



**Waikato Hockey Association  
(INC)**

**Code of Conduct**

**And**

**Judicial Process**

**1 June 2012**

## **APPLICATION AND INTERPRETATION OF THESE REGULATIONS**

Any matter not covered by these Regulations shall be decided by Waikato Hockey Association Inc. Board (WHA) in accordance with WHA's constitution.

The WHA Board delegates interpretation of these regulations to the Hockey Manager and the Judicial Committee, depending on the issue in question. Any member has a right to appeal a determination made under these regulations to the WHA Board. Any appeal made to the WHA Board must be made in writing within 7 days of the determination being given to that member.

WHA's code of conduct governs any member, player, team, umpire, coach, manager, volunteer and any other person who, participates, spectates and / or is involved in any way in any activity held at WHA's facilities or is involved in any activity under the auspices of WHA.

### **Waikato Hockey Association Code of Conduct**

Respect others at all times.

Be fair and honest at all times.

Be responsible for your own actions.

Do not abuse others verbally or physically.

Do not discriminate against others.

Be safety conscious for yourself and others at all times.

Be a positive role model.

**Behaviour on the Field** Unacceptable behaviour will not be tolerated in any form from any member or spectator.

### **Unacceptable Behaviour**

Violence in any form.

Assault by any member or spectator on another person.

Verbal abuse by any member or spectator towards any other member or spectator.

### **Hockey New Zealand General Code of Conduct and Ethics**

WHA and all members of WHA are affiliated to Hockey New Zealand (HNZ) and therefore are bound by the rules, regulations and code of conduct of HNZ.

## **PART 2 COMPLAINTS PROCEDURES**

### **2.1 Complaints Process**

Any person may lodge a complaint with WHA concerning:

- a. a member (including a player, umpire, coach, team official, WHA staff, or executive member);
- b. a supporter or other person attending a game or event.

Any party may lodge the complaint with WHA by: ([waikatohockey@xtra.co.nz](mailto:waikatohockey@xtra.co.nz))

- a. making the complaint in writing;
- b. within 48 hours of the event being complained about.

In exceptional circumstances the WHA Board or the Chair of the Judicial Committee may, in their absolute discretion, consider complaints received outside the 48 hour period following the event being complained about.

**2.2** The subject of the complaint may be one or more of the following:

- a. misconduct including verbal or physical abuse, assault, threatening behaviour or harassment by a member or a supporter;
- b. unacceptable standard of umpiring or timekeeping;
- c. illegal, unregistered or unfinancial members playing a game;
- d. breach of WHA's constitution, regulations or policy;
- e. any other conduct or incident which the Judicial Committee considers may be subject to these regulations.

### **2.3 Categorisation and Referral**

On receipt of a written complaint, the Hockey Manager of WHA shall make an initial assessment and investigation which may involve contacting relevant parties and requesting submissions or any other appropriate actions. WHA will categorise the complaint as one of the following:

- a. minor;
- b. further action required; or
- c. serious.

The Hockey Manager may request the assistance of the Judicial Committee to categorise complaints. After investigation, the Hockey Manager shall refer serious complaints or complaints requiring further action to the Judicial Committee. All minor complaints shall be referred to the Chair of the Judicial Committee. The Chair shall deal with all minor complaints.

### **2.4 Judicial Committee**

The Judicial Committee will consist of a minimum of three persons appointed by the WHA Board. On receipt of a written complaint the Judicial Committee shall investigate that complaint and make a determination. If a request for assistance in categorising complaints is received from the Hockey Manager then, for the purposes of the investigation in regulation. The Judicial Committee may:

- a. direct the Hockey Manager or other person to undertake work or further work on its behalf;
- b. contact the complainant;
- c. contact the member or supporter being complained about;
- d. request submissions from any party or any other relevant party;
- e. decide to call a hearing; or
- f. take any other action which will assist the Judicial Committee to understand the complaint.

**2.5** For the purposes of determination in regulation 2.4, the Judicial Committee shall adopt one or more of the following courses of action:

- a. determine that no further action will be taken;
- b. issue a warning to the member or supporter and/or advise the club or school or the member of the consequences of any future conduct brought to the attention of the Judicial Committee;
- c. require the member to make reparation in the form of apology, undertake training or any other appropriate action;
- d. censure the member or supporter and/or advise the school or club of the member or supporter of the censure;
- e. suspend the member for a period not exceeding two years;
- f. determine any other penalty or action that the Judicial Committee determines is appropriate in the circumstances.

