



# SECONDARY DIVISION BYLAWS



## SECONDARY DIVISION BYLAWS

# CONTENTS

### Senior Division By Laws

1. Introduction.....	Page 1
2. Amendment .....	Page 1
3. Affiliation/Team Fees.....	Page 1
4. Registrations/Transfer of Players .....	Page 2
5. Grading.....	Page 2
6. Competition Structure.....	Page 3
7. Match Play.....	Page 4
8. Defaults & Forfeits.....	Page 6
9. Code of Conduct .....	Page 7
10. Policies .....	Page 9
11. Uniforms.....	Page 10
12. North Harbour Hockey Stadium.....	Page 11
13. General.....	Page 11
Appendix 1 – Association Code of Conduct .....	Page 12
Appendix 2 – Player Re-Grade Form .....	Page 29
Appendix 3 – Game Reschedule Form .....	Page 30
Appendix 4 – Player Enquiry Form.....	Page 31
Appendix 5 – Promotion to grades/Semi Final Seedings .....	Page 32
Appendix 6 – TIC Hockey Contact .....	Page 33
Appendix 7 – Artificial Surface Use Rules.....	Page 34
Appendix 8 – Protocols for managing games affected by weather & unforeseen circumstances .....	Page 35
Appendix 9 – Serious Injury Form .....	Page 37
Appendix 10 – Child Protection Policy.....	Page 38



## **SECONDARY DIVISION BYLAWS**

### **1. INTRODUCTION**

- 1.1** These Bylaws are the rules under which the Secondary Division school competitions will be run. The Bylaws are to be read in conjunction with the ASSHA Bylaws, with which all ASSHA member Secondary Schools are to comply.

### **2. AMENDMENTS**

- 2.1** The North Harbour Hockey Association (NHHA) Office in consultation with the Schools Division may make amendments to these Bylaws at any time.

### **3. AFFILIATION/TEAM FEES**

- 3.1** Each school shall pay to the NHHA, in each year and prior to the Secondary Division AGM, an affiliation fee of \$5.00 + GST.
- 3.2** Each affiliated school shall pay each year a fee, set by the Board and including any Hockey New Zealand (HNZ) levies, for each team entered in each grade of the Secondary Competition. Each affiliated school shall also pay each year, as set by the Board, turf fees for each team entered in each grade of the Secondary Competition.
- 3.3** A non-refundable 10% payment of team fees for each team entered in the Secondary Division Competition, along with team entries, must reach the NHHA Office by the entry closing date. This is set annually by the NHHA Office. Failure to make this payment may result in exclusion from competition. Any club with a difficulty should make an individual approach to the Chief Executive Officer of NHHA.
- 3.4** The balance of the team fees will be invoiced in May of each year. Failure to provide payment by any due date may result in a 10% financial penalty being imposed at the discretion of the CEO of NHHA. In addition, suspension of the school concerned may be imposed until any outstanding money is paid in full.
- 3.5** Fees and fines, including all fees for the use of the artificial surfaces, incurred by the schools, teams or individual members must be paid by the due date shown on the account tendered from the Association.
- 3.6** All the fees and fines prescribed in these By-laws relate to the winter competition and the NHHA Office/ School Division shall have the power to set fees and fines for any other competition under its control.
- 3.7** New Schools seeking affiliation shall apply to NHHA Office. Application must provide evidence of names of players and coach; provide evidence of financial structure and state uniform, plus any other information as required by NHHA Office/ School Division. Applications to be received prior to closing date for team entries.



## **SECONDARY DIVISION BYLAWS**

### **4. REGISTRATION OF PLAYERS**

- 4.1** To be eligible for participation in NHHA Secondary Division Competitions, players must be in years 9-13 and under 19 as at 1 January in the year of competition and a bona fide member of the school.
- 4.2** Intermediate players (years 7-8) are not permitted to play in NHHA Secondary Division teams.
- 4.3** Before any player can take part in any of the Secondary Division competitions, he/she must be registered as a member of a school team in a particular grade. Any person, who is a member of a school which does not have a team in the Secondary Competition, may request a clearance from the NHHA office to play for another school. The written submission is to be signed by the requesting school principal and the principal of the player's own school.
- 4.4** Registrations are valid only for the current calendar year.
- 4.5** Should any school fail to secure the registration of any player(s) in accordance with these Rules, the respective team shall default that match in which the un-registered player(s) took part, if the Secondary Division committee so directs.
- 4.6** Schools shall complete via the online database system, all required details of all members (players/coaches/managers) in their respective registered grades, no later than the date set by the NHHA Office. Any school failing to register its members by this date will forfeit all competition points from that date until it complies, unless the NHHA in consultation with the School Division decides otherwise. School administrators must regularly review/update members details to ensure they remain current.
- 4.7** Grade 1 teams that compete in the ASSHA Greater Auckland competition must abide and register its players in accordance with College Sport Premier regulations.
- 4.8** Each school team must register a minimum of 13 players, including a goalkeeper, to play regularly for that team.
- 4.9** NHHA policy will be that players participating in Secondary competition teams may play only in same-sex teams.
  - a) Allowing however, for exceptional circumstances the NHHA in consultation with the School Division will have discretion to make exceptions. A written application is required from a player who may wish to be exempted from 4.9.

### **5. GRADING**

- 5.1** Schools may nominate a grade for a team to play in; however the NHHA Office shall determine the grade in which each team shall compete



## **SECONDARY DIVISION BYLAWS**

- 5.2** The NHHA office shall decide the number of teams in each grade.
- 5.3** Once competition commences should it be necessary to change a team(s) in any grade, this shall be at the discretion of the NHHA office.
- 5.4** Any player may play in a team higher but not lower than the one in which he/she is registered, i.e. a 2XI player may play in a 1XI team if required but a 1XI player may not play in a 2XI team without prior approval of the NHHA office. The only exception is that a goalkeeper may play down one team but in the field only and not as the goalkeeper.
- 5.5** Two teams from the same school in one grade are to be designated “A” & “B” for purposes of playing as per By-Law 5.4, i.e. Hockeyville 2XI A and Hockeyville 2XI B.
- 5.6** No player, having been registered in a grade or team, shall be permitted to transfer to a lower grade or team during the current season without the prior approval (Appendix 2) of the NHHA office.
- 6. COMPETITION STRUCTURE**
- 6.1** Matches shall take place between registered teams of affiliated schools, under conditions arranged by the NHHA office who shall determine the format of competition each year.
- 6.2** The Secondary Division shall fix dates and times of all games, allocate turfs and decide the number of rounds to be played in each grade. No game shall be played, altered or postponed without the permission of the NHHA Office. Turfs have been named as follows Cello 1, TigerTurf 2, Miller 3. Harbour 4, Harbour 5 Kristin, Rangitoto, WGHS and Metropark.
- 6.3** The NHHA Office shall have the power to alter any dates fixed or turfs allocated, to postpone and re-schedule matches and generally direct and govern matches under the control of the Schools Division.
- 6.4** Any school or team desiring to change or postpone any match, arranged by the NHHA office, must first completed, by the TIC Hockey or Sports Administrator, the Game Reschedule Form (Appendix 3) and send to NHHA Office 21 days prior to scheduled match. The NHHA office will then approve or decline such request. The rescheduled match will be played at a time and venue suitable to both teams and no later than two weeks after the original scheduled game or prior to the end of Round Robin competition whichever falls first.



## **SECONDARY DIVISION BYLAWS**

- 6.5** Championship points will be awarded as follows:
- |                |                          |
|----------------|--------------------------|
| Win            | 4 points                 |
| Draw           | 2 points                 |
| Loss           | 0 points                 |
| Win by default | 4 points (scoreline 4-0) |
- 6.6** When two or more teams have an equal number of points at the completion of the competition, Appendix 5 will apply to determine the placing within respective grades if semi-finals are required. Otherwise placing will be shared on completion of Round Robin competition.
- 6.7** Matches against teams subsequently withdrawing from the competition shall not be counted.
- 6.8** Umpires will be appointed by the NHHA Umpires Division for the Grade 1, 1A, and Greater Auckland competitions. Teams in Grade 2 and below are to provide their own umpires. Due care is to be taken to ensure that the person selected is capable of umpiring to that level. However, the NHHA Umpires Division may periodically appoint an umpire to a Grade two or below game, for development, in which case the respective teams will be advised.
- 7. MATCH PLAY**
- 7.1** Rules of Hockey  
NHHA endorses the Rules of Hockey as governed by the Federation of International Hockey (FIH) and the NZHF. All fixtures played under the jurisdiction of NHHA are to apply the rules of hockey as defined by FIH and NZHF, unless amendments are deemed appropriate to meet the objectives of NHHA. Where amendments are to be applied these must be stated in these Bylaws and/or attached appendices pertaining to a specific NHHA competition.
- By submitting an entry for a NHHA competition it is deemed that the entrant (e.g. affiliated member of NHHA and its individual participants) has accepted to compete in accordance with these By-Laws, the rules and regulations pertaining to that competition and the NHHA Code of Conduct (Appendix 1).
- 7.2** A team consists of a maximum of sixteen persons composed of a maximum of eleven players on the field and up to five substitutes. All field player substitutions are to be made near the centreline on the dugout side of the turf.
- 7.3** All teams must have one player wearing goalie protective gear as stipulated by the current FIH Rule Book
- 7.4** A team shall have at least 7 players on the field within 10 minutes of the start time set down for the match, otherwise that team loses the match by default.



