

## Illawarra Men's Hockey Inc

### Guidelines For Representative Team Managers 2012

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### Requirements

The Team Manager is responsible for all the administration and co-ordination necessary to prepare a team for Championships. The Team Manager is also responsible for all the administration and control of a team whilst attending a Championship.

### OVERVIEW

#### Responsibilities of the Position of Manager

1. Ensure that all players have read, understood and signed the Players' Code of Conduct form. In the case of under age players, parents must also read and sign the document.
2. Strictly adhere to age limits and certain behaviour and restricted substances.
3. Set an exemplary standard of behaviour whilst in control of the team.
4. Ensure players are aware of the consequences if they break any element of the Code of Conduct

#### Duties of a Manager

1. To carry a spare playing strip to championship matches, e.g. socks and blood uniform.
2. To undertake all necessary correspondence between himself/herself, the Coach and the team members to ensure that the requirements both of himself/herself and of the Coach are known to members of the team.
3. To ensure that all players and other personnel accompanying the team have medical cover and to have on file adequate medical background information on all members (e.g. allergies to bee stings, antibiotics, asthma, etc) and family contacts.

4. Attend the Managers' meeting prior to the championship and then become acquainted with all rules and requirements affecting any match in which the team is taking part and be responsible that all such rules are known and understood by every member of the team and that requirements are fulfilled.
5. Be responsible for the discipline of the team and team umpire, its members and any person travelling with the team, and for their conduct both on and off the field, and to make such rules as considered necessary to ensure that the standards expected of our representatives are maintained at all times.
6. Have thorough knowledge of the current Hockey Australia Doping Policy (Attached) and ensure that all players are fully aware of the obligations and consequences in regards to this policy and that no medications are administered to the players by anybody without consultation with the Manager.
10. Have thorough knowledge of the current Hockey Australia Blood Policy (Attached).
11. On completion of the championship submit a written report on all matters concerning the championship and the team, Report behaviour of players on and off the court, the coaches achievements and the umpire achievements. This report will be done 2 weeks after the event and sent to the Rep Team Director.

## **Information Guide**

### **Uniforms**

Uniforms must be worn as instructed by the Team manager.

Manager must insure that every player has If required.

1. Alternate uniform top and shirt/ Shorts
2. Alternate socks.
3. Uniforms washed each day if possible

### **Payments**

Illawarra will advise all players of total costs.

### **Fitness of players**

1. A Player must notify the manager if she has an injury at time of trail /or selection of team
2. A player must notify the manager if she gains an injury at training
3. A fitness test by all players may be required before a player can represent in an Illawarra team. The fitness test may be taken 1 week to the championship. The coach may ask for a fitness test of a player any time.
4. If a player does not disclose his/her injury to the manager he/she may be dropped from the team and a cost may occur.

## **General Checklist for Team Manager**

### **Prior to Selection Day**

Prepare information to hand out to players. This will include:

- Dates and locations of designated training sessions.
- Name, address and phone number for Manager and Coach;
- Dates and location of tournament/championship;
- Dates for departure and return;
- Name, address and contact details for team accommodation.
- Code of Conduct contract
- Medical Information Sheet

### **Preparation**

Attend all training sessions - be actively involved - help gather balls - make encouraging calls, etc.

Familiarise yourself with all team members ensuring you allow fair and equal time to all players

Liaise with Coach.

When you have knowledge of the players, organise and allocate rooms - perhaps randomly to avoid cliques.

Player not to be roomed with club mates if possible (Not compulsory)

Be available and approachable to all players.

Ensure that all players have adequate medical cover.

Undertake any necessary correspondence and forward a copy the Rep Team Director.

Ensure players know expectations of behaviour. (Code of Conduct)

Ensure that the Team Captain/s is aware of the protocol for making speeches at the conclusion of the championship if successful.

Ensure that all players adhere to agreed dress standards during transit.

That all players wear walk out uniform on bus and at all times when not playing at the tournament venue when not a motel.

### **At the Tournament/Championship**

Attend the Manager's Meeting.

Familiarise yourself with the rules of the tournament/championship.

Fill out any player sheets required by the Technical staff, making sure you check with the coach, who is taking the field in the starting line up each game. Hand form in 30 minutes prior to game or as directed.

Ensure player's sticks are in one place for measuring with the ring, if required.

The Manager must remain near the technical delegates during the match.

Ensure that only team personnel are in the bench area and ensure that behaviour is suitable.

Ensure team captain/s have identification.

At the conclusion of the match the manager is required to sign the playing card. Therefore, ensure all recorded details are correct.

Players are requested to leave the bench areas promptly. It is the manager's responsibility to ensure the bench area is left clean and tidy.

Ensure there is not outside interference with the team in achieving its objectives. Talk to relatives and friends, if necessary.

