



TOOWOOMBA HOCKEY ASSOCIATION INC. BY-LAWS

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PREAMBLE to the BY-LAWS and PLAYING RULES and REGULATIONS

The By-Laws and Playing Rules and Regulations for the Toowoomba Hockey Association (THA) are continuously reviewed in a spirit of co-operation and for the benefit of the game of hockey in Toowoomba.

The By-Laws and Playing Rules are intended to:

- Promote the playing of and enjoyment that players derive from participating in the sport of hockey at Toowoomba;
- Contribute to the social benefits that are derived from the playing of organised hockey competitions; and
- Develop and maintain higher playing and umpiring standards of all who participate in programs of the association.

In recognition of the cooperative spirit in which the By-Laws and Playing Rules and Regulations, and acknowledging the co-operative spirit in which they were developed, all players, coaches, Umpires and Club Officials involved in competitions organised by the THA accept that decisions made on the basis of these By-Laws and Playing Rules and Regulations are done so in the spirit of and the best interests of the Sport of Hockey.

The Toowoomba Hockey Committee (THC) has been established and entrusted by the Board of Directors to apply the By-Laws and Playing Rules and regulations within the THA. The THC's decision should always be in the best interests of the wider sport of Hockey in Toowoomba.

Within these By-Laws, reference will be made to specific sections of the By-Laws and other guidelines such as the THA Constitution. Where possible, these references will include both the section number and title to provide a clear indication of which section is referred to. In the case of either an incorrect number or title, the By-Laws will be applied with reference to the correct section. An incorrect number or title reference will not be accepted as a defence for not having to comply with the By-Laws or not having an appropriate penalty applied for breaches.



DEFINITIONS

Abandoned Game – is a game that cannot be played at the scheduled time and will not be rescheduled.

Club Official – a member of the Executive Committee for each of the major and minor Clubs including the positions of: President, Vice President, Secretary, Treasurer and Registrar.

Division – A particular grading of similar teams as established by the THC e.g. first division (A1), second division (A2) etc. in accordance with the terms of THA By-Law 3.1 'Registration - Grading'.

Finals – a final includes a semi-final, preliminary final and grand final.

Fixture Round – A grouping of games played between all teams within a particular division. The number of rounds per fixture for each division will be determined by the number of teams nominated in each division.

Game – Played between two (2) teams from within the same division.

In writing – includes any written correspondence, email or communication sent via an appropriate channel or an official electronic system (does not include social media).

J Division - A player who has not reached the age of seventeen (17) by the 1st of January of the current year and will be turning eleven (11) during the competition year is eligible for J Division.

Juniors -Players who participate in the Under 11, Under 13 and J Division competitions.

Masters -Players who have attained the age of 35 or older, or are turning 35 years of ageduring the current playing year.

Match Official – a person who holds an official position during the playing of a game including the positions of: Technical Official, Umpire and Mentor Umpire.

Minkeys -A player who is over the age of four (4), and who has not reached the age of seven (7) by the 1st of January of the current year is eligible for Minkeys.

Modified -A player who is over the age of seven (7), and who has not reached the age of nine (9) by the 1st of January of the current year is eligible for modified.

New Player Registration- A player who has not played in the season immediately prior to the current playing year in the THA will require a new player registration form.

Note: New players should be proposed and seconded by their respective clubs and sent to the Board of Directors for approval.)

Played Game – a player is deemed to have played in a game after playing on the field for 15 minutes in a first division (A1) game or upon taking the field in any other division game. A forfeit or a notified forfeit game will be deemed as a gamed played for the registered players of the winning team only. In the case of double forfeits, no player will be deemed as having played.

Player Renewal Registration – A player who has played in the season immediately prior to the current playing year in the THA will require a renewal player registration form to be completed.

Postponed Game – is a game that cannot be played at the scheduled time and may be rescheduled.

Premiership Competition – is a competition conducted for each division as per THA By-Law 4.0 'Premiership Competition Procedures'.



Seniors -Men and women players competing in an open segregated sex competition, e.g. no mixed gender teams.

Team – A group of players nominated by a major or minor club to participate in a particular division of the premiership competition in terms of THA By-Law 3.2 'Registration – Team Registration'.

Team Official – a person who holds an official position within a team including the positions of: Coach, Assistant Coach, Manager and Captain.

Transfers – is where a player is transferring from either his/her club/association prior and or during the season and therefore requires a clearance.

Umpiring Panel – consists of Umpires, approved by the THC, with relevant experience and qualifications that enable them to umpire first (A1) and second (A2) division competition games.

Under 11 - A player who has not reached the age of eleven (11) by the 1st January of the current year is eligible for under 11.

Under 13 - A player who has not reached the age of thirteen (13) by the 1st January of the current year is eligible for Under 13.



1 AFFILIATION

1. CLUBS & SUB-ASSOCIATIONS

Member Clubs and Sub-Associations of the Association shall be the clubs and sub-associations located within the residential area of THA Inc. as identified by Hockey Queensland Inc. that are or that become affiliated with the Association.

2. EXISTING CLUBS

Pursuant to clause 4 of the Constitution of THA Inc the major clubs and any other clubs nominated for the season as at 1st of January of the current year.

Current Major Clubs include:

- Newtown Hockey Club Inc.
- Northern Suburbs Hockey Club Inc.
- Past High Hockey Club Inc.
- Rangeville Hockey Club Inc.
- Red Lion Hockey Club Inc.

3. AFFILIATION APPLICATION

Any club or sub-Association making its first application for major club affiliation with the Association shall forward the following, together with a letter of application addressed to the Association's Secretary:

- The sum of \$250.00;
- The name of the club;
- A list of Office Bearers and club officials, including each person's contact addresses and phone numbers;
- The details of the uniform proposed to be worn by its teams; and
- The number of teams and the grades that the club intends to begin with.

4. AFFILIATION ACCEPTANCE

A club or sub-Association shall become affiliated upon it being notified by the Association's Secretary that the Board of Directors has accepted its application. The club or sub-Association shall immediately be and becomes part of the Association and be liable for the payment of all fees and subscriptions payable under the Constitution and By-Laws of the Association and shall be subject to the THA Constitution, THA By-Laws and Playing Rules and Regulations.

5. NON-MEMBER CLUBS AND ASSOCIATIONS

The Board of Directors may, upon application, sanction the participation of teams in the Association's premiership competitions from outside of the Association's 'residential area.' Any team or teams so sanctioned must agree, as part of the application, to abide by the terms and conditions of the Association's Playing Rules and Regulations and By-Laws as relate to premiership competitions.



2 ANNUAL SUBSCRIPTION AND PLAYING FEES

2.1 ACCESS FEE

The Board of Directors may impose an access fee at a rate determined by the Board of Directors. This will be notified in writing to all affiliated clubs prior to the commencement of the senior premiership competition. The player's member club or sub-association will pay the access fee to the Association.

The access fee will be charged by calculating the average player numbers for each member club and sub-association over the previous three (3) years multiplied by the access fee set by the Board of Directors. (Appendix: 10.2 Annual Subscription and Playing Fees; 2.1 Access Fees)

2.2 REFUND OF ACCESS FEES

Clubs may apply for consideration to the Board of Directors for an access fee refund due to a player's inability to continue to play for the season.

The Board of Directors policy and guidelines in relation to the reimbursement of access fees form part of Appendix: 10.2. Annual Subscription and Playing Fees; 2.2 Refund of Access Fee.

2.3 REGISTRATION FEES

Registration Fees will comprise of Insurance, Hockey Queensland registration fee and a THA registration fee.

Insurance and Hockey Queensland Registration fees are determined by Hockey Queensland annually.

A player who is registered with THA and who is un-financial with Hockey Queensland will be deemed for all purposes to be un-financial with THA.

The Board of Directors may also impose a THA registration fee at a rate determined by the Board of Directors.

Registration Fees will be notified in writing to all affiliated clubs no less than six (6) weeks prior to the commencement of the senior premiership competition.

The player's member club or sub-association will pay the player's Registration Fee to the Association.

The THA registration fee will be charged by calculating the average player number for each member club over the previous three (3) years multiplied by the rate set by the Board of Directors. (Appendix: 10.2 Annual Subscription and Playing Fees; 2.3 Registration Fees)

2.4 ASSOCIATION MEMBERSHIP FEE

Each player who is eighteen (18) years or older must apply to become an Ordinary Member of the Association and pay an annual Association membership fee. Membership shall be affected either on or before the first game of a premiership competition or the day the player turns eighteen (18) years of age .