## **SECONDARY DIVISION BYLAWS**

- 7.5** Each team shall complete the team card prior to commencement of the match. Players shall be identified on the card by a minimum of first initial and surname and players' numbers must be listed. No player or substitute may take the field until said player's name appears on the team card.
- 7.6** Following completion of a match, both teams are responsible for ensuring the completed team card and game result is received by NHA Office. Failure to forward the team card within five days may result in loss of points for that game. In the result of a drawn match it is the responsibility of the first named team on the draw to forward the team card.
- 7.7** All teams playing on the artificial surfaces shall comply with the rules relating to their usage (Appendix 7).
- 7.8** All games shall finish by their allocated 70 minute slot regardless of the actual start time and the amount of time played. Games are 67 minutes in duration, (15 min Quarters, 2 min Intervals and 3 minute half time). Therefore the games times will be 4pm, 5.10pm, 6.20pm on all fields. If games start late, umpires are to calculate the time available and rule the time for two equal halves.
- 7.9** All games shall finish at or before the scheduled finish time regardless of the actual start time and the amount of time played. In cases of unforeseen circumstances such as light failure, weather etc, the game may have to be rescheduled at the discretion of the NHA Office/Secondary Division (Appendix 7) for the Protocols on how these decisions shall be made.
- 7.10** Time shall not be stopped during a match only to allow penalty strokes to be taken.
- 7.11** The NHA Association has adopted a points accumulation system based on the awarding of coloured cards by umpires. Depending on the card, and the number of points accumulated, an automatic penalty may be imposed or a further penalty or suspension may result depending on the decision of the Tournament Director or Judicial Committee. The issuing of a card carries points, which can be awarded by umpires to any Participant associated with the team during a match (which is defined as the period 30 minutes prior to the start of a match until 30 minutes after the match has ended). Schedule 1 of the NHA Code of Conduct (Appendix 1)
- 7.12** During the match a umpire may issue a player with a green, yellow or red card. A green card serves as a warning; any level of yellow means suspension from the game for a minimum of 5 minutes and a red card means the recipient will take no further part in the game. The umpires shall record all cards issued during a match on the team card.
- 7.13** Each card will carry penalty points as follows: (As per Schedule 1/NHA Code of Conduct – Appendix 1)



## SECONDARY DIVISION BYLAWS

Green	1 point
Yellow	3 to 6 Points as determined by the umpires at the end of the match.
Red	Automatic suspension of one match. The suspension may be increased if additional sanctions are applied through the outcome of a judicial process.

Participants accumulating 12 points (through receiving green and/or yellow cards) during a Competition will automatically be suspended for one match. Further action may be taken at the discretion of the Tournament Director or Judicial Committee. Following the suspension, six points will remain credited to the Participant, and shall remain on the record of the Participant for a duration of 12 months.

Where a red card has been awarded to a Participant, the Tournament Director or Judicial Committee may decide a further hearing is required and, if so, the offender is required to attend a hearing. The Tournament Director or Judicial Committee may impose whatever penalty or suspension they consider appropriate, in addition to the one match automatic suspension.

Following the suspension, a minimum of six points will remain credited to the Participant, and shall remain on the record of the Participant, for the duration of 12 months. If the Participant had accumulated more than six points before the issuing of the red card, then this balance of points will remain on record.

- 7.14** The umpires shall record all suspensions during the match on the team card. Where a participant has been issued with a Red Card, the umpires concerned shall forward a written report to the NHHA Office within 48 hours.
- 7.15** Penalty points will be administered solely by the Umpires Division. The Umpires Division will inform the NHHA Office of any Participants that are near or have achieved the 12pt total. The NHHA Office will inform the Participants TIC Hockey via email of their suspension notice.
- 7.16** For Semi Finals/Finals (if required) games must go straight to a shoot-outs competition in the event of a drawn game to determine the winner for the next competition game.
- 7.17** If all competition games, on a particular day, are cancelled by the Secondary Committee/NHHA, due to turf or weather conditions, the Secondary Committee will endeavour to reschedule those games. If the games can not be rescheduled, no points will be awarded.

## **8 DEFAULTS AND FORFIETS**

### **8.1 Definition**





## **SECONDARY DIVISION BYLAWS**

Defaults – A default occurs when one team is unable to field the minimum number of participants for a fixture.

Forfeits – A forfeit occurs when one team uses an ‘illegal’ participant. A participant is deemed ‘illegal’ if they are ineligible to play for a team because they have not completed the registration process or playing in an incorrect grade.

- 8.2** Any team wishing to default a game must notify the NHHA Office and Opposition school (Appendix 5) at least 48 hours before the start time. The opposing team, will be awarded points in accordance with the following schedule:
- (i) if the remaining scheduled games, for that round, are played – winning points
  - (ii) if the remaining scheduled games, for that round, are rescheduled – winning points
  - (iii) if the remaining scheduled games, for that round, are cancelled – no points
- 8.3 Any team who defaults a game without notification, will be deemed to have lost the game and the opposing team will be awarded 4 points and a score line of 4-0.
- 8.4 Any team defaulting two matches in succession, or three at intervals, may at the discretion of the NHHA in consultation with the Schools Division be deemed to have withdrawn from the competition.
- 8.5 Teams that forfeit a game under the conditions outline below will have the following penalties applied:
- a) Player left off scorecard
    - 1<sup>st</sup> instance – Formal written warning from NHHA office
    - 2<sup>nd</sup> instance – The team for which that player has taken the field shall have 2 penalty points deducted.
  - b) Unregistered players
    - The opposing team will be awarded 4 points and a deemed score line of 4-0 shall apply.
  - c) If a player has been found to be registered for a higher grade than the game they played in then the team for which that person is associated with shall be deemed to have lost the match. The opposing team will be awarded 4 points and a deemed score line of 4-0 shall apply.
  - d) If a player whom is suspended is deemed to have played. The opposing team will be awarded 4 points and a deemed score line of 4-0 shall apply.
  - e) If a school is found to be playing a Year 7/8 player in any game, The opposing team will be awarded 4 points and a deemed score line of 4-0 shall apply.



## SECONDARY DIVISION BYLAWS

- 8.6 Any issues regarding bylaw 8.5 need to be on the NHHA Enquiry Form submitted by the TIC Hockey or Sport Administrator within 72 hours of the game. (Appendix 4)

### 9. CODE OF CONDUCT

- 9.1 NHHA has adopted the Hockey NZ Code of Conduct (Appendix 1) This Code of Conduct will apply to all participants in NHHA activities.
- 9.2 In addition to the Code of Conduct, NHHA has adopted the following Abuse and Foul Language policy for use within the Secondary Division Competition.

#### **Abuse and Foul Language**

Players Coaches, Managers or Team Officials who are abusive or use foul language on or in the vicinity of the field of play may be temporarily suspended and points awarded in respect to cards issued for offences. Umpires are to use their discretion as to the appropriate length of the suspension, with a 5-minute minimum applicable. These cards will be recorded and the players who consistently offend may be required to appear before the Judiciary who may impose whatever penalty/suspension they consider appropriate.

Points received for abuse and foul language under Bylaw 7.13 are included but will also be monitored separately with the appropriate penalties.

- 9.2 (a) Points recorded against players for abuse and foul language.
- (i) Demerit points gained from cards specifically for abuse and foul language will be recorded as such.
  - (ii) Individual players who reach 6 points specifically for abuse and foul language will be advised by the NHHA in writing that they have been automatically suspended for at least one match to be approved by the NHHA.
  - (iii) Any further 3 points awarded will result in a judicial hearing and further punishment being awarded.
- (b) Points recorded against teams for abuse and foul language.
- (i) Total team demerit points gained from cards specifically for abuse and foul language will be recorded.
  - (ii) Teams who reach 18 points specifically for abuse and foul language; including coaches, managers and team officials, will be advised by the NHHA in writing that they have been automatically deducted 4 competition points.
  - (iii) If a team reaches 24 points, an additional 8 points will be deducted
  - (iv) If a team reaches 30 points, the club will be requested in writing to front the Judicial committee who will decide any further punishment, points deduction, game forfeiture, finals cancellation, monetary fine



## SECONDARY DIVISION BYLAWS

or other punishment deemed appropriate.

### (c) Abuse and Foul Language Guidelines

1.	Swearing out loud to self or team mates	Green card 1 point
2.	Swearing or abusing at an opposition player	Minimum Green card 2 points
3.	Swearing or abusing a match official	Yellow card Points at discretion of official
4.	Repeated acts of swearing or abusing	Card and Points at discretion of official

**9.3** The Judicial Committee has the power to hear any matters relating to behaviour detrimental to the sport of Hockey or NHHA, by any participant whether that behaviour takes place during a match or at some other time.

