

**WEST  
GIPPSLAND  
HOCKEY  
ASSOCIATION Inc.  
(A004426X)**

**P.O. Box 376  
Drouin 3818**

**BY-LAWS  
2011**

Amended October 25<sup>th</sup> October 2010

# W.G.H.A. INC. BY-LAWS

## **Preamble:**

As far as practicable the West Gippsland Hockey Association Inc. (WGHA) shall follow the Rules of Hockey as provided by the International Hockey Federation. Where there is a conflict between the Rules of Hockey and these By-Laws, then these By-Laws will prevail.

## **Changes to By-Laws**

Changes to these By-Laws shall be by way of resolution at an Annual General Meeting of the WGHA (Refer Rule 12.4.4). However the Committee of the Association shall be empowered to make interim amendments to these By-Laws. Any such amendments shall be subject to ratification at the following Annual General Meeting.

## **Code of Behaviour**

WGHA has adopted Codes of Behaviour which will be publicised to all players and clubs. Players and clubs must adhere to the Codes of Behaviour. WGHA puts the responsibility on all clubs to counsel their players, members and representatives in the correct Code of Behaviour. Penalties may be imposed by the WGHA to clubs and / or individuals who do not adhere to the Codes of Behaviour (see By-Law 33).

1. There shall be 3 General Meetings in each calendar year, one of which shall be the Annual General Meeting which shall be held in October. The General Meetings shall be held in February and May on a date determined by the Committee.

The Committee may, whenever it sees fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than fifteen months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

2. At least one member of each Sub-Committee and each Club of the Association must attend each General Meeting or Special General Meeting of the Association in order to report and liaise between their Sub-Committee or Club and the Committee.

3. If a Club is not represented by at least one delegate at any General Meeting or Special General Meeting the Club will be penalised (see By-Law 33. (a) Penalties)

NB. Members of the Committee may not serve as Club delegates. The Committee shall consist of the President, Vice-President, Secretary, Treasurer/Public Officer and the Convenors of Match and Fixtures, Umpires, Grounds and Equipment, Press and Publicity and Development Sub-Committees (total 9 people).

4. Each team shall have distinguishing uniforms which must be registered and approved by the Committee.

(a) Skirts or shorts may be worn in women's competition, providing that these be in Club colours and of a style specified by the Club. Bike shorts may be worn under a skirt providing they are the same colour as the skirt or a flesh colour.

(b) Shorts are to be worn by males. The style is to be decided by the Club and approved by the Committee.

(c) Shin-guards are compulsory.

(d) Mouthguards are strongly recommended.

(e) Shorts are to be optional for girls in mixed teams. The style is to be decided by Clubs and approved by the Committee.

(f) Uniform socks are to be worn.

Players not in complete and correct uniform by Round 3 will not be allowed to take the field. (See By-Law 33. (b) Penalties).

5. Any person umpiring fixtures and finals should be of an appropriate standard at the discretion of the Umpires' Convenor.

6. (a) Clubs must supply umpires as rostered to umpire matches at the venues stipulated. Umpires shall wear the West Gippsland Hockey Association umpires shirt or jacket or approved umpires uniform.

In the event of a Rostered Umpire not attending their umpiring commitments their Club will be penalised as specified. (See By-Law 33. (c) Penalties).

In the situation of a rostered umpire arranging a substitute who fails to meet the commitment, any penalty will be applied to the club of the rostered umpire.

(b) Clubs may satisfy a scheduled umpiring commitment by organising for a substitute umpire from outside their Club provided that umpire is suitably badged and/or experienced. Clubs may choose to pay umpires provided they are suitably badged and/or experienced, subject to approval by the Umpire's Convenor.

7. The umpire's decision is final and no discussions will take place on the field of play. The captains of the teams concerned must enforce this By-Law.

8. (a) The Match Book.

Each team manager/captain will be supplied with a Match Book.

It is the responsibility of the captain or their representative to ensure this book is completed correctly, legibly and signed by both captains and umpires and includes the correct scores for the game.

This responsibility determines the accuracy of the outcome of the most valuable player award and should be considered carefully.

Players who are listed on the team sheet but did not play must be crossed off the list.

Completed Match Book Sheets must be placed in the container provided in the clubrooms at the end of the game.