Ensure ice is available at the fields/courts for injury.

Co-ordinate team meetings with the coach, team captain/s and vice captain.

Be responsible for the discipline of the team, on and off the field/court.

Ensure all accommodation needs are met. Ensure suitable cooking and or eating and laundry facilities are practical.

Care for the health and welfare of the team. Ensure you relate to all the players. Visit rooms regularly, to ensure everyone is comfortable both physically and socially.

Depending on the age of the team and the duration of the tournament/championship, you may arrange activities for the team i.e. dress-up dinners, movies, picnics, mini-golf, swimming, etc.

Advise the Rep Team Director of any problems, which may be detrimental to the team.

### **After the Tournament / Championship**

Submit a report of the tournament/championship to the Rep Team Director. Suggested for inclusion is the following:

- General information, which includes team preparation, administration and organisation;
- Travel and accommodation;
- Gratitude towards other team personnel and management;
- General behaviour of team members;
- Recommendations for future tournaments/championships. Make positive statements or suggestions to help us improve the current system.

## **Procedures for use in the Case of Having to Send a Player Home from a Tournament/Championship**

Manager is to ring the Rep Team Director to advice of name of player and circumstances leading to dismissal.

The Manager to escort player to Train/Bus Station and make sure the player boards the Bus/Train.

The Rep Team Director will advise parents of details of cost and arrival time, and it is their responsibility to pick the player up from the Station or Terminal.

If Parent is at tournament they will be handed over to parent and asked not to approach the team

## MEDICAL HISTORY

<b>Player's Name:</b>		<b>Team:</b>	
Medicare Number:			
Are you covered by a Private Health Fund? (If yes, which fund)			
Name of Emergency Contact:			
Address of Emergency Contact:			
Telephone Number of Emergency Contact:			
<b>MEDICAL PRACTITIONERS</b>			
Doctor:		Dentist:	
Address:		Address:	
Telephone:		Telephone:	
Contactable at all times?	YES/NO	Contactable at all times?	YES/NO
<b>CURRENT HISTORY</b>			
Blood Group:		Do you object to transfusions?	
<b>ARE YOU SENSITIVE TO:</b>		(Please circle and state type)	
a) Drugs: (eg Penicillin)		YES / NO	
b) Food: (eg Seafood)		YES / NO	
c) Insect Bites: (eg Bees)		YES / NO	
<b>DO YOU SUFFER FROM:</b>			
a) Anaemia		g) Epilepsy	
b) Asthma / Bronchitis		h) Heart problems	
c) Diabetes		(Please state condition)	
d) Fainting Turns		l) Concussion	
e) Hay Fever		j) Other (please specify)	
f) Severe Headaches			
<b>DO YOU WEAR:</b>			
a) Glasses	YES/NO	b) Contact Lenses	YES/NO
<b>HAVE YOU SUSTAINED:</b>			
a) A fracture in the last three years? (If YES, where)			
b) A dislocation? (If YES, where)			

c) Joint pain resulting from playing/training? (If YES, which joint)

To the best of my knowledge, all information contained on this sheet is correct.  
(Persons under the age of 18 must obtain signature of parent/guardian)

**Name:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**PERMISSION FORM**

I, the undersigned authorise the Manager or Coach to take such steps as they, in their discretion, may deem necessary to seek medical assistance and/or treatment if required and I agree to pay the cost of such services or treatment.

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

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



## **CODE OF BEHAVIOUR – STATE CHAMPIONSHIPS**

**Insert all paperwork for championships.**

**attached HNSW Code of Conduct form**

## CODE OF CONDUCT FOR UMPIRES

### OFFICIATING AT HOCKEY NSW TOURNAMENTS

Associations are requested to ensure that every umpire attending any HOCKEY NSW Inc. Championship/Regional Tournament is issued with a copy of this Code of Conduct and advise their umpires that they must adhere to this Code.