**9.4** The Judicial Committee shall consider a Red card incident within one week of the incident. The suspended participant shall have the right to appear before the Judiciary and shall be advised of the time and date. The Judicial Committee shall call before them any such other persons, including the umpires, as they deem necessary to assist with the resolution of the matter.

**9.5** The Judicial Committee will confirm any decisions in writing to the NHHA Office who will in turn inform the participant's club secretary

## **10. POLICIES**

### **10.1** Anti Doping Code

NHHA in association with Hockey NZ supports the New Zealand Government, Drug Free Sport NZ, the FIH and the IOC in the development of national and international initiatives to deter the misuse of drugs in sport. It recognises the need to take strong and positive action to reduce harm to the individual and to the sport, and to educate and inform those persons and organisations to whom this policy applies.

### **10.2** Head Injury

NHHA insists that a player that has received a head injury with suspected concussion may only commence playing again when a medical certificate clearing the player of concussion has been supplied to the NHHA Office

### **10.3** Mouth Guard/Shin Pads

It is compulsory to wear mouth guards and shin pads by all players at all levels. Managers of all teams are to control the use of mouth guards/shin pads, not the umpires.



## **SECONDARY DIVISION BYLAWS**

### **10.4 Smokefree**

Hockey is a smokefree sport. We proudly endorse the Smokefree/Auahi Kore message as part of promoting healthy lifestyles to our members. The NHHA complex is totally smokefree, inside and out. We appreciate you respecting our philosophy.

### **10.5 Blood Code**

All players must leave the turf if they are openly bleeding and may return when the wound has been covered. All teams should carry sufficient medical equipment to dress wounds. Any blood on the turf must be cleaned up, with the medical alcohol spray provided in the dugouts, before play resumes. (A spare alcohol sprayer is held in the bar).

a) Where a player has blood on his/her uniform or body, he/she must leave the turf to have this blood removed. All teams should carry a spare uniform for this purpose.

### **10.6 All teams are to abide by the NHHA rules regarding the use of turf and facilities located at North Harbour Hockey Stadium, Rangitoto College, Kristin School and Westlake Girls High School. This encompasses the pavilion and all artificial surfaces.**

### **10.7 Serious Injury Form**

A Serious Injury Form will be completed and submitted to the NHHA Office in all instances of injury. (Appendix 9)

### **10.8 Child Protection Policy**

At North Harbour Hockey we are committed to good practice which protects children and youth from harm. Staff and volunteers recognise and accept their responsibility to provide an environment which promotes the safety of the child at all times. (Appendix 10 for the complete Child Protection Policy).

### **10.9 Membership Cards**

All participants will carry their NHHA membership card at all times and be required to present their membership card on request.

### **10.10 Liquor Licence**

NHHA and its members will abide by all rules and regulations in accordance with the Sale and Supply of Alcohol Act 2012.

### **10.11 Dogs**

In accordance with the Regional Council Regulations, and for the safety of everyone, NHHA states that dogs are not permitted at or within the complex.

### **10.12 No Scooters, Skateboards, Bikes, or Roller Blades are allowed at NHHA complex as they will be told to put them back in the car.**



## **SECONDARY DIVISION BYLAWS**

### **11. UNIFORMS**

- 11.1** All teams must play in their approved school uniform as registered with the Association.
- 11.2** Any alteration to the registered uniforms, including the addition of sponsors labelling; logos etc. must receive the prior approval of the NHHA Office.
- 11.3** Any player appearing in other than the recognised club uniform shall be permitted to play only on receiving agreement from the umpires and the captain of the opposing team.
- 11.4** Where the uniforms of the opposing teams are similar in colour, the NHHA Office shall decide which team will wear alternate colours for any particular match. NHHA will not provide bibs for schools to use.
- 11.5** Teams that participate in either Grade 1 & Greater Auckland are to be in numbered shirts. These must be on the back of the shirt with figures at least 175mm high. The corresponding number must then be shown beside each player's name on the scorecard.

### **12. NORTH HARBOUR HOCKEY STADIUM**

- 12.1** Damage to any part of the North Harbour Hockey Stadium complex (i.e. building, windows, turfs, roads, fences, dugouts etc) that is caused by intentional or reckless behaviour may result in the person(s) responsible being charged for any necessary repair work.
- 12.2** A speed limit of 20 kph is to be observed within the park grounds.
- 12.3** North Harbour Hockey Stadium is a Smokefree Stadium. Smoking is not permitted anywhere within the stadium complex, this includes buildings and surrounding turf areas. This ruling is placed on all players, officials and spectators.
- 12.4** On competition of games each team is to leave turfs and dugouts free of drink bottles and rubbish. All rubbish is to be placed in the rubbish bins provided.

### **13. GENERAL**

- 13.1** The NHHA office shall have the power to deal with all matters not provided for in these By-laws which may arise out of any contest played under these By-laws



## SECONDARY DIVISION BYLAWS

### APPENDIX 1 - Code of Conduct



#### North Harbour Hockey Association

##### Code of Conduct

### 1. Purpose

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- 1.1 Hockey is a fast, exciting, global sport popular in New Zealand, and suitable for all age groups. It is through discipline, commitment, mutual respect, and a sense of sportsmanship, that the spirit of the game is allowed to advance. Fellowship, camaraderie and a sense of fair play are essential to the game's on-going success.
- 1.2 For the sport to succeed, it is important that Participants observe rules, respect the principles of fair play, and maintain high standards of behaviour, both on and off the field. A willingness to adhere to these standards will ensure the sport remains an enjoyable and safe recreational and/or competitive option for all Participants at all levels of the game.
- 1.3 This Code of Conduct is established for the purpose of:
  - a. Setting the standards of conduct required by Participants; and
  - b. Providing a process for addressing breaches of this Code of Conduct in a fair and consistent manner.

### 2. Status of Code

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- 2.1 This Code of Conduct was adopted by the Board on March 18<sup>th</sup> 2014, in accordance with Rule 28 of the Constitution, and replaces all previous Association codes of conduct.
- 2.2 Nothing in this Code of Conduct waives or limits the right of the Board to make its own enquiries or to impose any sanction, that it has authority to impose, under the Constitution.

### 3. Scope and Application

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- 3.1 This Code of Conduct is applicable to the following persons, referred to as Participants:

Any person including, but not limited to, a player, umpire, official, coaches, coaching staff, managers, medical staff, technical support, video staff, and any duly appointed team representative participating in:

- (i) any matches, practices, competitions, events, functions, celebrations or ceremonies run under the jurisdiction of the Association; and



## SECONDARY DIVISION BYLAWS

- (ii) any matches, practices, competitions, events, functions, celebrations or ceremonies that the Participant is involved in on a regional basis.
  - (iii) together the (“Competitions”)
- 3.2 The standards of conduct, set out in this Code of Conduct, apply to Participants on-field and off-field conduct.
- 3.3 The terms of this Code, including any sanctions, will apply regardless of whether criminal investigations or any criminal or civil court proceedings have been instigated by any party and notwithstanding the outcome of any such investigations or proceedings.
- 3.4 This Code of Conduct will not apply to Participants where:
  - a. The Sports Tribunal has jurisdiction to determine matters under Hockey New Zealand’s Anti-Doping Policy.
  - b. Any allegation of misconduct against a Participant, arising out of circumstances where he/she is involved in a tournament held on or behalf of Hockey New Zealand, sanctioned by FIH or controlled by a Continental Federation or by the International Olympic Committee, in which case the relevant code of conduct and disciplinary rules will apply.
  - c. Any allegations of misconduct outside of sub-clauses 3.2.
- 3.5 The standards of conduct, set out in clause 5 (Standards of Conduct), do apply to all individual players, umpires, officials, coaches, managers, or other persons, who have been selected or appointed to a national squad, team, or position, by Hockey New Zealand during his or her participation in a Competition but who may be covered by the Memorandum of Understanding between Hockey New Zealand and the Hockey Players’ Association Incorporated (“MOU”). However, any allegation of off-field Misconduct, as set out in this Code of Conduct, will be dealt with in accordance with the provisions of the MOU and not this Code of Conduct.

## 4. DEFINITIONS

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- 4.1 The following words and phrases, used in this Code of Conduct, shall mean as follows:
  - “**Association**” means North Harbour Hockey Association.
  - “**Anti-Doping Policy**” has the meaning given to it in the Hockey New Zealand constitution.
  - “**Appeal**” has the meaning given to it in clause 13.1.
  - “**Board**” means the Board of Association or Association Committee.
  - “**Chief Executive**” means the Chief Executive Officer or other duly appointed Chair, President or Manager appointed pursuant to the Association Constitution.
  - “**Competition**” has the meaning given to it in clause 3.1.
  - “**Complaint**” has the meaning given to it in clause 6.2.



## SECONDARY DIVISION BYLAWS

**“Constitution”** means the Rules of Association.

**“FIH”** means the International Hockey Federation.

**“Guideline for Suspension Offences”** means the guidelines and recommendations for penalties in relation to Suspension Offences as set out in Schedule 1.

**“Guidelines on Process for Hearing and Determining any Complaint, Protest and Appeal”** means the guidelines for any Judicial Committee for hearing and determining Complaints or Protests as set out in Schedule 2.

