



## **HOCKEY BALLARAT BY-LAWS**

To be read in conjunction with the Constitution and the Rules of the Association.

**REVISED 15th March 2010**

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## **Definitions**

### Hockey Ballarat Committee

- An appropriately named committee convened by the Hockey Ballarat Executive committee. The committee will have its scope set according to its area and required powers.

### Penalty Unit (PU)

- Penalty applied for rule infractions – covered in section 15.

## 1. Hockey Ballarat Colours

1.1. The Hockey Ballarat Colours shall be Red and White.

## 2. Administration

- 2.1. One delegate from each senior team must attend all delegate meetings as specified. Any absences must be notified with an apology or appointment of a proxy at least 2 days prior to the scheduled start of the meeting. The team failing to attend or adequately explain their absence will bear responsibility at the discretion of the Hockey Ballarat Committee. **(Automatic Penalty: 20PU / rep)**
- 2.2 Fees for any Hockey Ballarat competition shall be set by the Hockey Ballarat Committee.
- 2.3 Any entry from a club or team shall not be accepted while monies are outstanding from any previous Hockey Ballarat 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 Hockey Ballarat Committee. **(Automatic Penalty 20PU. Ongoing infractions will attract committee attention)**
- 2.5 These bylaws shall be executed by the Hockey Ballarat Committee. The Hockey Ballarat Executive Committee may, at its discretion, take responsibility for the administration and execution of these rules for a specific case.
- 2.6 Where required, the Hockey Ballarat 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. <sup>1</sup>

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<sup>1</sup> See Appendix A - Supporting Notes

### **3 Uniforms**

- 3.1 The playing uniform and alternative playing uniform of teams entered in any competition conducted by Hockey Ballarat must be approved and registered by Hockey Ballarat. Any playing uniform so registered may only be altered with the prior approval of Hockey Ballarat. The addition of sponsor logos on a registered uniform is considered an alteration in terms of this Rule. Hockey Ballarat's colours shall not be used.
- 3.2 The registered uniform of each team shall be worn by all of its players in all matches in competitions conducted by Hockey Ballarat 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 Hockey Ballarat Committee

- 3.3 A Club may seek the approval of Hockey Ballarat 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 Hockey Ballarat sponsorship logo.
- 3.4 Each team is to register its team colours and uniform on the Team Registration Form prior to the commencement of the season. Skirts or shorts may be registered.
- 3.5 All team members are to wear uniquely numbered shirts (Goal Keepers excluded).
- 3.6 All team members must wear the correct registered uniform after the first **three** matches. After this period any player not in uniform cannot take the field. This clause is to be read in conjunction with 3.2 (**Automatic Penalty: Match shall not proceed until team is correctly attired. Note that clause 5.15 applies after 10min**)

#### **4 Defunct Clubs/Teams**

- 4.1 Clubs or Teams who have not fielded a team for the current season shall be declared defunct by the Hockey Ballarat 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

## 5 Competition Rules

- 5.1 All games shall be played in accordance with the playing rules set down by the Hockey Rules Board and authorised by Hockey Australia subject to such additions, alterations and omissions as shall be agreed upon from time to time to suit local conditions.
- 5.2 The Hockey Ballarat requires each team to list all players (including a nominated Specialist Goal Keeper), with a minimum of **eleven** players by round **three**.<sup>2</sup>
- 5.3 “Double Up” rules<sup>3</sup> - apply only, when a club enters more than **one** team in the same division of a Hockey Ballarat competition:
- 5.3.1 Each team shall provide a list of their top **seven** players by Round **four** to Hockey Ballarat for approval.
- 5.3.1.1 Seniors playing at a higher level (ie State League) are expected to be included in this list
- 5.3.1.2 If the number of state league players in the team is greater than **seven**, all state league players are to be named.
- 5.3.1.3 Specialist goal keepers do not need to be named on the list, regardless of their State League status.

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<sup>2</sup> See Appendix A - Supporting Notes

<sup>3</sup> See Appendix A - Supporting Notes

5.3.2 Crossover players – Playing twice in the same round.

5.3.2.1 Each team is entitled to play a maximum of **two** players from the club's other team in that grade in their particular match in each round.

5.3.2.2 Players may only "play across" **twice** in a season.

5.3.2.3 Any player on the list of seven provided under clause 5.3.1 is prohibited from "playing across".

5.3.2.4 No player is permitted to "play across" during finals, as covered under **Section 7 – Finals Series**

5.3.3 Specialist Goal Keepers

5.3.3.1 Any player so identified is eligible to play two games in the same round (**as a Goal Keeper**) a maximum of **three** times during the course of the regular season

5.3.3.2 Identification as a specialist Goal Keeper does not preclude such a player taking to the pitch as a field player for their team at any stage during the season.