1. **All umpires** must attend in full uniform, that is black skirt/tailored black trousers, dedicated umpire shirt and black socks. (This is the only acceptable uniform for tournaments). Black shoes are preferable but not essential. It is preferable for all umpires to wear caps/sunshades rather than very dark glasses, in order that your co-umpire is able to make eye contact with you when required.
2. It is the responsibility of the umpires to familiarise themselves with the current rules of the game and the current directions to umpires, **prior to presenting** at the Tournament.
3. All umpires must attend the **Umpires Briefing** which is held 30 minutes prior to the first game on the first day of the Tournament. There will be a roll-call conducted followed by **important** discussions on the current rule interpretations/directions. **This meeting is to be attended by all umpires including player/umpires (no exceptions).**
4. All umpires are under the control of the appointed Umpires' Manager for the Tournament throughout its duration.
5. It is the responsibility of the umpires to acquaint themselves of the appointments for the Tournament games. The Umpires' Manager will have a copy of the appointments on display after the Briefing Meeting. For the appointments for subsequent days, the Umpires' Manager will display the appointments for the first two games for the following day, during the afternoon of the first day, and the remainder of the next day's appointments will be available at the first game of the second day. Always check appointments before you leave the grounds each day.
6. At State Championships. Matches may be played on the Friday night – If you're Association is drawn to play on Friday night, and then you are likely to be needed to umpire that night.
7. Wherever possible umpires will be assessed on their matches and, in situations where it is not possible for the assessor to speak to the umpire immediately after the game, it is the umpire's responsibility to seek out the assessor during the day to receive your assessment/coaching/feed back. Should you not be aware of the name of your assessor for that game, please ask the Umpires' Manager and you will be assisted.
8. Remember you belong to a **TEAM** of Umpires and should act accordingly. As a member of this **Team** you are not to openly discuss/criticise any of your co-umpires with any other person accept the Umpires' Manager in a private session. Give your Team members respect at all times.
9. When officiating, respect the rights and dignity of the players and speak to them in the manner, which you would have them speak to you. Display control, respect and professionalism at all times and maintain the dignity of the Umpiring Team.
10. When presenting for a Tournament, ensure that you are fit and capable of being able to keep up with the play in the required manner to make the right decisions in all circumstances. Ensure that you warm up before taking the field.
11. Remember it is your duty to ensure that every game is as pleasant as possible for the players and that you are there to facilitate the game and ensure that it is safe and fair for everyone.

12. Prior to each match, you should meet with your co-umpire and have a pre-match discussion on rules interpretations, area of control, etc., so that you are both familiar with what your partner will do in any given situation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Player's Signature)

\_\_\_\_\_  
(Witness' Signature)

\_\_\_\_\_  
(Witness' Printed Name)

## CODE OF BEHAVIOUR – STATE CHAMPIONSHIPS Parents

This Code is to be completed by all IWHA Parents. It is to be signed by each parent and handed to the team manager before the commencement of the relevant Age Group State Championship.

Name:

As the parent of \_\_\_\_\_ (insert players name) I will observe the following Code of Behaviour:

### As a parent I will:

1. Remember that children participate in sport for their enjoyment, **NOT** yours.
2. Focus on the children's efforts and performance rather than winning or losing.
3. Encourage children to always to play according to the rules and to settle disagreements without resorting to hostility or violence.
4. Support all efforts to remove verbal and physical abuse from sporting activities, whether it is against players or officials.
5. Respect all officials' decisions, whether they are right or wrong in your opinion, and teach your children to do the same.
6. Show appreciation for volunteer officials and administrators – without them, your children could not participate.
7. Respect the rights, dignity and worth of all young people.
8. Parents must not disturb any player while they are playing or with the coach at the games. If they need to speak to a player they must approach the Manager at all times first.
9. All medication is to be given to the manager in a clearly marked plastic bag with the players name, time and dose to be taken. This will be given to the Manager on the day of departure.
10. If parents are in the same motel they must not approach the players with out first talking to the Manager.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Player's Signature)

# Hockey Australia Inc Anti-Doping Policy

## Position Statement

The only legitimate use of drugs in sport is under supervision of a physician for a clinically justified purpose. This policy prohibits classes of substances and doping methods in recognition of their performance enhancing effects contrary to the ethics of sport and the potential harm to the health of athletes.

Athletes, their coaches and physicians must take every care to ensure that the therapeutic use or administration of substances does not contravene this policy.

### 1. Interpretation

1.1 In this policy, the following words have the following respective meanings:

"ACT" means the Australian Sports Drug Agency Act 1990 (Cth).

"AGGA" means the Australian Commonwealth Games Association

"Agency" means any agency (including ASDA) which conducts Testing of Athletes for the detection of Doping whilst and so long as such Testing is conducted substantially in conformity with the procedures of FIH, or if FIH does not provide for such procedures or during the Olympic Games, then in conformity with the Code.

"Anti-Doping Control Officer" means the person appointed or persons deemed to be appointed as such by HA pursuant to clause 3.4.

"AOC" means the Australian Olympic Committee Inc.

"AOC Secretary General" means the Secretary-General of the AOC.

"ASC" means the Australian Sports Commission.

"ASDA" means the Australian Sports Drug Agency established under the Australian Sports Drug Agency Act 1990.

