams shall not be included.

Three points to each winning team;
Two points to each team in the event of a draw;
One point to each team suffering a loss;
Three points to a team receiving a forfeit;
Zero points to a team that forfeits a game;
Two points to a team in the event of a bye.

The total number of points for each club is divided by the number of teams for that club giving the club result.

5.20.1 A player suspended by the Investigation Committee shall not be eligible to win a Best & Fairest award during the season for which the suspension is incurred.

5.20.2 A player suspended by a club shall not be eligible to play in an association representative team for the duration of the club suspension. A member shall have the right of appeal to the Board of Management.

5.21.1 Two or more players tied with the same number of Best & Fairest votes shall be joint winners.

5.21.2 In the event of a tie for Best & Fairest in a division there shall be no runner-up Best & Fairest for that division.

5.22 MATCH RESULT SHEET RESPONSIBILITIES

THE TEAM LISTED IN BOLD FOR EACH MATCH IS RESPONSIBLE FOR:-

- PROVIDING & COMPLETING THE MATCH RESULT BOOK & THE MATCH INFORMATION SHEET PRIOR TO THE GAME.
- PROVIDING A FILLED OUT BEST & FAIREST ENVELOPE TO UMPIRES.
- COMPLETING ACCURATELY THE TOP LINE ON THE RESULT SHEET (Division, Male/Female, Date etc)
- THE RETURN OF THE MATCH RESULT SHEET AND BEST & FAIREST ENVELOPE TO THE RESULT BOX/ASSOCIATION.
- FULL DETAILS OF TEAM NAME, SHIRT NUMBERS, FULL CHRISTIAN & SURNAMES IN BLOCK LETTERS, THE TEAMS SCORE & CAPTAINS SIGNATURE.
- LISTING GOALSCORERS FOR BOTH TEAMS.
- RECORDING THE FINAL SCORE IN THE APPROPRIATE SECTION FOR BOTH TEAMS.
- OBTAINING THERE TEAM CAPTAINS SIGNATURES.
- OBTAINING BOTH UMPIRE'S SIGNATURES.
- IF PLAYING AWAY FROM THE ALBURY HOCKEY CENTRE, PHONING/FAXING ALL MATCH RESULTS TO THE ASSOCIATION (02) 60413417) BY 7.00PM ON SATURDAYS OR 5.30PM ON SUNDAYS.

SECOND NAMED TEAM RESPONSIBLE FOR:-

- FULL DETAILS OF TEAM NAME, SHIRT NUMBERS, FULL CHRISTIAN & SURNAMES IN BLOCK LETTERS, THE TEAMS SCORE & OBTAINING THERE CAPTAINS SIGNATURE.

PENALTIES

- \$5.00 FINE FOR EACH SHIRT NUMBER NOT LISTED ON THE TEAM RESPONSIBLE. MAXIMUM PENALTY \$25.00 PER MATCH SHEET.

- \$5.00 FINE FOR A INCOMPLETE MATCH RESULT SHEET ON THE TEAM RESPONSIBLE.
- \$20.00 FINE FOR EACH RESULT NOT PHONED IN BY FIRST NAMED TEAM FOR GAMES PLAYED AWAY FROM THE ALBURY & WODONGA HOCKEY CENTRES.
- \$20.00 FINE ON THE FIRST NAMED TEAM FOR FAILURE TO SUBMIT A RESULT SHEET IN THE RESULT BOX ON THE DAY THE MATCH IS PLAYED AT THE ALBURY & WODONGA HOCKEY CENTRES.
- \$20.00 FINE ON THE FIRST NAMED TEAM FOR FAILURE TO FORWARD A RESULT SHEET TO BE RECEIVED BY THE ASSOCIATION BY 12.00N ON THE WEDNESDAY FOLLOWING A MATCH PLAYED AWAY FROM THE ALBURY & HOCKEY CENTRES.

5.23.1 The age of the players in the male and female veterans competition will be decided each year by the Board upon receipt of advice from the competitions committee.

