

Esperance Hockey Association Inc By-Laws
Version 2.0 Approved 19/08/2021

1. ASSOCIATION AFFILIATION

- 1.1 The Esperance Hockey Association is an affiliated member to Hockey WA and is bound by Hockey WA's rules and regulations. This includes the rules of the game of hockey as issued by The International Hockey Federation (FIH).
- 1.2 This includes abiding by the current Hockey WA Rules for the Seniors' Competition and Hockey WA - Junior League Rules for the Juniors' Competition.
- 1.3 By being an affiliated member of Hockey WA, EHA is to abide by the rules and regulations of Hockey Australia who Hockey WA are an affiliated member of.
- 1.4 Any variations to affiliated and League Rules are to be documented in the EHA By Laws as they arise.
- 1.5 The EHA utilises the Hockey WA Annual documents to set the rulings for its competitions each playing year.

2. RESPONSIBILITY OF THE ASSOCIATION

The Association shall in all respects be responsible for and have control of the following: -

- 2.1 The development of rules (bylaws) and policy for governing the Association.
- 2.2 The setting and prescription of all fees for Association Matches.
- 2.3 Establish and decide upon the fixturing of all the Associations competitions.
- 2.4 Make determinations regarding the eligibility of players within the Association.
- 2.5 Handle all protests, tribunals, and disputes for the Association.
- 2.6 Organise and participate in all representative opportunities as deemed appropriate by the Association.
- 2.7 Determine the requirements for recording and registering Association Property.
- 2.8 Establish subcommittees to handle opportunities, situations, and projects as it deems relevant.
- 2.9 The Association will ensure all Affiliated players are covered under the Hockey Australia Insurance Policy. The Association accepts no responsibility for the loss of wages, medical expenses, time off work or any other relevant cost due to injury sustained by a person whilst playing or training for a team or Association above that provided by the Association's compulsory Insurance Policy.

3. MEMBERSHIP

- 3.1 Each individual shall pay membership to the Association which will be determined prior to the start of the playing season.

There are a number of categories for membership:

- a) Seniors (100% of levy set).
- b) Juniors – a fee for juniors playing in the senior competition will be determined on a yearly basis by the executive committee.
- c) Social and Casual Membership – As determined by the executive committee a fee to be a Social non-playing member and a casual playing member.

ALL players playing in the senior competitions must be financial members by 6pm on the day of their 1st game. Teams playing non-financial members will forfeit the game 5 – 0.

3.2 Teams

3.2.1 The annual team fee shall be decided upon prior to the commencement of the playing season.

Payment of 50% of fees is to be paid by 6pm of the third fixtured date, and to be completely paid by 6pm of the sixth fixture playing date.

Any non-financial team will forfeit their game 5 – 0.

If a team forfeits a game due to playing a non-financial player, fairest and best votes for the non-financial player will not be counted.

3.3 Players

3.3.1 Once a player has played three (3) fixtures they must nominate a team.

3.3.2 All players are to be financially registered by 6pm on the day of their first games. Any Casual players must be identified on the playing card by an (*) beside their name. The respective team captain(s) must be identified by a (C)(VC) beside their name. Playing unregistered players will result in the teams' forfeiture of the game.

3.3.3 No adult player (other than a casual player) shall play in more than one Association fixture, in the same grade, on any playing date. Once a player has played 3 games for a team they become affiliated to that team and cannot play for any other team during that season. Any player (both junior and senior) can apply to the executive committee to play in a grade outside their own grade. The request must be in writing to the Secretary by 6pm of the Thursday before the scheduled match.

3.3.4 For any junior to be eligible to play in the senior competition they must have turned 12 by the 1st January in the year of competition.

3.3.5 Juniors playing in the senior competition may apply to the executive committee to play in an opposite gender match (only if they have not played 3 games with their own registered team). Parent permission and supervision on the day will be required and all requests will be at the discretion of the executive committee.

3.3.6 The Executive Committee shall determine the criteria and fee for all Casual Members at the commencement of each season.

3.3.7 Challenge Cup:

- The date for the Senior Challenge Cup is to be set when creating fixtures. The Men's and Women's Captains have the power to move to a more suitable date should a conflict arise with a minimum four (4) weeks' notice to teams.
- The Senior Challenge Cup will be played as a fixtured game between the two teams in both the Men's and Women's Competitions who finished 1st and 2nd at the completion of the first round.
- The Challenge Cup will be presented, points are awarded to the winner and Fairest & Best votes count for players.
- To qualify to play in the Challenge Cup, a player must be a fully financially registered player for their team.
- No casual players are permitted to play in the Challenge Cup.

3.3.8 No team may participate in a finals fixture unless all their players are registered and financial and they have played three (3) games for that team during the season (not including the Challenge Cup). All outstanding fines must be paid prior to the scheduled game.

