

HERVEY BAY
HOCKEY ASSOCIATION INC.



CODE OF CONDUCT
Ethics, Procedures & Guidelines
incorporating
Implementation & Authority

Revised 1 January 2022

CODE OF CONDUCT ETHICS PROCEDURES & GUIDELINES IMPLEMENTATION & AUTHORITY

The following contains the code of conduct, ethics, procedures and guidelines for the Hervey Bay Hockey Association Inc. It furthermore incorporates the implementation and authority associated with these guidelines. This code of conduct applies to the following categories of personnel associated with the organization.

COACHING MEMBERS

MANAGING MEMBERS

UMPIRING MEMBER

PLAYING MEMBERS

PARENTS – GUARDIANS – FAMILY – FRIENDS

SPECTATORS (LOCAL AND VISITING)

Disclaimer:

The Hervey Bay Hockey Association Inc. wishes to acknowledge the assistance of the Sunshine Coast Hockey Association Code of Conduct Ethics & Behavior, Hockey Australia Code of Conduct, Hockey Queensland Code of Conduct & Ethics and the Australian Sports Commission Codes of Behavior.

The Hervey Bay Hockey Association wishes to advise that if situations or events arise that are not explicitly stated within the code (this document), the governing body of the association reserves the right to initiate disciplinary action in accordance with the powers of the committee and/or make amendments to this code.



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INTRODUCTION

The Hervey Bay Hockey Association Inc has raised a code of conduct, ethics, procedures, and guidelines, manual for implementation to safeguard the integrity of the sport and game of hockey whilst maintaining the integrity, the reputation and good will of the association. It also provides the association with the authority and direction with which to address any issue, action/s or incident that either bring/s or can be seen to bring the association or perceived as bringing its reputation and good name into disrepute.

PURPOSE

The purpose of the Hervey Bay Hockey Association Inc, code of conduct, ethics, procedures, guidelines, implementation and authority is to raise a tangible set of guidelines, rules and regulations by which immediate and extended members of the Hervey Bay Hockey Association Inc must adhere to.

These guidelines, rules and regulations are compulsory at the Hervey Bay Hockey grounds known as McFie Park in Tavistock Street, Hervey Bay QLD. It also applies to any external area of any other association with which members of the HBHA Inc and their associates or family representatives are acting in the capacity of or representing the Hervey Bay Hockey Association Inc.

RESPONSIBILITY

The Hervey Bay Hockey Association Inc committee is the sole authority for the introduction and implementation of the Associations' 2011 manual of code of conduct ethics procedures & guidelines which is applicable to all persons either directly or indirectly involved with the association. The code of conduct ethics procedures and guidelines manual is applicable to local and representative players, coaches, managers, umpires and all associated ancillary persons.

IMPLEMENTATION & DISCIPLINE

The Hervey Bay Hockey Association Inc will initiate measures, disciplinary or otherwise, to person/s that come to the notice of the association for any breach of the association's code of conduct & ethics which the association deems to be serious in nature. The association reserves the right to penalize such persons which may include a notice of person-non-grata. In this instance the association will raise a letter to the person/s concerned advising that their presence is no longer welcome at the associations' grounds. They may also incur a restriction of club privileges, and or suspension from participation in club games. In the case of material damage, the association may initiate action to recover cost for repairs. Matters of a more serious nature such as willful damage, assault, drunk and disorderly will be referred to the police. The 2011 By-Laws and Rules of Play, S34, S40, S41 & 42 detail the powers, penalties and guidelines of the HBHA Inc Judiciary.

REPRESENTATIVE TEAM SELECTION:

Selection of representative players for the Hervey Bay Hockey Association Inc, in most instances is determined by the number of players available to the association at that particular point in time. If there are numerous players available for selection, it may be advantageous to form more than one team. In this situation the association will appoint a selection panel. This panel will consist of the association's development officer, the junior coordinator, the appointed team coach and an independent informed selector.