5.23.2 A member of the association is permitted to have a dual club registration for the purposes of playing in the veterans competition subject to by-law 5.23.1(a) and 5.23.1(b).

i. The duration of veterans matches shall be of two by thirty minute halves.

ii. Proof of age is required for all veterans players.

iii. Players must play one-third of the season with a veterans team to qualify for finals.

iv. With the exception of any variations listed in by-law 5.23, the association by-laws shall apply in all other instances in the conduct of all veterans competitions.

i. **General Eligibility:**

To participate in the Hockey Albury Wodonga Inc. State League Representative Team a player must be a registered and financial member of a Hockey Albury Wodonga Inc. Member Club.

1. Junior Players:

a.

Players eligible to compete in an Under-14 or lower age divisions of competitions conducted by HAW shall be ineligible to play in any Hockey Victoria Competition State League or other Senior Representative Team.

b.

Players eligible to compete and/or actually competing in an Under-16 but not a lower age division of competition conducted by HAW shall be eligible to play in the State League Representative Team, the Under-16 competition conducted by HAW and the Senior Competition conducted by HAW subject to a resolution of a committee consisting of:

- 1) The HAW Director of Representative Hockey
- 2) The HAW Director of Athletic Development
- 3) A Parent or Guardian approved Player Representative

2. Senior Players:

a.

Players eligible to compete in the Hockey Albury Wodonga Inc. State League Representative Team under Article 5.23.7 of these By-Laws and not deemed ineligible under Articles 5.23.7.1 or 5.23.7.2 shall be permitted to play in the Hockey Albury Wodonga State League Representative Team and other Hockey Albury Wodonga Representative Teams and Competitions for which they qualify subject to the limitations of Article 6 of these By-Laws.

5.23.8 Spirit and Intent of article 5

Notwithstanding the specific wording of any section, sub-section, or clause of Article 5, the Board of Management shall ensure that the –Spirit and Intent” of this article is applied.”

5.23.9 In regard to the interpretation and application of Article 5, specific decisions by the Board of Management shall be final and prevail over any content or other interpretation of Article 5.”

5.23.10 All competitions shall be gender specific unless designated otherwise.

SECTION 6

REGISTRATION OF PLAYERS

6.0 Registration

- 6.1 Each club that enters a team or teams in the competitions of the Association shall register with the association all playing members who shall play in the competitions of the association for that year and no player shall take part in any premiership match unless they are appropriately registered.
- 6.2 Registration forms shall be in the form prescribed by the Board from time to time as required.
- 6.3 Alternatively, during the course of a competition a 'Field Registration' may be made by the captain of a team by endorsing on the back of any team sheet or match report with a memorandum headed with the words 'Field Registration' and containing the names, addresses and signatures of the players intending to be so registered and co-signed by the captain.
- 6.3.1 The memorandum of the 'Field Registration' shall be forwarded to HAW not later than 5.00pm on the Tuesday following the match date of the field registration.
- 6.3.2 A 'Field Registration' made within the terms of this by-law shall for all purposes be as effective as registration made pursuant to by-law 6.1.
- 6.4 Application on any other form may at the discretion of the Board be rejected.
- 6.5 HAW shall keep a register of players in which shall be entered the names of all players who are registered as players together with such other particulars as may be required by the Board and each person whose name is so entered shall be deemed to be a registered player for the club for which he is therein shown to be registered.
- 6.5.1 A person may be struck from the register by a resolution of the HAW Board or by a resolution of a general meeting and such person shall thereupon be deemed to be unregistered.
- 6.6 General Articles Covering the Substitution / Promotion and Relegation of Players participating in all HAW**

Competitions.