4. COMPETITION STRUCTURE

4.1 Seniors

- 4.1.1 For the purpose of these rules, each team shall provide the EHA Secretary with their team hierarchy, including Team Captain and Team Delegate, within the Senior Competition by 6pm of the third fixture date.
- 4.1.2 No existing team may change its playing uniforms without prior written approval from the executive committee. Each team shall advise any changes to its registered uniforms prior to using.
- 4.1.3 There is no restrictions to the number of teams per competition or grade.
- 4.1.4 Unless otherwise specified, the Finals Format and Structure shall be agreed upon at the first available General Meeting and no later than the first general meeting after the start of the season.
- 4.1.5 Unless otherwise specified, the Finals Format and Structure shall align with current Hockey WA Rules.
- 4.1.6 Any team intending to forfeit must notify the men's or women's captains and the captain of the opposing team by 6pm of the Thursday before the scheduled match.

4.2 Juniors

- 4.2.1 The Junior Committee is a Sub Committee of Esperance Hockey Association Incorporated. A Junior Coordinator will be elected at the AGM or by the Executive Committee thereafter. The Junior Coordinator will have authority to manage the Juniors Competition in line with Constitution, By Laws and Subcommittee guidelines.
- 4.2.2 The Junior Committee shall cause the Junior Competition to be divided and aligned as close as possible to Hockey WA Junior Competition Structure.
- 4.2.3 The Esperance Hockey Association – Juniors Competition is a mixed competition in all grades.
- 4.2.4 The Junior Committee have approval from the Executive Committee to determine if there is a requirement to amend proposed year/playing groups due to member participation of that year. Any requests to amend year groups for that playing year shall be submitted to the Executive Committee for approval and implementation. This includes at a minimum:
 - Hockey Age Group
 - Maximum Age
 - Minimum Age (optional)
 - Finals Format
 - Finals Structure
- 4.2.5 Unless otherwise specified, the Finals Format and Structure shall be agreed upon at the first available General Meeting and no later than the first general meeting after the start of the season.
- 4.2.6 Due to safety considerations, it is recommended that juniors are only allowed to play up one age group. The Executive Committee requires all parents/guardians to give consent (in writing) to the Association prior to this occurring. The Junior Committee will review each request from players on a case by case basis.
- 4.2.7 If a player is allowed to play up an age group this should not be at the detriment of a registered player of the higher age group and best interest to nominal players is upheld at all times.
- 4.2.8 For a player to play a grade above their own age category, they must have first played their own grade. Allowances to this rule will be determined on a case by case basis by the executive committee.

5. CODE OF CONDUCT

- 5.1 All members and spectators must abide by the relevant Association Code of Conduct.
- 5.2 Breaches of the Code of Conduct will be dealt with by the relevant co-ordinator(s) supported by the Executive Committee.

6. PROTESTS AND DISPUTES

6.1 Protest and Disputes Tribunal

The Association follows the process as described in Hockey WA Affiliation Rules of that given playing year. The Association will maintain a condensed version of Suspensions, Protests and Disputes Policy to ensure all players, umpires, teams, members and committee have easy access to support and guidelines.

Unless otherwise specified at the start of each season

- All cards will be recorded on the game card by the umpire. Breaches of conduct and misconduct that result in a red card will be detailed on an incident report form which the umpire or grade coordinator will complete.
- If two (2) yellow cards for the same offence are issued on a given day, an incident report is written by the umpires and card given to the Grade Coordinator.
- Umpire Coordinator(s) to determine if the criteria for a Suspension is satisfied. In the absence of a umpire coordinator the grade coordinators will make the determination:
 - o If there is a suspension a minimum of three (3) executive committee members are required to vote on penalty within 24 hours
- Suspension:
 - o If minimum penalty is applied as per the code of conduct and there is no ability to challenge.
 - o If it is recommended that there is more than minimum penalty, then the member does have an ability to challenge with supporting evidence.
- Only the Team Captain can enquire / challenge a suspension and has 48 hours to formally do so in writing to the Association Secretary. The secretary will then forward to the appropriate executive members.
- Any challenges are to be considered by the Executive Committee:
 - o If there is supporting evidence to challenge the penalty, then a tribunal will be called.

6.2 Tribunal

The Association shall establish a Protests and Disputes (P&D) Tribunal Panel, which shall consist of at least five (5) panel members. The Association reserves the right and ability to call on any new tribunal member if nominated members are absent without liability or prejudice. Any three (3) members of the Tribunal shall constitute a quorum.

A person who holds office of any kind in the Association or in an Association Team / Club shall not be eligible for appointment into the P&D Tribunal.

Every endeavor (within reason) should be made to ensure that no conflicts of interest (known or perceived) should impact on the running of the P&D Tribunal.

Nominations and appointments for the P&D Tribunal Panel shall be made at the Annual Meeting of the Association. If an election shall be necessary, the same shall be held by means of ballot.