(See By-Law 33. (d) Penalties).

(b) The Most Valuable Player Votes.

Both umpires are to jointly complete a Voting Form for the Most Valuable Players in the game they umpire:

This responsibility determines the accuracy of the outcome of the most valuable player award and should be considered carefully.

For senior matches the 3 most valuable players shall be selected (3 Votes to Most valuable player, 2 votes to next most valuable etc).

For junior matches, the votes will be 4,3,2,1 with both genders represented in the votes given.

Most Valuable Player votes shall be recorded from the MVP Voting Slips.

A player who receives a yellow or red card shall not be eligible to receive MVP votes in that match, with the exception of the captain of a team who receives a yellow card for spectator or team misconduct).

A player who is suspended from WGHA competition for one or more matches by the Disputes Committee shall be ineligible for any WGHA awards for the season in which the incident leading to the suspension occurred. Suspensions arising from incidents in the finals will render that player ineligible for awards the following year.

In Junior Grades, excepting Under 9, awards shall be presented to the Most Valuable Male Player and the Most Valuable Female Player (and to the male and female runner-up MVP at the discretion of the Committee).

(c) Press Report.

Each team is responsible for completing their team's Press Report, to be emailed to the Press and Publicity Officer ([reports@wgha.asn.au](mailto:reports@wgha.asn.au)) in a timely manner and in the required format as requested by the Press and Publicity Officer.

9. Each Club will appoint a Committee which shall be responsible for:

(a) keeping a list of names, addresses and telephone numbers of Club members. Where appropriate the age and gender should be recorded.

(b) transfers and clearances.

(c) obtaining the consent of each player (or a parent/guardian of a player under 18) for his/her photo to be displayed on the WGHA website or other media. This consent (or non consent) should be obtained by requiring the signing of the following or similar statement, which could be included on the Club's Registration Form:

"I do/do not give consent for my son/daughter/myself to have photos displayed on the WGHA website or other media for publicity purposes."

The names of all players for whom consent was given are to be passed on to the Association Secretary.

(d) annually forwarding to the Association Secretary all players' names, the team they are playing for, media consent, and where appropriate, the age and gender, no later than the meeting after the player's first game.

(e) ensuring the Club is represented at Association General Meetings.

10. (a) In the event of wet weather, the Grounds and Equipment Officer (in consultation with the WGHA Umpire's Convenor if available) shall be responsible for inspecting the grounds at approximately 8.00 a.m. on match day and making any recommendation to the Executive that the grounds are unfit for play. If the recommendation of the Grounds Convenor is endorsed by the Executive, Executive members shall be responsible for notifying all team contacts and umpires that matches scheduled for that day have been cancelled.

(b) In the event of a deterioration of weather or ground conditions during the day such that player safety is becoming seriously compromised, the Umpires Convenor (in consultation with the Grounds and Equipment Officer, scheduled umpires, team captains and available Executive) shall be empowered to temporarily halt or totally abandon matches.

No points shall be awarded to any team for matches cancelled or abandoned due to wet weather (unless the match has extended beyond 5 minutes into the 2nd half). In the event of a cancelled game causing an uneven number of byes or matches played, refer to By-Law 13.

11. (a) Matches must be played as arranged in the fixture card, except in special circumstances a match may be played at another time or place by mutual consent of the teams concerned, and with the approval of the Match Committee and Executive.

(b) If a team cannot field six players at the beginning of a match, the offending team must forfeit the match (subject to By-Law 11 (c)). If a team starts short, the missing players may join in at any time subject to the rules of Hockey. The umpires must be notified.

Should a team be reduced to 5 players the match shall be abandoned with the score being resolved according to By-Law 13.

(c) If a match is not commenced at the appointed starting time, a penalty of one goal per 5 minutes will be awarded against the offending team. If a match is not commenced within 15 minutes of the stated time, the team unable to proceed shall forfeit the match.

(d) Time lost at the commencement of a non-finals match due to a late start shall not be made up by extending the match beyond its scheduled finishing time. The timing of all non-finals matches will start and finish with the siren (though the ball shall still be 'live' until the umpire's whistle is blown to signify the end of play).

(e) In all preliminary and grand finals, time will be kept by the umpires. Time will be stopped according to the Rules of Hockey eg: penalty strokes, substitution of goalkeepers, and where appropriate for serious injury, warnings, lost ball etc.