- 6.6.1 For the purpose of this Article male gender shall include the female and singular shall include plural.
- 6.6.1.1 Rules of the International Hockey Federation as to substitution of players shall apply for all divisions and age groups.
- 6.6.1.2 Only the name of any substitute who actually participates during a match shall be included on the team sheet for that match.
- 6.6.1.3 At the start of each season each club that has more than one team competing in a division of a HAW controlled competition must nominate the higher ranked team competing in that division.
- 6.6.1.4 For the purpose of substituting players under this Article the higher ranked team (within the same division) shall be considered to be of a higher division notwithstanding that there may be further higher divisions of the competition.
- 6.6.1.5 For the purpose of this Article a higher or lower division is a division of the same competition that a team can be promoted or relegated to/or from. *(Note: Under-14 is not a lower division of Under-16. They are Separate Competitions.)*
- 6.6.1.6 For the purpose of this Article a player shall be 'ranked' as a member of the team with which they first play in the current season.
- 6.6.1.7 State League players shall play in the highest division of their club unless they obtain a permit.

6.6.2 Asterisk / Substitute Players

For the purpose of this Article asterisk players are lower 'ranked' players from within the same HAW competition. *(Note: It is the level of the competition that a player participates in that determines the 'ranking', not the players ability within the team or any other consideration. Therefore a Division One player cannot be an Asterisk Player in any*

lower Team or Division.)

- 6.6.2.1 There shall be a maximum of sixteen (16) players in each team of which a maximum of three (3) may be asterisk players for normal interchange.
- 6.6.2.2 Subject to the limitations of Article 6.6.2.1 an asterisk players injured during the course of a game may be replaced by additional asterisk players however the injured asterisk player may take no further part in the game.
- 6.6.2.3 Where there are eleven players to start the game the three asterisk players may not participate during the first ten minutes of each half, unless there is an injury substitution.
- 6.6.2.4 When there are less than eleven players to start the game any of the three asterisk players may start the game. The remaining asterisk player/s who has not started the game may not enter the field of play during the first ten minutes of the each half, unless there is an injury substitution.
- 6.6.2.5 The asterisk player must be clearly indicated on the higher-division match report by an asterisk in the designated column.
- 6.6.2.6 After starting eight (8) times as an asterisk player the player's ranking shall automatically change to the higher division.
- 6.6.2.7 Only the asterisk player's lower division game shall count toward finals eligibility.
- 6.6.2.8 An asterisk player shall not be awarded best and fairest votes.
- 6.6.2.9 No player shall be selected down two divisions from their ranking without permit committee approval.

Final Three Rounds Eligibility

- 6.6.2.10 No player may play in any match in a lower division in the last three rounds if they have previously played six (6) non-

asterisk matches in a higher division for the same Club in the same season.

- 6.6.2.10.1 In exceptional circumstances Member Clubs may apply to the permits committee to determine player permits for situations they believe these By-Laws do not cover. *(Note: In determining whether to grant such permits the factors to which the Permits committee shall have regard include:*
- 1. The division in which the player for whom the permit is sought is ranked or usually plays.*
 - 2. The division for which the permit is sought; and the reasons for which the permit is sought and whether such reasons that may be valid for a semi-final or preliminary final match will continue to be so for subsequent final matches.)*

Finals Eligibility

- 6.6.2.11 The asterisk rule applies to the 'Finals Series'. *(Note: For the purposes of these By-Laws a 'Finals Series' is any game or games played after the completion of the 'Home and Away' season to determine the Premiership.)*
- 6.6.2.13 A player shall be eligible to play in a 'Finals Series' with any particular team if they have played an aggregate of at least six (6) matches with that team or teams in lower divisions for the same Club.
- 6.6.2.14 Other than asterisk players no player shall be eligible to play in more than one 'Final Series' of the same competition without a permit from the Permits committee.
- 6.6.2.15 For the purpose of this By-Law a junior player may play in only one junior semi-final, preliminary final or final match and one senior semi-final, preliminary final or final match.
- 6.6.2.16 If in respect of any match in a 'Finals Series' a team has been granted a walk-over, such team shall be entitled to put in a team list for that match and the players named on that list shall be deemed to have played a match within the meaning of these By Laws.