"Athlete" means:

(1) Any person:

(a) Competing, or

(b) Who in the previous (12) months has competed in any competition under the control or auspices of HA, or

(2) Any person:

- HA? (a) Using, or  
(b) Who in the previous (12) months has used the facilities of  
Unless retired from competition pursuant to clause 15.
- "CAS" means the Court of Arbitration for Sport (Oceania Registry).
- "Code" means the Olympic Movement Anti Doping Code as in force from time to time or any subsequent anti-doping ode adopted by WADA and the IOC.
- "Doping," means:  
(1) The presence, in a person's Sample, of substances belonging to classes of pharmacological agents; or  
(2) The use of the various methods;  
Prohibited by FIH, or if FIH does not prohibit substances and/or methods or during the Olympic Games, then such substances, methods and classes of drugs described in Chapter II of the Medical Code.
- "Doping Offence" means and includes:  
(1) Doping  
(2) The refusal to provide a Sample for testing upon request by a Responsible Authority or Agency;  
(3) Trafficking, or  
(4) (A) aiding, abetting, counselling or procuring;  
(b) Inducing (whether by threats or premises or otherwise);  
(c) Being in any way, whether directly or indirectly, concerned in, or a party to; or  
(d) Conspiring with any other person to effect any of the practices described in paragraphs (1) - (3) of this definition.
- "FIH" means the Federation Internationale of Hockey.
- "HA" means Hockey Australia Incorporated.
- "IOC" means the International Olympic Committee being an association created by the Congress of Paris of 23 June 1894 and which is entrusted with the control and development of the modem Olympic games pursuant to the Olympic Charter.

- "Member" means:
- (1) Any person who, or body which is, a member of HA;
  - (2) Any person who, or body which is, affiliated to HA;
  - (3) Any person who is a member of a body which is a member of or affiliated with HA; and
  - (4) Any person taking part in, or involved in or associated with any sporting activity conducted, authorised or recognised by HA, whether as an Officer or as an Official or otherwise.
- "Officer" mean all persons who administer, manager, assist or are otherwise involved in the sport of hockey other than as an Athlete or Official.
- "Official" means all persons who administer, manage, coach, assist or are otherwise involved in the sport of hockey other than as an Athlete or as an Officer.
- "Olympic Charter" means the Olympic charter of the IOC or any amendment or modification thereto or replacement thereof.
- "Positive Test Result" means a notice from an Agency of Doping.
- "Responsible Authority" means FIH, AOC, ACGA, the IOC, the ASC, the Australian Institute of Sport, Sporting Organisations, State Academies and Institutes of Sport and State Sporting Associations.
- "Sample" means human biological fluid or tissue.
- "Sporting Organisation" means any body controlling a branch of sport, whether within Australia, overseas or internationally and recognised by the IOC, or the ASC.
- "Testing," means the requesting, collecting and analysis of Samples for Doping.
- "Trafficking" means:
- (1) Manufacturing, extracting, transforming, preparing, storing, expediting, transporting, importing, transiting, offering (whether subject to payment or free of charge), distributing, selling, exchanging, brokering, obtaining in any form, prescribing, commercialising, making over, accepting, possessing, holding, buying or acquiring in any manner the products or substances which are prohibited under this policy;
  - (2) Acting in the above respect, financing or serving as an intermediary for the finance of the latter, provoking in any way the consumption or

use of such products or prohibited substances or establishing means of procuring or consuming such substances; or

- (3) Being concerned or involved in methods which are prohibited by this policy;

Other than in the course of the legal exercise of professional medical, pharmaceutical or analogous activities provided that a person, other than an Athlete, may rebut the presumption of trafficking arising out of mere possession of a substance prohibited under this policy if that person proves to the satisfaction of CAS that the substance was solely for personal use.

"WADA" means the World Anti-Doping Agency being a Foundation constituted under the Swiss Civil Code in Lausanne on 10 November 1999 and any Agency contracted by WADA.

## 1.2 In this Policy:

- (1) Reference to:
  - (a) The singular includes the plural and the plural includes the singular; and
  - (b) A person includes a body corporate; and
  - (c) A State includes a Territory.
- (2) If a person or Member to whom this policy applies consists of more than one person, then this policy binds them jointly and severally.
- (3) The Position Statement and headings are for convenience only and do not form part of this policy or affect its interpretation.
- (4) "Including" and similar words are not words of limitation.
- (5) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.

## 2. Application of Anti-Doping Policy

### 2.1 This Policy applies to:

- (1) Athletes, whether in or out of competition;
- (2) Members;
- (3) Officers and Officials; and
- (4) All persons involved in Trafficking.