12. Any team failing to play three consecutive matches shall withdraw for the remainder of the season, unless a satisfactory explanation can be provided to the Committee.

13. Premiership points will be allocated from the Score Cards.

4 points shall be awarded for a win.

2 points for a drawn game.

1 point to the losing team.

0 points for a forfeit

For a forfeit, a 3-0 win shall be recorded for the team present.

In Age Groups where there are an uneven number of byes (caused by the number of teams in the fixture or by cancellation of matches) finalisation of the ladder at the end of the season shall be done as follows:

To decide the final position on the ladder, teams which have played fewer matches than other teams at their level will have added to their points total the average number of premiership points they scored per matches played for each match they are in deficit.

Example: A team which scored 36 premiership points over 11 rounds and has played one match less than the maximum played by a team in that competition will have an extra 3.27 points ( $36 \div 11$ ) added to their season's points tally.

In abandoned matches (caused by weather or serious injury etc), the score shall remain as on the score card provided the match has extended beyond 5 minutes into the second half. Matches that are discontinued for any other reason (or abandoned before 5 minutes into the second half) will be referred to the next Committee Meeting for decision as to the result to be recorded.

14. Teams shall:

(a) Provide an approved match ball (as per Rule Book) when they are the first-named team.

(b) Carry a basic First Aid Kit.

15. Goalkeepers:

(a) Each team (apart from Under 9) must have a goalkeeper on the field at all times during play. It is compulsory for goalkeepers to wear protective headgear except when taking a penalty stroke. A helmet incorporating fixed full

face protection and cover for the entire head and throat is Compulsory. Goalkeeping Helmets MUST NOT be worn in general play beyond the 25-yard line.

It is recommended that goalkeepers in Men's and Women's matches also wear full protective equipment.

It is compulsory for goalkeepers in all Junior matches (apart from Under 9) to wear, as a minimum, the following equipment: chest protector, hand protectors, leg guards, and kickers. Additional protective equipment for arms and thighs is also recommended.

An incapacitated or suspended goalkeeper must be replaced by another goalkeeper or field player acting as a goalkeeper. During the suspension of a goalkeeper, the team concerned has one less field player.

(b) Any dangerous ball in the circle shall be penalised in Under 13 grades and below (the intent is that the goalkeeper is not "fair game").

(c) The "tomahawk" hit is banned in all matches.

#### 16. Coaches in Junior Matches.

- |               |  |
|---------------|--|
| U9            | One coach allowed on any part of the field at any time.  |
| U11           | One coach allowed on the field at any time for the first 8 rounds but not inside the attacking 25-yard area. |
| U13, U15, U17 | No coach allowed on the field at any time.   |

17. (a) The method of playing finals in the Winter Competition shall be as follows:

Semi Finals:	1 V 2	&	3 V 4
Preliminary Final:	Winner 3 V 4	V	Loser 1 V 2
Grand Final:	Winner 1 V 2	V	Winner of Preliminary Final

(b) The Winter Season should be at least 15 scheduled rounds plus finals.

In the compilation of the WGH A Draw for the winter season, an "Extra" week is to be allotted after the Grand Final to allow for "Washouts".

I. Semi Final Cancellation:

Games to be re-scheduled for the following week and remaining finals to be put back a week.

In the event of further "Washout" Games, Team 1 shall play Team 4 and Team 2 shall play Team 3 with the winners progressing to the Grand Final.

II. Preliminary Final Washout:

- (i) If a spare week is available re-schedule the final to the following week.
- (ii) If no spare week available call an Emergency Meeting of Committee.

III. Grand Final Washout:

- (i) If a spare week is available re-schedule the final to the following week.
- (ii) If no spare week available call an Emergency Meeting of Committee.

#### (c) Drawn Games in Semi-Finals.

In the event of a drawn game, the match will be awarded to the team higher on the ladder, unless the scheduling of matches allows for extra time of two halves of 5 minutes each to be played. In the event of extra time being played, if the result is still a draw then the match shall be awarded to the team higher on the ladder. (d) Drawn Games in Preliminary Finals.

In the even of a drawn game, extra time of two halves of 5 minutes each shall be played. If the result is still a draw, the match will be awarded to the team higher on the ladder.