Spirit and Intent of the Article 6

6.6.3 Notwithstanding the specific wording of any section, subsection, or clause of Article 6 The Board of Management shall ensure that the ‘Spirit and Intent’ of this Article is applied.

In regard to the interpretation and application of Article 6, specific decisions by the Board of Management shall be final and prevail over any content or other interpretation of Article 6.

SECTION 7

PERMITS

- 7.1 No player shall be permitted to transfer from one club to another without approval from the permits committee.
- 7.2 All applications for transfers must be in writing in the form or forms prescribed by the Board from time to time and are accepted in person, by mail or by fax to the Administrator.
- 7.3 The following rules shall apply in relation to applications to the Permits committee for a transfer from one club (called the ‘first club’) to another club where the consent of the first club has not been obtained:-
- (a) There shall be compliance with the provisions of by-law 7.2.
 - (b) Seven clear days notice in writing of the application and of the date, time and venue of the meeting of the Permits committee at which such application is to be dealt with shall be given to the first club;
 - (c) The Permits committee shall satisfy itself that the applicant does not owe money to the first club or if he does that the first has indicated by notice in writing that it has no objection to the application being granted.
 - (d) Pending the hearing of any application the Permits committee may grant to the applicant a permit (called a “match permit”) to play with the other club.
- 7.4 If the first club does not attend the meeting of the Permits committee at which an application in relation to which it has been given notice is to be heard the Permits committee may nevertheless hear such application in the absence of the first club and make such decision as it considers proper.

- 7.5 Any club or player dissatisfied with a decision of the permits committee whether arising out of by-laws 7.1, 7.2, 7.3, 7.4 or out of any other by-law concerning the duties and powers of the permits committee may within fourteen days of the decision of the permits committee by notice in writing appeal to the Board who shall give the appellant and the other party concerned an opportunity to make such submissions as he or it thinks fit.
- 7.6 If the first club does not attend the meeting of the Board at which the application, in relation to which notice has been given, is to be heard the Board may nevertheless hear such application in the absence of the first club and make such decision as they consider proper.
- 7.7 No appeal shall be heard by the Board unless seven clear days notice in writing of the appeal and of the date, time and venue of the meeting of the Board at which such appeal is to be heard has been given to both the applicant and the first club.
- 7.8 In considering the application pursuant to by-law 7.5, the Board shall have the fullest power and discretion to grant or refuse the application or appeal and the decision of the Board shall be final and binding PROVIDING THAT, the Board shall not grant any application by a player to transfer from the first club to the other club if the applicant owes money to the first club unless, such first club indicates by notice in writing that it has no objection to the applicant being granted a permit to transfer to the other club but the fact of an applicant not owing money to the first club or, if he does owe money to the first club of the first club indicating by notice in writing that it has no objection, shall not be conclusive of the right of the applicant to be given a permit to transfer to the other club.
- 7.11.1 Inter-club player permits are aimed to allow talented junior players to further develop their skills by playing senior hockey at another club that can provide higher senior competition and/or coaching. They are also designed to retain junior players in their home club to allow them to play with their peers.

- 7.11.2 The nominated club must have higher senior team divisions to the current club.
- 7.11.3 The player may play at any senior level in the nominated club for the duration of the season.
- 7.11.4 A trial period of four weeks for both parties be provided enabling either party to withdraw from contract.
- 7.11.5 Arrangements should be made between clubs in relation to affiliation fees so as not to disadvantage players financially.
- 7.11.6 Permit takes effect when received by the Administrator.

SECTION 8

INVESTIGATION

8.1 MEMBERS

8.1.1 Members of the committee shall be appointed by the Board and shall be up to nine in number. The Board shall appoint one to be the chairman of the committee.

8.1.2 The Board shall appoint a co-ordinator to carry out the functions specified in this by-law.

8.2 DEFINITIONS

In these by-laws:

“the Board” means the Board of Management;

“the committee” means the Investigation Committee;

“match” means any game of hockey played under the control of Hockey Albury-Wodonga;

“member means any club affiliated with Hockey Albury-Wodonga.