### 2.2 Sanctions are applicable in the event of any infraction of this policy.



### 3. Obligations

3.1 All Athletes must give Samples for Testing at the request of an Agency.

3.2 Every person or body to whom this policy applies must not commit a Doping Offence.

3.3 HA:

- (1) Will comply with the anti-doping policy of FIH;
- (2) Will comply with the Code (to the extent that it is not inconsistent with the anti-doping policy of FIH);
- (3) Will comply with the anti-doping by-law of the AOC (to the extent that it is not inconsistent with the anti-doping policy of FIH);
- (4) Permits and authorises ASDA to attend competitions conducted by it or under its auspices to obtain Samples for Testing;
- (5) Permits and authorises ASDA to obtain Samples for Testing from Athletes out of competition and will provide reasonable assistance for this purpose;
- (6) Requires and will cause Athletes and Officials to permit ASDA or other Agency to collect Samples for Testing and provide reasonable assistance for this purpose. This assistance includes the prompt, complete and correct advice of the address and contact details of any Athlete as known to HA or a Member together with any other information requested by ASDA or any other Agency relevant to the collection of Samples;
- (7) Uses ASDA to conduct any additional test in Australia and at the expense of HA:
- (8) Permits and assists FIH and any Agency appointed by FIH to obtain Samples from Athletes for Testing;
- (9) Will implement and administer this policy promptly and without favour or discrimination to the satisfaction of the ASC
- (10) Subject to any applicable law to the contrary, will require ASDA or any other Agency conducting Testing of Athletes to notify the Chief Executive Officer of the ASC of:
  - (a) All positive results of that Testing;
  - (b) The results of all Testing conducted at the direction of HA
  - (c) The results of such other Testing as advised by the Chief Executive Officer of the ASC from time to time; and
  - (d) Any refusal to provide a Sample upon request.

- (11) Subject to any applicable law to the contrary, will promptly notify the AOC of the imposition of any sanction on:
- (a) Any person under this policy; or
  - (b) Any Athlete, Official or person under its authority or control under the anti-doping policy of FIH.
- (12) Will provide assistance and information to the AOC as requested by the AOC Secretary-General to enable the AOC to properly implement its anti-doping by-law.

3.4 HA will appoint an Anti-Doping Control Officer who will be responsible for performing the obligations set out in clause 3.5 of this policy. Unless otherwise determined, the Chief Executive of HA will perform the role of Anti-Doping Control Officer.

3.5 The obligations of the Anti-Doping Control Officer are:

- (1) To ensure HA complies with its obligations to the ASC, FIH and AOC pursuant to their respective anti-doping policies
- (2) Without limiting the obligations under paragraph (1):
  - (a) To notify Athletes they are liable for selection to provide Samples for testing whether in Australia or overseas
  - (b) To arrange for completion and return of forms required for the purposes of ASDA or any other Agency at the request of the FIH, ASC, ASDA or other Agency;
  - (c) To submit this anti-doping policy and any other amendments thereto to the ASC for approval and consistency with the anti-doping policies of FIH and the ASC;
  - (d) To advise promptly the ASC of the anti-doping policy of FIH and any changes thereto within 48 hours of HA becoming aware of such changes
  - (e) To notify promptly the ASC of any circumstances which may be or are an infraction of this policy and/or the anti-doping policy of the ASC including:
    - i. The name of any Athlete who return a Positive Test Result and details of that result;
    - ii the name of any person who HA or any of its Officers, knows or reasonably suspects of having committed an infraction of this policy or the Anti-Doping Policy of the ASC and all relevant circumstances of that possible infraction; and
    - iii the address of the Athlete or person concerned which is last known by HA;

- 3.6 A person uses a prohibited substance for a therapeutic purpose if:
- (a) The person has provided written notice prior to testing from a registered medical authority for the therapeutic use of the prohibited substance
  - (b) The level of the prohibited substance in the sample is consistent with the approved therapeutic use; and
  - (c) The therapeutic use of the prohibited substance is not inconsistent with the FIH policy.

#### 4. Testing

##### 4.1 Testing of Athletes must be conducted:

- (1) Substantially in conformity with the requirements of FIH;
- (2) If FIH does not prescribe any such requirements or during the Olympic games, then substantially in conformity with the Code; or
- (3) In the case of ASDA conducting government funded tests pursuant to the Act, in conformity with the Act.

4.2 Minor irregularities, which cannot reasonably be considered to have affected the results of otherwise valid tests, will have no effect on such results. Minor irregularities do not include the chain of custody of the Sample, improper sealing of the container(s) in which the Sample is stored, failure to request the signature of the Athlete or failure to provide the Athlete with an opportunity to be present or be represented at the opening and analysis of the 'B' Sample.

#### 5. Infractions

5.1 The commission of a Doping Offence is an infraction of this policy.

5.2 Without derogating from obligations under the anti-doping policy of FIH, it is the obligation of each person to whom this policy applies to inform himself of all substances and methods prohibited under this policy. It is not a defence to any claim that a person has breached this policy for that person to contend:

- (1) Ignorance that a substance or method is prohibited;
- (2) An honest and reasonable, but mistaken, belief that a substance or method is not prohibited under this policy;
- (3) Lack of intention to use or administer a prohibited substance;
- (4) Inadvertent use or administration of a prohibited substance;
- (5) That the substance or method in question did not enhance the performance of the Athlete concerned or was otherwise not performance enhancing.