CHILD YOUTH PROTECTION:

The Hervey Bay Hockey Association Inc. is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

WORKING WITH CHILDREN BACKGROUND CHECK:

The Hervey Bay Hockey Association Inc. will ensure that working with children checks criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the Hervey Bay Hockey Association Inc. will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

TRANSPORTATION:

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

TAKING IMAGES OF CHILDREN:

Images of children can potentially be used inappropriately or illegally. The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname.

We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

ANTI-HARASSMENT DISCRIMINATION & BULLYING:

Hervey Bay Hockey Association Inc. opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Hervey Bay Hockey Association Inc. takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

ILLEGAL DRUGS:

Hervey Bay Hockey Association Inc. does not allow the use of, distribution of, or selling of ***Illegal Drugs (Dangerous Drugs)*** by any club member, player, athlete, or visitors within the jurisdiction of the Hervey Bay Hockey Association Inc. This policy reflects the HBHA's commitment to proactively protecting the health, safety and wellbeing of all persons associated with the organisation and all persons in attendance at club activities.

The Hervey Bay Hockey Association Inc Management Committee will ensure that a committee will investigate all illegal drug-related (dangerous drug) concerns or incidents. The response by the HBHA will focus on the safety and well-being of those directly and indirectly involved, whilst maintain the legal requirement for reporting of same.

If Illegal drugs (dangerous drugs) are being distributed or sold on the HBHA premises by a member, visitor or any person/s of any age, the President or in his absence his deputy will contact the local QLD police (Hervey Bay). If illegal drugs (dangerous drugs) are found or located with the HBHA jurisdiction the President or in his absence his deputy

will contact the local QLD Police to seek their advice and expertise on how to deal with the situation and dispose of the illegal property IAW the law.

Hervey Bay Hockey Association will appoint and support appropriate person/s such as mentors to lead the initial response, investigation and action for all illegal drug-related (dangerous drugs) incidents, further ensuring all response and actions will reflect the HBHA's duty of care to its members and visitors. The Hervey Bay Hockey Association will appoint a Member Protection Officer annually as per Hockey QLD directive.

The HBHA Management Committee will respond to all incidents and breaches of this illegal Drugs (dangerous drugs) section. In all instances relating to illegal drugs (dangerous drugs) the HBHA will maintain a confidential record in an appropriate format with all information recorded. In the event of disciplinary measures being imposed it must be fair, reasonable and focus on the safety and welfare of those directly and indirectly involved.

The HBHA Management Committee will review their policy annually.

DEFINITIONS:

For the purpose of the Hervey Bay Hockey Association Inc 2011 code of conduct - ethics procedures & guidelines the following terms and expressions and defined as undertaking the following meaning.

Coach

The term *coach* is defined as a particular entity appointed by the Hervey Bay Hockey Association Inc to undertake and fulfill the role of coach as specified in the code of conduct – ethics procedures & guidelines specific to the role of Coach.

Committee (of the Hervey Bay Hockey Association Inc)

The term *committee* refers to and encompasses all office bearers that are elected by a quorum at the annual general meeting in accordance with the constitution of the association.

Consequence (of Unacceptable Conduct)

The term *consequence* refers to an outcome as set by the HBHA Inc committee as a consequence of an action that has been brought to the attention of the committee that has been deemed unacceptable and awarded a specific course of action.

External Areas

The term *external areas* is defined as any other host or rival association that is frequented by person/s associated with the HBHA Inc either representing or a representative of those in their capacity, representing the HBHA Inc.

Family

The term *family* refers to a group of individuals who share ties of blood, marriage, or adoption; a group residing together and consisting of parents, children, and other relatives by blood or marriage; a group of individuals residing together who have consented to an arrangement similar to ties of blood or marriage.

Field of Play

The term *field of play* refers to any game that is being played on any local or external hockey ground whereby the game is under the control of an umpire whether it is local, visiting or appointed by any hockey governing body.

Game

The term *game* encompasses any sanctioned singular scheduled sporting event of the Hervey Bay Hockey Association Inc competition draw for the year of currency (e.g. 2011).