8.3 FUNCTIONS

The functions of the committee are:

8.3.1 To enquire into, investigate, hear and determine any question or matter arising out of a match or of misconduct occurring during the course of any match;

8.3.2 To investigate and enquire into and determine any breaches of By-Laws of any Committee of the Association or member;

8.3.3 To enquire into, investigate, hear and determine any matter referred to it:-

- (a) by the Board or any other committee of the association or an affiliated association;
- (b) by any member or person.

8.4 PROCEDURE FOR LAYING A CHARGE

Matters may be referred to the committee in the following manner:

8.4.1 A umpire may refer a charge of misconduct to the committee by advising the player or person to be charged during or after a match, and by indicating on the Match Result sheet that a charge of misconduct is being made. It is the duty of the captain of the team of the player charged to advise the player accordingly once the charge is brought to his attention by the umpire. It is the duty of the umpire where practicable to inform the player or person charged that the charge has been laid and that the charge will ordinarily be heard on the Wednesday night following the match and that they must make themselves available to attend that night at a time designated by the co-ordinator. The committee co-ordinator shall as soon as practicable contact the person or persons charged and the club (through its Secretary) and the other persons involved in the matter to advise the time of hearing and confirm that the hearing will take place.

8.4.2 In any other case where the co-ordinator receives a written report within 72 hours of a match, the co-ordinator shall:

- a) refer the charges to the committee; or
- b) dismiss the charge as being trivial or vexatious.

8.4.3 Where a report is received either orally or in writing of any matter that in the opinion of the co-ordinator might constitute a matter which the committee is empowered to hear, the matter shall be referred to the committee who shall

determine whether any charge should be laid. In the event that any charge is laid it shall be heard at a further meeting of the committee composed of persons who did not constitute the committee that laid the charge.

- 8.4.4 It shall be the duty of the co-ordinator to ensure so far as is practicable in respect of each meeting of the committee that is held that:-
- (a) all members of the committee, the player and/or persons charged, and the person or persons making the charge, have full copies of all correspondence relating to the matter; and
 - (b) each member of the committee, the person or persons charged and the person or person making the charge are advised of the time and place of the meeting and the requirements for their attendance at the meeting;

PROVIDED THAT notice of any charge shall be deemed to have been properly brought to the attention of any player or member of any club charged if notice is given in writing to the secretary of the club concerned.

- 8.4.5 Where a charge is withdrawn, all parties shall be notified as soon as possible to allow clubs to take action should it be deemed reasonable within seventy-two hours (72) of notification.

8.5 CONDUCT OF THE PROCEEDING

- i. Hearings of the committee shall be comprised of three members of the panel.
- 8.5.2 The procedure of hearings of the committee shall be at the discretion of the committee as long as the relevant by-laws are complied with. The committee is not

required to conduct any proceedings in a formal manner as it deems fit and under such procedures as it deems fit provided that:-

- (a) the members of the committee are bound by the rules of natural justice; and
- e. notwithstanding (a) above, the committee may hear and proceed with any charge in the absence of the person or member charged.
- f. Upon hearing a formal charge the committee is to act in accordance with the following procedures.

8.5.3 Any person, member or body who attend the committee may appoint a delegate to represent them provided that no party may be represented by counsel or solicitor or any other agent appearing for fee or reward.

8.5.4 If any charge relates to the conduct of a player during the match, the club to whom, a player belongs must make every endeavour to ensure the attendance of such player at the meeting notwithstanding that the player may have been advised to attend by the umpire.

8.5.5 A member of the committee must disqualify himself/herself from hearing charges if any charge relates to a club that he/she has been a member of or is presently a member of or in respect of any game that he/she has himself/herself taken part in.