The amount of the Association membership fee shall be established by Board of Directors. This will be notified in writing to all affiliated clubs no less than six (6) weeks prior to the commencement of the senior premiership competition.

The player's member club or sub-association will pay the player's Association membership fee to the Association.

The Association membership fee will be charged by calculating the average number of players over the age of 18 for each member club over the previous three (3) years multiplied by the rate set by the Board of Directors. (Appendix: 10.2 Annual Subscription and Playing Fees; 2.4 Association Fees)



2.5 PLAYING FIELD USAGE FEES

The Board of Directors may impose field usage fees for the use of the grass and artificial playing fields that are part of the Toowoomba Hockey Centre, Clyde Park.

These fees shall apply to each club and sub-association and to other bodies that use these facilities.

The amount of playing field usage fees shall be determined by the Board of Directors and paid on receipt of an official invoice.

Field usage fees shall be payable no later than fourteen (14) days following the issuance of an invoice.

2.6 ANNUAL FEE

The Board of Directors may impose an annual fee for each member club or sub-association to assist in funding either the hockey program or capital improvements to the hockey facilities. The Board of Directors of the Association shall forward details of the amount of such annual fee to each club and sub-association no later than fourteen (14) days following the date of adoption at a Board of Directors meeting. The annual fee shall be paid in the manner determined by the Board of Directors.

2.7 CLUB FEES IN ARREARS

2.7.1 Access Fee, Registration Fee, and Association Membership Fee:

In the case of any club failing to pay the access fee, registration fee, Association membership fee before the due date as specified by the Board of Directors, that club will be deemed to have forfeited all matches played after appropriate due dates.

The forfeited matches will continue during the period that such fees remain unpaid.

The exception to this is if prior arrangements have been made with the Board of Directors for an extension of the time for payment.

2.8 FORFEITURE PENALTIES

In the event of any team forfeiting a premiership competition match, the club concerned shall pay to the Association a forfeiture payment of \$50.00 and \$250 for men's and women's first division (A1).

In all instances, an un-notified forfeit by a team will incur them a loss of 3 premiership points and the opposing team will be awarded a win (3 points) and 5 goals; refer By-Law 4.3.1.

The exception to the imposition of a forfeiture payment shall be in the case of a 'notified forfeit' where a club has informed the Chair of the THC (chair@toowoombahockey.com.au) and the Hockey Administrator (office@toowoombahockey.com.au) in writing at least 48 hours prior to the scheduled match that it will be unable to play the match for just cause.

The THC will determine, at their absolute discretion, whether the just cause is acceptable or unacceptable. All attempts must be made, in liaison with the THC, to avoid such forfeits.



3 REGISTRATION

3.1 DIVISIONS

Premiership Competitions will be conducted in divisions established by the THC from amongst four playing groups, namely: Masters, Seniors, Juniors and Minkeys/Modifieds. (Please refer to definitions)

Masters—a mixed gender competition.

In the event of there being eight (8) or more in the competition the THC may at their discretion split the competition into two (2) divisions with the decision being made within 4 weeks of the completion of the first round and provide notice in writing to all clubs.

Seniors –a segregated gender competition comprising of men’s and women’s first (A1), second (A2), third (A3) and fourth (A4) divisions.

Juniors – a segregated gender competition comprising boys and girls in all age groups as specified by the THC. Divisions in which junior premiership competitions are played ranging from under 11 to under 17. The THC, in determining the divisions that will be played in a particular season, will endeavour to prolong junior participation by alternating between even and odd years at its discretion.

Minkeys/Modifieds – a mixed gender competition

3.1.1 Under 11

Players who qualify for modified (under 9’s) may choose to play in the under 11 competition for a maximum of three (3) games without incurring the payment of junior access and registration fees.

3.1.2 Under 13

Players who qualify for modified (under 9’s) may choose to play in the under 13 competition. However, they will incur the payment of junior access and registration fees from the first game.

3.1.3 J Division

Depending on the number of teams nominated there may be two (2) divisions within this competition, where teams/players are allocated based on grading guidelines.

- (J1)
- (J2)

A player registered in the J2 competition may act as a reserve for the J1 competition.

A player registered in the J1 competition may not act as a reserve for the J2 competition.

3.1.4 Minkeys

Depending on the number of teams nominated, the Regional Coaching Director will develop a Minkeys competition as they see fit.

3.1.5 Modified

Depending on the number of teams nominated, the Regional Coaching Director will develop a Modified competition as they see fit. A Modified’s competition game is to be played on a minimum of a quarter field.

3.1.6 Failure to Comply

A team in breach of any part of this section will be deemed not registered and will be penalised in accordance with THA By-Law 7.1 ‘Penalties – Failure to Comply’.

3.1.7 Alteration or Deletion

The THC may add to, alter or delete these divisions.



3.2 TEAM REGISTRATION

3.2.1 Team Nominations

The THC will refer to the previous hockey season to develop the following season fixture format; clubs are to notify the THC no later than the 30th of November if they foresee changes to the previous season team numbers. Final team nominations are to be submitted in writing to office@toowoombahockey.com.au by a date to be notified by the THC.

No new or existing team/s will be accepted into premiership competitions after the second week of Fixtures.

Any games missed by a team due to the late entry of a new team, that is after fixtures commence but prior to the second week of Fixtures, will not be credited with games missed.

A Club, must in the first instance give precedence to registering a team in the first (1st) or A division. Registration of one (1) or more teams in a lower or the same division will be considered, by the Hockey Committee on receipt of written request from the club.

3.2.2 Team Registration

All Team Registration requirements/actions are to be processed in accordance with THA requirement, which will be provided to the club officials in writing four (4) weeks prior to commencement of the first (1st) fixture game.

3.2.3 First Division (A1)

A club having a first division (A1) team must have a minimum of eleven (11) players registered in that team at any time.

If a player in a first division (A1) team is deregistered or downgraded for whatever reason, the club must upgrade a player to maintain the minimum of eleven (11) players. The upgrade must take place prior to the next game.

3.2.4 Other Divisions

All senior divisions other than first division (A1) must register a minimum of eleven (11) players with the exception of the lowest registered team which need only register a minimum of seven (7) players.

Other than for the lowest registered team, if a player on a registered team is downgraded for whatever reason the club must upgrade a player to maintain the minimum of eleven (11) players.

A club having a first division (J1) team must have a minimum of seven (7) players registered in that team at any time. If a player in a first division (J1) team is deregistered or downgraded for whatever reason, the club must upgrade a player to maintain the minimum of seven (7) players.

All upgrades must be made prior to the next game.

3.2.5 Failure to Comply

The team in breach of any part of this section will be deemed not registered and will be penalised in accordance with THA By-Law 7.1'Penalties – Failure to Comply'.

3.3 PLAYER REGISTRATION

3.3.1 Player Registration

All players are required to register prior to taking the field for their first game.

The player, on his/her first day, will only be eligible to play in the division nominated and the division immediately higher.



3.3.2 Permitted Play in Higher Divisions – Senior

A senior player may play games in higher divisions than the division he/she is registered in PROVIDING the following conditions are not breached:

- a) The number of games played in the higher division shall at no stage through the year exceed the number of games played in the registered division on a week-to-week basis.
- b) In the situation where there is a lesser number of fixture games in the lower division (due to byes or grading games) the following concession will be permitted:

Players who are playing up from their registered division will only be allowed to play additional games in the higher division up to the difference in the number of games between the divisions. At the end of the last round of fixtures players must not exceed more than the allowed additional games in the higher division. If this occurs they will be ineligible to play finals in the lower division.

Example 1: If there is a 15 game competition in second division (A2) and a 20 game competition in first division (A1), a player may play only five (5) additional games above what they have legitimately played in second division (A2) (i.e. If they play 11 games in second division (A2) the maximum that can be played in first division (A1) is 16 games. (Note: This will have a flow on effect to lower grade registered elevens (11's))

- c) If he/she plays in a division higher than the division immediately above, a total of five(5) games is permitted to be played.

Explanation:

Sub-sections (a) and (b) above apply to the division structure of the club or sub-association with which the player is registered.

Example 1:

Condition (a) If a club or sub-association registers first division (A1) and second division (A2) then for a second division (A2) player, first division (A1) becomes the immediate grade higher.

Example 2:

Condition (a) If a club or sub-association registers first divisions (A1) and third division (A3) then for a third division (A3) player, first division (A1) becomes the immediate division higher.