**“Hockey New Zealand”** means The New Zealand Federation of Hockey Incorporated

**“Judicial Committee”** means the Association Judicial Committee(s) appointed in accordance with clause 9 (Association Judicial Committee).

**“Jury of Appeal”** means the Association Jury of Appeal(s) appointed in accordance with clause 13.4.

**“Legitimate Protests”** means incorrectly handled aspects of a procedural nature or related to a technical mistake, in a match, which impacts on the outcome of a match, including but not limited to:

- a. More than 11 players on the field;
- b. A suspended player interfering with play;
- c. A physical assault or significant incident not seen by or dealt with by the umpires;
- d. A penalty stroke competition taken incorrectly e.g. wrong order or change of players after notification;
- e. A non-registered or ineligible player;
- f. Excessive over-run or shortage of time when both umpires or the technical bench have been negligent; and
- g. Incorrect end to a half or game e.g. non-completion of a penalty corner.

**“Misconduct”** has the meaning given to it in clause 5.

**“On-Field”** means ball-related rules and interpretations (including but not limited to goals awarded, penalty strokes/shootouts, free hits and other decisions that are encountered during a hockey match relating to play) and the awarding of green and yellow cards (except where an error has been made e.g. the awarding of a card to the wrong person) but does not include Legitimate Protests.

**“Participants”** has the meaning given to it in clause 3.1.

**“Protest”** has the meaning given to it in clause 7.3.





## SECONDARY DIVISION BYLAWS

**“Public Statements”** means any statement in which the whole, part or essence, is made public. Such a statement may be made in a newspaper, magazine, periodical, or by any electronic (internet, email, social media etc.), or other means through the medium of television, radio, or in any other manner whatsoever, regardless of the circumstances in which the statement was made.

**“Rules of Hockey”** means the laws for playing the game of hockey as approved by FIH.

**“Suspension Offences”** includes Level 1 Suspension Offences, Level 2 Suspension Offences, Level 3 Suspension Offences and Serious Suspension Offences as each of these are defined and set out in Schedule 1.

### 5. Standards of Conduct

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- 5.1 All Participants shall, at all times, conduct themselves fairly and in a proper manner, including maintaining a high standard of personal conduct, so as not to prejudice the interests of hockey or bring themselves, the game of hockey, or Association, into disrepute.
- 5.2 In addition, the following shall be regarded as conduct which is improper, unfair and unacceptable:
- a. Verbal or physical abuse, or hostility, towards any other Participant, person or any other member of the public.
  - b. Disputing, protesting and reacting in a provocative or disapproving manner, in an inappropriate way, toward any decision made by an umpire or official.
  - c. Charging or advancing towards an umpire or technical official in an aggressive manner while appealing.
  - d. Using rude or abusive language or hand signals.
  - e. Abuse of any hockey equipment, or clothing, or venue equipment.
  - f. Failure to attend media conferences as requested.
  - g. Any verbal or physical abuse, or hostility, towards any anti-doping officials, ball attendants or other support personnel.
  - h. Making any detrimental Public Statements, in respect of any Participant, person or other member public.
  - i. Committing any Suspension Offence.
- 5.3 Participants shall not participate in, support, or promote, any form of betting or gaming activities, including online betting or gaming activities or betting with another person, related to the event in which they are a Participant.
- 5.4 Participants shall not accept or induce a bribe or corrupt payment or otherwise agree to allegedly agree to manipulate results in any way or give inside information for betting purposes.



## SECONDARY DIVISION BYLAWS

- 5.5 Participants are required to adhere to the dress standards as specified in any Association Tournament Rules.
- 5.6 Breach of any of the standards of conduct, set out in this clause 5, is regarded as "Misconduct".

### 6. Complaints

---

- 6.1 An allegation of Misconduct can be made, by any person to the Chief Executive.
- 6.2 The allegation of Misconduct should set out in writing, in as much detail as possible:
- a. the nature of the incident;
  - b. the persons involved;
  - c. the date(s) and time(s) on which the alleged Misconduct occurred,
  - d. together ("the Complaint").
- 6.3 Nothing in this Code of Conduct prevents the Chief Executive initiating an investigation, in his/her own right, if he/she considers there has been Misconduct.

### 7. Protests

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- 7.1 Written Protests relating to the outcome of a match, or an issue arising from the awarding of a red card, or accumulation of penalty points, can be made by any Participant to the Chief Executive, provided such Protest is lodged within 24 hours after the end of a match or end of a stand-alone shoot-out competition.
- 7.2 A fee of \$50, or such other amount as set by Association from time to time, must accompany the written protest.
- 7.3 The Protest should set out in writing, in as much detail as possible:
- a. the nature of the incident;
  - b. the persons involved;
  - c. the date(s) and time(s) on which the incident occurred,
- 7.4 No Protest may be considered by the Judicial Committee regarding an umpire's On-Field decision.

### 8. Structure of the Judicial Provisions

---

- 8.1 The judicial provisions in this Code of Conduct are divided into three parts:
- a. **Part A** which apply to matters relating to Competitions;
  - b. **Part B** contains the penalties available for Misconduct; and



## SECONDARY DIVISION BYLAWS

- c. **Part C** contains the Appeal provisions.

### PART A – COMPETITIONS

#### 9. Association Judicial Committee

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- 9.1 In Competitions, the Chief Executive will appoint a Judicial Committee to hear and determine Complaints and Protests (“Judicial Committee”).
- 9.2 The Judicial Committee shall consist of a minimum of three (3) persons, appointed by the Chief Executive, including a Chairperson.

#### 10. Proceedings of Judicial Committee

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- 10.1 On receipt of a Complaint or Protest, the Judicial Committee shall conduct a hearing in accordance with the Guidelines to Process For Hearing and Determining Any Complaint, Protest or Appeal, unless in their sole discretion, a hearing is not warranted.
- 10.2 All proceedings (including the hearing and decision) before the Judicial Committee are confidential to the parties unless the Judicial Committee directs otherwise. In the case of a decision involving a sanction, the details of the charge, verdict and sanction will be communicated to the wider hockey community.
- 10.3 Each party shall be responsible for their own costs (if any) associated with the hearing.

#### 11. The Decision

---

- 11.1 After the hearing of a Complaint, the Judicial Committee shall:
- dismiss the matter if it finds that Misconduct has not been committed;
  - issue such penalty as it thinks fit, in accordance with clause 12 (Penalties and Recommendations), if it finds that Misconduct has occurred; and/or
  - refer the Complaint to the Board for hearing and determination, in accordance with Rule 28 of the Constitution, where the Judicial Committee, in its sole discretion, concludes that a hearing, and determination by the Board, may be more appropriate in the circumstances; and/or
  - refer the matter to the Police.
- 11.2 After the hearing of a Protest, the Judicial Committee shall determine:
- whether the Protest should be dismissed; or
  - whether the Protest should be upheld and take such action as it thinks fit.
- 11.3 All Decisions of the Judicial Committee shall be final and binding on the parties, except where the provisions of clause 13.1 apply.

### PART B – PENALTIES



## SECONDARY DIVISION BYLAWS

### 12. Penalties Available for Judicial Committee

---

- 12.1 If the Judicial Committee finds that Misconduct has occurred, it may impose any one or more of the following penalties:
- a. a warning or reprimand;
  - b. require the Participant to make a formal apology;
  - c. suspension from such activities of the Association, including competitions, events, meetings, and other functions, for such period(s) and on such terms and conditions as it thinks fit;
  - d. exclusion from a particular competition activity, meeting, event, or events of Association;
  - e. demotion from any position or function granted by Association or as a representative of Association;
  - f. the cancellation of results of a competition or event (including team results if the Judicial Committee considers it appropriate to do so);
  - g. reparation and/or compensation by way of monetary payment to the complainant and/or other parties involved in the matter, in an amount and in such manner as the Judicial Committee thinks fit;
  - h. fines imposed in such manner, and in such amount(s), as the Judicial Committee thinks fit; and/or
  - i. such other penalty as the Judicial Committee considers commensurate with the offence.
- 12.2 In addition to the penalties set out in clause 12.1a above, where the Misconduct is a Suspension Offence, the Judicial Committee may award penalty points or suspend for one or more matches for participants who, in the Judicial Committee's opinion, have committed a Suspension Offence whether before, during or after a match. In particular cases, a clear timeframe for the suspension period may be more suitable than detailing particular matches.
- 12.3 When considering penalties for a Suspension Offence, the Judicial Committee must follow the Guidelines for Suspension Offences outlined in Schedule 1.