Guardian

The term *guardian* refers to a person who has been appointed by a judge to take care of a minor child.

Parent

The term *parent* refers to the lawful and natural father or mother of a person. This also refers to adoptive parent/s.

Persona non-grata

The term *persona non-grata* translates literally to “unwelcome person” referring to those who, due to their behaviour are unwelcome to attend any gathering particular to/associated with Hervey Bay Hockey Association.

Player

The term *player* is defined as a participant who is a financial member of the nominated association and member of a team of The Hervey Bay Hockey Association Inc.

Reasonable Behaviour

The term *reasonable behaviour* is defined as that which is generally accepted as being a normal social consequence of an action.

Spectator/s Local - Visiting

The term *spectator* local or visiting refers to all person/s entering the grounds of the Hervey Bay Hockey Association Inc who are foreign to the association, its players, members and not an extension of any player or their family.

Team Manager

The term *team manager* is defined as a particular entity appointed by the Hervey Bay Hockey Association Inc to undertake and fulfill the role of a team manager as specified in the code of conduct - ethics procedures & guidelines specific to the Team Managers role.

Umpire

The term *umpire* is defined as a particular entity appointed by the Hervey Bay Hockey Association to undertake and fulfill the role of umpire as specified in the code of conduct – ethics procedures & guidelines specific to the umpire role.

Judiciary

The term *Judiciary* is defined as a Panel of HBHA Inc members who adjudicate on matters that may require disciplinary action.

Illegal Drugs (Dangerous Drugs)

The term *Illegal Drugs* is defined 'as' any substance (Dangerous Drugs) which is prohibited or controlled by legislation.

COACHING MEMBERS

CODE OF CONDUCT - GENERAL

Respect the rights, dignity and worth of every human being – within the context of the game of hockey and any related activity, treat everyone equally regardless of sex, ethnic, origin or religion.

Ensure the player/s time spent with you is a positive experience – all players are deserving of equal attention and opportunities.

Treat each player as an individual – Respect the talent development stage and goals of each individual player and help each player reach their full potential.

Be fair, considerate and honest with player/s - be reasonable in your demands on young players, time energy and enthusiasm. Consider the maturity level of the players when scheduling and determining the demands of training and level of competition.

Be professional in and accept responsibility for your actions – Language, manner, punctuality, preparation and presentation should display high standards. Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, other coaches, officials, administrators, the media, parents and spectators. Encourage your players to demonstrate the same qualities.

Commit to providing a quality service to your player/s – Make a personal commitment to keep up to date with the latest coaching practices and the principles of growth and development of children.

Provide a training program - which is planned and equal to the player/s ability to undertake. Maintain appropriate records. At all time you must be in possession of a current 'blue' working with children card.

Operate within the rules and spirit of your sport – Impress upon your player/s that rules of the sport are mutual agreements which no one should evade or break.

The guidelines of national and international bodies governing your sport should be followed. The Australian Sports Drug Agency also provides regulations to operate within. Players are to be informed that the use of performance enhancing drugs or other non essential drugs is not permitted.

Remember that children participate for pleasure and that winning is only part of the fun. Encourage your players to adopt this approach to their sport.

Any physical contact with the player/s should be:

- Appropriate to the situation

- To ensure the safety and well being of the player/s
- Necessary for the player/s skill development

Refrain from any form of personal abuse towards the player/s – This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards your players from other sources whilst they are in your care.

Refrain from any form of sexual harassment towards your player/s.

Provide a safe environment for training and competition – ensure equipment and facilities meet safety standards. Equipment, rules and the environment need to be appropriate for the age and ability of the player/s.

Show concern and caution towards sick and injured player/s – Provide a modified training program where appropriate. Allow further participation in training and competition only when appropriate. Seek medical advice when required. Maintain the same interest and support towards the sick and injured player/s.

Avoid over-playing the talented players. The “just average” players need and deserve equal time.