Condition (c) If first, second and third divisions (A1, A2 and A3) are registered by a club or sub-association, then for a third division (A3) player, second division (A2) has become the division immediately above and first division (A1) becomes the division higher than the division immediately above.

3.3.3 Remedies for Breach of Conditions in THA By-Law 3.3.2

If THA By-Law 3.3.2 'Registration – Permitted Play in Higher Division – Senior'. (c) is breached, the player is to be registered in the highest division played.

Explanation: If a third division (A3) player plays in the first division (A1) team six(6) times, considering the club or sub-association has a registered second division (A2) team, then the player will be automatically registered in the first division (A1) team.

Once upgraded, the player cannot request a subsequent downgrade.

3.3.4 Permitted Play in Higher Divisions – Junior and Minkeys/Modified

- a) Modified players may play in any Under 11 division of their own gender.
- b) No junior player under the age of twelve (12) years as at 1st January of the current year may play in any Senior division.



- c) A registered junior player who is twelve (12) years and older on the 1st January and is playing in a senior game will have the letters JNR appear beside his/her name on the team card. The exception is if they are registered in a senior grade and therefore their senior registered grade will be written beside their name.
- d) Subject to the provisions of paragraph (c) above, a junior player may play in any senior division, without senior division registration until 30th June, or on completion of the 6th game played, in any senior division, whichever happens first. (subject to clauses THA By-Law 3.3.3 'Remedies for Breach of Conditions 3.3.2' and THA By-Law 3.4.2 'Junior Player Grading Decisions' and THA By-Law 5.1.4 'Players in Breach'.
- e) A junior player may only play in any one (1) senior team per division per weekly session of games.
- f) A junior player registered in a senior division is also deemed as a senior player and is subject to both the junior and senior rules.
- g) Juniors, who have represented Toowoomba or another Association at a State Championships in the first team or in any regional or State or higher representative teams are ineligible to compete in the fourth division competition (A4).
Dispensation for a player in the A4 division competition may be granted at the discretion of the Toowoomba Hockey Committee on a case by case basis. A written request must be received by the Toowoomba Hockey Committee. Once the request has been received the Grading Committee will be asked to assess the player and forward their findings.

3.3.5 Play in Lower Divisions – Senior and Junior

No field player may play in a grade lower than that in which they are registered, unless granted permission by the THC in consultation with the Grading Committee.

3.3.6 Goalkeepers

A designated goalkeeper shall be permitted to play down into a lower division as a field player only.

To be eligible to play in the lower division the player must be nominated in the lower division and team but will only be counted as a registered player in the higher division.

3.3.7 Play in Additional Divisions – Masters

Players eligible to play in the masters' competition must be registered in the masters division. A player competing in another senior competition must be registered in that senior division in accordance with the senior registration rules.

Players may be granted permission by the THC to play masters for another club other than their registered senior club by completing a Dual club request form.

3.3.8 Play in teams in the same Division – Masters, Senior and Junior

Where a club has more than one (1) team in a division, a player cannot play in more than one (1) team, but may transfer between teams in accordance with the following:

- a) All players must be registered to a specified team prior to the first premiership fixture;
- b) A player can transfer to another team in the same division but must stay with that team for the rest of the season;
- c) No transfers can occur after the 30th June.

3.3.9 Failure to Comply

A club in breach of any part of this section will cause the player's team to be deemed not registered and will be penalised in accordance with THA By-Law 7.1 'Penalties – Failure to Comply'.



3.4 GRADING OF A TEAM OR PLAYER

3.4.1 Team/Player Grading Decisions

A team or individual player may be changed to another grade by the THC if it is deemed that the change is in the best interest of hockey.

If the decision is made within eight (8) weeks prior to the finals, the THC should make provision to allow the club in question to downgrade another player and consider adjusting the player eligibility requirements for the finals for the two (2) players in question.

The THC shall maintain a register of downgraded players and review these players on a week to week basis after the original decision is made. During this time a decision will be made as to that player's eligibility or otherwise for that grade.

3.4.2 Junior Player Grading Decisions

A junior player may be allowed to compete in a lower age group if granted permission by the THC.

An official written application with all the relevant details must be submitted by the club to the THC.

This decision may be reviewed at any time by the THC.

The THC may request the grading committee or the Regional Coaching Director to assess the player in line with By-Laws Section 8.5.3

3.4.3 Upgrade and Downgrade

Clubs are to submit changes to downgrades and upgrades to a team in writing (office@toowoombahockey.com.au) by 4pm prior to the premiership competition game. The THC will review all changes to teams.

3.4.4 Restrictions on Downgrading

No player can be downgraded after 30th June prior to the finals series with the exception of:

- a) Players downgraded under 3.4.5 and
- b) Where player A has been upgraded to maintain the registered playing eleven (11) in a higher grade due to circumstances outlined in 3.4.5 and a detailed medical certificate can be provided as evidence that player B's absence from the higher grade was for medical reasons. Player A may be subsequently downgraded following written approval from the THC upon player B's return to the higher grade.
- c) A player cannot be downgraded on a weekend when the team in which he/she is registered has a bye or there are no fixtures.
- d) A player who has been downgraded, for any reason, is ineligible to play in a higher division during the same fixture weekend.

3.4.5 Automatic Exclusion from First Division (A1) and Second Division (A2) and Third Division (A3)

Any player registered in a first, second or third division team who fails to play during a period of four (4) consecutive matches shall be automatically excluded from the registered playing eleven (11) for that team. In this situation his/her club must upgrade a player to maintain the required eleven (11).

The player who has been excluded from the original playing 11 must be downgraded in accordance with THA By-Law 3.4 'Grading of a Team or Player' if the club wishes to play him/her in a lower division.



3.4.6 Failure to Comply

The club in breach of any part of this section will cause the player's team to be deemed not registered and will be penalised in accordance with THA By-Law 7.0 'Penalties – Failure to Comply'.

3.5 TRANSFERS

3.5.1 Player Transfer

A player transferring from one (1) club to another, other association inter and intra state should be transferred utilising a system as determined by the THA. Any player who has not had their transfer finalised will cause the player's team to be deemed not registered and will be penalised in accordance with the THA By Law 7.0 'Penalties– Failure to Comply'.

Transfer is deemed finalised if there are no bars to the transfer and the transfer application has been made in writing to the relevant club or association.

3.6 DUAL AND ALTERNATE REGISTRATIONS

A player registered in a different Association, in addition to the THA or vice versa, must obtain a dual and/or alternate registration in accordance with the rules of Hockey Queensland.

3.6.1 Failure to Comply

The penalties provided for in the rules of Hockey Queensland shall apply if Section 3.5 'Transfers' or Section 3.6 'Dual and Alternate Registrations' are not adhered to.



4 PREMIERSHIP COMPETITION PROCEDURES

4.1 PREMIERSHIP COMPETITION DRAW

The THC shall, as soon as is practical, draw up a premiership competition draw for each division.

4.2 CONDUCT OF PREMIERSHIPS

Masters, senior and junior premiership competitions shall be conducted with all teams playing each other an equal number of times with the top four (4) teams qualifying for semi-finals. These teams shall be seeded according to the number of premiership points gained through the season.

The THC at their discretion will amend the competition accordingly e.g. Splitting the masters competition into two (2) divisions.

4.2.1 Weather

The decision to postpone games due to inclement weather shall be made in accordance with the THA's Weather Policy.

In any junior or senior games, if inclement weather or other similar situation forces a fixture game not to be played, if possible the matches will be re-scheduled, otherwise the game shall be called a drawn game points awarded as per THA By-Law 4.3.1 'Premiership Competition Procedures – Allocation of Premiership points – Premiership Points'.

4.2.2 Abandoned Games

The decision to abandon games is to be made by the THC.

4.2.3 Postponed Games

Any request from a club or clubs (in the case of a mutual agreement) for the postponement of a game for reasons other than inclement weather, shall be made to the THC as soon as practically possible and the THC shall, to the best of its ability, attempt to reschedule the game.

If the game cannot be rescheduled and a team/s cannot play it will be classified and 'notified forfeit' for the team which initiated the request or both if the need for change was mutual.

4.2.4 Game Qualification for Forfeitures

A notified forfeit will be deemed as a game played for the registered players of the winning team only and recorded from the 'team list'. An un-notified forfeit game will be deemed as a game played for the players of the winning team and recorded from the 'team card'.