## PART C – APPEALS

### 13. Appeals

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- 13.1 A party to a decision of the Judicial Committee may appeal such decision, to a Jury of Appeal ("Appeal"), only on one of the following grounds:
- a. natural justice was denied;
  - b. the decision-maker or decision-making body acted outside of its powers and/or jurisdiction (i.e. acted ultra vires);



## SECONDARY DIVISION BYLAWS

- c. the sanction imposed by the Judicial Committee was inconsistent with the Guidelines for Suspension Offences.
- 13.2 An Appeal must be made in writing to the Chief Executive of Hockey New Zealand accompanied by a fee of \$300, within one week of the release of the Judicial Committee decision.
- 13.3 Hockey New Zealand will appoint a Jury of Appeal to hear and determine appeals (“Jury of Appeal”) of a Judicial Committee where one of the grounds in clause 13.1 exist.
- 13.4 A Jury of Appeal shall consist of three persons, including a chairperson.
- 13.5 Any person who has taken part in any previous proceedings, in relation to the matter under appeal, must not be appointed to the relevant Jury of Appeal.
- 13.6 The Appeal is not by way of a re-hearing of the evidence but is limited to a review of the matters set out in clause 13.1. However, in exceptional circumstances, the Jury of Appeal may choose to re-hear the matter on a de novo basis. In this case, they may re-consider substantive issues at their discretion where they deem this necessary to fulfill the requirements of natural justice.

### 14. Proceedings of the Jury of Appeal

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- 14.1 On receipt of an Appeal, the Jury of Appeal shall conduct a hearing in accordance with the Guidelines to Process for Hearing and Determining Any Complaint, Protest or Appeal.
- 14.2 All proceedings (including the hearing and decision) before the Jury of Appeal are confidential to the parties unless the Jury of Appeal directs otherwise. In the case of a decision involving a sanction, the details of the charge, verdict and sanction will be communicated to the wider hockey community. Each party shall be responsible for their own costs (if any) associated with the hearing.

### 15. The Decision

---

- 15.1 After the hearing of an Appeal, the Jury of Appeal has the power to:
- a. allow or dismiss the Appeal;
  - b. vary the decision of the Judicial Committee;
  - c. increase, decrease, remit, or otherwise vary, any penalty included in the decision of the Judicial Committee;
  - d. impose such other penalty or sanction as it deems fit;
  - e. make an order that the appeal fee be refunded or forfeited; and/or
  - f. make an order for costs against any party.
- 15.2 The decision of the Jury of Appeal is final and binding on all parties and there shall be no further right of appeal.



## SECONDARY DIVISION BYLAWS

Adopted by the Association Board on 18<sup>th</sup> March 2014

### SCHEDULE 1

#### Guideline for Suspension Offences

The purpose of this guideline is to determine appropriate penalties for Judicial Committees to adhere to.

#### 1. Penalty Point Accumulation System

The Association has adopted a points accumulation system based on the awarding of coloured cards by umpires. Depending on the card, and the number of points accumulated, an automatic penalty may be imposed, or a further penalty or suspension may result depending on the decision of the Tournament Director or Judicial Committee. The issuing of a card carries points, which can be awarded by umpires to any Participant associated with the team during a match (which is defined as the period 30 minutes prior to the start of a match until 30 minutes after the match has ended).

Note: if an umpire does not have access to the appropriate coloured card, then verbally stating the nature of the card will equally suffice as a valid mode of delivery of the card.

Each card will carry penalty points as follows:

Green	1 Point.
Yellow	3 to 6 Points as determined by the umpires at the end of the match.
Red	Automatic suspension of one match. The suspension may be increased if additional sanctions are applied through the outcome of a judicial process.

Participants accumulating 12 points (through receiving green and/or yellow cards) during a Competition will automatically be suspended for one match. Further action may be taken at the discretion of the Tournament Director or Judicial Committee. Following the suspension, six points will remain credited to the Participant, and shall remain on the record of the Participant for a duration of 12 months.

Where a red card has been awarded to a Participant, the Tournament Director or Judicial Committee may decide a further hearing is required and, if so, the offender is required to attend a hearing. The Tournament Director or Judicial Committee may impose whatever penalty or suspension they consider appropriate, in addition to the one match automatic suspension.

Following the suspension, a minimum of six points will remain credited to the Participant, and shall remain on the record of the Participant, for the duration of 12 months. If the Participant had accumulated more than six points before the issuing of the red card, then this balance of points will remain on record.

In the case of a card being awarded to the wrong player, or any other situation where the Tournament Director or Judicial Committee concludes that a gross error or an injustice has occurred, the Tournament Director or Judicial Committee may, in its discretion, retract the card and make the appropriate adjustments to the documentation and accumulated points total.



## SECONDARY DIVISION BYLAWS

### 2. Level 1 Suspension Offence:

2.1 The penalty for a Level 1 Suspension Offence may be a suspension of the Participant for a minimum of one match to a maximum of three matches.

2.2 For the purposes of the Code of Conduct “*Level 1 Suspension Offence*” means:

- a. Verbal abuse or hostility towards any other Participant, person or any other member of the public.
- b. Spitting at another player, Participant or spectator.
- c. Disputing/protesting, reacting in a provocative or disapproving manner in an inappropriate way toward any decision made by an umpire or official.
- d. Charging or advancing towards an umpire or technical official in an aggressive manner.
- e. Excessive appealing of an umpire’s decision.
- f. Throwing a stick or ball at, or near, a player, umpire, or official, in an inappropriate and/or dangerous manner.
- g. Inappropriate physical contact between players.
- h. Using rude or abusive language, or gestures that are considered to be obscene, offensive, or insulting.
- i. Minor sexual harassment, sexual inferences or undertones.
- j. Racial comments, inferences or undertones.
- k. Abuse of hockey equipment or clothing, venue equipment or fixtures and fittings.
- l. Team managers and/or team personnel not taking control of the conduct of their team bench, dugout area, coaching boxes, video towers and other areas specified by the Association to ensure their team and spectator behaviour is appropriate.
- m. Making public statements that are not fair, constructive or reasonable and involve a personal attack on another player, umpire, appointed official or administrator.
- n. Engaging in social media activities that are not deemed constructive and/or are offensive, demeaning or intending to belittle Participants, or other members of the hockey community.

2.3 Table 1 summarises a range of Level 1 Suspension Offences and gives guidance about the number of matches an offender should stand-down for. Additional considerations should include attitude of the offender, degree of remorse and degree of harm inflicted.

## SECONDARY DIVISION BYLAWS

**Table 1**

Breach or Misconduct	Number of match stand-downs		
	1 match	2 matches	3 matches
Verbal abuse, protesting, charging/advancing, appealing, stick throwing, rude language and gestures, harassment, equipment abuse, unsporting behaviour	Provoked Without intention to cause harm Evidence of 'mischievous' rather than cruel or nasty	Unprovoked Without responsibility and with no care about impact on other people	Intentional with malice Intended to cause harm, be hurtful or offensive Coming from a distance repeating words and gestures
Spitting (spittle does not connect with target person)	With no intent to spit on another person	Careless and irresponsible	With intent to spit on another person, but unsuccessful
Inappropriate conduct with regard to Manager's responsibilities, public statements and social media activities and postings	'Honest' mistake No harm intended Evidence of naivety or lack of understanding	Without responsibility and with no care about impact on other people	Malicious negligence and unwilling to accept responsibility Intention to be hurtful or demeaning

### **3. Level 2 Suspension Offence:**

- 3.1 The penalty for a Level 2 Suspension Offence may be suspension of the Participant for a minimum of three matches to a maximum of eight matches.
- 3.2 For the purposes of the Code of Conduct "*Level 2 Suspension Offence*" means:
- a. Threat of assault on an umpire or official.
  - b. Spitting on another player, Participant or spectator.
  - c. Striking and/or physical assault, without serious injury, of another player, umpire, official or spectator.
  - d. Persistent and deliberate breach of the Rules of Hockey (generally considered dangerous and intimidating) following a warning from an umpire.
  - e. Using language or gestures which seriously offends, insults, intimidates, threatens, disparages or vilifies another person on the basis of that person's race, religion, gender, colour, descent or national or ethnic origin.
  - f. Sexual harassment, racial abuse or verbal attacks
  - g. Participating in, or any involvement with any form of betting or gaming activities, including online betting or gaming activities, related to the event in which they are Participants.



## SECONDARY DIVISION BYLAWS

h. Recurrent breaches of Level 1 Suspension Offence.

3.3 Table 2 summarises a range of Level 2 Suspension Offence and gives guidance about the number of matches an offender should stand-down for. Additional considerations should include attitude of the offender, degree of remorse and degree of harm inflicted.

**Table 2**

Breach or Misconduct	Number of match stand-downs		
	3 - 4 matches	5 - 6 matches	7 - 8 matches
Threatening, dangerous or intimidating behaviour	Provoked Related to a close contest between opposition players and the ball Excessive, relentless	Unprovoked Coming from a distance to incite violence Actions result in escalation of incident	Intentional with malice Actions start a brawl or nasty, objectionable scene
Spitting (spittle connects with target person)	Evidence of frustration or provocation	Unprovoked Malicious	Combined with nasty, hateful, spiteful or repulsive language or gestures
Striking, physical assault (without serious injury)	Evidence of frustration or provocation	Unprovoked Strike to mid/lower body region such as stomach or legs	Deliberate with intent to harm Strike to the head region with stick or fist
Foul language, gestures, sexual harassment and racial abuse	Distasteful or unsavory	Nasty, mean, spiteful or vindictive	Intended to be hurtful or offensive Inciting violence
Inappropriate conduct with regard to betting and/or gaming	'Honest' mistake Evidence of naivety or lack of understanding	Deliberate act Irresponsible and negligent	Involved in organised money making activities

#### 4. Level 3 Suspension Offence:

4.1 The penalty for a Level 3 Suspension Offence may be suspension of the Participant for a minimum of eight matches to a maximum of twenty matches.