#### 6. Advice of Alleged Infraction

Where HA has requested an Agency to conduct Testing of Athlete, the Agency requested will notify:

- (1) The Anti-Doping Control Officer; and
- (2) The Chief Executive Officer of the ASC (subject to any law to the contrary);

Of the names and results of Athletes who return a Positive Test Result or who fail to comply with the requirement to provide a Sample for Testing.

## 7. Infraction Notice

7.1 As soon as possible after the Anti-Doping Control Officer has received notification or they believe on other grounds that a person may have committed a Doping Offence, they will give to the person an infraction notice, together with a copy of this policy.

7.2 The infraction notice given pursuant to clause 7.1 must:

- (1) Be in writing and be delivered to the person's address as last known to HA
- (2) Set out the nature and particulars of the alleged Doping Offence
- (3) Set out the sanction that may be imposed under this policy should the Doping Offence; and
- (4) State that:
  - (a) The person may, by notice in writing to be received by the Anti-Doping Control Officer within 14 days of the date of the infraction notice, require HA to refer the matter to the CAS for a hearing
  - (b) In the absence of such notice to the Anti-Doping Control Officer, the person will be deemed to have committed the Doping Offence and will be subject to sanction in accordance with clause 8; or
  - (c) The person may admit to the Doping Offence.

7.3 In the event that the person notifies the Anti-Doping Control Officer that they require a hearing pursuant to clause 7.2(4)(a), the Anti-Doping Control Officer must so refer the matter to the CAS for a hearing to be conducted pursuant to clause 9.

7.4 In the event that the person who has been sent an infraction notice pursuant to clause 7.2:

- (1) Does not notify the Anti-Doping Control Officer within 14 days of the date of infraction notice that they require HA to refer the matter to the CAS for hearing; or
- (2) Notifies the Anti-Doping Control Officer that they committed the Doping Offence

The person will be deemed to have committed the Doping Offence and the relevant sanction pursuant to clauses 8.1 and 8.2 will be automatically applied including the repayment of all grants to the Athlete by HA.

Where discretion as to sanction is involved, or where the Anti-Doping Control Officer is of the view that an increased sanction under clause 8.3 ought be imposed, and then HA will refer the matter solely on the question of the applicable sanction to the CAS for a hearing to be conducted pursuant to clause 9.

7.5 Where a person is deemed to have committed a Doping Offence under clause 7.4, the Anti-Doping Control Officer will inform the person by notice in writing of the recording of the Doping Offence and the sanction imposed.

7.6 A person who receives notification pursuant to clause 7.5 may also apply to CAS to have the Doping Offence and the sanction imposed set aside. As a preliminary issue to any hearing, the person must first establish to the satisfaction of CAS that he or she was unaware of the infraction notice sent to him or her or the contents thereof and, as result, did not request the matter be referred to the CAS for a hearing. Should CAS be so satisfied, CAS will then proceed to hear the matter as if the person had requested it be referred to it for hearing.

## 8. Sanctions

8.1 An Athlete who is found to have returned a Positive Test Result for Doping will:

- (1) Unless otherwise determined by the CAS, be required to repay to HA all funding and grants received from HA since the earlier of the implementation of this policy or the occurrence of the Doping Offence; and
- (2) Have all awards, placings and records won from the date of occurrence of the Doping Offence withdrawn; and will be
  - (a) Ineligible for membership of, or selection by HA in, any Australian Representative Team;
  - (b) Banned from competing in any events and competitions conducted by or under the auspices of HA;
  - (c) Ineligible to receive, directly or indirectly, funding or assistance from HA; and
  - (d) Ineligible to hold any position with HA;

For the applicable period described in clause 8.2 and may be required to undergo counselling.

8.2 The applicable period for paragraphs (a) - (d) of clause 8.1 are:

- (1) For a first infraction other than in the cases provided in paragraph (2) - suspension for two years

- (2) For a first infraction in cases of a Positive Test Result for ephedrine, phethylpropranolamine, pseudoephedrine, caffeine, strychnine and related compounds suspension for a maximum period of three months;
- (3) For a subsequent infraction other than in the cases provided in paragraph (4) - suspension for his or her lifetime;
- (4) For a second infraction in cases of a Positive Test Result for ephedrine, phethylpropranolamine, pseudoephedrine, caffeine, strychnine and related compounds - suspension for two years; and
- (5) For a subsequent infraction in cases of a Positive Test Result for ephedrine, phethylpropranolamine, pseudoephedrine, caffeine, strychnine and related compounds - suspension for his or her lifetime.