BE A POSITIVE ROLE MODEL FOR YOUR SPORT AND THE PLAYER/S

Championships & Club Competition Fixtures

- The Coach has overall responsibility at all times for coaching and shall conduct themselves in a professional manner at all times as per the HBHA Inc coach code of conduct ethics guidelines & procedures agreement.
- Whilst the team is on the field of play the Coach shall maintain complete control of the team, its organization and composition with due regard for fairness and equity.
- The Coach shall attend all training sessions, all representative matches in which the team participates and any/all official meetings.
- The Coach shall accompany the contingent for both forward and return travel and be accommodated with the contingent. Variations may be approved by the management Committee upon request in writing.
- The Coach and Manager will work together as a team to ensure all players are suitably supervised and cared for and afforded every available opportunity to play to the best of their ability.

PRIOR TO THE EVENT, THE COACH SHALL:

(In consultation with the Development Officer where applicable)

- Organise content of training packages, prepare training Plan Format for each session and at the conclusion of training, evaluate session outcomes.
- Confer with the Manager regarding the training schedule.
- Liaise with the other selection panel members regarding Team composition, playing style sought etc.
- Provide feedback to players on progress.
- Ensure team members achieve optimum physical fitness. If any injury occurs to any player – ensure advice on fitness is sought in readiness for the championship.
- Ensure team members psychological preparation.
- Confer with the Manager regarding travel, accommodation and departure details.

DURING THE EVENT, THE COACH SHALL:

- Confer with the Manager on matters of dispute etc.
- Confer with the manager on the daily schedule, pre-match assembly and post match departure etc.
- Complete game results – Ensure positive feedback is afforded the team in preparedness for future games.

MANAGING MEMBERS

CODE OF CONDUCT GENERAL

The manager shall at all times, be a positive role model in behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favorable image of hockey and officiating at all times.

The manager shall treat the players with respect at all times.

Ensure that the player's time spent with the Team Administration is positive and rewarding.

Treat all player/s as individuals. Refrain from any personal abuse towards player/s.

Show concern and caution towards ill and injured players. Seek medical advice and or treatment if in doubt. Enforce the blood rule.

Be impartial and maintain integrity in the team administration relationship with other officials, players and coaches.

Be courteous, respectful and open to discussion and interaction. Avoid situations that may lead to a conflict of interest.

Provide a safe environment for training and competition.

Adhere to the Anti-Doping Policy advocated by Hockey Queensland.

Abstain from the use of tobacco and the consumption of alcoholic beverages when performing your duties as manager.

Actively discourage the use of performance enhancing drugs and the consumption of alcohol, tobacco and illegal substances.

Championships – Representative Fixtures

- The Manager has overall responsibility at all times for the contingent whilst on tour and is directly responsible to Hervey Bay Hockey Association Inc. through the association representative team coordinator to the President.
- The Manager will accompany the contingent for both forward and return travel and be accommodated with the contingent. **Variations may be approved by the Management Committee upon request in writing.**
- The Manager is responsible for costing the trip based on the total pricing of the differing components of the event. The manager will advise all players in writing of their financial responsibility for the championships.

- The Manager must attend all Representative Matches.
- The Manager must hold current Senior First Aid card and be current with CPR procedures.
- The Manager must hold a current Blue Card of which the original must be sighted by Hervey Bay Hockey Association Inc. Representative Team Coordinator or association secretary.
- The Manager will attend any official meetings including Pre-Championship tournament meetings to advise on the following:
 1. Change of players/numbers
 2. Umpires, rule changes & interpretations, tournament umpire grading etc.
 3. First Aid or Medical requirements
 4. Ice availability
 5. Coaching clinics
 6. Lunch orders
 7. Morning and afternoon tea arrangements
 8. Any other information pertinent to the championships (any change to uniform colours if team colours clash)

The following procedures are to be adhered to by the Manager:

THE MANAGER SHALL prior to the event:

- Confer with the Coach regarding training requirements
- Keep training attendance records
- Inform players of training sessions
- Once final team is selected advise players in writing of successful selection
- In addition to the Invitation/Team Information sheet each player is to be provided with the following documents:
 - 1. HBHA Inc Player Code of Conduct - Ethics Behaviour Guidelines and Procedures**
 - 2. Player Details/Medical History Form**
 - 3. Player Agreement and Indemnity Form**
- Ensure players are offered the opportunity to nominate for Queensland teams and those wishing to do so are given a QLD nomination form (provided in your Managers folder). Please note that nominations may close up to (3) three weeks prior to commencement of Championship.
- Ensure that the designated team Umpire traveling with the team is updated with relevant information on his/her Championship commitments. The Umpire is

required to complete a Medical History Form and sign the umpire's agreement and indemnity form.

