



HOCKEY SOUTH WEST

Competition Bylaws

29/05/2024

Version 3.0

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1. Hockey South West Branding

- 1.1. The Brand of the Association shall be determined by the Executive committee and tabled for member vote at an Annual general meeting.
- 1.2. The Colours of Hockey South West (HSW) are outlined within the Style Guide.
- 1.3. The Logo and icon of Hockey South West is outlined within the Style Guide.

2. Administration

- 2.1. Club delegates will be invited to join the Senior Competition and Junior Competition Committees at the start of each season. The HSW Executive Committee will publish by the end of January each year, a calendar of meetings. Clubs must be advised of any amendments to the calendar with a minimum of 7 days' notice.
- 2.2. Fees for any HSW competition shall be set by the HSW Committee and recorded in the minutes for that year and updated within these By-Laws.
- 2.3. Any entry from a club or team shall not be accepted while monies are outstanding from any previous HSW competition, function or any other debts incurred by clubs, teams or registered members of said clubs or teams.
- 2.4. Duty teams will be responsible for all duties allotted to them by the HSW Committee. Clubs who do not fulfil their allocated Duties may be penalized at the discretion of the relevant committee.
- 2.5. These bylaws shall be executed by the HSW Committee. The HSW Executive Committee as defined within the Constitution may, at its discretion, take responsibility for the administration and execution of these rules for a specific case.
- 2.6. Where required, the HSW Committee will form a panel to pass judgment on any incident. The panel will have the power to hand down penalties and fines based on the evidence heard.

3. Uniforms

- 3.1. The playing uniform and alternative playing uniform of teams entered in any competition conducted by HSW must be approved and registered by HSW. Any playing uniform so registered may only be altered with the prior approval of HSW. The addition of sponsor logos on a registered uniform is considered an alteration in terms of this Rule. HSW's colours shall not be used as the Primary colour for any club uniform.
- 3.2. The registered uniform of each team shall be worn by all of its players in all matches in competitions conducted by Hockey South West except as follows;
 - 3.2.1. Goalkeepers must wear apparel which in the opinion of the umpire is sufficient to clearly distinguish them from other players.
 - 3.2.2. Where the registered playing uniforms of two teams are insufficiently distinctive, the second named team shall wear an alternative distinctive uniform (including socks) unless by prior agreement the first named team agrees to wear an alternative uniform.
 - 3.2.3. A team may request to introduce a gradual change of uniform. If approved, players may continue to wear the previous uniform for a period not exceeding two years from the date of approval. During this period, all members of the team must wear a uniform of predominately the same colour.
 - 3.2.4. Any Uniform used must conform to taste and style conventions deemed appropriate by the HSW Committee
- 3.3. A Club may seek the approval of HSW for some or all of its teams to wear, or display, on their uniform and/or equipment:
 - 3.3.1. A sponsor's logo, and/or
 - 3.3.2. Graphics or lettering on the shirt but not in a manner that would obscure the player's number provided however the left arm (if any) of each club's uniforms must remain available for the placement of any HSW sponsorship logo.

- 3.4. Each team is to register its team colours and uniform by submitting electronically a photograph of the full playing uniform of all teams to be entered, no later than 5 pm Friday prior to the Round 1 game of the appropriate competition. The photograph will include, the primary playing shirt, shorts / skorts, or bodysuit and socks.
- 3.5. All team members are to wear uniquely numbered shirts (Goalkeepers excluded).
- 3.6. All team members must wear the correct registered uniform after the first three matches. After this period any player not in full uniform cannot take the field, (including primary playing shirt, shorts, skorts, or bodysuit and socks). (Automatic Penalty: A player will not be able to take the field until they are correctly attired. The Automatic Penalty applies to any player who is not correctly attired at the discretion of the umpire. Note that clause 5.15 applies after 10 mins)

Notes: The Tech Bench Officials, together with the scheduled Umpires will advise the Captain of either team a player is not correctly attired. The Tech Bench Officials will advise the player when they can take the field of play, in correctly attired uniform