8.3 Where an Athlete has refused to provide a Sample for Testing, or has returned a Positive Test Result, for in-competition testing, all results of the team's matches played in the tournament will be struck from the records. (The final rankings of the other participating teams will remain unaltered). For a first infraction, the team may be suspended from participation in HA sanctioned events for a period not exceeding two years. For a second infraction, the team may be suspended from participation in HA sanctioned events for a period not exceeding five years.

8.4 Where an Athlete or person is found to have committed a Doping Offence other than a Positive Test Result, they will be subject to at least the same penalties as described in clauses 8.1 and 8.2, provided that such penalties are a minimum only and may be increased to the circumstances and culpability involved.

8.5 The above sanctions may be applied to a person regardless of any sanction or penalty, its duration or timing or whether current or past, imposed by any Responsible Authority provided that:

- (1) In accordance with clause 12, HA and CAS will recognise previous sanctions imposed by any Responsible Authority to determine whether the infraction is a first or second offence, provided that the event which resulted in the sanction imposed by the Responsible Authority would be an infraction of this policy if this policy had applied to that event; and
- (2) In the event that a Responsible Authority has imposed a heavier sanction than that imposed pursuant to clauses 8.1 and 8.2, the CAS may impose the same sanction imposed by that Responsible Authority.

8.6 Where the rules of FIH provide for a lesser sanction in respect of a Positive Test Result for cannabinoids, local anaesthetics, corticosteroids or beta-blockers, then that same sanction will be substituted for the sanctions described in clauses 8.1 and 8.2.

8.7 Notwithstanding clauses 8.1 - 8.5, the CAS has an overriding ability under clause 9.5 to reduce the sanction imposed in respect of a Positive Test Result.

## 9. CAS Hearing

9.1 A hearing under this clause 9 will be conducted pursuant to the Code of Sports-Related Arbitration. All parties to any such hearing may appear in person (or if a

body corporate to be represented by any of its officers) or to be represented by their legal representative.

9.2 Where the alleged Doping Offence arises out of a Positive Test Result, the CAS may only determine that a Doping Offence has not occurred if the Athlete establishes on the balance of probabilities that:

- (1) The Sampling or Testing procedure was not conducted in accordance with this policy
- (2) The Samples which led to the Positive Test Result were not those of the Athlete; or
- (3) The Samples, which led to the Positive Test Result, were so contaminated as to affect the result of the test

Or any combination of these factors.

9.3 In all other instances of alleged Doping Offences where CAS is to determine whether or not the Doping Offence has been committed, HA bears the onus of establishing on the balance of probabilities that the Doping Offence has been committed.

9.4 Subject to clauses 9.5 and 9.6, if the CAS determines that a person has committed a Doping Offence as detailed in the infraction notice, it will impose on the person the relevant sanction pursuant to clauses 8.1 to 8.4 and determine whether the person ought repay all or part of all grants paid to them by HA.

9.5 In any hearing of the kind referred to in clause 9.2, the CAS may reduce the sanction (but not overturn the Doping Offence) only if the Athlete establishes on the balance of probabilities that extenuating circumstances exist and that as a result of those extenuating circumstances the sanction should be reduced.

For the purposes of this clause, "extenuating circumstances" means circumstances where the Athlete:

- (1) Did not know or suspect that the relevant substance was prohibited and had no reasonable grounds to know or suspect the substance was prohibited; or
- (2) Did not know that they had taken or been administered the relevant substance, provided they had acted reasonably in all the relevant circumstances.

9.6 The CAS may impose a sanction greater than specified in clause 8.3 if it is satisfied on the balance of probabilities that it is appropriate to do so in all the circumstances (including the need to fight against the use of drugs in sport and for HA to lead that fight by example).

9.7 In any hearing by CAS:

- (1) CAS will decide according to the laws applicable in Victoria

- (2) HA will bear the costs of CAS but each party will bear their own representation costs of the hearing;
- (3) The hearing will not be confidential and the provisions of R43 of the Code of Sports-Related Arbitration regarding confidentiality will not apply; and
- (4) The CAS award will be made public, except in exceptional cases at the direction of CAS.

## 10. Appeals from Decisions of the CAS

- 10.1 A person (including HA) aggrieved of a decision of the CAS under this policy may appeal that decision to the CAS. An appeal may be against the finding that a Doping Offence has occurred, the sanction imposed or both.
- 10.2 Any appeal from a decision of the CAS must be solely and exclusively resolved by the CAS. The decision of the CAS will be final and binding on the parties to the appeal and no person (including HA) may institute or maintain proceedings in any civil court or tribunal other than the CAS.
- 10.3 An appeal will be a rehearing of the matters appealed against and the provisions of clause 9 will apply, mutatis mutandis, to any appeal to the CAS.