This Association shall apply the Tribunal processes and exercise the following functions: -

- a) Hear all charges presented via either an Umpire's Report or Investigation Officer's recommendation.
- b) Hear all protests, disputes, expulsions, disqualification and charges against players, Officials and Teams.
- c) Hear all such other matters which the Executive Committee may from time to time refer.
- d) Re-open and re-hear any case previously dealt with, only within the current playing season, if the Panel Chairperson in his/her discretion shall consider such a re-hearing to be justified.
- e) A Tribunal meeting may be adjourned to another time and place, due advice of which shall be given to the parties involved.
- f) The Tribunal shall determine such penalties as they deem fit and, in particular, it may suspend, fine, reprimand or caution. The Secretary will notify the involved parties of the outcome of the hearing.

Every decision of this Board shall be reported to the Executive Committee, and shall be received without comment and in confidence.

7. UMPIRES

7.1 The Executive Committee shall exercise and discharge the duties of an Umpire Board and in particular shall appoint an Umpire Coordinator who shall be responsible for: -

- a) Work in conjunction with the Grade Coordinators to appoint and control all umpires for matches played under the jurisdiction of the Association;
- b) Maintain a register of umpire names;
- c) Supervise the training and coaching of umpires;
- d) Make recommendations to the Executive Committee;
- e) Any other duties as outlined in the Association Roles and Responsibilities.

8. MATCH CARDS

The match reporting Rules are as follows:

Prior to the commencement of the game, umpires are to ensure the match card has been completed correctly:

- a) Count the number of players against the team list written on the card
- b) Any late additions to the card are to be brought to the attention of the umpires at the next appropriate break
- c) Players can be listed on the card up until both captains and both umpires have signed the card. Once all 4 signatures are on the card no amendments can be made.

8.1 The match card will record:

- a) The result of the match played;
- b) A list of Players (both surname and first names)
- c) Details of misconduct cards received by individual Players;
- d) Details of goal scorers;
- e) Details of Player roles (Goalkeepers = GK, Casual Players = *, Captain = C;
- f) Names and Team (if applicable) of umpires who officiated; and
- g) All injuries or incidents that have occurred during the match.
- h) In the event of a forfeit, no scores should be entered for either Team. Only the result should be entered. Team lists should be entered for both Teams that reflect the Players available for the match.

8.2 The final result of the match must be entered, both team captains are to review the card at the completion of the match. Once confirmed as correct they are to sign the card;

8.3 Umpires will ensure the card has been completed correctly, captains have signed and then they will sign.

9. AWARDS

The following awards shall be presented by the Association. Unless otherwise stipulated, in the event of multiple people on equal points, they will receive equal trophies.

9.1 Fairest and Best and Runner Up Fairest and Best.

- 9.2 Leading Goal Scorer.
- 9.3 Best Goal Keeper.
- 9.3 Service: Any member is only eligible to win this trophy once. This award is not presented every year but at the discretion of the Executive Committee.
- 9.4 Best All-Round Association Member: Generously donated by Jenny Walsh, the John Walsh Trophy is awarded to the "best all-round member," as voted by every member as per criteria of the award.
- 9.5 Any other award and criteria the association sees fit to present.

All perpetual trophies are to be returned to the Pavilion at the start of each season.

10. FINES SCHEDULE

10.1 General Fines

- 10.1.1 Unless otherwise stipulated, the Association aligns all fines as per Fines Schedule as per current Hockey WA Rules.

10.2 Association Fines

Members and Teams may be fined per breach of duty. All fines must be paid before finals or a team will be ineligible for the Finals Series. Teams/members may receive the following penalties as issued by the Association.

- 10.2.1 Failure to notify intention of a forfeit: \$50
- 10.2.2 Forfeit of a Final: \$100
- 10.2.3 Failure to do a rostered duty – First Offence: \$50
- 10.2.4 Failure to do a rostered duty – Second Offence: \$50 and 1 point (increase of \$25 and 1 point per subsequent offence.
- 10.2.5 Failure to attend a meeting: \$25.00
- 10.2.6 Failure to bring in goal nets on game day: \$25

11. ASSOCIATION PROPERTY

The Association must maintain a register of all assets and equipment as per their requirements of being a club.

- 11.1 All members wishing to use any Association property, must have permission of the Executive Committee and if required must complete a hire contract and pay a bond which will be returned when the property is returned and inspected.
- 11.2 Only Association property is to be stored in the Pavilion, it is not for storing personal or private property.

12. SITUATIONS NOT COVERED BY THESE RULES AND BY LAWS

- 12.1 Any situation not covered by Association By Laws shall be referred to current Hockey WA Rules as per Item 1.2. Any situation not covered in said Rules will be referred to Hockey WA for consideration and determined in conjunction with the rules provided by the governing body that are appropriate to the individual case.
- 12.2 The Association reserves the right to review rules to ensure that the premise behind that rule is upheld AND in the best interest of the Association and the Competition.