#### (e) Drawn Games in Grand Finals.

In the event of a drawn game at full time, after 3 minutes,

- (i) change ends and play two Extra Periods (with no interval except to swap ends at the completion of the first period), unless
- (ii) either team scores a goal and then the match shall be deemed at end and the team that scores the goal shall be declared the winner.

Extra Period means:-

Open-Age and Over-Age Matches:- seven (7) minutes and thirty (30) seconds.

Under-Age Matches:-five minutes.

If the match is still drawn, the competition shall be decided as follows:

Under 11: If the match is still drawn, both teams be named as joint winners.

Under 13, Under 15, Under 17, Women and Men: by Penalty Strokes:

Penalty strokes to be played according to the Rules of Hockey current at the time.

#### (f) Summer competition.

The method of playing finals (if any) is to be determined by the organising committee.

### 18. Grades and Team Composition.

Ages are taken from 1st January in each year. E.g. if a player turns 13 *during* the calendar year, they are eligible to play in Under 13 competition.

Exceptions to these gradings and team compositions can only be made by PRIOR permission of the Committee (or Executive). (See By-Law 33. (g) Penalties).

#### (a) Winter Competition.

Open Women (Women only - open age)

Open Men (Men only - open age)

Age Groups for the Junior Competition will be determined by the Committee from time to time.

Teams in Junior Competition are of mixed gender, with on-field gender requirements as follows:

- Under 9 – as this is a development program, no specific gender requirements shall apply
- Under 11, Under 13, Under 15, Under 17 – maximum of 8 of either gender on the field

NOTE: No player may play in more than 2 matches on any one day.

NOTE: The Committee will consider individual applications for Junior players to play in younger age groups based on their merits. Applications in writing must be received by the Committee prior to the commencement or during the season as required.

#### (b) Summer Competition.

Age groupings for such a competition to be determined by the organising committee.

19. A player receiving a red card during a WGHA match shall not be permitted to play a second match in the same round.

20. Players may only move up and down the grades in their own Club. Players may not move up or down more than one age group, with the exception of Under 15 players who may play up in either the Under 17 or senior grade.

Where there is no appropriate grade in their own Club, a senior team may apply for Executive permission to draw substitutes from another Club which has no senior team. Junior players may only fill in for one Club. Where clubs have 2 teams in an age group, players who play regularly at that age group or play up from a younger grade must be allocated to one of those teams after round 4.

Games played up to and including Round 4 for either Club team are combined with games played after round 4 for the allocated team to determine the player's eligibility for finals.

### 21. Transfers.

No player desiring to transfer from one Club to another shall play a match for their new Club until they have obtained a written clearance from their former Club and permission from the Committee (or Executive). (Penalty - see By-Law 33. (e)).

The former club can withhold permission if there are outstanding fees owing by the player

The former club cannot withhold permission when:

The player has not played in the WGHA winter competition for 2 seasons OR

The player has only played at the Under 9 level.

22. No player shall take part in a final or semi-final match unless they are registered in the Match Book as having played in at least one third of matches played by their team in the current season. (eg: If 15 rounds they must play a minimum of 5; if there is a bye and if 12 rounds are played they must play a minimum of 4 games). Where there are wet weather cancellations, these would be counted as matches played if the player played in the match that occurred immediately prior to the washout. In the case of forfeit, players in the forfeiting team shall not have their names recorded as having played. Players in the nonforfeiting team shall be recorded as playing a game. Any emergency cases shall be decided by the Committee. The Executive shall have the power to act.

23. A player may play in more than one grade in the final series provided that the eligibility conditions as set out in By-Laws 18 (a), 20 and 22 are met for each of the grades. Note: Maximum 2 WGHA matches can be played in the one round.

24. Any three members of the WGHA Committee shall constitute the Disputes Committee, but no member may sit on a hearing concerning the Club of which she/he is a member. The Committee shall have the power to add persons from inside or outside the Association if the situation warrants such action.

(Refer to WGHA Rules 10 and 11.)

25. Any complaints or charges made against or concerning any team/s, player/s or official/s of the WGHA shall be lodged in writing (formal letter) with the Secretary of the WGHA within three days of the alleged offence in respect of which the complaint or charge is made. A deposit of \$20 shall be lodged with each complaint or charge and shall be forfeited if the complaint or charge is considered frivolous by the Disputes Committee. An umpire making a complaint or charge concerning the match at which they were officiating shall not be required to lodge a deposit.