5.3.4 Derby Fixtures

5.3.4.1 The Hockey Ballarat Fixture shall, where possible, avoid two teams from one club being scheduled to play each other (a derby) in the **final** minor round of the season

5.3.4.2 In the event of the Hockey Ballarat Fixture requiring teams to play each other an un-even number of times within one grade, derby games should be the first considered for removal from the fixture.

- 5.4 When a Club having only one team in a particular grade cannot field 11 players, they may select a maximum of **two** players from another club to **match** the number of players on the opposing team, up to 11 players. (This relies on teams having their own 7 registered players REF 5.13).
- 5.4.1 Umpires and the opposing Captain should be notified in a timely manner, a minimum of 5min before the scheduled start of play. Umpires should note the time and players involved on the reverse side of the scorecard. This administration should be completed a minimum of 5min before the scheduled start of play and should not interfere with the start of play.
- 5.5 The first named team on the fixture shall be the home team and supply all match balls. The ball must be of FIH standard.
- 5.6 Three points shall be awarded for a win and one point for a draw in Hockey Ballarat matches. Scores for a forfeit shall count as 5 – 0.
- 5.7 A team forfeiting is required to inform the opposition team and the Hockey Ballarat Committee at least 24 hours before the scheduled match. **(Automatic Penalty for forfeits with less than 24hrs notice: 20PU + Clause 5.9)**
- 5.8 For interrupted matches refer to section 8
- 5.9 A team forfeiting a match shall pay turf fees for both teams for that scheduled match.
- 5.10 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 Hockey Ballarat Committee.
- 5.11 GP is given as Goals scored for, divided by goals scored against multiplied by 100%<sup>4</sup>.

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<sup>4</sup> See Appendix A - Supporting Notes

- 5.12 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 Ballarat Committee is required. Teams must give the opposition and Hockey Ballarat 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.<sup>5</sup>
- 5.13 All home and away matches must be completed five days before the commencement of the finals.
- 5.14 No team shall commence a match with fewer than seven players.
- 5.15 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.
- 5.16 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.
- 5.17 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.
- 5.17.1 The team sheet shall be completed a minimum of 5min before the scheduled start of play. **(Automatic Penalty: 20PU)**
- 5.18 Both teams shall be responsible for entering match details onto sporting pulse before 5:00pm Tuesday following the scheduled round.<sup>6</sup> **(Automatic Penalty: 20PU)**
- 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.

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<sup>5</sup> See Appendix A - Supporting Notes

<sup>6</sup> See Appendix A - Supporting Notes

Any team conceding three or more forfeit in a season may, at the discretion of the Hockey Ballarat Committee, be withdrawn from the competition.

- 5.20 In the event of a team being found guilty of fielding an ineligible player, the opposing team will be awarded a 5-0 win. In the finals series if an in-eligible player plays, the team shall forfeit that match. **(Automatic Penalty: 50PU)**
- 5.21 Registered junior players over the age of 12 are permitted to play their own grade and one senior game per fixture round.<sup>7</sup>
- 5.22 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. **(Automatic Penalty: 20PU)**
- 5.23 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 **(Automatic Penalty: 20PU)**

## **6 Junior Grades**

- 6.1 Junior matches shall consist of two 25 minute halves (2x25).
- 6.2 Tomahawk shots are not permitted in the junior competitions. A free shall be awarded to the opposing team.
- 6.3 Teams are permitted to have one coach per team on the Field of Play, except the goal circles, in all grades up to and including under 13.

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<sup>7</sup> See Appendix A - Supporting Notes

## **7 Final Series**

- 7.1 All finals series shall be scheduled as determined by the Hockey Ballarat 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<sup>8</sup>.
- 7.3 To qualify to play in a final series, a player must have played at least one half of the regular season (rounded up to the nearest whole number) in that particular grade with the same team.<sup>9</sup>
- 7.3.1 Special consideration permits **may** be granted by the Hockey Ballarat Committee upon application. A minimum of two weeks notice should be given.
- 7.4 A player who plays a finals match with one team may not play with another team in that final series unless the Hockey Ballarat Committee decides special circumstances exist.
- 7.5 Any infraction requiring the mediation of a Hockey Ballarat Committee that occurs during the finals series shall be dealt with, wherever possible, during the following week to ensure the following match is unaffected.