4. Defunct Clubs

- 4.1. Clubs or Teams who have not fielded a team for the current season shall be declared defunct by the HSW Committee.
- 4.2. A Club or Team who makes application to the committee may be declared defunct.
- 4.3. Members of defunct Clubs or Teams will automatically have open clearances.
- 4.4. Members of defunct Clubs or Teams will be subject to item 2.3
- 4.5. Defunct clubs shall be managed within the rules of the Association with HSW taking effective control of the assets of said club until such time that they re-establish a working Executive structure.
- 4.6. HSW shall work with clubs and their members on the management of any club bank accounts

5. Competition Rules

- 5.1. All games shall be played in accordance with the playing rules set down by the FIH Hockey Rules Board and authorised by Hockey Australia and Hockey Victoria, subject to such additions, alterations and omissions as shall be agreed upon from time to time to suit local conditions.
- 5.2. In the event these By-Laws are silent on a particular matter, or a conflict is identified, the Hockey Victoria Competition Rules and guidelines shall be the overriding document.
- 5.3. The first named team on the fixture shall be the home team and supply all match balls. The ball must be of FIH standard.
- 5.4. Three points shall be awarded for a win and one point for a draw in HSW matches. Scores for a forfeit shall count as 5 – 0.
- 5.5. A team forfeiting is required to inform the opposition team verbally and the HSW Secretary in writing confirming contact has been made.. A team who fails to do so may be penalized up to three additional Premiership Points, as determined by the Senior Competition Committee.
- 5.6. For interrupted matches refer to section 8.
- 5.7. A team forfeiting a match shall pay turf and Umpire fees for both teams for that scheduled match.
- 5.8. In the case of teams being level on points when the finals series begins, the team with the higher goal percentage (GP) shall assume the higher position on the ladder. Further disputes such as equal GP will be resolved by the HSW Committee.
- 5.9. GP is given as Goals scored for, divided by goals scored against multiplied by 100%.
- 5.10. Matches must be played as arranged on the draw card, except that in special circumstances a match may be played at another time within three weeks of the scheduled game. Mutual consent of the teams concerned and the Hockey South West Committee is required. Teams must give the opposition and Hockey South West a minimum of 48 hours' notice if wanting to reschedule match. Should the petition for rescheduling be denied for any reason, the match will be deemed as a forfeit and 5.9 shall apply.

- 5.11. All home and away matches must be completed five days before the commencement of the finals.
- 5.12. For 11-side hockey matches:
- 5.12.1. Games shall consist of:
 - 5.12.1.1. 4 x 15-minute quarters for all junior games
 - 5.12.1.2. 4 x 17 minute quarters for all senior games
 - 5.12.1.3. Quarter time break shall be 2 minutes
 - 5.12.1.4. Half time break shall be 5 minutes
 - 5.12.2. No team shall commence a match with fewer than seven players.
 - 5.12.3. Junior teams MUST have a designated goal keeper included in their starting 7. Junior matches will not begin without the goal keeper on the field, even if 7 field players are ready. Furthermore, a junior goal keeper must be on field for the entire junior match
 - 5.12.4. Senior teams DO NOT have to play with a designated goalkeeper. Should a Senior team play without a designated goalkeeper:
 - a) No player has goalkeeping privileges
 - b) No player may wear goalkeeping equipment
 - c) No player may wear protective headgear except a face mask when
 - d) defending a penalty corner or a penalty stroke.
 - e) All team players wear the same colour shirt.
- 5.13. For Hockey5s matches:
- 5.13.1. Games shall consist of
 - 5.13.1.1. 4 x 12 minute quarters
 - 5.13.1.2. Quarter break shall be 2 minutes
 - 5.13.1.3. Half time break shall be 5 minutes
 - 5.13.2. No team shall commence a match with fewer than four (4) players.
 - 5.13.3. 1 of those 4 may be a goalkeeper
- 5.14. If a match is not commenced within ten minutes of the starting time of the scheduled game, the team unable to proceed shall forfeit the match. In the event of both teams being unable to proceed, the match will be deemed a 0-0 draw and match fees shall be split between the two teams.
- 5.15. If a match commences after the scheduled time and this causes the match to be shortened, the umpires shall deduct the lost time equally from the two halves and inform the captains prior to the start of the length of the halves.
- 5.16. Each team shall complete a team sheet as required for each game and ensure that both umpires and captains sign the team sheets at the conclusion of the match.
- 5.17. If a team has not submitted a team sheet prior to the start of the game, Rule 5.14 applies.
- 5.18. Both teams shall be responsible for entering their match details electronically, using the system provided, by 11.59 pm Monday following the scheduled round. (Automatic Penalty: 3 Premiership points deducted)
- 5.19. Any team failing to play three consecutive matches will withdraw for the remainder of the season, unless a satisfactory explanation can be furnished to the committee.
- 5.20. Any team conceding three or more forfeit in a season may, at the discretion of the Hockey South West Committee, be withdrawn from the competition.
- 5.21. In the event of a team being found guilty of fielding an ineligible player, the opposing team will be awarded a minimum 5-0 win. The team that transgressed will also incur a penalty of 3 Premiership points. In the finals series if an ineligible player plays, the team shall forfeit that match.
- 5.22. Registered junior players over the age of 12 are permitted to play their own grade and one game per fixture round.