26. Any dispute between Clubs and/or members regarding any infringement of the Rules of Hockey, the WGHA By-Laws or the WGHA Codes of Behaviour, shall be lodged in writing (formal letter) with the Secretary of the WGHA within three days of the alleged infringement, stating the subject matter and full circumstances of the dispute. A deposit of \$20 shall be made with each dispute and shall be forfeited if the dispute is considered frivolous by the Disputes Committee.

27. (a) On receipt of the complaint, charge or dispute, the Secretary shall, with at least three working days notice in writing:

(i) Forward to the team(s), player(s) or official(s) charged or complained against, or the disputing Club and/or member(s), all the alleged facts of the complaint, charge or dispute.

(ii) Inform the team(s) and / or member(s) concerned of the date, time and place fixed for the hearing.

(b) Any team or member shall be entitled to request any person(s) to attend the meeting to give evidence on their behalf.

28. The Disputes Committee shall determine all complaints, charges and disputes. If after an inquiry it considers:

(a) The complaint, charge or dispute is not proven or not substantiated, it shall dismiss the matter and report its action to the W.G.H.A. Inc. Committee.

(b) The complaint, charge or dispute is proven, it shall reprimand, fine, suspend from participation in WGHA fixtures for a certain period, expel from membership or take such other actions it deems appropriate. In the case of expulsion, such member(s) shall forfeit such membership and all interest and benefit (if any) in the Association and the funds thereof.

(Refer to WGHA Rule 40.)

If during the course of the hearing, it is proved to the satisfaction of the Disputes Committee that action should be taken against any team(s), player(s) or official(s) complained against, such action may be taken. The disputes committee shall refer to the schedule of penalties (By-Law33) when determining an appropriate penalty.

29. The Secretary shall, in writing, inform all parties to the hearing of the decision of the Disputes Committee as soon as possible.

30. (a) Should any party to the hearing be aggrieved by the decision of the Disputes Committee, that party shall, within three days of being notified in writing of the decision of the Disputes Committee, lodge in writing with the Secretary a Notice of Appeal.

Refer to Rule 40.

(b) Such an appeal shall be heard by the Committee at its next meeting.

(c) The decision of the Disputes Committee shall stand until such time as the next Committee Meeting passes a resolution gaining two-thirds majority of the members present entitled to vote, amending it.

31. Umpiring Courses.

Representatives from each club, equivalent to the number of teams (Under13 and higher) within the club, shall attend any official WGHA Umpiring Instruction session or course and sit any theoretical or practical test as and when arranged by the Umpires Convenor. At least half of such Club representatives shall be senior men or women. (See By-Law 33. (h) Penalties)

32. Duty Club.

Duty Clubs must supply personnel to mark fields, put out and retrieve flags, set up goals and nets, clean and sweep the clubroom, toilets and concrete surrounds, time-keep, tidy up at the end of the day's play, lock the pavilion and assist in the kiosk throughout the whole day's competition when rostered.

A complete list of tasks will be provided by the Committee at the start of each season.

(See By-Law 33. (f) Penalties).

### 33. Penalties.

The WGHA and delegated committees have the right to impose penalties on clubs and / or individuals for non-adherence to By-Laws or other offences as deemed as appropriate. Whilst it remains at the descretion of the disputes committee, the following penalties are recommended as guidelines:

By-Law / Code	Offence	Penalty - Club	Penalty - Individual
3.	Non-attendance of at least one delegate from each Club	\$20	
4.	Incorrect or incomplete uniform		Offending players will not be permitted to participate in any game until they are in complete and correct uniform (subject to special permission from the Executive)
6.	Non-supply of umpires as rostered	\$20	
8.	Incomplete score card	\$20	
21.	Playing a player who has not obtained a transfer or clearance	forfeit of the match by the offending team.	
32.	Failure of the Duty Club to fully complete their duty	\$20	
18.	Playing the incorrect team composition	forfeit of the match by the offending team	
31.	Non-attendance of representatives at WGHA umpiring instruction sessions or for Umpire's badge testing	\$20 per player per club not in attendance	
	Non adherence to WGHA Code of Behaviour to be implemented by the disputes committee only.		
			Suggested penalty
	a) Bringing hockey into disrepute	\$100	2 weeks
	b) Swearing / abusive language	\$10	2 weeks
	c) Threatening behaviour / intimidation	\$50	4 weeks
	d) Play endangering player safety	\$200	4 weeks
	e) Dangerous play causing physical injury	\$200	12 months
	f) Striking / physical assault causing injury	\$300	12 months
	g) Threatening behaviour / intimidation of an umpire	\$200	4 weeks
	h) Striking / physical assault of an umpire causing injury	\$300	24 months