## 11. Notification

- 11.1 Upon the imposition of a sanction under this policy, the Anti-Doping Control Officer will send details of the Doping Offence and the sanction imposed to:
  - (1) FIH;
  - (2) The AOC;
  - (3) The Agency (ies) (if any) concerned in the incident
  - (4) ASC; and
  - (5) Any other person or organisation the Anti-Doping Control Officer believes should be informed.
- 11.2 If on appeal the CAS overturns the finding that a Doping Offence has occurred or alters the sanction imposed, the Anti-Doping Control Officer will advise the decision to all those persons notified of the initial imposition of the sanction pursuant to clause 11.1.

## 12. Recognition of Other Decisions

- 12.1 HA will recognise any finding and sanction of a Responsible Authority that a person has committed an infraction of the anti-doping policy that Responsible Authority, provided that infraction of the anti-doping policy would also have been an infraction of this policy.



12.2 Where clause 12.1 applies, the provisions of this policy will apply to that infraction.

### 13. Disputes

The CAS according to the Code of Sports-Related Arbitration must solely and exclusively resolve any dispute regarding the construction and/or application of this policy. The decision of the CAS will be final and binding on the parties concerned and no Athlete or person may institute or maintain proceedings in any civil court or tribunal other than the CAS.

### 14. Review of Doping Offence

If a person recorded as having committed a Doping Offence is subsequently found not to have committed that Doping Offence or is otherwise cleared or pardoned of any relevant wrongdoing by:

- (1) The CAS; or
- (2) FIH;

HA will overturn the Doping Offence and any sanction that had been imposed as a result of that Doping Offence and the Anti-Doping Control Officer will advise this fact to those persons notified of the Doping Offence pursuant to clause 11.1.

### 15. Retirement

15.1 An Athlete who wishes to retire from competition must give HA notice in writing. This notice will not excuse the Athlete from having to give a Sample for Testing where prior notification has been given to the Athlete, nor will it serve to negate the results of the Testing of any Sample already given or the results of such Testing.

15.2 Subject to clause 15.3, upon giving a notice under clause 15.1, the Athlete will thereafter be ineligible to compete for a minimum of 2 years from the date of receipt of the retirement notice by HA.

15.3 At any time beginning in the year after the retirement date the Athlete may seek reinstatement by written request to HA, at which time the Athlete will again be subject to the provisions of this policy. Reinstatement will not be automatic and the Anti-Doping Control Officer may require the Athlete to provide a Sample for Testing prior to any decision being made by HA as to the Athlete's reinstatement. If HA reinstates the Athlete, then during the ensuing 6 months from the reinstatement the Athlete will be eligible to compete in domestic competitions only and may be subject to further Testing at the discretion of the Anti-Doping Control Officer.

15.4 The CAS may authorise an Athlete to be reinstated or to compete in international competitions before the expiry of the relevant time periods described in clause 15.3, upon the Athlete demonstrating his or her retirement was not motivated in any way by an attempt to avoid Testing.

### 16. Review of Sanction

- 16.1 Where a person to which a sanction has been applied under this policy in respect of a Doping Offence (including any preceding HA anti-doping policy) has new and relevant information concerning the subject Doping Offence, they or it may make written application to the Anti-Doping Control Officer setting out the grounds for a possible review of that sanction.
- 16.2 The Anti-Doping Control Officer will consider the application and:
- (1) After first consulting with any other Sporting Organisation which has a current sanction over the person; and
  - (2) With the prior approval of the Chief Executive Officer of the ASC;
- Determine whether to review any sanction imposed under this policy and may alter a sanction imposed previously including a reduction or withdrawal of the sanction.
- 16.3 The Anti-Doping Control Officer will not alter any sanction under clause 16.2 without the prior approval of the Chief Executive Officer of the ASC.
- 16.4 In the event of any alteration to a sanction by HA pursuant to this clause 16, the Anti-Doping Control Officer will promptly notify the person concerned as well as those persons who received notification from him or her of the Doping Offence and sanction.

Adopted as a policy of HA on 20 July 2001

## **APPENDIX 2**

### **Procedures for on Field treatment of Bleeding Wounds During Games**

1. If a player is bleeding he/she should immediately leave the field/court to receive treatment (substitution may be made).
2. The player may return to the field once bleeding has been controlled, wound covered and any blood contaminated clothing changed.
3. If the bleeding player does not leave the field/court voluntarily or when asked the umpire may suspend him/her for misconduct.

### **Recommendations for the Cleaning of the Playing Area**

If an area of the field/court becomes contaminated with blood the umpire must stop the game, blood mopped up and the area washed with soapy water using gloves and a brush or long handled broom and again washed with clean water. (This is the Ground Controller's responsibility).

### **Equipment Required**

Disposable Protective Gloves