## **8 Cancellations and Interrupted Matches**

- 8.1 In the event of extreme weather or other mitigating circumstances, the Hockey Ballarat 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 Ballarat Committee cancels a round of matches, teams will be notified via their nominated delegates. The Hockey Ballarat Committee will endeavour to give as much warning as possible.

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<sup>8</sup> See Appendix A - Supporting Notes

<sup>9</sup> See Appendix A - Supporting Notes

- 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 Ballarat committee of the arrangements.

## 9 Umpires

- 9.1 Each Senior Team is to nominate a minimum of two umpires on the registration form to perform umpiring duties throughout the season.<sup>10</sup>
- 9.2 If a rostered umpire fails to umpire when named, their team will incur a penalty **(Automatic Penalty : 20PU)**
- 9.3 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.
- 9.4 One Umpire from each senior club must attend ALL umpires meetings as specified. Any absences must be notified with an apology or appointment of a proxy at least 2 days prior to the scheduled start of the meeting. The team failing to attend or adequately explain their absence will bear responsibility at the discretion of the Hockey Ballarat Committee. **( Automatic Penalty : 20PU)**

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<sup>10</sup> See Appendix A - Supporting Notes

9.5 The umpire at the completion of all matches must collect both team's white team sheets, award best and fairest votes: 3, 2, 1 on the winning team sheet, and place in the association box immediately after the game.

9.6 Umpires are to ensure that players which didn't take the field during the game are crossed off the team sheet.

## **10. Clearances/Permits**

10.1 A player desiring to transfer from one club to another shall obtain an official clearance form and submit this to the Hockey Ballarat Committee. No player shall play for a new club, until such clearance has been received and approved by the Hockey Ballarat Committee. Only one such clearance per player will be accepted within a Season.

10.2 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.

10.3 Permits – The Hockey Ballarat committee can grant a temporary permit to play on receipt of written application.

## **11. Protests & Disputes**

11.1 In the event of any complaints, charges or disputes being brought to the notice of the Hockey Ballarat Committee, the Committee will appoint a Dispute Committee of three, but no member shall sit on a hearing concerning the club of which he/she is a member.

11.2 All clubs referring disputes, protests or charges against other clubs or players, or reporting any infringements of the rules or laws of hockey, shall provide details of the incident to the Hockey Ballarat Committee through the Secretary by 5:00pm the first Tuesday after the match.

## **12. Inter Association Games**

- 12.1 Only Hockey Ballarat registered and permit players can represent Hockey Ballarat 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 Hockey Ballarat Committee.
- 12.3 Only selected representative teams may use the name “Hockey Ballarat”.
- 12.4 For all games and teams arranged by Hockey Ballarat the mode of transport shall be arranged by the Hockey Ballarat Committee and members selected shall comply with Hockey Ballarat’s requirements as to transport, accommodation and behaviour. (Code of Conduct).
- 12.5 A player found guilty and suspended by the Hockey Ballarat investigation committee, will be deemed ineligible for selection with a representative team until they have served their suspension.

## **13. Health & Medical Considerations**

- 13.1 Clubs must have and maintain a first aid kit present at regular matches including the Finals series.<sup>11</sup>
- 13.2 Clubs must nominate a level one qualified first aid officer to be present at regular matches.<sup>12</sup>
- 13.3 Hockey Ballarat recommends no player shall play in a Hockey Ballarat match after the first three months of pregnancy.
- 13.4 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.
- 13.5 If bleeding recurs, the above procedure should be repeated.
- 13.6 If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

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<sup>11</sup> See Appendix A - Supporting Notes

<sup>12</sup> See Appendix A - Supporting Notes

#### **14. Changes to or Varying the By Laws of the Association**

- 14.1 Applications to vary these bylaws must be lodged in writing to the Hockey Ballarat Committee. The Hockey Ballarat Committee to have 14 days to respond to the application.
- 14.2 Any change to the by laws must be accompanied by a date of adoption
- 14.3 Changes to the By-Laws must be ratified by a simple majority at a Special General Meeting by members eligible to vote. In the event of a tied vote the Chair of the meeting shall have the casting vote.