4.2 For the purposes of the Code of Conduct "*Level 3 Suspension Offence*" means:

- a. Any act of violence on or off the field of play.
- b. Physical assault causing serious bodily injury to another player, umpire, official or spectator.
- c. Match fixing involvement or activities
- d. Recurrent breaches of Level 2 Suspension Offences.

## SECONDARY DIVISION BYLAWS

- 4.3 Table 3 summarises a range of Level 3 Suspension Offences and gives guidance about the number of matches an offender should stand-down for. Additional considerations should include attitude of the offender, degree of remorse and degree of harm inflicted.

**Table 3**

Breach or Misconduct	Number of match stand-downs		
	<i>8 - 11 matches</i>	<i>12 - 16 matches</i>	<i>17 - 20 matches</i>
Act of violence	Provoked, triggered by on-field incident Actions result in escalation of incident	Unprovoked Actions start a brawl or nasty, objectionable scene	Intentional with malice Hostile, brutal, vicious, inhumane Incident off field or after being shown a red card
Striking, physical assault (causing serious injury)	Evidence of frustration or provocation	Unprovoked Strike to mid/lower body region such as stomach or legs	Deliberate with intent to harm Strike to the head region with stick or fist
Match fixing or involvement in activities	Evidence of naivety or provocation or pressure to partake	Choices made to partake without pressuring others to also partake	Involved in organised cartel with intent to influence and/or pressure others to partake

### 5. Serious Suspension Offence:

- 5.1 In the case of serious, highly dangerous, and/or life-threatening offences (“Serious Suspension Offence”) more than a maximum of a twenty-match suspension may be justified. In these cases, the Judicial Committee should consult with the Board.
- 5.2 In the case of repeat offenders being found guilty of a Level 3 Suspension Offence, a one year through to a life ban may be appropriate.

### SCHEDULE 2

#### Guidelines On Process For Hearing and Determining any Complaint, Protest or Appeal

The purpose of this guideline is to ensure Judicial Committees follow a consistent process and comply with the principles of natural justice.

#### 1. Receipt of Protest, Complaint or Appeal

- 1.1 On receipt of a Complaint, Protest or Appeal, the Judicial Committee or Jury of Appeal shall notify the complainant and the Participant against whom the Complaint, Protest or Appeal is made, and any other relevant parties of:
- a. the details of the Complaint or Protest (as set out in paragraph 2.1 of this Schedule) or Appeal (as set out in paragraph 2.2);
  - b. the time and place of the hearing;
  - c. where relevant, the names of the people who will be serving on the Judicial Committee or Jury of Appeal for the proceedings; and



## SECONDARY DIVISION BYLAWS

- d. the right of all parties to be represented (this includes the Participant(s) against whom the Complaint or Protest is made having one representative).

1.2 The Judicial Committee or Jury of Appeal shall hear and determine the Complaint, Protest or Appeal in whatever manner he/she/it considers appropriate in the circumstances (including by way of teleconference, videoconference, in person or otherwise).

### **2. Details of the Complaint, Protest or Appeal**

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2.1 The details of the Complaint or Protest will be in writing and include:

- a. the fact of the report of the Complaint or Protest;
- b. the identity of the Participant when Misconduct is alleged;
- c. the Misconduct alleged or the decision that the Participant or team is protesting; and
- d. any evidence provided with the Complaint or Protest.

2.2 The details of any Appeal will be in writing and include:

- a. the fact of the report of the Appeal; and
- b. the grounds on which the Appeal has been made.

### **3. The Hearing**

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3.1 The Participant(s) who is the subject of the Complaint or Protest is entitled to be present at the hearing. Should the Participant fail to attend the hearing, the hearing shall take place in the absence of the Participant and the fact of the failure to attend shall be taken into account in the determination of the appropriate penalty in the event that Misconduct is found to have been committed.

3.2 At the hearing, the Judicial Committee shall:

- a. provide the Participant with an opportunity to make a statement or provide evidence in relation to the Complaint, Protest or investigation;
- b. consider other evidence e.g. umpire reports, technical official reports, witness statements, video evidence etc;
- c. provide the Participant with an opportunity to make further submissions or provide additional evidence; and
- d. give due consideration to the allegations and the evidence.

3.3 At the hearing, the Jury of Appeal shall:

- a. provide the Participant with an opportunity to make a statement or representation at the hearing;



## SECONDARY DIVISION BYLAWS

- b. if the Appeal has been raised under clause **Error! Reference source not found.** of the Code, consider any other evidence which has come to light after the original decision; and
- c. give due consideration to the Appeal.

### 4. Proof

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- 4.1 The onus of proof will be on the person who has made the Complaint, Protest or Appeal.
- 4.2 The standard of proof is on the balance of probabilities. The Judicial Committee or Jury of Appeal need only be satisfied on the balance of probabilities (more likely than not).
- 4.3 Where there is a direct conflict between evidence of the Participant and other relevant parties and no corroborative supporting evidence exists either way then the Judicial Committee or Jury of Appeal may in their absolute discretion, give a presumptive but not conclusive weight, to an official's account without in any way pre-determining the final decision.
- 4.4 Greater significance should be placed on the Participant's intention than on the actual outcome in reaching any decision. The consequences of the action may however, influence the penalty.
- 4.5 In any case in which it is claimed a Participant was guilty of an offence by reason of provocative conduct on the part of another Participant or person, such provocative conduct shall be no defence for any incident but may be taken into account in determining the penalty or suspension.
- 4.6 A Participant's previous history should not be considered when determining guilt. However, their history should be considered when determining a penalty or suspension. Repeat offenders should expect more severe penalties.

### 5. The Decision

---

- 5.1 Any decision in relation to a Complaint or investigation should be in writing and deal with the following matters:
  - a. Whether the Participant(s) accepts that Misconduct has occurred resulting in a breach of this Code of Conduct.
  - b. If the Participant does not accept the breach, a finding as to whether a breach has occurred and why.
  - c. The penalty for any breach.
- 5.2 Any decision in relation to a Protest or Appeal should be in writing and deal with the following matters:
  - a. The outcome of the Protest or Appeal.
  - b. Any implications for other Participants or teams in the Competitions.
  - c. If the Protest or Appeal is upheld, whether the fee for lodgement of the Protest will be returned.

## SECONDARY DIVISION BYLAWS

- 5.3 When a decision by the Judicial Committee involves a suspension, such a suspension period should be served at a level of hockey equivalent and/or above the level at which the breach occurred, unless otherwise directed by the Judicial Committee.
- 5.4 While serving a suspension period a Participant shall not participate at any level, nor be involved in hockey in another capacity at any level until completion of the match or matches comprising the suspension period, unless otherwise directed by the Judicial Committee.

### 6. The Penalty

---

- 6.1 A clear definition of the penalty will include:
- a. The penalty imposed;
  - b. Where a penalty imposed contains a suspension period:
    - (i) The number of matches and/or timeframe for which the Participant is suspended;
    - (ii) The date of commencement of the suspension; and
    - (iii) The match or matches to which the suspension will apply. **SCHEDULE 3**

### Guideline for Jurisdiction

The purpose for this guideline is to ensure that all hockey played in New Zealand has the relevant Code of Conduct aligned to its competitions, events and activities. In cases where jurisdiction is not clear, Hockey New Zealand, together with the relevant Association or region will decide on appropriate jurisdiction.

Type of match or event	Jurisdiction	Relevant Code
FIH sanctioned tournament FIH sanctioned test series Other matches involving international teams	Appointed TD	FIH Code of Conduct
National Competitions with an appointed TD	Appointed TD	Hockey NZ Code of Conduct
National Competitions without an appointed TD	Hockey NZ	Hockey NZ Code of Conduct
Other national events including but not limited to: Masters, Maori, Indian, University, Armed Forces	Appointed TD	Hockey NZ Code of Conduct
Hockey NZ squad games, practices and events	Hockey NZ	Memorandum of Understanding /Hockey NZ Code of Conduct
All other related events and activities under the control or jurisdiction of Hockey NZ	Hockey NZ	Hockey NZ Code of Conduct
Association, school or regional match, event or activity	Association, school or region	Association Code of Conduct



**SECONDARY DIVISION BYLAWS**

**APPENDIX 2 - Player Re-Grade Form**

**PLAYER RE-GRADE FORM**

SCHOOL \_\_\_\_\_

Full Name of Player \_\_\_\_\_

Present Grade \_\_\_\_\_

Re-grade to \_\_\_\_\_

Reason why regarding requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(School Official)

School Position: \_\_\_\_\_

**FOR NHHA OFFICE USE**

Re-grading

Approved / Declined

School Advised:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_







**SECONDARY DIVISION BYLAWS**

**APPENDIX 4 - Player Enquiry Form**

**PLAYER ENQUIRY FORM**

Enquiring School \_\_\_\_\_

Person Enquiring \_\_\_\_\_

Position to team: Coach / Manager / Spectator

School \_\_\_\_\_

Name of Player \_\_\_\_\_

Game/Grade/Team \_\_\_\_\_

Reason why enquiry requested.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_  
(School Official)

Date: \_\_\_\_\_

School Position: \_\_\_\_\_

\_\_\_\_\_

FOR NHHA OFFICE USE  
Outcome

\_\_\_\_\_

\_\_\_\_\_

School Advised:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## **SECONDARY DIVISION BYLAWS**

### **APPENDIX 5 – Promotion to new grade/Semi Final Seedings**

Teams that finish on the same number of points will have the following criteria applied to rank them for the next round:

- 1) If more than one team is on the same number of total points they will be sorted by highest points for versus points against percentage. Points for divided by points against, multiplied by 100. If teams are still tied then,
- 3) The higher ranked team will be the team with the most goals for. If teams are still tied then,
- 4) The higher ranked team will be the team that has the best win/loss record versus the other team. If teams are still tied then,
- 5) Penalty Shoot Out

Note: Points four and five will not reflect on the competition software points table, therefore this will be calculated manually by the NHHA Office.