- 5.23. Players and team officials may occupy the team bench and dugout allocated to them. Any player in the act of substituting and one coach may occupy the portion of the field between the centreline and the backline on the side of the field where their team bench is located. Players and team officials in this area must not affect the game in progress by impeding players or umpires.
- 5.24. The Field of Play should be clear of all sticks, balls, water bottles before a match commences. This includes sidelines and areas in front of dugouts. These areas should remain clear throughout the match.
- 5.25. Doubling-Up in competition grades:
- 5.25.1. Juniors may play more than 1 game in a junior division, however they can ONLY play in ONE (1) grade higher than their registered Date of Birth grade.
- 5.25.2. Clubs may allow Juniors may play in a senior division with the approval of parents, and if in the clubs opinion they are of a suitable level to do so.

6. Competition Grades

- 6.1. The Executive and general committee shall determine at the start of each season what Grades will be in place for the following season.
- 6.2. Upon acceptance, these By-Laws should be updated to reflect the current format and grading structure in place.
- 6.3. Unless stated otherwise within these rules, the rules for each competition shall be those in place at the start of the calendar year by the FIH or amended and approved by Hockey Victoria.
- 6.4. 2024
- 6.4.1. Competition grades:
- 6.4.1.1. Juniors
- a) Hook in2 hockey
 - b) u10 – Hockey5s or extended H2H program
 - c) u12 – Hockey5s
 - d) u14 – Full Field
 - e) u16 – Full Field
- 6.4.1.2. Senior
- a) Division 1 & 2 Open Men and Women if numbers allow – Full Field
 - b) Division 2 Mixed – If numbers allow – Full Field
- 6.4.2. Games may be played as 11-side or Hockey5s formats as determined by the committee upon team entry and player numbers
- 6.4.3. The HSW Committee with the clubs shall determine if any competition is played as mixed or single sex. With the preference being a single sex competition to encourage participation.
- 6.4.4. Season Specific Rules
- 6.4.4.1. Under 12 - Teams are permitted to have one coach per team on the Field of Play, except the goal circles.
- 6.4.4.2.

7. Final Series

- 7.1. All finals series shall be scheduled as determined by the HSW Committee
- 7.2. All final matches will be held in accordance with the rules set down by the Hockey Rules Board and authorised by Hockey Australia.
- 7.3. To qualify to play in the finals series, all players must play a minimum of 5 games, in that particular grade with the same team.
- 7.3.1. Special consideration permits may be granted by the Committee upon written application

- 7.4. A player who plays a finals match with one team may not play with another team in that final series unless the HSW Committee decides special circumstances exist.
- 7.5. Any infraction requiring the mediation of a HSW Committee that occurs during the finals series shall be dealt with, wherever possible, during the following week to ensure the following match is unaffected.
- 7.6. Clubs that are not financial with Hockey South West or Hockey Victoria, at the time of the Finals Series will be ineligible to compete.
- 7.7. In order to establish an outright winner of a finals match, a Penalty Shootout shall take place in accordance with hockey Victoria Competition Rules,