- Confirm with HBHA Inc Rep team coordinator regarding transport, accommodation and any other arrangements pertaining to team's attendance at Championship or Tournament.
- The Manager shall liaise with HBHA Inc Representative Team Coordinator regarding playing uniforms (including alternative playing strip – as per Championship Rules) socks and miscellaneous representative gear.
- The Manager is responsible for obtaining clothing/uniforms (sizes required) and presenting a consolidated order in writing to the Hervey Bay Hockey Association Representative Coordinator (1) month prior to Championship.
- Ensure all forms are returned by due date.
- Attend where possible all training sessions.
- Allocate rooming arrangements for the team, umpire and associated support personnel.
- Managers should have in their possession at all times a copy of Championship Rules and acquaint themselves with the content of same rules prior to attending championship.
- The Manager should, at all times have on their person, the team medical forms, and all details pertaining to all players under their charge. This is to cater for any unforeseen injuries or situations that may arise, **YOU NEVER KNOW WHEN YOU MAY REQUIRE THEM.**

THE MANAGER SHALL during the event:

- Complete team uniform sheet with playing number allocations prior to each Championship or Tournament.
- Ensure that the team captain is wearing the captain's ribbon on his/her team uniform.
- Complete game cards and hand to technical bench during warm up.
- Ensure player game rules are met (i.e. jeweler restriction, uniform wearing code i.e. shirts tucked in, check tournament hockey stick sizing, prior to taking the field)
- Advise the team of the daily program including uniform colours, match times, official photographs, social activities etc.

- Confer with Coach regarding pre-game assembly and post game departure times and advise the team accordingly.
- Establish a regular meeting room, notice board etc where possible.
- The Manager/Coach shall work together to ensure that players adhere to the nutritional guidelines.
- Be responsible in conjunction with the Coach, in matters of dispute. If action is required, representations may be made by the Manager only after consultation with President or Secretary and the HBHA Inc Rep team coordinator.
- Seek medical advice and assistance for Players who are ill or injured.
- The Manager is responsible for the laundry and maintenance of playing uniforms.

THE MANAGER SHALL *after the event*:

- Advise any higher team selection as a matter of urgency to the Secretary.
- Complete the Managers report and training attendance sheet (provided in your folder) and return same to the Rep Team Coordinator within 14 days from completion of championship.
- Finalize Team Reconciliation sheet.
- Return all equipment to the HBHA Inc. Rep Team Coordinator within (7) days of the completion of the event.

***BE A POSITIVE ROLE MODEL FOR YOUR SPORT AND THE
PLAYER/S***

PLAYING MEMBERS

CODE OF CONDUCT

LOCAL & REPRESENTATIVE PLAYERS SHALL AT ALL TIMES:

Respect the rights, dignity, and worth of fellow players, coaches, officials, supporters and spectators.

Be a good sport; applaud all good plays whether they are from your team or the opposition.

Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.

Do not tolerate acts of aggression or allow yourself to instigate or become involved in any such behaviour either prior to, during, or upon completion of the game.

Respect the talent, potential and development of fellow players and competitors.

Care for and respect all equipment provided for them as part of their sporting requirements from their club/association.

Conduct oneself in a professional and ethical manner with regards to language and temper on and off the field. Control your temper and refrain from verbal abuse of officials or other players at all times.

Refrain from making derogatory or defamatory remarks towards players with regards to their level of skill, race, colour, physical ailments, heritage or gender.

Deliberately distracting or provoking an opponent is not acceptable or permitted at any time.

