

**SPECIAL GENERAL MEETING OF THE  
NEW SOUTH WALES ICE HOCKEY ASSOCIATION Inc.**

to be held at ..... on  
Sunday 22<sup>nd</sup> February 2004 at  
Blacktown Ice Arena

The purpose of the Special General Meeting is to consider the adoption and inclusion of several sports-specific by-laws in the Association's constitution in addition to the Model Rules for Incorporated Associations.

**By-law 1. CHILD PROTECTION**

All Club Officers, Non Playing Officials and Active Volunteers and Coaches and Managers associated with a junior team or a team which includes players under the age of 18 must submit *Child Protection Forms Attachment 3: Consent Form and Attachment 4: Prohibited Employment Declaration* with their annual registration application.

All parents of junior players must submit a *Child Protection Form Attachment 4: Prohibited Employment Declaration* with their child's annual registration application.

All officials of an AIHF team that includes an IHNSW member under the age of 18 years on its Team Sheet must submit *Attachments 3 and 4*.

IHNSW members under the age of 18 years must be provided with single-room accommodation on overnight trips unless sharing a room with another minor/s or their legal guardian.

The parent or guardian of an IHNSW member under the age of 18 years playing on an AIHL team must sign the AIHL Player Contract on behalf of their child.

**By-law 2. CLUB AFFILIATION**

Each club must meet the following criteria for annual affiliation to IHNSW:

- Be an Incorporated Association in its own right with a Committee of at least four executive and three ordinary members.
- Have a minimum of three teams in the Minor (under 21) League.
- New clubs must present a twelve-month development plan with their initial affiliation application.
- Lodge a copy of their previous year's financial return if more than one year old. Affiliation cannot be accepted without a full audited report.
- Lodge an annual affiliation fee, currently \$110.00 (inclusive of GST), payable before member registrations can be accepted.
- Have a dedicated and accredited Coaching Director.
- Present a nomination at the IHNSW Annual General Meeting for the position of Elected Representative on the Committee of Management.
- Provide an Appointed Delegate on the Committee of Management.
- Provide a minimum of three on-ice officials.
- Provide a Scorekeeper and Timekeeper for each team and names to be included with each team's registration team list.
- Maintain approved home and away strips.
- Must be represented at all Committee of Management meetings. Clubs that miss any two consecutive meetings will be required to show cause as to why it should not be disaffiliated. Clubs that miss any three consecutive meetings will be automatically suspended.
- Provide an appointed Tribunal Delegate.

### By-law 3. STATE TEAM REPRESENTATIVE TEAM SELECTION

#### ELIGIBILITY

All registered players meeting the relevant age requirement are eligible for selection to a State Representative Team.

A player registered in one State will only be cleared for selection to play for another state if either:

- 1) he/she has already tried out and not been accepted for his home State's team for the tournament or
- 2) his/her home State is not entering a team in the tournament.

#### ILLEGAL, INELIGIBLE & SUSPENDED PLAYERS

A player who is illegal or ineligible to play at the time of the start of a tournament is not eligible to play in any games in that tournament. Tournament games do not count towards serving a suspension.

Criteria for selection

Selection will be based solely on the ability of the player to contribute to the best overall result for the team.

#### APPOINTMENT OF OFFICIALS

Coaches must be accredited before they can be appointed to a State Representative Team. All State Representative Team officials must sign an IHNSW Code of Conduct and must promote and exemplify the standards of behaviour and sportsmanship expected by IHNSW and IHA.

If a team has any players below the age of eighteen years, all parents and officials accompanying the team must sign a "working with children" declaration.

Selection process

IHNSW will arrange a single first cut try-out session, which will be open to all eligible players. Each Affiliated Club will assign a coach to attend this session.

The attending coaches will form a selection panel with equal representation from each Club and will provide a short list of approximately thirty players to continue with training and tryouts and from which the appointed coach and manager will select the final team. This session will take place not less than six weeks before the start of the tournament.

The team coach will be expected to pick the final team list four weeks prior to the tournament, at which time the remaining short-listed players will be invited to continue training with the State team. The object of this is to benefit their own skills for the future and to provide a pool of reserves for the team.

#### LATE SELECTION

A player who does not attend the initial try-out session will not be considered for selection without evidence of extenuating circumstances. This evidence should be presented to the IHNSW Committee of Management.

## By-law 4. RULES OF THE TRIBUNAL

### PREAMBLE

IHNSW's Tribunal Sub-Committee (the Tribunal) is responsible for hearing matters relating to the conduct of its members during the course of games that it has officially sanctioned.

The object of the Tribunal is to ensure the maintenance of an orderly and well-disciplined sport consistent with the rules of ice hockey as detailed in the IHNSW Members Handbook and current IIHF Rule Book.

The Tribunal is responsible for dealing with the conduct of members, which could be detrimental to the sport considered as bringing the sport into disrepute. Such conduct need not necessarily take place during the course of an officially sanctioned game.

The Tribunal has the power to discipline financial members by way of a fine or suspension or both as deemed necessary for the good of the sport.

The Tribunal, must at all times act in a fair and impartial manner. It must be remembered that ice hockey is a sport with a great deal of physical contact which, if not properly controlled, can result in serious injury.

IHNSW has a duty of care to ensure that the game is properly administered and played in accordance with the governing rules and that this duty of care is shared equally by the Committee of Management, affiliated clubs, team and on-ice officials and by the players themselves.

The Tribunal should not be considered an everyday function of IHNSW. Game discipline begins with coaches and team management in conjunction with sensible and consistent refereeing and proper training. No player should ever be encouraged in unlawful conduct in order to secure an advantage over an opponent.