8. Cancellations

- 8.1. In the event of extreme weather or other mitigating circumstances, the HSW Committee shall have authority to cancel matches for that day. These matches shall be deemed as cancelled – refer to 8.5.
- 8.2. If the Hockey South West Committee cancels a round of matches, teams will be notified via their nominated delegates. The HSW Committee will endeavour to give as much warning as possible.
- 8.3. If immediately prior to the scheduled starting time of the match or if in the course of any match, the Umpires consider:
 - 8.3.1. The ground unfit for play or conditions under which the game is played become potentially dangerous (e.g. fog, lightening) they may cancel or postpone the match and shall record on the scorecard their reasons for doing so. Refer to 8.5.
- 8.4. An interrupted match shall be declared a regulation game providing the match has been in progress for more than half the allotted time.
- 8.5. If an interrupted match has been in progress for less than half the allotted time it will be deemed cancelled - teams have the following options;
 - 8.5.1. The opposing teams may agree to share the points (nil all draw) or
 - 8.5.2. The opposing teams may arrange a rescheduled match within three weeks of the scheduled match and inform the Hockey South West committee of the arrangements.

9. Clearances/Permits

- 9.1. A player desiring to transfer from one club to another shall apply electronically via the relevant system. No player shall play for a new club until the clearance is confirmed and advised via the electronic system. Only one such clearance per player will be accepted within a Season.
- 9.2. Players shall have the right to transfer from Association to Association on obtaining a written clearance from the Club/Team with who they last played, endorsed by that Association.
- 9.3. Permits – The HSW committee can grant a temporary permit to play on receipt of written application.

10. Umpires

- 10.1. HSW will schedule appropriately experienced Umpires for each game throughout the season. The individual umpire is responsible for fulfilling their commitment or finding a suitable replacement.
- 10.2. No senior game will proceed with only one umpire. In the event of only one umpire being available for a game the opposing captains will come to an agreement as to who umpires.
- 10.3. The umpire at the completion of all matches must collect both team's white team sheets, award best and fairest votes: 3, 2, 1, and place in the association box immediately after the game.
- 10.4. Umpires will liaise with the Tech Bench (if in use) to ensure the players who take the field are appropriately listed on the Team Sheet.

11. Protests & Disputes

- 11.1. In the event of any complaints, charges or disputes being brought to the notice of the HSW Committee will instigate the Investigations process as outlined in Attachment Ea.
- 11.2. Any complaint from members or spectators will be managed in accordance to the disputes policy as outlines in Attachment D

12. Inter- Association Games

- 12.1. Only HSW registered and permit players can represent Hockey South West in Inter Association games.
- 12.2. Representative teams will be selected by the Selection Committee. The Selection Committee shall consist of those appointed by the HSW South West Committee.
- 12.3. Only selected representative teams may use the name "Hockey South West".
- 12.4. For all games and teams arranged by Hockey South West the mode of transport shall be arranged by the HSW Committee and members selected shall comply with the HSW requirements as to transport, accommodation and behaviour. (Code of Conduct).
- 12.5. A player found guilty and suspended by the HSW investigation committee, will be deemed ineligible for selection with a representative team until they have served their suspension.

13. Health & Medical Considerations

- 13.1. A general first aid kit is provided in the clubrooms for all members to use if needed.
- 13.2. Members are advised to seek medical advice from a trained professional, any assistance provided at the ground is done so in good faith.
- 13.3. An incident report must be filled in if taking items from the first aid kits
- 13.4. HSW recommends no player should play in HSW sanctioned events or games after the first three months of pregnancy.
- 13.5. All open cuts and abrasions must be reported and treated immediately. All contaminated clothing and equipment must be replaced prior to the player allowed to resume play.
- 13.6. If bleeding recurs, the above procedure should be repeated.
- 13.7. If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

14. Changes to the By-Laws

- 14.1. These By-Laws are to be made available on the HSW Website and a printed copy provided in the information hutch at the clubrooms.
- 14.2. Any change to the by-laws must be accompanied by a date of adoption as noted in the index and can be added by the Committee by resolution at a Committee meeting during at any time during the year.
- 14.3. Changes to the by-laws made during the season are to be approved at the Annual general Meeting for ongoing inclusion for the following season, with the only exception being the competition structure and grading which can be determined annually by the Committee.