4.3 ALLOCATION OF PREMIERSHIP POINTS

4.3.1 Premiership Points

Premiership points shall be allocated as follows:

- | | |
|----------------------------------------------------|------------------------------------------|
| • For a cancelled/abandoned game | 1 point to each team |
| • For a loss by notified forfeit/double forfeit | 0 points and 0 goals |
| • For a loss of un-notified forfeit/double forfeit | -3 points and 0 goals |
| • For a win | 3 points and number of goals |
| • For a win by forfeit | 3 points to the winning team and 5 goals |
| • For a drawn game | 1 point to each team and number of goals |
| • For a loss | 0 points and number of goals |
| • Breach of by-law | -3 points, 0 goals |



4.4 PRESIDENT'S CUP

The two (2) teams in each of the Junior and Senior divisions, with the most premiership points from the first round of premiership competition games will play for the President's Cup. The THC shall make arrangements for the games. In the case of a draw after normal playing time, the winner shall be the higher seeded team.

If the President's Cup is contested on a day dedicated to the President's Cup, participation in such games shall not be counted as a game played in determining eligibility for participation in finals.

4.4.1 TEAMS BEING EQUAL

In the event of two (2) teams being equal, then the team with the higher goal difference shall be declared the higher seed. Goal difference shall be determined by the difference in the total number of goals scored for the team less the total number of goals scored against that team.

Should two (2) teams still be equal after goal differences, the higher seed will be decided by:

- The most number of wins;
- Then if still equal the most number of goals;
- Then if still equal the goal difference when the teams played each other during the season;
- Then if still equal the most number of wins when the teams played each other;
- Then if still equal the most number of goals when the teams played each other; If the teams are still tied after the calculation above then the toss of coin shall decide the higher seed.

4.5 CLUB CHAMPIONSHIP TROPHY

The club championship trophy will be based on the total number of points accumulated by a club divided by the number of teams registered at the end of the first round. Only major clubs are eligible to be the winner of the club championship.

Any points accumulated by a team that is withdrawn from the competition during the first round those points will not count toward club championship.

Club championship points will be impacted by penalties dealt in accordance with THA By-Law 7.1 'Penalties – Failure to Comply' and 4.3 Allocation of Premiership Points.



5 PREMIERSHIP RULES - FINALS

5.1 PLAYERS ELIGIBLE FOR FINALS (SEMI, PRELIMINARY & GRAND FINALS)

5.1.1 Registered Player

To be eligible to compete in the finals a player must have a minimum of six (6) played games in their registered grade. Grading Rounds are not included.

If a player is downgraded for any reason the 6 games must also be played in that grade.

5.1.2 Junior Players Playing in a Senior Division

Junior players not registered in a senior division before 30th June are ineligible to play in the finals series in a Senior team.

5.1.3 Masters Players Playing in a Senior Division

Masters players not registered in a senior division before 30th June are ineligible to play in the finals series in a senior team.

5.1.4 Players in Breach

Players who breach THA By-Law 3.3.2 Registration – Player Registration – Permitted Play in Higher Divisions – Senior will be ineligible to play in the final series in the lower division.

5.1.5 Failure to Comply

Should a team play a player who is not eligible to compete in the finals as per the above guidelines (regardless of the length of time that they play on the field in that finals game). The team will automatically be excluded from playing in any further finals. In the event that the defaulting team is the winner then the opposing team will be declared the winner and proceed to the next final.

5.2 SEMI-FINALS AND GRAND FINAL

5.2.1 Semi-Finals

Two (2) semi-finals shall be played.

The major semi-final shall be played between the number 1 seed and the number 2 seed.

The minor semi-final shall be played between the number 3 seed and the number 4 seed.

In the event of teams being equal on points refer to By Law 4.4.1

In the event of a drawn game the higher seed will be declared the winner and progress to the final.

In the event that the first (A1) or second (A2) division has only four (4) registered teams the following will apply:

- Only one (1) semi-final shall be played between the number two (2) seed and the number three (3) seed on the week of the preliminary final. In the event of a drawn game the higher seed will be declared the winner and progress to the final.

The grand final will be between the winner of the semi-final and the number one (1) seed.

5.2.2 Preliminary Final

The preliminary final shall be played between the losing team of the major semi-final and the winning team of the minor semi-final.

In the event of a drawn game the higher seed will be declared the winner and proceed to the grand final.

5.2.3 Grand Final

The grand final shall be played between the winning team of the major semi-final and the winning team of the preliminary final.



6 TEMPORARY AND PERMANENT PLAYING SUSPENSIONS

6.1 RECORDING OF SUSPENSIONS

A record of all temporary and permanent suspensions given to players, team officials or club officials throughout the season will be maintained by the THC.

6.2 RECEIPT OF A RED CARD

A red card issued to a player, team official or club official in any game officiated by the THA will be dealt with in accordance with this section of the THA By-Laws, this includes grading games.

6.2.1 Team Card

When a player receives a red card, the Umpire awarding such red card shall make a suitable notation on the team card stating the reason for the issuance of the card and include his/her printed name and signature next to that notation.

The player cannot continue to play until such time as the Judiciary hearing is held (regardless of the length of time that they play on the field).

The THC will bring the matter to the attention of the Chair of the Judiciary Committee. In the Chairman's absence the matter is brought to the attention of his/her delegate.

The Judiciary Committee will then deal with the matter in line with THA By-Law 8.3 Standing Committees – Judiciary Committee.

6.2.2 Leaving the Premises

A player, team official or club official receiving a red card shall immediately leave the surrounding of the playing fields and may not return until the following day.

6.3 RECEIPT OF A YELLOW CARD

A yellow card issued to a player, team official or club official in any game officiated by the THA will be dealt with in accordance with this section of the THA By-Laws, this includes grading games.

6.3.1 Team Card

When a player receives a yellow card, the Umpire awarding such yellow card shall make a suitable notation on the team card stating the reason for the issuance of the card and affix his/her printed name and signature.

6.3.2 Accumulated Yellow Cards

When a player accumulates three (3) yellow cards over the course of a season, he/she will be automatically suspended from the next game in their registered team, the suspension commencing immediately after completion of the game in which they received their third yellow card.

In the event of their registered team having a bye or the player's team forfeiting a match during that period, the suspension is only completed after the player has missed a fixture game played by their registered team.

Until such time as the suspension is served, the player is ineligible to play in any other game, (refer to THA By-Law 7.3) in any division i.e. player registered in teams in two (2) different premierships (junior, senior or masters), must miss a game for both teams and cannot resume playing until they have served their suspension in both teams.

For purposes of this clause progressive yellow cards will stand as two (2) yellow cards.

In the case of any yellow cards received after the three (3) stated each subsequent yellow card will be referred by the THC to the attention of the Chair, Judiciary Committee.

6.4 SUSPENDED OR DISQUALIFIED PLAYER

Any team playing a player who has been suspended or disqualified will be penalised in accordance with THA By-Law 7.0 Penalties – Failure to Comply.



7 PENALTIES

7.1 FAILURE TO COMPLY

A breach of the requirements as per THA By-Law and Playing Rules will deem the team as not registered and the team will not be eligible to receive any premiership or club championship points for games played during such time as they were in breach.

The penalty for the breach of a By Law in Section 4.3.1 shall also be applied.

In the event the unregistered team wins a game that has been played during the time they were in breach, the opposing team will have any points accredited to it for a loss or draw deducted and receive the points for a win and any goals scored by them.

Examples:

- a. If the team not in breach lost the game, they will receive 3 points for the win.
- b. If the game is drawn the team which is not in breach will have their 1 point for a draw deducted and receive three points for a win.

In the first (1st) instance of a breach, the THC may, at their discretion, issue a notice to remedy the breach with no penalty being imposed. Further breaches by the same club will result in the above penalties.

7.2 PROVISION OF UMPIRES

Each member club or sub-association is responsible for providing Umpires for fixtures in senior divisions three (A3) and four (A4) and all junior divisions. Should a member club or association not allocate an individual (by name), who can realistically be expected to complete umpiring duties, as determined by the THC, then that member club or association will be penalised \$50.00 for each occurrence.

If a senior or junior player that has been allocated an umpiring duty by a member club or association does not perform their umpiring duties and they are not replaced by the member club or association with a suitably experienced person who can realistically be expected to complete umpiring duties, within five (5) minutes of time-on, the players' respective member club or association will receive a fine of \$50.00 and lose three (3) championship points.

If a member of the Umpiring Panel (refer definitions) fails to notify the THA Umpiring Coordinator that they are unable to perform their umpiring duties within twenty four (24) hours of the game commencement, then the next time they umpire a fixture game they will not receive remuneration for umpiring such game.