Maintain the highest personal behaviour standards at all times this is not negotiable.

Abide by the rules and respect the decision of the umpire/s and officials. Appeals may be made through the correct formal process, whereby the final decision is to be respected.

Never argue with an official, if you have a concern raise the matter with your team captain, coach during the break in the game.

Be honest with the coach concerning illness and the ability to take the field of play, so as not to disadvantage another player, through an act that may be deemed as selfish.

At all time avoid intimate behaviour or relationships with your team officials.

Work equally hard for yourself and your team players. Both you and your team will benefit.

Cooperate with your coach, team mates, and opponents. Without them there would be no competition.

Play for the fun of it not just to please the coach or parents or for self indulgence. Play the game in the true manner of sportsmanship by being a good sport.

Make every effort to attend local training commitments.

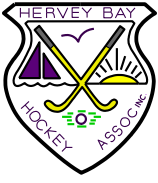
Representative Player Overview:

- The Manager has overall responsibility at all times for the team contingent and is the final authority whilst at Championships.
- The Coach has overall responsibility at all times for coaching prior to and during the championships.
- The player's first responsibility is to the team and its well being and must adhere to the wishes of the Manager and/or Coach as directed. Teams will be selected in accordance with the HBHA Inc. representative and selection Guidelines.
- Players will play by the rules and participate in the true spirit of sportsmanship, applaud all good plays whether they are by your team or your opponent.
- The Player shall accompany the team contingent for both forward and return travel and be accommodated with the team contingent. Variations can be approved by the Coach and Manager upon request.

THE PLAYER shall:

- The Player will attend all training sessions, all representative matches in which the team participates and all official meetings. If the player is unable to attend training, a representative game or a meeting they are to advise the Coach or Manager with the reasons prior to the event.
- Wear the Hervey Bay Hockey Association Inc Team Representative Uniform as directed by association and the Manager. Complete and return all necessary forms within 7 days of receiving your invitation to join the team.

- Be informed with accommodation and travel arrangements. The player will travel with the team contingent as advised. Accommodation and travel arrangements will be at the discretion of the HBHA Inc.
- Agree to any reasonable requests made to him/her by the team Manager (whilst off the field) and the Coach (whilst on the field).
- Pay necessary monies as requested to the Hervey Bay Hockey Association Inc. Failure to do so may preclude further participation in the team. **Individual cases of genuine financial hardship will be given consideration and arrangements may be given to an extended payment plan.**
- Uphold the good name of the Hervey Bay Hockey Association Inc at all times,
- A player shall conduct themselves in a fit and proper manner depicting good sportsmanship whilst representing the Hervey Bay Hockey Association Inc. (play for the “fun of it’ not just to please parents/coaches or ‘have to win at any cost’ attitude).
- Treat all players as you would like to be treated, do not bully or take unfair advantage of another player. Control your temper, verbal abuse or derogatory language directed toward officials, players, spectators, and deliberately distracting or provoking an opponent is not acceptable or permitted.
- Never argue with an official, if you disagree, have your captain, coach or manager approach the official during a break or upon completion of the game. Personal and team grievances etc are to be directed to the Team Manager.



Hervey Bay Hockey Association Inc.
PLAYER AGREEMENT & INDEMNITY FORM (REPRESENTATIVE)

I (full name)hereby agree

that as a member of Hervey Bay Hockey Association Inc Representative Under

Teamfor 20..... :