15. Penalties

- 15.1. Penalties are handed down by the HSW Committee in terms of Competition points and suspensions.
- 15.2. Competition points will be removed immediately after the decision of the Hockey South West Committee is handed down.
- 15.3. Penalty are linked to a player's, team's or club's eligibility in terms of clause 2.3.

- 15.4. For the first offence, automatic penalties may be waived at the discretion of the Hockey South West Committee. The Player's/team's/club's record is taken into consideration.
- 15.5. In circumstances approved by the HSW Committee, Penalties may be exchanged for approved Hockey South West volunteer time. Any time served in this manner will be in addition to team requirements set by the HSW Committee. Docked Competition points or suspensions cannot be offset.

Attachment A – Codes 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

Attachment B - Infectious Diseases

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.

Attachment C – Fines and Fees and 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 12pm Monday (or the next business day following the match)	20
(b) Result not received by Score Recorder by 12pm of the following Friday	50
(c) Result not received by Score Recorder by 12pm Monday week following the match	Loss of 3 points
Forfeited Match Costs (exc GST)	
(a) Senior	100
(b) Junior	80
Liable for fees for one or both Umpires, if scheduled in advance	

Attachment D – Complaints & 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 HSW'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.

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 secretary@hockeysouthwest.org.au 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
Game Date	Round #
Game Time	Comp Grade

DETAILS OF REPORT

Your Full name	Club
Location of incident	
Type of Incident	

Contact Details of those involved

Name	Club	Phone #
Name	Club	Phone #
Name	Club	Phone #
Name	Club	Phone #

INJURIES (if any)

Was Medical Assistance Sought: YES / NO

Version of Events (attach additional sheets and notes if required)

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REPORTER DETAILS

Full Name		Signature	
Date		Role at club / Assoc.	
Phone \$			

Outcome Expectations (not compulsory):

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

<input type="checkbox"/> Tribunal hearing	<input type="checkbox"/> Warning Letter	<input type="checkbox"/> Written Apology	<input type="checkbox"/> Investigation
---	---	--	--

Other:

Attachment Eb - 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;
 1. the matter to be investigated;
 2. the time period in which the investigation should be completed
 3. the name of the chairman and if there are any other members their names;
 4. any terms of reference as specified by the executive;
 5. 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

I / we _____ having been appointed by the Executive to conduct an investigation into

1. The Subject being investigated

2. Summary Findings

I / We have inquired and investigated the matter raised and found that:

a.

b.

c.

d.

Conclusion

For the finding we make the following recommendation, that:

- No further action is required
- A tribunal is recommended on the following charge

-
- We find no breach of:
 - a. Member Protection Policy
 - b. Code of Conduct
 - A warning letter be issued

Signed:

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Attachment F – Tribunal Procedure

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 HSW 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 11

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 page above)
6. The Chairperson for the hearing is:
7. The Panel Members are:
 1. Name:
 2. Name:
 3. Name:
 4. Name:
8. The Secretary is:
9. The reported player/member is/are:
 1. Name
 2. Name
 3. Name

10. The reporting umpire / official / person is/are:
 1. Name
 2. Name
 3. Name

11. The advocated for 9 and 10 are:
 1. Name
 2. Name
 3. Name

12. Chairperson

Addressing Player/s

Are you player/member/s _____ of _____ Club, the reported player?

Addressing 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 HSW?

- 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 HSW? 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 HSW 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;

c. 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;

d. 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

23. Chairperson and Panel Members Deliberates, considers the evidence consult together reach a verdict

24. General time for deliberation is 30minutes, if longer is expected the Chairperson will advise

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

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]

INDICATIVE SCALE FOR SUSPENSION

NOTE: 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 HSW e.g. Misbehaviour at any location, abuse of equipment, general misconduct etc	2 games
5. Deliberately striking at another player with other than a hockey stick.	4 games
6. Deliberate striking another player with other than a Hockey stick.	8 games
7. Deliberately striking at another player with a hockey stick. - First Offence - Second Offence within two years	12 games 26 games
8. Deliberately striking another player with a hockey stick. - First Offence - Second Offence within two years	24 games 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.	