7.3 SUSPENSION OR DISQUALIFICATION OF A PLAYER

Any reference throughout these by-laws to the suspension or disqualification of a player from a 'game' shall be read as referring to a 'fixture game' or one of the finals games.

This means that the suspension will not be deemed as having been served by the player not playing in any match not identified as a fixture or final game. For example, a President's Cup match (which is not also a fixture match); a grading round match or any other informal match will not count towards the suspension even though the player may not be allowed to play in those matches.



8 STANDING COMMITTEES

8.1 GENERAL COMMITTEES

There shall be four (4) standing committees, being the THC, the Judiciary Committee, the Appeals Committee and the Grading Committee as well as Selection Panels for each of the divisions established by the Board of Directors from amongst three (3) playing groups, namely masters, seniors and juniors.

8.2 TOOWOOMBA HOCKEY COMMITTEE

8.2.1 Membership

The THC shall consist of people who are interested in the advancement of hockey within the THA. It would be expected all nominated delegates would have significant and appropriate hockey experience.

The THC shall consist of the following members:

- a) No more than five (5) club delegates in total with no more than one (1) delegate from any major club.
- b) The Regional Coaching Director.
- c) A Chair appointed by the Board of Directors.
- d) A Secretary/Hockey Coordinator may be appointed by the Board of Directors.
- e) The Toowoomba Hockey Committee delegate term is a three (3) year term when a member takes up the position on the THC.

8.2.2 Voting

- a) For voting purposes, a quorum shall consist of half the duly elected committee plus one (1). In the event of a tied vote the Board of Directors will make the final decision.
- b) Each major club delegate attending a meeting will have one (1) vote.
- c) The Regional Coaching Director will not have a vote.
- d) The Chair will not have a vote.
- e) The Secretary will not have a vote.
- f) Voting by proxy is permitted where the relevant delegate, or their Club President, provides written authority, prior to the meetings commencement, for the proxy to vote on their behalf. The written authority is to be in the form of an email addressed to office@toowoombahockey.com.au from the delegates or Club President's email account.'

8.2.3 Method of Appointment

Each club is responsible for nominating one person for a position on the THC.

The Board of Directors shall make the final appointment decision of the members of the THC at a meeting held prior to the beginning of premiership competition matches.

The Board of Directors may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a Committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey. If necessary, the Board of Directors may request a club to provide alternative nominees.

8.2.4 Responsibilities

The THC, as an appointed committee of the Board of Directors, shall have the following responsibilities:

- a) In general, the organisation and playing of the sport of hockey in Toowoomba.
- b) The administration of the playing of the sport of hockey, its draw, the communication of the draw and advising the general community of game results.
- c) The coordination of all hockey tournaments, being state and national titles, International games, national games, inter-city competitions and any other hockey carnivals or games held in Toowoomba.
- d) Training, development and marketing of umpiring, including the selection of umpires, umpire mentors, umpire rostering and the choosing of technical people for all games.



- e) Club delegate members of the THC may be allocated responsibility for coordinating various portfolios. These may include, but are not limited by, the following: By-Laws/Playing Rules, Events, Fixtures, Match Directing, Representative, Umpiring, Masters, and Volunteers.
- f) The rostering of all volunteers for administration of the water-based surface.
- g) To hear and adjudicate on grievances pertaining to the sport of hockey, pursuant to the THA By-Laws and THA Constitution, with the exception of those grievances which are referred to the Judiciary Committee pursuant to the THA By-Laws and Constitution.
- h) The endorsement of the selection of Toowoomba representative players of all levels within the rules set down by the Board of Directors prior to that team being announced for state titles, the team to include the Captain, Vice Captain and ages of all players at that time. These teams must be ratified by the Board of Directors.
- i) Any member of the THC shall abstain from voting if the person being nominated for the position of coach, selector or manager is of his/her immediate family, his/her spouse and/or any other family member related by marriage; and further, he/she shall leave the meeting whilst that discussion is being decided.
- j) Marketing and promotion of the sport of hockey.
- k) To liaise with the Regional Coaching Director with the co-ordination of all representative teams including their travel arrangements, collection of funds from players, informing managers of their responsibilities and all matters in relation to representative teams.
- l) To liaise with the Regional Coaching Director with regard to the coaching and training of elite players.
- m) To promote the growth and playing numbers of hockey.
- n) To develop and oversee a system for the allocation of points for the 'Best and Fairest' and 'Player of the Match' for all the first division (A1) men's and women's matches and any other appropriate system for all masters, senior and/or junior premierships competitions.
- o) To act at all times within the policy guidelines, rules, THA By-Laws and Constitution set by the Board of Directors of THA.
- p) To seek direction from the Board of Directors for final determination on any and all matters which are presented that fall outside the wording and/or jurisdiction of the THA By-Laws and Playing Rules.

8.2.5 Authority to Take and Consider Protests

A protest relating to the Association's By-Laws and Playing Rules (Administrative Appeal) may be made to the THC by an Executive member of the protesting club, only if it is made in writing and filed by 5pm Tuesday following the fixture weekend of the occurrence. Written protests need to be emailed to office@toowoombahockey.com.au, and then forwarded to the THC.

The THC must formally consider every protest filed with it according to procedures that it deems appropriate. The THC shall have the power to:

- a) Dismiss the protest;
- b) Order a replay of a game in question;
- c) Order other appropriate relief.

Following the protest if a Club is still not satisfied with the outcome of the appeal, Clubs may decide to forward to the Board of Directors for a final decision.



8.3 JUDICIARY COMMITTEE

8.3.1 Membership

The Judiciary Committee shall consist of people who are able to make objective decisions in the best interest of the sport of hockey. It would be expected all nominated delegates would have significant and appropriate hockey experience.

The Judiciary Committee shall consist of the following members:

- a) No more than five (5) club delegates in total with no more than one (1) delegate from any major club.
- b) A Chair appointed by the Board of Directors.

A person who is a member of the THC or the Board of Directors of the Association which appoints the Judiciary Committee cannot be a member of the Judiciary Committee.

8.3.2 Method of Appointment

Each Club is responsible for nominating at least one (1) person for a position on the Judiciary Committee.

The Board of Directors shall make the final appointment decision of the members of the Judiciary Committee at a meeting held prior to the beginning of premiership competition matches.

The Board of Directors may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a Committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey. If necessary, the Board of Directors may request a Club to provide alternative nominees.

8.3.3 Scope of Authority

The Judiciary Committee may hear any charge of misconduct against any club, sub-association, team, player, Umpire, parent, supporter or member that occurs within the field of play or within the area controlled by Match Officials and for misconduct that occurs involving the participants of any particular game up to and including one (1) hour after the conclusion of that game. Charges of misconduct that fall outside these parameters should be referred to the Board of Directors.

The Judiciary Committee has the power to:

- a) Dismiss the charge;
- b) Impose a fine, or to admonish, suspend or disqualify any club, sub-association, team, player, Umpire or member against whom the charges were laid;
- c) Impose any penalty that they believe is appropriate for the offence which has been committed. This can include, but is not limited to, suspension from playing or stipulating the performance of certain roles (e.g. umpiring) under the guidance of a nominated person as per THA By-Law 8.3.11 'Judiciary Committee – Penalties';
- d) Direct any club, sub association, team, player, Umpire or member to perform any specific roles or duties within the THA;
- e) Apply a combination of the penalties mentioned above, if deemed appropriate;
- f) Apply these penalties to any witness failing to attend a scheduled hearing without reasonable cause as the Judiciary Committee shall see fit.

8.3.4 Reasons for a Judiciary Hearing

A Judiciary hearing can be called to hear a complaint for the following reasons:

- a) An issue arising directly from a game and reported (game card, match report) from an Umpire or Match Official. These issues can only be considered if they are presented within 14 days of the alleged event occurring.
- b) An issue raised/referred by the Chair, THC. These issues can only be considered if they are presented within 14 days of the alleged event occurring.
- c) An issue raised by the President, Board of Directors (or their nominated representative) at their discretion.

8.3.5 Preparation for Judiciary Hearing



A panel will be constituted following the rules outlined in THA Constitution.

The details supplied by the Umpire or Match Official shall include;

- a) Match details – time, date, teams etc;
- b) Reason for the card (to be supplied by the umpire);
- c) Any incidents that led up to the issue of the card including warnings, cautions etc that may have involved the player;
- d) The rules of hockey that the player was in breach of; and
- e) Any other information that may be relevant.