8.6 POWERS OF THE COMMITTEE

8.6.1 Upon any charge being proven the committee may:-

(a) impose such penalties as it thinks fit, and without limiting the generality of the foregoing may:-

- (i) reprimand
- (ii) suspend
- (iii) fine;

any person or member charged.

- (iv) may order the forfeiture of competition points for the team or club of any person charged.
- (v) may impose penalty points.
- (vi) may order the replay of any match.

AND for the avoidance of doubt

(vii) may impose such other penalties as it thinks proper.

(b) dismiss the proceedings and/or dismiss the charge.

(c) impose on the club of any player charged such penalty as it thinks fit.

(d) adjourn the hearing of the charge indefinitely or for such period as it thinks fit.

(e) impose any other penalty it deems fit in the circumstances.

8.6.2

Where any matter has been referred to the committee by the Board, the committee, in referring a charge, may either:-

(a) direct the committee to deal with the matter in such a manner as it thinks fit; or

- (b) request the committee to furnish a written report of its findings to recommend any penalty that it considers appropriate. The Board may in this latter case thereafter at its discretion impose the recommended penalty or impose any other penalty that it considers appropriate in the circumstances provided always that the person charged is afforded the opportunity to be heard as to the proposed penalty that the Board wishes to impose.

8.7 REPORTING

8.7.1 The committee shall report to the Board each of its findings and penalties.

8.7.2 The Board shall report to the membership of the association the findings or penalties imposed by the committee.

8.8 APPEALS

There shall be no appeal against any decision of the committee except as follows:

8.8.1 If a player or other person did not attend the hearing of the charge and a determination was made by the committee in their absence, an application for re-hearing may be made in writing to the chairman of the committee. The chairman shall consider any such application and shall decide, without any further hearing, whether it is appropriate that a re-hearing should be granted. In exercising his discretion the Chairman shall only order a re-hearing if he is satisfied that:-

- (a) there is a valid prima facia reason why the person or body did not attend the hearing; and

- (b) the matters raised by the application are sufficient to justify a re-hearing.
- (c) the re-hearing is necessitated by the presentation of new evidence which was not tendered before the committee and which could not reasonably have been tendered before the committee.

8.8.2 The Board may order a re-hearing if a written application is made to it for such re-hearing and if:

- (a) it considers it is in the best interest of the association that there be a re-hearing; and
- (b) the re-hearing is necessitated by the existence of new evidence which was not tendered before the committee and which could not reasonably have been tendered before the committee; or
- (c) there are exceptional circumstances such that it is appropriate that there be a re-hearing.

8.8.3 Where a decision by the investigation panel has been reached, all parties shall have forty-eight (48) hours to lodge an appeal.

Notes for investigation procedure

Sequence of events.

- 1- Matter brought to attention of Investigation Committee Coordinator.
 - this will occur through several means
 - a Incident on field – red card
 - b incident on field – reported within 72 hrs
 - c matter reported by club or other persons within 72 hrs, followed up by written report.

- 2 HAW Administrator supplies relevant material to Invest Committee Coordinator/Director.
- 3a Coordinator- selects non-involved committee
 - informs Administrator when to contact
 - Liaises with Director for any other relevant info.
- 3b Administrator - arranges venue for investigation committee hearing.
Participants informed of rights and obligations through relevant by-laws.
- 4 Investigating committee to act only on information relevant to said report as per By-laws 8.3, but can request further action on information surrounding said report, i.e. where information may lead to other member's actions not listed in said report.
- 5 Investigation committee to report to board of directors on decision/findings, outcome subject to Board approval.

Participant's rights to include –

- Advocate can appear in lieu of Player. Except where committee chairman deems this action could impair a witness
- That where an Advocate is allowed to observe committee, all questions/queries are only to be addressed to/through chair.
- Where witnesses are applicable, they are the responsibility of participants involved only.

Player cannot challenge the substantive nature of the report but may ask to clarify certain aspects there within.

Player will be given the opportunity to hear direct evidence against them, but must pass all questions and statements through Advocate and Committee

Chain of action to be.