#### **15. Penalties**<sup>13</sup>

- 15.1 Penalties are handed down by the Hockey Ballarat Committee in terms of Penalty Units (PU), docked Competition points and suspensions.
- 15.2 Penalty units and suspensions can be applied to an individual, team or club as appropriate. Docked competition points shall only apply to teams.
- 15.3 Competition points will be removed immediately after the decision of the Hockey Ballarat Committee is handed down.
- 15.4 Penalty units are linked to a player's, team's or club's eligibility in terms of clause 2.3.
- 15.5 For the first offence, automatic penalties may be waived at the discretion of the Hockey Ballarat Committee. The Player's/team's/club's record is taken into consideration.
- 15.6 In circumstances approved by the Hockey Ballarat Committee, PU's may be exchanged for approved Hockey Ballarat volunteer time. Any time served in this manner will be in addition to team requirements set by the Hockey Ballarat Committee. Docked Competition points or suspensions cannot be offset.
  - 15.6.1 PUs are to be paid at the rate of **\$1.00 per PU**.
  - 15.6.2 For approved circumstances, the exchange rate will be **2 minutes per PU**.

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<sup>13</sup> See Appendix A - Supporting Notes

## **Appendix A – Supporting Notes**

Where possible, HB will apply the rules in terms of their intent, with deference to a sense of natural justice. This section will elaborate on certain rules to help provide clarity and a sense of the tone in which they were conceived.

### **2. Administration**

- 2.6 Where required, the Hockey Ballarat 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.*

HB will attempt to resolve any issues with the shortest possible delay. The committee will be mindful of the need for team selection and the affect of disruption on preparation. Specifically with regard to the finals series and the position of teams approaching the end of the season.

### **5. Competition Rules**

- 5.2 The association requires each team to list all team players (including a nominated goal keeper), with a minimum of eleven players by round three.*

The intent is to ensure viable teams are encouraged and struggling teams are flagged for assistance. To promote a safe competition, it is required that a specialist goal keeper be named to help build their skills.

- 5.3 “Double Up” rules - apply only, when a club enters more than **one** team in the same division of a Hockey Ballarat competition*

Significant discussion and research has been conducted around the issue of a club entering two teams in one completion. The intent of our framework is to allow teams to be competitive while avoiding the appearance or occurrence of stacking. Other associations have gone down the path of developing rules for every possible situation. This has led to a confusing and on occasion conflicting set of rules. The spirit of this rule is to be fair to both sides of the competition, while maintaining the integrity of it.

- 5.11 GP is given as Goals scored for, divided by goals scored against multiplied by 100%.*

Designed to be in line with Sporting Pulse calculations. No rounding shall be applied, this ensures that for teams to be level, they must have exactly the same resulting stats.

**5.12** *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 Ballarat Committee is required. Teams must give the opposition and Hockey Ballarat 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.*

It is intended that, where possible, competition results are based on actual game play. Clubs are encouraged to be flexible when receiving requests of this nature.

**5.18** *Both teams shall be responsible for entering match details onto sporting pulse before 5:00pm Tuesday following the scheduled round*

Hockey Ballarat will keep its own records, independent of sporting pulse records, based on match cards. This is to assist auditing and maintain the integrity of the competition.

**5.21** *Registered junior players over the age of 12 are permitted to play their own grade and one senior game per fixture round*

Clubs are encouraged to use discretion when allowing junior or under age players to play in the senior competition. This rule is designed to allow younger players to increase their skills, not allow teams to fill spare spots. Note also that younger players registered as juniors cannot be registered as seniors and thus fulfil the requirements of clause 5.2

## **7. Final Series**

**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*

Refer 2009 season where rules required every game to go to strokes – changed to fall in line with HV rules.

**7.3** *To qualify to play in a final series, a player must have played at least one half of the regular season (rounded up to the nearest whole number) in that particular grade with the same team*

Associations researched generally used a figure between 33% and 50%. Half of the regular season was decided on (with special considerations available) to ensure the integrity of the competition. The intention is to ensure that two teams playing in a finals match have a reasonable chance of having met during the season in their current form. The rule will be revisited after the 2010 season to gauge its effectiveness.

## **9. Umpires**

*9.1 Each Senior Team is to nominate a minimum of two umpires on the registration form to perform umpiring duties throughout the season.*

The intention here is to ensure teams have a commitment to the umpiring process. These umpires do not have to umpire every match, but they will serve as the team's delegate in all umpiring matters. Training will be provided to them if requested.

## **13. Health & Medical Considerations**

*13.1 Clubs must have and maintain a first aid kit present at regular matches.*

*13.2 Clubs must nominate a level one qualified first aid officer to be present at regular matches.*

The intention is for teams to be self sufficient for minor first aid requirements. HB will provide a list of required items and training if required

## **15. Penalties**

When defining automatic penalties for specific offences, significant research was conducted into other associations such as Geelong, CVHA (Bendigo), Albury / Wodonga and others. Specifically, the penalties are not designed to raise revenue, rather to act as a deterrent for repeated infractions.