The Judiciary Committee will be provided with a copy of all the relevant correspondence, reports or information received and sent by the Chair, THC or President, Board of Directors relating to the complaints.

The Judiciary Committee will be scheduled as soon as practicable, however the respondent(s) and their respective Club President shall be given notice in writing at least one (1) week prior to the meeting at which the complaint/s or charge/s will be considered and shall be given particulars of such complaint/s or allegation/s. This will allow adequate time for the respondent(s) to prepare their case for the hearing.

The Chair, Judiciary Committee or duly delegated person will inform the respondent(s) and their respective Club President in writing that a Judiciary hearing will take place. The notice will outline:

- a) That the person has a right to appear at the Judiciary hearing to defend the complaint/allegation;
- b) Details of the complaint and details of all allegations and the clause of any policy or rule allegedly breached;
- c) The date, time and venue of the Judiciary hearing;
- d) That they can make either verbal or written submissions to the Judiciary Committee;
- e) That they may arrange for witnesses to attend the Judiciary Committee in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Judiciary Committee);
- f) That legal representation will not be allowed; and
- g) If the respondent(s) is a under the age of 18 they must have a parent/guardian present.
- h) A copy of any information/documents that have been given to the Judiciary Committee (e.g. investigation report findings) will also be provided to the respondent(s) as an enclosure to the notice.

All written submissions supplied by the respondent should be received by the Judiciary Committee no later than 48 hours prior to the hearing. The respondent should also inform the Judiciary Committee of the names of the person/s who will be providing verbal submissions, no later than 48 hours prior to the hearing. Submissions should be emailed to office@toowoombahockey.com.au.

It is the responsibility of the Chair, Judiciary Committee to notify the Umpire or person making the charge and any all individuals the Judiciary Committee deems necessary to attend, of the time and place of the hearing.

It is the responsibility of the respondent(s) and complainant to notify any witnesses that they elect to present of the time and place of the hearing.

8.3.6 Selection of a Judiciary Panel

The minimum number of Judiciary members required to be present throughout the hearing is three (3).

With the exception of the Chair, the Judiciary Committee will not include any person who:

- a) Has any actual or perceived conflict of interest;
- b) Preconceived opinions;
- c) Vested interests or personal involvement relating to the complaint;
- d) A person who would, by reason of their relationship with the complainant or the person complained about be reasonably considered to be other than impartial.

It is preferable that the Judiciary Committee include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).



8.3.7 Right to Participate Until Judiciary Hearing

The respondent(s) will be allowed to participate in all THA activities and events, pending the decision of the Judiciary Committee, including any available appeal process, unless the President, Board of Directors believes it is necessary to exclude the respondent(s) from all or some THA activities and events, after considering the nature of the complaint or allegation. Should this be the case, the President, Board of Directors will provide written notification to the respondent(s) and their respective Club President. Where necessary, the notification can be delivered verbally by the President, Board of Directors (or their chosen representative) to the respondent(s), followed by confirmation in writing. This notification will take effect immediately.

THA By-Law 6.0 'Temporary and Permanent Playing Suspensions' list the exceptions to this clause.

8.3.8 Judiciary Hearing Procedure

The following people will be allowed to attend the Judiciary hearing:

- a) The Judiciary Committee members;
- b) The respondent(s);
- c) The complainant;
- d) Any witnesses called by the respondent(s);
- e) Any witnesses called by the complainant;
- f) Any parent/guardian or support person required to support the respondent or the complainant; and
- g) Any person(s) the Judiciary call upon at their own discretion.

The Chair, Judiciary Committee will read out the complaint/allegation, ask the respondent(s) if they understand the complaint and if they agree or disagree with the complaint/allegation.

If the respondent(s) agrees with the complaint/allegation, he or she will be asked to provide any evidence or witnesses that should be considered by the Judiciary members when determining any disciplinary measures (penalty).

If the respondent(s) disagrees with the complaint/allegation, the complainant will be asked to describe the circumstances that lead to the complaint/allegation being made. The information provided by the respondent(s) at this point will be used by the Judiciary Committee to determine any disciplinary measures which might be imposed. The complainant may address the Judiciary within the following guidelines:

- Reference may be made to brief notes.
- The complainant may call witnesses.
- The respondent(s) may question the complainant and witnesses.

The respondent(s) will then be asked to respond to the complaint. The respondent(s) may address the Judiciary within the following guidelines:

- Reference may be made to brief notes.
- The respondent may call witnesses.
- The complainant may ask questions of the respondent and witnesses.

Both the complainant and respondent(s) may be present when evidence is presented to the Judiciary Committee. Witnesses may be asked to wait outside the hearing until required.

The Judiciary Committee may:

- Consider any evidence, and in any form, that it deems relevant;
- Question any person giving evidence;
- Limit the number of witnesses presented to those who provide any new evidence;
- Require the attendance of any witness it deems relevant;
- Act in an inquisitorial manner in order to establish the truth of the issue/case before it.

Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.



If the Judiciary Committee considers that at any time during the Judiciary hearing that there is any unreasonable or intimidating behaviour from anyone, the Chair, Judiciary Committee may stop further involvement of the person in the hearing.

8.3.9 Judiciary Decisions and Notification of Outcomes

After all of the evidence has been presented, the Judiciary Committee will make its decision in private. The Judiciary Committee must decide whether the complaint has been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the complaint/allegation increases, so too must the level of satisfaction of the Judiciary Committee that the complaint/allegation has been substantiated. Disciplinary measures imposed must be reasonable in the circumstances.

All Judiciary Committee decisions will be by majority vote.

No decision will be declared at the time of the hearing. The outcome will be notified to both the respondent(s) and their respective Club President and the complainant within 48 hours of the hearing as follows:

The Chair, Judiciary Committee or duly delegated person will:

- a) Forward to the Chair, THC and the Board of Directors a copy of the Judiciary Committee decision, in the form of a written report outlining reasons and any disciplinary measures imposed.
- b) Forward a letter to the respondent(s), their respective Club President and complainant(s) advising of the Judiciary Committee decision and any disciplinary measures imposed. The letter should also outline, if required, the process and grounds for an appeal. Where the matter is of unusual complexity or importance, the Chair, Judiciary Committee may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours. The Judiciary Committee does not need to provide written reasons for its decision.

The THA will notify the appropriate Match Officials (i.e. those scheduled for duties at the relevant times during the relevant fixture rounds) of the outcome to gain their assistance in enforcing any penalties given.

8.3.10 Non-Attendance by the Respondent(s)

If the respondent(s) is/are not present at the set hearing time and the Chair, Judiciary Committee considers that no valid reason has been presented for their absence, the Judiciary hearing will continue subject to the Chair, Judiciary Committee being satisfied that all Judiciary notification requirements have been met.

If the Chair, Judiciary Committee considers that a valid reason for the non-attendance of the respondent(s) has been presented, or the Chair, Judiciary Committee does not believe the Judiciary notification requirements have been met, then the Judiciary will be rescheduled to a later date as soon as practical to all parties.

The Chair, Judiciary Committee or duly delegated person will inform the respondent(s) and their respective Club President of the need to reschedule, and the Chair, Judiciary Committee will organise for the Judiciary to be reconvened.

8.3.11 Penalties

Penalties which may include any (or more than one) of the following deemed appropriate by the Judiciary Committee:

- Umpiring a fixture game;
- Match Directing;
- Assisting Grounds person; and/or
- Monetary fine.

The respondent will be suspended from playing until the penalty is paid/completed or scheduled to be paid/completed. If the respondent does not fulfil the penalty as scheduled without sufficient cause they will be suspended from play until the penalty is paid/completed.



8.4 APPEALS COMMITTEE

8.4.1 Membership

The Appeals Committee shall consist of people who are able to make objective decisions in the best interest of the sport of hockey. It would be expected all nominated delegates would have significant and appropriate hockey experience.

The Appeals Committee shall consist of the following members:

- a) No more than five (5) club delegates in total with no more than one (1) delegate from any major club.
- b) A Chairperson elected by and from the appointed members. The chairman shall be responsible to the Board of Directors for the conduct of Appeals Committee meetings in accordance with the By-Laws and Constitution.

A person who is a member of the Judiciary Committee, the THC or the Board of Directors of the Association which appoints the Appeals Committee cannot be a member of the Appeals Committee.

8.4.2 Method of Appointment

Each Club is responsible for nominating at least one (1) person for a position on the Appeals Committee.