**2.6** Subject to these regulations, the Judicial Committee may determine its procedures as it thinks fit.

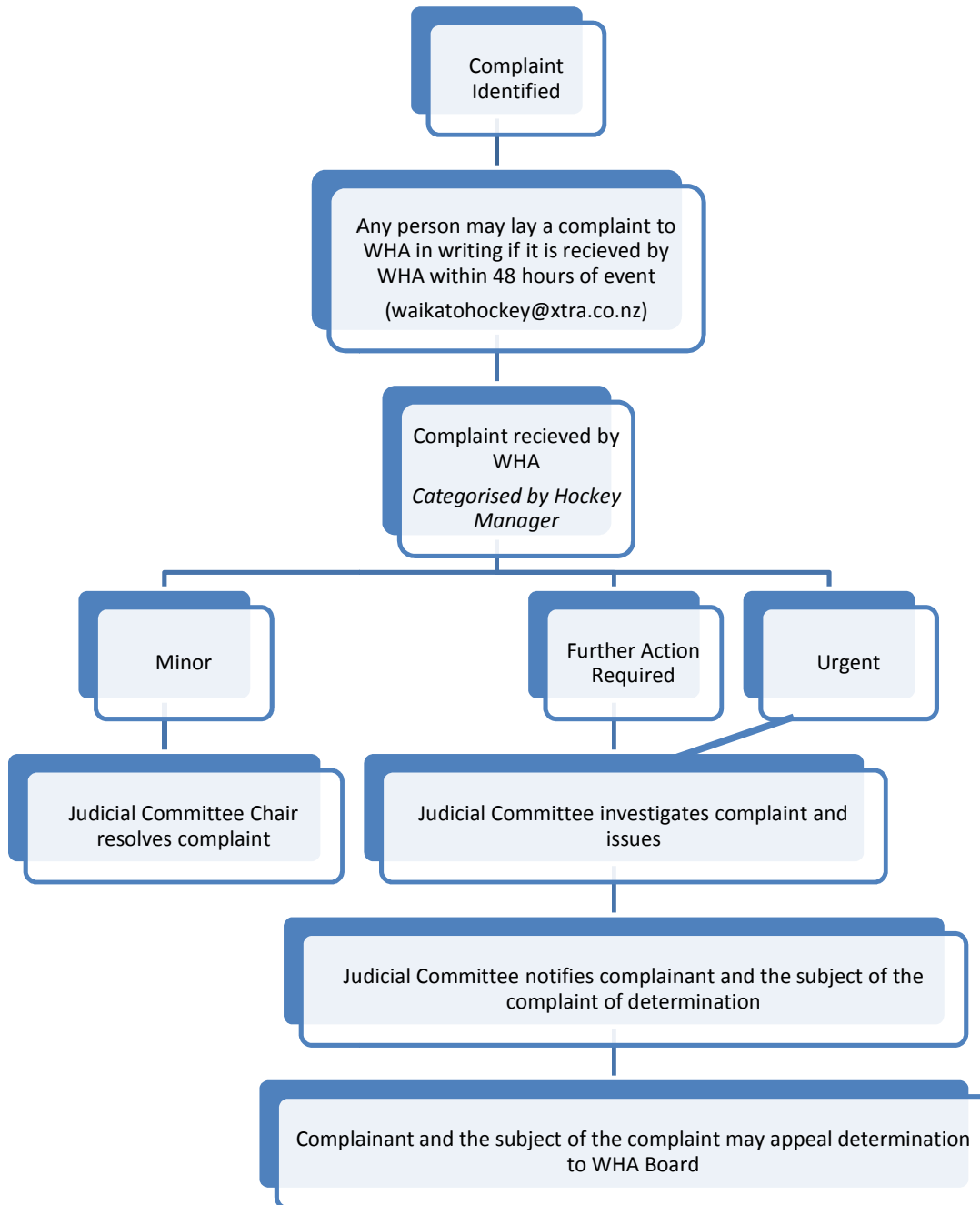
**2.7** The Judicial Committee may suspend a member prior to a determination under regulation 2.4 where it considers that suspension is necessary in the interests of WHA and/or its members.

**2.8** Where a complaint, other than a minor complaint, is referred to the Judicial Committee, the Judicial Committee will provide information about the complaint to the member or supporter being complained about. The member or supporter being complained about will have the opportunity to have their response considered by the Judicial Committee. Any written complaint or any response to a complaint may be submitted to WHA on behalf of a member or supporter, by the school or club they are associated with. The school or club submitting a complaint or response to a complaint on behalf of a member or supporter must provide the name or names of the member or supporter they are representing.

### **3. APPEALS**

A determination of the Judicial Committee may be appealed to the WHA Board within 14 days notice of the Judicial Committees determination.

## WHA Game Related Judicial Complaints Process



## **APPENDIX ONE**

### **Guidelines to Complaints Procedure**

#### *Has a complaint been laid about you?*

Any person is entitled to lay a complaint. This does not mean that the person being complained about is guilty. The process requires us to be fair and consider carefully each complaint. When we receive a complaint, we will categorise it into one of three groups: minor, further action required or serious.

#### *Minor Complaints*

(Include, but are not limited to, minor infringements, minor misconduct, insufficient information, partly or fully dealt with at the time, vexatious complaint) After investigation (which may involve contacting relevant parties) the Hockey Manager may write to the complainant and state the reason that the complaint has been categorised as minor. Minor complaints, other than those which are found to be vexatious or for which insufficient information is received, will be filed for future reference in the event that a similar complaint is received. The person being complained about is not usually contacted if the complaint is found to be vexatious or where insufficient information is provided.

#### *Further Action Complaints*

(Include but are not limited to, more serious misconduct or umpiring infringements, scoring or timekeeping breaches, unfinancial players, breach of rules, etc) After investigation (which will usually involve contacting relevant parties), the Hockey Manager will refer the complaint to the Judicial Committee. The complainant, the person being complained and other relevant parties may be asked to make a submission. The Committee may also seek further information from the club or school, the umpires or duty umpire or others. The Committee will meet and make a determination. The Committee may decide that no further action will be taken or may impose one or more penalties, which range from warnings and apologies to suspension. Both the complainant and the person being complained about will be informed of the determination.

#### *Serious Complaints*

(Include, but not limited to, very serious misconduct or breach of rules)  
The procedure is the same as a "further action" complaint except that WHA will endeavour to deal with the complaint as quickly as possible.