- I am bound by the Rules of Play, Code of Conduct Ethics Guideline & Procedures of this Association.
I have read and understood the Rules of Play & Player Guidelines and Procedures.
I agree to participate in all competitions and events arranged for the team.
I accept the authority and direction of the appointed team officials.
I will pay any monies owing to the HBHA Inc by the due date as advised.
I agree to travel to and from such Championships or events by the means selected by the Association.
I agree that the HBHA Inc shall not be deemed responsible or liable in any way for any injury, illness, accident, misadventure or other mishap to me sustained in arising from, or out of, or in any way directly or indirectly connected with traveling, match practice, training, match or function of whatsoever nature resulting from or indirectly related to my membership of the team.
In the event that I become physically or mentally incapable of making decisions related too my health, well being or welfare, I authorize the Hervey Bay Hockey Association Inc or any person authorized by the HBHA Inc in his/her or their absolute discretion to obtain and engage the services of any hospital, medical practitioner, dentist or physiotherapist to examine and treat me, and to purchase any medical supplies or equipment deemed by such person or persons to be necessary for me and to authorize treatment including the supply to me of an anesthetic, blood transfusion, or injection. I undertake to refund forthwith to the HBHA Inc or to any such person or to any duly authorized person as required, all monies expended by them for such purposes.
I hereby indemnify the Hervey Bay Hockey Association Inc against any action, suit, cause of action, demand or claim by me or by any other person or persons whatsoever, made in connection with or arising out of any such injury, illness, accident, misadventure, or other mishap to me and hereby (without in any way imposing or attaching any liability or obligation upon the Hervey Bay Hockey Association Inc to do so) appoint the HBHA Inc as my agent to incur such expenses as is reasonably necessary for my benefit, safety and wellbeing as afore said.
I further agree that should I be guilty of any misconduct which in the opinion of the Hervey Bay Hockey Inc warrants my dismissal from the Team, and my immediate return to my home centre I will refund to the HBHA Inc the full fare and any other traveling expenses incurred from my then present address to my home centre.

I understand and accept the above terms and conditions and agree that The Hervey Bay Hockey Association Inc. will be the final arbitrator should any unforeseen circumstances arise.

SIGNATURE: DATE: ____/____/20____

Signature of Parent/GuardianName
(if player Under 18 Parent/Guardian to sign)

UMPIRING MEMBERS

CODE OF CONDUCT

Overview:

- The Manager has overall responsibility at all times for the team contingent inclusive of the associations appointed representative umpire and is the final authority whilst at Championships.
- The Umpire shall accompany the contingent for both forward and return travel and be accommodated with the contingent. Variations may be approved by the Management Committee upon request in writing.

THE UMPIRE shall:

- Confer with the Manager regarding uniform requirements, accommodation and transport.
- Acquaint themselves with match times and be responsible for the matches which they have been allocated to umpire
- Be fully acquainted with individual Championship Rules.
- Responsible for all necessary equipment required for Umpiring at State Championships, including purchasing approved Umpiring shirt at a cost to them.
- Attend all Championship Umpires meetings, training sessions etc.
- Complete all game score cards & associated administrative responsibility in accordance with championship rules of play etc
- Inform the Team Manager of their daily program to enable contact to be made if necessary.
- Uphold the good name of HBHA Inc at all times and conduct them self in a good and proper manner while representing their Association.
- Participate in the Tournament in the true spirit of sportsmanship.
- The appointed representative team umpire is to complete the HBHA code of conduct ethics & guidelines & procedures and indemnity form.

Hervey Bay Hockey Association Inc.
UMPIRE INVITATION & TEAM INFORMATION FORM

Dear

On behalf of the Hervey Bay Hockey Association Inc we wish to invite you to join the HBHA Inc.

Under.....Representative Team as UMPIRE for 20.....

Details	Phone Number	Mobile Number	Email
Coach:			
Manager:			
Manager:			

Championship Dates:

Championship Venue:

Accommodation:

Travel Arrangements:

Cost: To be advised

Please complete and sign the forms listed below and return to the Manager within 7 days of receipt.

- HBHA Inc. Umpire Medical/Detail Form
- HBHA Inc. Umpire Agreement and Indemnity Form
- Uniform Order Form if required

Upon receiving the aforementioned signed documentation HBHA Inc take this as your agreement/acceptance to join the above team. Failure to return required forms to the Team Manager may be taken as your intent not to participate as Team Umpire.