The Board of Directors shall make the final appointment decision of the members of the Appeals Committee at a meeting held prior to the beginning of premiership competition matches.

The Board of Directors may, at their discretion, decide to exercise a variety of selection techniques (e.g. interviewing each nominee) in the interest of selecting a Committee that are capable of and willing to fulfil the duties of the role in the best interest of hockey. If necessary, the Board of Directors may request a Club to provide alternative nominees.

8.4.3 Scope of Authority

The Appeals Committee shall hear appeals from any decision handed down by the Judiciary Committee in accordance with the provisions of these By-Laws.

The Appeals Committee shall limit its jurisdiction to matters pertaining to the sport of Hockey in Toowoomba.

The Appeals Committee has the right to:

- Confirm or overturn decisions made by the Judiciary Committee; and/or
- Confirm, amend or remove penalties imposed by the Judiciary Committee.

8.4.4 Selection of an Appeal Panel

The minimum number of Appeal members required to be present throughout the hearing is three (3) with a maximum of five (5). The number of panel members should be allocated in accordance with the severity of the issue.

With the exception of the Chair, the Judiciary Committee will not include any person who:

- a) Has any actual or perceived conflict of interest;
- b) Preconceived opinions;
- c) Vested interests or personal involvement relating to the complaint;
- d) A person who would, by reason of their relationship with the complainant or the person complained about be reasonably considered to be other than impartial.

It is preferable that the Appeals Committee include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).

8.4.5 Lodging an Appeal

A complainant or a respondent(s) who is not satisfied with the decision of an outcome of a Judiciary Committee decision can lodge one appeal to the THA on one or more of the following bases:

- That a denial of natural justice has occurred; or
- That the disciplinary measure(s) imposed is unjust and/or unreasonable; or



- That the decision was not supported by the information/evidence provided to the Judiciary Committee.

A person wanting to appeal in accordance with THA By-Law 8.4.5 'Standing Committees - Appeals Committee – Lodging an Appeal' must lodge a letter notifying of their intent to appeal with the Chair, Appeals Committee (delivered to THA Reception or emailed to office@toowoombahockey.com.au), setting out the basis for their appeal, within three (3) days of receipt of the notification of the relevant decision from the Judiciary Committee. Included with the letter of intention to appeal, an appeal fee of \$250.00 must be paid to the General Manager, THA.

If the letter of appeal is not received by the Chair, Appeals Committee within the time period the right of appeal lapses. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal lapses.

8.4.6 Preparation for Appeals Hearing

A copy of the Judiciary Committee decision report will be forwarded to the Chair, Appeals Committee. The Chair, Appeals Committee will convene a panel (in line with THA By-Law 8.4.4 'Standing Committees - Appeals Committee – Selection of an Appeal Panel') to review and decide whether there are sufficient grounds for the appeal to proceed. The Chair, Appeals Committee may invite any witnesses to the meeting it believes are required to make an informed decision.

If the appellant has not shown sufficient grounds for appeal in accordance with THA By-Law 8.4.5 'Standing Committees - Appeals Committee – Lodging an Appeal' then the appeal will be rejected. The appellant will be notified with reasons. The appeal fee will be forfeited.

If the appeal is accepted a panel of the Appeals Committee will rehear the complaint as soon as practical.

8.4.7 Appeals Hearing Procedure

The Judiciary Committee procedure shall be followed for the appeal.

8.4.8 Appeals Decisions and Notification of Outcomes

The procedure for decision making and notification from the Appeals Panel shall be the same as for a Judiciary Hearing.

If the appeal is successful the appeal fee will be refunded.

The decision of an Appeal Committee hearing will be final.

8.4.9 Non-Attendance by the Respondent(s)

The procedure for non-attendance by the respondent(s) in an appeal shall be the same as for a Judiciary Hearing.



8.5 GRADING COMMITTEE

8.5.1 Membership

The Grading Committee shall consist of the Regional Coaching Director, five (5) nominated club delegates, none of whom shall be from the same club, junior and senior Chairman of selectors, and current Toowoomba representative team coaches.

The Convenor of the Grading Committee shall be the Regional Coaching Director, or in their absence, the Junior Chairman of Selectors, or in their absence, the Senior Chairman of Selectors.

Clubs shall put forward nominations for the Grading Committee and these must be approved by the THC in consultation with the Convenor.

A minimum of three (3) members of the Grading Committee including the Convenor must be present for decisions to be made. Excluding the Convenor, these members should not be from the same club as the player being graded.

8.5.2 Scope of Authority

The Grading Committee shall be responsible for assessment and grading of players registered with the THA.

Duties of the Grading Committee shall include, but not be limited to:

- a) Assessment and grading of players wishing to play in a lower age division;
- b) Assessment and grading of players for the Junior division competition who are playing in first division(A1);
- c) Assessment and grading of players who are subject to a complaint from another club as to their ability to play in a lower division;
- d) Assessment and grading of underage players wishing to play in a higher age group, senior or masters grade.

8.5.3 Procedures

The THCs recommended guidelines and procedures for the Grading Committee form part of THA By-Laws Appendix 10.8. 'Standing Committees' Section 8.5.3 Grading Committee Procedures.

Recommendations of the Grading Committee shall be presented to the Hockey Committee for consideration and determination.

8.6 SELECTION PANELS

8.6.1 Divisions

Selection panels shall exist for the purpose of selecting representative teams to compete in State titles for the Junior, Senior and Masters divisions for which Queensland state titles are held.

8.6.2 Selection Policy

It shall be the responsibility of each selection panel to follow the policies of THA Inc. in regard to the selection of players for representative teams, as follows:

- a) The best available team is to be selected to represent THA Inc. at state titles.
- b) Representative squads/teams are to be selected on the basis of performances in premiership competition matches for relevant age groups.

8.6.3 Number of Teams to be Selected

As a matter of policy, at least one (1) representative team shall be sent to junior, senior and masters state titles that are organised pursuant to Hockey Queensland rules.

Providing there are enough junior or senior players of a representative standard who are available, two (2) teams may be sent to junior and senior state titles. In regard to availability of junior players, these players should be principally from within the age division for which a particular state title is being held.



8.6.4 Selection of Under 11 Players to Under 13 State Championships

Any player under the age of ten (10) at the time of state titles shall not be considered eligible for selection to representative teams for under 13 or higher state titles. Any player still eligible for the under 11 division shall only be selected in a higher age group after the agreement of the Regional Coaching Director on his/her mental and physical ability to handle the higher age group competition. Their assessment will include discussion with the child's parents, other coaches and the selection panel.

8.6.5 Composition and Appointment

All selection panels shall contain three (3) people including a convenor who shall be appointed by the THC with consideration to advice from the Regional Coaching Director for a period of two (2) years.

For all divisions except masters, the three (3) persons appointed to a Selection Panel will be the Coach for the representative team, the Regional Coaching Director and the convenor.

For masters division the three (3) person panel will consist of persons appointed by the THC.

Each selection panel shall have a convenor, who shall be appointed by the THC, who shall have a deliberative vote plus a casting vote in the event of a voting deadlock.

The Senior Convenor will serve on each selection panel in the Senior divisions and the Junior Convenor will serve on each selection panel in the Junior Divisions.

Each selector must be available to watch a majority of Premiership Competition games for the relevant division group.

Any selector shall abstain from voting, at the request of one (1) or more members of the Selection Panel, if the player to be selected is of his/her immediate family, a spouse or any other family member, related by marriage. The aforementioned Selector will leave the meeting whilst that discussion is being decided.

8.6.6 Responsibilities and Guidelines for Association Coaches, Managers and Selectors

Responsibilities and Guidelines for all Association Coaches, Managers and Selectors will be provided as part of the Coaches/Managers packs and shall apply to all persons who are appointed as coaches, managers and selectors of representative teams.

8.6.7 Selection of Team Members

Each representative team for State Titles must be submitted by the Regional Coaching Director for approval by the THC at a meeting that occurs at least six (6) weeks prior to the start of the relevant State Title. A copy of the list shall be forwarded to the Board of Directors after endorsement by THC.

When selected, a team must be listed in the order of Captain, Vice Captain, the remaining players in alphabetical order and a document evidencing the Team/Squad shall be signed by all selectors. (Form – 10.8 Appendix 8.6.7)

Under special circumstances a replacement player may be chosen after the representative team is selected. The decision to replace a player must be made in consultation by the Team Coach, the Chairman of Selectors and the Regional Coaching Director and the THC will be notified in writing.