## SECONDARY DIVISION BYLAWS

### APPENDIX 6

#### TIC Contacts

Club/School	School Manager / Teacher In Charge Email
Albany Senior High School	<a href="mailto:sports@ashs.school.nz">sports@ashs.school.nz</a>
Birkenhead College	Zmo@birkenhead.school.nz
Carmel College	cmagness@carmel.school.nz
Glenfield College	sport@gc.ac.nz
Hobsonville Point Secondary School	timothy.kerr@hobsonvillepoint.school.nz
Kaipara College	sports@kaipara.school.nz
Kingsway School	elana.theron@kingsway.school.nz
Kristin School	<a href="mailto:dgreen@kristin.school.nz">dgreen@kristin.school.nz</a>
Long Bay College	jmjones@lbc.school.school.nz
Mahurangi College	a.mcnae@mahurangi.school.nz
Massey High School	nwitehira@masseyhigh.school.nz
Northcote College	sports@northcote.school.nz
Orewa College	e.miller@orewacollege.nz
Pinehurst School	<a href="mailto:Georgi.Ridler@pinehurst.school.nz">Georgi.Ridler@pinehurst.school.nz</a>
Rangitoto College	rachel.jackson@rangitoto.school.nz
Rosmini College	redwards@rosmini.school.nz
St Mary's College (Akl)	sport@stmaryak.school.nz
Takapuna Grammar School	<a href="mailto:j.choice@tgs.school.nz">j.choice@tgs.school.nz</a>
Wentworth College	jhicks@wentworth.school.nz
Westlake Boys High School	cmeredith@westlake.school.nz
Westlake Girls High School	wlacey@westlakegirls.school.nz
Whangaparaoa College	sports@wgpcollege.school.nz



## SECONDARY DIVISION BYLAWS

### APPENDIX 7 - Artificial Surface Use Rules

- 1) Entrance to and exit from the playing surface is by gateways located at the halfway mark.
- 2) No climbing over, or sitting on, the hoarding fences.
- 3) Wear only approved footwear, ie rubber soles, no metal sprigs, cleats or fittings. No watches or unnecessary jewellery to be worn on turf and NHHA dress code must be adhered to.
- 4) No dirt, mud or stones on footwear on turf.
- 5) Goalkeepers buckles must be covered to ensure no sharp edges protrude.
- 6) No smoking, food, spitting or chewing gum is permitted on the turfs
- 7) No plastic bottles to be left on surfaces. No glass bottles are allowed on surfaces.
- 8) Pre-game practice time on turf is only for teams playing in the next game.
- 9) At half time only teams playing and officials are allowed on turf.
- 10) Matches and warm ups will commence at scheduled times.
- 11) Watering of the fields will take place as required. Order of guns for  
  
Cello 1, TigerTurf 2, Harbour 4 and Miller 3: South East & West, Halfway East & West, North East & West  
  
Harbour 5: North East & West, Halfway East & West, South East & West
- 12) Do not touch watering guns while they are in use. Be aware that these guns run under considerable pressure, so damage can be caused.
- 13) No personal gear, equipment etc, is to be left inside the fence line of the turf while matches are in progress.
- 14) Coaches and Managers must remain in or near the dug-out while the game is in progress. Manager only allowed access to turf to make substitutions.
- 15) After each game, all rubbish, bindings, tape etc must be removed from the turf and dugouts and disposed of in the rubbish bins provided.
- 16) Report any damage to the NHHA duty person/coordinator or office.



### **SECONDARY DIVISION BYLAWS**

- 17) NHHA are not responsible for any gear lost or stolen
- 18) Any medical expenses incurred are the responsibility of the player/team involved.



## SECONDARY DIVISION BYLAWS

### APPENDIX 8 - Protocols for managing games affected by weather & unforeseen circumstances

#### Objectives

- To protect participant safety and enjoyment and maintain a fair competition
- To provide a guideline for umpires and team captains

#### Key questions

1. When should a game be delayed and or suspended
  2. What constitutes a game as having been played?
  3. What is the process when a game has been affected by weather or other unforeseen circumstances?
  4. What is the resulting action?
- 

1. A game should be suspended (or start delayed) if any of the following situations occur
  - The pitch is more than 75% underwater
  - 75% of either or both circles are under water
  - If less than 75% of lights are not functioning during a night game
  - If less than 50% of lights are not functioning when lighting is required to due dark clouds (eg dark clouds /early afternoon)
  - Hail
  - Lightning (10 second rule)

2. For a match to be completed, 50 minutes of normal time needs to have been played.

Rationale: Due to the bonus point system any shortfall in time could unfairly disadvantage either (or both) teams on the points table

Exception: When both team captains agree to the result at the time of suspension being the final result.

#### The Process

The decision for delayed start / suspension of play is made by the umpires appointed to the match in consultation with the team captains.

Pre game: Judge the conditions (pitch & weather) if the above criteria are not satisfactory then delay the start until the conditions meet at least the minimum standard.

During the match: The match needs to be suspended immediately (safely and fairly) with the umpires recording the score and time of suspension including how the game should be restarted and any player penalties.



## **SECONDARY DIVISION BYLAWS**

### **Key**

#### **considerations**

To minimise the disruption to game schedule  
What are the current conditions and the prospect for improvement?  
Possible actions to improve conditions eg squeegees the turfs, turn on and/or fix the lights  
Transfer to H4?  
Common sense

### **Suggestions**

If match is delayed or suspended for a total of 30 minutes or more then that match needs to be suspended fully – to be completed at another time  
If the affected match is suspended for less than 30 minutes then the game shall be completed in full  
Subsequent matches will either start on time (subject to same conditions) or 5 minutes following a delayed match being completed  
Exception being if new start time is over 30 mins later than the scheduled time. Then that game is to be rescheduled – minimising the ‘snowball’ effect.

### **Notification**

The Duty Manager will contact affected teams by text message to club secretaries. Notices will also be announced via the PA system and published on NHH website, FB site & pavilion screens - as soon as practical.



## SECONDARY DIVISION BYLAWS

### APPENDIX 9 - Serious Injury Form



Email – [administration@harbourhockey.org.nz](mailto:administration@harbourhockey.org.nz) or : 09-972-0613

#### SERIOUS INJURY REPORT FORM TEAM MANAGEMENT REPORT/UMPIRES REPORT

Serious injury reports must be completed for the following injuries:

- Any injury that requires the player to be transported directly from the ground to an emergency department, hospital or after-hours medical centre.
- Any injury that results in the admission of a player to an emergency department, hospital or after-hours medical centre after a game
- Any injury that is expected to prevent a player from playing for a period of 3 weeks or longer.

Serious Injury reports must be forwarded to the NHHA office within 48 hours of the injury coming to the notice of the team management or umpires.

Please print clearly

#### INJURED PERSON

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:            Male        Female        Other

Playing Position: \_\_\_\_\_ Grade: \_\_\_\_\_

#### Type of Injury

Concussion	<input type="checkbox"/>
Fracture	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>
Serious Joint	<input type="checkbox"/>
Laceration	<input type="checkbox"/>
Other (specify)	_____

#### Site of Injury

Head	<input type="checkbox"/>
Face	<input type="checkbox"/>
Neck	<input type="checkbox"/>
Shoulder	<input type="checkbox"/>
Back	<input type="checkbox"/>
Arm	<input type="checkbox"/>
Hand	<input type="checkbox"/>
Chest/Trunk	<input type="checkbox"/>
Thigh/Hamstring	<input type="checkbox"/>
Knee	<input type="checkbox"/>
Lower Leg	<input type="checkbox"/>
Foot	<input type="checkbox"/>
Other (specify)	_____

#### On-field Treatment Provider

Doctor	<input type="checkbox"/>
St Johns	<input type="checkbox"/>
Team Official	<input type="checkbox"/>
Umpire	<input type="checkbox"/>
Other (specify)	_____

#### Method of Leaving the Field

Ambulance	<input type="checkbox"/>
Stretcher	<input type="checkbox"/>
Other (specify)	_____

#### Phase of Play

Tackle	<input type="checkbox"/>
Hit	<input type="checkbox"/>
Shot on Goal	<input type="checkbox"/>
Defending Goal	<input type="checkbox"/>
Other (specify)	_____

#### ACCIDENT DETAILS

Date: \_\_\_\_\_ Time \_\_\_\_\_

Place: \_\_\_\_\_

Signed: \_\_\_\_\_

Designation (eg umpire, team manager etc) \_\_\_\_\_

Contact No – Mobile \_\_\_\_\_

Club/School: \_\_\_\_\_

Brief description of accident: \_\_\_\_\_



## **SECONDARY DIVISION BYLAWS**

### **APPENDIX 10- Child Protection Policy**



#### **North Harbour Hockey Association Inc**

#### **Child/Youth Protection Policy & Procedures**

1. Policy statement
2. Equality statement
3. Confidentiality statement
4. Anti bullying statement
5. Safe recruitment procedures for volunteers / coaches / managers
6. Guidelines for good practice
7. Adult Behavioural Requirements
8. Child/Young person Behavioural Requirements



## 1. Child/Youth Protection Policy Statement

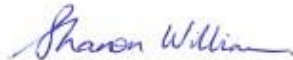
At North Harbour Hockey we are committed to good practice which protects children and youth from harm. Staff and volunteers recognise and accept their responsibility to provide an environment which promotes the safety of the child at all times.