MINIMUM TEAM UNIFORM REQUIREMENT:

HBHA Inc Dress Shirt (travel) – HQ approved Umpires Shirt – Appropriate Black Skirt/Pants

UMPIRE EXPENSE SUPPORT: During the HBHA Inc management committee meeting of 26th June 2008, it was acknowledged that umpires representing HBHA Inc at state championship would have 50% of their expenses paid by association and the remaining 50% by the team they are travelling with.

UMPIRE COSTS: The umpire is responsible for purchasing an association dress shirt and the appropriate umpire attire.

PARENTS – GUARDIANS – FAMILY – FRIENDS SPECTATORS (LOCAL & VISITING)

CODE OF CONDUCT

The Hervey Bay Hockey Association Inc encourages the support of parents, family members and friends of its junior and senior association players.

Parents, siblings, extended family members and spectators are an important part of the social integration of the game of hockey and their participation in supporting the players is encouraged by the HBHA Inc.

Parents, spectators and supporters are at all times expected to conform with the accepted standards of good sportsmanship, conduct and behaviour consistent with nurturing an exemplary code of behaviour to the players.

Parents, spectators and supporters shall at all times respect officials, coaches, umpires and players and extend all courtesies to them. Lead by example **physical or verbal abuse will not be tolerated.**

Parents, spectators & supporters must respect the umpires' decision. Do not abuse, threaten or intimidate an umpire or match official and do not show dissension, displeasure or disapproval towards an umpire or match officials' decision in an abusive or unreasonable manner.

Parents, spectators and supporters must never publicly criticize umpires – raise personal concerns with club/association officials in private.

Parent's spectators and supporters should support skilled performances and beginner skills. Never ridicule mistakes or losses supporters are there to support not downgrade. Show respect for opponents. Barrack in a positive manner. Remember that you are there for the participants to enjoy the game

Parent's supporters and spectators must display appropriate social behaviour by not using profane, demeaning or derogatory language, or harassing players, coaches, officials or other spectators.

Parent's spectators and supporters must not throw any object.

Leave the area tidy and free from litter or other mess.

Parent's spectators and supporters are advised that in the event of an incident of unacceptable behaviour by a spectator the umpire may issue a warning to the team captain of the team whose spectators are breaking the code of behaviour, to let the spectators know that their team will lose points if they continue to behave in a manner not in line with the code of behavior.

AT NO TIME MUST ANY PARENT GUARDIAN VISITOR SPECTATOR OR ANY FAMILY MEMBER ENTER A FIELD OF PLAY WHEN A GAME OF HOCKEY HAS COMMENCED, THIS INCLUDES HALF TIME AND UPON COMPLETION OF THE GAME.

Parent's guardian's visitor's spectators or any family member are not permitted to approach any hockey official umpire or technical person in control of a game of hockey. Any concerns must be raised with the appropriate team manager or person at an appropriate time through the correct channels.

All players, parents, guardians, families, spectators, and visitors local or foreign are to refrain from initiating an action or behaving in a manner that can be viewed and or deemed as being detrimental to the reputation, good nature and will of the Hervey Bay Hockey Association Inc and its governing bodies, Hockey Queensland and Hockey Australia.

Development / Revision and Approval History

Version No.	Date	Modified by	Reason for Amendments	Approved by
No. 1	01/1/11	Release of Document by HBHA Management Committee	Initial Release of HBHA Code of Conduct Ethics Procedures & Guidelines	HBHA Management Committee
No. 2	01/01/12	HBHA Committee	Revision for 2012 Competition year	HBHA Management Committee
No. 3	01/01/15	HBHA Committee	Revision for 2015 Competition year	HBHA Management Committee
No. 4	01/01/16	HBHA Committee	Revision for 2016 Competition year	HBHA Management Committee
No.5	01/01/17	HBHA Committee	Revision for 2017 Competition year	HBHA Management Committee
No.5	1/1/18	HBHA Committee	Revision for 2018 Competition year	HBHA Management Committee
No.6	1/1/19	HBHA Committee	Illegal Drugs Dangerous Drugs Policy	HBHA Management Committee
No. 7	1/1/22	HBHA Committee	Condensed Code of Conduct	HBHA Management Committee

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