8.6.8 Policies in Regard to Representative Teams

Transportation to, and accommodation at, state titles should be arranged on the most efficient and cost effective basis from the standpoint of players, parents of players and the Association.

Players selected to representative teams shall be responsible for meeting the full cost of their participation which shall be received in full by the Association prior to the time of departure from the THA clubhouse.

8.6.9 Report to Toowoomba Hockey Committee

Each Convenor shall present a written report to the THC within one (1) month of the last game played by the team for which he/she had responsibility. A copy of the report shall be forwarded to the Board of Directors.

The report shall contain the following information:



- a) Results of the team, its success or otherwise.
- b) State or higher honour representation of the players.
- c) A listing of the players selected.
- d) Any problems on the selection panel with recommendations for improvements in the selection process.
- e) Recommendations on any matter pertaining to the success, development or selection of the team.

8.6.10 Report to Board of Directors

At the conclusion of the season, the THC shall provide a report to the Board of Directors on all areas of coaching, managing and selection of representative teams.

9 AMENDMENTS OF BY-LAWS

9.2 PROCEDURE FOR AMENDMENT

Pursuant to THA Constitution 19 'By-Laws' of the THA Constitution, these by-laws may be extended, amended, altered or repealed in whole or in part at a General Meeting or a meeting of the Board of Directors upon a motion being carried by a majority of voting members present and entitled to vote.

9.3 NOTICE OF MOTION TO AMEND

9.1.1 Time for Consideration

Notice of any motion to amend or alter these by-laws, together with the name of the proposer and seconder, shall be given in writing to the General Manager not less than two (2) weeks before the Meeting at which it is proposed to address the motion.

9.1.2 Giving of Notice

The Secretary shall give notice as follows and shall set out in such notice a copy of the proposed motion.

In the case of a General Meeting, not less than seven (7) days notice to the President of each member club or sub-Association.

In the case of a Meeting of the Board of Directors, not less than three (3) days notice to each Director.

9.1.3 Change in THA By-Laws

Upon the motion being moved, the President shall allow any amendment(s) of such motion to be discussed and put to the vote provided that every such amendment shall be relevant to the subject matter of the motion, and shall be of such a nature that, in the opinion of the President, is within the intent and scope of the manner prescribed in the notice of motion.



10. APPENDIX

10.1 APPENDIX: 1

10.2 APPENDIX: 2 ANNUAL SUBSCRIPTION AND PLAYING FEES
2.1 Access Fee
2.2 Refund of Access Fees
2.3 Registration Fees
2.4 Association Membership Fee

10.3 APPENDIX: 3

10.4 APPENDIX: 4

10.5 APPENDIX: 5

10.6 APPENDIX: 6

10.7 APPENDIX: 7

10.8 APPENDIX: 8 STANDING COMMITTEES
8.5.3 Grading Committee Procedures

10.9 APPENDIX: 9

10.10 APPENDIX: 10 GOVERNANCE



10.2 APPENDIX: 2 ANNUAL SUBSCRIPTION AND PLAYING FEES

2.1 ACCESS FEE

2.1.1 Each member clubs' total player access fee will be divided into five (5) equal payments with the fifth final payment being adjusted, either plus or minus, to account for the current years actual registered players.

The invoice for each of the five (5) payments will be due on:

- 21st April
- 21st May
- 21st June
- 21st July
- 21st August

2.2 REFUND OF ACCESS FEES

2.2.1 See Attached – **THA Reimbursement of Fees**

2.3 REGISTRATION FEE

2.3.1 Each member clubs' total insurance and Hockey Queensland registration fee will be divided into three (3) equal payments with the third final payment being adjusted, either plus or minus, to account for the current years actual registered players.

The invoices for each of the three (3) payments will be due on:

- 30th April;
- 31st May;
- 30th June

2.4 ASSOCIATION MEMBERSHIP FEE

2.4.1 Each member clubs' total Association membership fee will be divided into three (3) equal payments with the third final payment being adjusted, either plus or minus, to account for the current years actual registered players.

The invoices for each of the three (3) payments will be due on:

- 30th April;
- 31st May;
- 30th June.



Attachment 2.2.1 THA Reimbursement of Fees

V1.2

THA – Reimbursement of Members Playing Fees

Purpose - To establish a fair and just method of reimbursement of fees to players within a set period of time in the playing season. These parameters will also assist clubs and will help alleviate unnecessary claims.

Fees Refundable - The fees that are refundable are the 'Playing and Access' fees only. The Qld Hockey Registration, Qld Hockey Marketing Levy, Insurance, THA Registration, Club Membership and Dual Registered fees are not refundable.

Playing and Access fees are as per the current year.

	March	April	May	June	July	August
If a player seeks reimbursement of fees due to injury or relocation due to work commitments and is unable to continue playing hockey they must notify their club upon occurrence of injury or transfer. The club must then notify the THA Board in writing within 4 weeks of the player's notice to the club and advise the date of the last game they played. Fees will then be reimbursed from the date of the last game played using the attached schedule.	Refund 5/6 of the fees	Refund 2/3 of The fees	Refund 1/2 of The fees	No Refund	No Refund	No Refund
If a player joins hockey from June onwards and gets injured or relocated due to work commitments, they must inform their club and the club must inform the Board in writing within 4 weeks of the player's notice to the club and advise the date of the last game played. Fees will then be reimbursed from the date of the last game played using the attached schedule.				Refund 2/3 of the fees	No Refund	No Refund



10.8 APPENDIX: 8 STANDING COMMITTEES

8.5 GRADING COMMITTEE

8.5.3 Procedures:

8.5.3.1 The decision to task the grading committee can only be made after:

- a) Efforts have been made to correct any obvious discrepancies evident in the abilities of the player/s involved. This should include amicable discussion between those concerned; consultation with coaches, managers, players and club officials. The members concerned must display a concerted effort to reconcile any differences.
- b) An informal approach can made to a grading committee member regarding the player's abilities.
- c) The player is consulted as to their individual requirements and needs as well as their current circumstance, and how a request to the grading committee would affect their participation in the game.

8.5.3.2 To task the grading committee in the first instance an application must be made in writing from all clubs involved outlining all relevant reasons for the submission, to be tabled at the next meeting of the THC for their consideration. The committee must take into account the following prior to forwarding the request to the grading committee.

- a) Is the application valid
- b) The affect the grading committee assessment will have on all concerned
- c) Is the application in any way shape or form an attempt to inflict harm in an ongoing dispute which is not totally related to the player concerned.

8.5.3.3 Once the call for a grading assessment has been forwarded from the THC the following guidelines must be considered by the Grading Committee.

- a) The physical size of the player;
- b) The skill level of the player;
- c) The players game sense; and
- d) The Grading Committee should also consider,
 - i. The ability of the club to maintain a registered 11.
 - ii. The ability of the player to meet match commitments regarding game dates etc;
 - iii. Club circumstance; and
 - iv. Is the decision in the best interest of the game of hockey?



10.10 GOVERNANCE

10.10.1 RESPONSIBILITY

Policy Owner	Toowoomba Hockey Association
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10.10.2 VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Endorsed by THC / Approved by THA	Amendment
2014 – Final	March 2014	Endorsed by THC and Approved by THA	Amendments to all Sections – inclusion of Appendix
2014 – v2_FINAL	1 st July 2014	Approved by THA	Addition to Section 2 Annual Subscription and Playing Fees
2015 – January	December 2014	Approved by THA	3.3.2 8.6.7 plus Appendix 8.2.2 Chair voting
2015 – October	August 2015	Endorsed by THC and Amended & Approved by THA	2.8 & 4.3.1 Forfeit - notified forfeit 0 points
2015 - December	17 th November 2015	Endorsed by THC and Amended & Approved by THA	5.1.1 Register Player (Registered Player ... Finals)
2015 – December	17 th November 2015	Endorsed by THC and Amended & Approved by THA	3.3.5 Play in Lower Divisions – Senior and Junior
2017 – February	17 th January 2017	Presented by Sub Committee- Endorsed by THC and Approved by THA	As per THA Memo 20 th January 2017 – THA By Laws Alterations
2017 – February	21 st February 2017	Endorsed by THC	As per Memo 25 th February 2017 – By Law 7.1
2017 - February	5 th October 2017	Endorsed by THC Approved and Amended by THA	As per Memo 5 th October 2017 – By Law 3.3.5 & 3.3.6



2017 - February	11 th December 2017	Endorsed by THC Approved and Amended by THA	As per Memo 11 th December 2017 – By Law 3.2.1
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