To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed
- Create an open environment
- Adopt child/youth protection guidelines for players and all adults working at North Harbour Hockey. Adult workers include coaches, managers, officials, parents and volunteers
- Ensure careful recruitment, selection and management procedures
- Ensure complaints and disciplinary procedures are embedded in our operational policies and procedures
- Share information about concerns with children, parents and others who need to know
- Keep child/youth protection policies under regular review
- Have induction material available for parents, coaches and volunteers clearly outlining their rights and responsibilities

**Date approved** 17 May 2011

**Signed**



Chair and Acting Chief Executive  
North Harbour Hockey Association Inc

**Review due** March 2014

*This policy applies to all people involved in North Harbour Hockey and its divisions, including employees, administrators, coaches, managers, officials, volunteers, parents and young people.*

## **2. Equality statement**

North Harbour Hockey is committed to treating all members equally and requires all members of whatever level of authority to abide by and respect this general principle.

All participants should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Participants should all be involved in sports activities in an integrated and inclusive way.

North Harbour Hockey recognises the additional vulnerability of children, particularly where they may face difficulties in seeking help in situations such as:

- A feeling of powerlessness due to a disability-based dependency
- A limited ability to communicate their feelings
- Vulnerability to manipulation by others due to a negative self-image

To address such vulnerability coaches will, where appropriate, seek guidance on working with children with special needs from external agencies, parents/guardians and the children themselves.

## **3. Confidentiality**

North Harbour Hockey will never promise to keep secrets if it believes the safety of a child is at risk. However information of a confidential nature will be communicated only on a 'need to know' basis, with the child's welfare paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

## **4. Bullying**

Bullying must be challenged in any form (physical or emotional) by employees, coaches, managers and volunteers. Physical bullying includes hitting, kicking, taking or damaging belongings or any other type of attack.

Emotional bullying may be a verbal attack including name-calling, insults, repeat-teasing, sectarian/racist comments; or it may be more indirect including spreading malicious gossip, rumours or exclusion from a social group, and may be via different channels e.g. texting, social media.

Bullying is not acceptable in any form at North Harbour Hockey, either by or towards a child, coach, manager, official, volunteer, supporter, administrator or employee. Anyone found to be bullying will be dealt with seriously both in regards to the behaviour exhibited and the reasons for that behaviour.

## **5. Safe recruitment procedures**

Employees, coaches, managers and other volunteers are to be carefully selected.

All new people recruited to work with children/youth must complete the relevant application form.

Declaration of past convictions, cases pending, and agreement to have a pre-employment suitability check completed is a pre-requisite before final appointment to a position. All employees, coaches, managers and other volunteers must agree to abide by the Child/Youth protection policy and are required to sign a form stating this.

North Harbour Hockey recognises that it relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in the sport of hockey would be severely limited. North Harbour Hockey will ensure good recruitment procedures by:

- Defining the role the person is applying for
- Insisting that the person applying for any position of responsibility within the organisation complete the relevant form (see Appendix 1)
- Obtaining the person's signed permission to enable North Harbour Hockey to undertake a suitability check.

## **6. Guidelines for good practice**

North Harbour Hockey will ensure to the best of its endeavours:

- Proper supervision of children playing hockey and a satisfactory ratio of coaches or managers per child or young person
- A safe environment for children within the North Harbour Hockey Stadium complex
- Facilitation of open discussion with all members is provided if requested
- Support to members who report accusations of abuse or inappropriate behaviour
- Suspected abuse information is treated confidentially
- Appropriate action is taken if members breach standards of reasonable behaviour
- The establishment and maintenance of a coach / manager / volunteer register
- The setting of standards of good practice

North Harbour Hockey has the right to:

- Expect all members to comply with its Behavioural Requirements
- Expect all child/youth members to maintain standards of reasonable behaviour
- Take appropriate action if members breach the Behavioural Requirements or Child/Youth Protection policy
- Expect all members to undertake appropriate training when advised to
- Expect leaders or people put into positions of responsibility not to abuse members physically, emotionally or sexually
- Take appropriate action in the event of accusations

- Acquire pre-appointment suitability checks on all employees, coaches, managers and volunteers
- Maintain records on individuals that they have a justifiable reason for holding

## **7. Adult Behavioural Requirements**

North Harbour Hockey is committed to creating a positive culture and climate within our organisation. All employees, coaches, managers and volunteers are encouraged to demonstrate exemplary behaviour in order to protect players (including young people and children) in their care; and themselves from false allegations.

Employees, coaches, managers and volunteers at North Harbour Hockey are expected to sign a Behavioural Agreement Form which includes the following statements:

- I will respect the rights, dignity and worth of every person and treat everyone equally within the context of our sport
- I will place the wellbeing and safety of the player or child above the performance, and follow all guidelines laid down by North Harbour Hockey and Hockey New Zealand
- I will develop an appropriate working relationship with players based on trust and mutual respect, and will empower players to develop decision making capabilities. I will not exert undue influence to obtain personal benefit or reward
- I will encourage and guide players to accept responsibility for their own behaviour and performance
- I will always promote the positive aspects of hockey and never condone rule violations or the use of prohibited substances
- I will aim to make hockey enjoyable and will promote fair play. I will give constructive feedback and encourage achievement rather than negative criticism
- I will recognise the developmental needs and capacity of children/young people and manage them appropriately e.g. not train them excessively and not push them beyond their physical and mental capability
- I will abide by North Harbour Hockey's position on bullying
- I will consistently display a high standard of behaviour and appearance, and will be an excellent role model in front of children and young people. This includes not smoking, drinking alcohol, using foul language or taking drugs in the company of young people
- I will always work in an open environment. If I need to meet one-on-one with a young team member, I will do so with another adult within suitable proximity
- I will maintain a safe and appropriate distance from the young people in my care, recognising the sensitivity of environments such as changing facilities, toilets, accommodation etc.

- If any form of manual or physical support is required I will provide it openly, and give appropriate consideration to the wishes of parents/carers, or involve them where appropriate
- My communication with children or young people under my care will be limited specifically to the needs of the team and enabling me to carry out my role with North Harbour Hockey. I will not conduct communications of a personal or intimate nature with any or child/young person in my care, either personally or via phone, texting or social media
- I will immediately report any accusations made against me or my colleagues to North Harbour Hockey

Recognising the inequality of a relationship between adults and children/young people, the following practices are never to be sanctioned by employees, coaches, managers and volunteers:

- Engaging in rough, physical or sexually provocative games, including horseplay
- Sharing a room/tent/changing room/bath/shower with a child/young person
- Allowing or engaging in any form of inappropriate touching
- Personal communication about matters outside the team – including verbal, phone, texting and social media
- Making sexually suggestive comments to a child/young person
- Spending time alone with a child/young person away from others
- Undertaking personal care of a child/young person, including inviting or allowing a child to your home. Ensure that a parent or carer is responsible for personal care
- Allowing children/young people to use foul, sexualised or discriminatory language unchallenged
- Allowing bullying of any type to take place without taking the appropriate action
- Reducing a child/young person to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted on

## **8. Children/Young People Behavioural Requirements**

Children/young people are expected to:

- Keep within the defined boundaries of the playing/coaching or team area
- Behave and listen to instructions of the coach/manager/leader
- Respect and care for North Harbour Hockey's equipment
- Not use bad language or racial/sectarian references
- Not engage in bullying, violence or persistent use of rough and dangerous play
- Show respect to other children/young people and leaders
- Keep themselves and others safe

- Report inappropriate behaviour or risky situations for youth members
- Play fairly and not cheat
- Respect officials and accept decisions
- Show appropriate loyalty to their team and be gracious in defeat
- Respect opponents

Any misdemeanours or general misbehaviour must be addressed by the immediate coach or manager and reported verbally to the appropriate person at North Harbour Hockey. Parents will be informed.