IHNSW strongly urges affiliated to maintain a program of internal discipline and to discourage poor sportsmanship and/or continual breaches of the playing rules. The Tribunal reserves the right to consider penalties against an affiliated club and/or its officials if that club does not suitably deal with any member who continually infringes the playing rules or code of conduct of the sport.

### 1. COMPOSITION OF THE TRIBUNAL

1.1 Each affiliated club shall nominate two of its members to the Tribunal panel.

1.2 The Tribunal panel shall comprise the nominated representatives of three affiliated clubs.

1.3 The Tribunal will also comprise suitably qualified Referee appointment who shall not be entitled to vote, shall advise on rules and technical matters only and at the Tribunal's discretion, not be present whilst the panel is deliberating.

1.4 The Chairperson shall be a temporary position and shall be the representative of an uninvolved club.

1.5 The Chairperson shall preside at the meeting of the Tribunal and shall be responsible for the conduct of all matters presented to the panel.

### 2. LEGAL REPRESENTATION

2.1 Tribunal hearings are an internal disciplinary sub-committee, must not be construed, as a court of law and legal representation is not permitted.

### 3. HEARINGS

3.1 A Tribunal shall be convened as and when required.

3.2 All Tribunals shall be convened within 14 days from the date of the alleged infringement.

3.3 If a Tribunal panel cannot be convened within a period of 14 days, a special panel comprising the IHNSW Committee of Management shall form a special Tribunal panel to deal with the matter.

#### 4. APPEARANCE

4.1 Any member must appear before the Tribunal if requested to do so and if less than 18 years of age, must be accompanied a parent or legal guardian.

4.2 A minor member must be present at the Tribunal, a parent or legal guardian may not appear on their behalf.

#### 5. WITNESSES

5.1 Any person appearing before the Tribunal may call witnesses to provide evidence on their behalf.

5.2 A witness may be questioned by members of the Tribunal.

5.3 Each witness shall remain outside the hearing room until called to give evidence.

5.4 Each witness must leave the hearing room upon completion of their evidence.

#### 6. PREVIOUS OFFENCES

6.1 The Tribunal shall be informed of any previous matters involving the person appearing before it following the submission of all evidence and prior to hearing submissions.

#### 7. DELIBERATIONS

7.1 The Tribunal shall deliberate at the conclusion of the taking of evidence and submissions.

7.2 All deliberations shall be in camera and no other persons shall be present unless at the request of the Tribunal Chairperson.

7.3 The Tribunal may seek technical advise from the referee appointment during the course of deliberation.

7.4 All decisions of the Tribunal shall be determined by a simple majority. Voting shall be compulsory and abstentions not permitted.

#### 8. FINDINGS

8.1 The Tribunal shall record in writing its findings.

8.2 The Tribunal shall record in writing the evidence upon which those findings are based.

8.2 The Tribunal shall record in writing the reasons for its decision.

8.3 Upon reaching a decision, the Tribunal Chairperson shall verbally inform the person of the decision, if available. The Executive Officer shall subsequently furnish that person with the written decision within seven days of the hearing.

#### 9. RETENTION OF RECORDS

9.1 The original records shall be retained for a period of five years.

#### 10. PENALTIES

10.1 The Tribunal shall be mindful of but not necessarily bound by the penalties imposed by the IIHF and IHA when imposing a fine or other penalty.

10.2 Additional suspensions shall be imposed wherever conditions or circumstances warrant.

10.3 In those cases where a member undertakes more than a single function (i.e. as a player, coach, on-ice official, bench official etc), the Tribunal will determine which activities shall be penalised and the penalty applicable to each activity.

10.3 A game suspension is defined as a competition game in the team and grade in which the offence was committed.

10.4 A suspended member may not participate in any game, in any grade and at any level (exhibition, club, state, national, international) until the member has served the period of suspension in its entirety.

10.5 A suspended member shall not be permitted to participate in any sanctioned game that may be conducted during the period between the end of one playing season and the commencement of the next playing season.

10.6 It is the responsibility of each team manager and/or coach to ensure that a suspended member serves his or her full suspension. The Executive Officer will provide full details as required. In cases where the Executive Officer cannot be contacted, the member shall not participate until clarification can be obtained.

10.7 The Tribunal may impose further suspended sentences in addition to the suspension already incurred at its discretion.

10.8 The Tribunal may impose a suspended sentence only at its discretion. Any future breach evokes immediate implementation of the suspended sentence, which must be served in its entirety.

## 11 APPEALS

11.1 An appeal against a Tribunal decision must be lodged with the IHNSW Secretary.

11.2 Any member or club, who is adversely affected by the Tribunal's decision, may lodge an appeal.

11.3 A Board of Appeal shall consist of the IHNSW Committee of Management.

11.4 A Committee member shall Chair the Board of Appeal.

11.5 All appeals must be lodged in writing within 14 days of the Tribunal's decision and be accompanied with a bond of 55.00 inclusive of GST.

11.6 A club or member dissatisfied with a Tribunal decision may lodge an appeal on one of the following grounds:

- that the Tribunal failed to take into account all material facts when arriving at its decision,
- that the Tribunal failed to observe the rules of natural justice, or
- that additional evidence is available which has a material bearing on the facts, or
- the severity of suspension in certain circumstances.

11.7 Appeals will be conducted in accordance with the By-laws of IHNSW relating to the conduct of a Tribunal.

11.8 Notwithstanding that a member may have lodged an appeal against a Tribunal decision suspending them, the member shall not take part in any officially sanctioned game until such time as the question of the suspension has been finally determined by the Board of Appeal.

11.9 An appellant may request their matter be referred to an IHA Board of Management Appeal Tribunal if not satisfied with the decision of the IHNSW Board of Appeal. IHNSW Committee of Management must agree such requests.