-Administrator-Director– Coordinator-panel-participants.

Where possible conflict of interests appears, discretion from director will apply.

Panel Procedure

A.

- a. Prior to commencement of hearing, all parties will gather inside hearing room for a briefing on proceedings, at completion of which all non essential persons will be asked to move out side.
- b. The following parties will remain inside.
 - Investigation Panel
 - Charged Player and Advocate (if present)
 - Charging Umpire (and advocate)
- c. Panel will read charge to player and ask for their plea.
- d. If plea is “Guilty” move directly to evidence prior to sentencing to ascertain severity of guilt (B 1)
- e. If plea is “Not guilty” begin hearing statement by Umpire(s)

B.

1. Plea of Guilty.

Procedure on acceptance of guilty plea

- a. -Evidence taken to ascertain severity of guilt
- b. -Report or submission for mitigation of penalty
- c. -Prior offences to be made known at this time to committee panel.
- d. -Penalty reached.

2. Plea of Not Guilty

- a. -Panel to hear evidence from Umpire or advocate.
- b. -Where player advocate is present, they may ask questions of umpire after panel have completed their initial questions (?). (panel may re-ask questions for clarification)
- c. -Witnesses for umpire to be heard as above
- d. -Panel to hear evidence from Player, advocate or hear letter of submission in absence of player.
- e. -Witnesses for player to give evidence.
- f. -Where Umpire’s Advocate is in attendance, questions to witness may be asked after panel’s question’s.
- g. -At conclusion of evidence , the panel shall be given sufficient time to consider their verdict.

3. Verdict

Not Guilty

- a. -where a not guilty verdict is reached, all members/parties shall be informed at that time as to reasons for findings.

b. Panel to be discharged from their duty pending a report to the Board on findings and penalties

Guilty

a. -where a guilty verdict is reached, prior offences are to be made known and mitigating circumstances to be offered.

b. -Panel to consider and impose relevant penalty as per HAW by-laws 8.6.1.

c. -Panel to be discharged from their duty pending a report to Board on findings and penalties.

4. **Reporting.** By laws 8.7

8.7.1 The committee shall report to the Board each of its findings and penalties.

8.7.2 The Board shall report to the membership of the association the findings or penalties imposed by the committee.

5. **Appeals.** By laws 8.8

Non-attendance by player 8.8.1

Re-hearing 8.8.2

SECTION 9

PENALTIES

A breach of any by-law or provision of the constitution, the number of which is listed hereunder, shall result in the penalty set as listed.

BY-LAW

4.1 Failure to have the registered playing uniform of a club worn in any match. (includes a shirt number)

\$10.00 for each player incorrectly attired.

5.1.1 Failure to notify the number of teams a club desires to enter in the premierships competitions by due date.

\$50.00 per team.

5.5.1 Failure on the part of a club to provide an umpire.

\$20.00 for each offence.

5.9 Giving a walk-over -

(a) If the walkover is notified no less than 24 hours prior to the match.

\$20.00 per offence.

(b) If the walkover is notified less than 24 hours prior to the match.

Synthetic fees & umpire fees for both teams per offence payable to the association for games scheduled on synthetic surfaces.

\$50.00 plus umpire fees for both teams per offence payable to the association for games scheduled on surfaces other than synthetic.

5, 6, 7 Playing an ineligible player where the match is won.

Loss of two premiership points gained and the result awarded to the opposing team as a 5/0 win.

5, 6, 7 Playing an ineligible player where the match is lost.

Loss of two premiership points.

6.4 Failure to forward a match report within the time specified.

\$5.00 for each offence.

Failure to reply to any communication within the time specified.

\$10.00 for each offence.

5.17 Failure to telephone match results by the stipulated time.

\$10.00 for the first offence and \$5.00 per offence thereafter.

Failure to pay an amount due to the association.

Five percent per month or part thereof in default of the trading terms of twenty-one days from the date of invoice.

Failure to have grounds in order for any match.

\$20.00 for each offence.