### 34. Treatment of Players Who Are Bleeding.

The following recommendations are based on the “Infectious Diseases Policy” put out by the Australian Sports Medicine Federation Ltd. and Monash University’s current Occupational Health and Safety Policies on Human Blood and Body Fluids and Hepatitis B Immunisation:

- All bleeding cuts and abrasions should be treated immediately, wearing disposable latex or vinyl gloves
- If bleeding cannot be stopped the player must NOT continue playing. (for the benefit of all, co-operation on this point is expected).
- Clothing and equipment contaminated with blood should be removed before resuming play.
- Disposable towels should be used, where possible, to treat bleeding wounds, and be disposed of afterwards in a plastic bag.
- Dressing rooms should be kept clean and tidy.
- Areas and equipment contaminated with blood should be cleaned and disinfected with hypochlorite solution (eg: 1:10 solution household bleach). Gloves should be worn during the cleaning process.
- It is recommended that players and officials of contact sports be vaccinated against Hepatitis B.

- Any person who receives a penetrating injury of the skin, with a needle, splinter of glass, contaminated with blood or has blood splashed onto their face or damaged or broken skin, should seek medical advice (as protection against Hepatitis B can be instituted if treatment starts within 72 hours).

### 35. Pregnant Players.

Pregnant players are advised that there may be risks involved in playing when pregnant. Participants are encouraged to obtain and act on professional medical advice with regard to pregnancy and sport.

### 36. Life Members.

The Association shall have the power to elect honorary life members. Such membership to be awarded to persons who have rendered exceptional services to hockey in the West Gippsland area over a number of years.

The election of life members may only take place at the Annual General Meeting by a two-thirds majority of those present and entitled to vote.

Nomination of such membership shall first be approved by the Committee.

Refer to WGHA Rules: 3.1.4, 4.2, 4.2.1, 4.2.2 and 4.2.3.

### 37. Spectator misconduct.

In the event of a spectator's behaviour being judged by an umpire to be detrimental to the spirit of the game, the following procedures shall apply:

- (a) The Captain of the team (or Coach of junior team) who the offending spectator is supporting will be required to request of the offender that the unacceptable behaviour be discontinued.
- (b) In the event that the unacceptable behaviour continues the Captain of the team will be penalised with a yellow card.

### 38. Representative matches.

(a) Aims. The WGHA shall provide opportunities for local players to participate in representative matches with the primary aim of enabling those selected to enjoy and benefit from the experience of representing the Association with players from other WGHA clubs. To this end, all selected players shall receive "field time" of no less than 50% of total available time during the course of the competition or championship, other than due to illness, injury or some other unforeseen circumstance.

(b) Selection criteria.

- All registered players participating in the current WGHA winter season shall be eligible for selection consideration (unless suspended or for other disciplinary reasons), and shall be given the opportunity to indicate their interest in being selected.
- Selection to represent the WGHA shall be based predominantly upon performances in the current WGHA winter season, however some allowance shall be made by the selectors on a case-by-case basis for players who have not played regularly in the current WGHA winter season due to injury, illness, or some other reasonable limitation.
- Consideration shall only be given to selecting players who do not meet the above criteria where insufficient players meeting such criteria have indicated availability for a particular team. Additionally or alternatively, where a particular team has insufficient available players, consideration may be given to combining with another hockey Association rather than deny those available the opportunity to participate.
- It is an expectation that players selected for representative teams shall participate in training sessions.

(c) Selectors. Selection of players, coaches and managers to represent the WGHA shall be the responsibility of the Development Sub-Committee, with the power to co-opt additional selectors as considered appropriate and/or due to the unavailability of any member of the Development Sub-Committee.