

New Zealand Polocrosse Council

By-Laws **(Draft) October 2006**

1. Board Format:

1. Disciplinary Committee –

A disciplinary committee of (3) will be appointed by the Board annually. In the event of the absence of a committee member the convener or their appointee shall appoint a replacement.

2. Umpires Committee –

The Board will appoint (5) people to administrate all aspects of umpiring in NZ Polocrosse. The Board will appoint a chief umpire from this panel. A Board member to be put forward as a convener and chairperson of the panel to act only as chairperson and help implementation of umpires strategic plan for that season.

3. Horse Welfare Officers –

That every Association appoint a Horse Welfare Officer whose duties are to observe all aspects of horsemanship at carnivals and report any misdemeanors to the Umpires Committee or to the Disciplinary Committee.

4. Associations – (Minimum requirement for)

- a) Associations must have a minimum of 6 registered players and must field a team at any one of the New Zealand National Fixtures in any one year.
- b) Associations who do not meet this requirement will be relegated to Associate membership.
- c) Associate members will be required to apply to NZ Polocrosse Board before being re-admitted as a full member of the Council.
- d) Each case will be judged on its own merits and this by-law may be waived at the NZ Board's discretion.

5. Membership Growth–

The Board shall investigate membership and evolve a programme of growth.

6. Coaching Panel -

The Board will appoint a minimum of (3) people for the coaching panel annually to administer the Coaching Syllabus.

2. National Fixtures:

2.1 Team Organisation –

That names of players in playing order, and reserve players be given to Board Secretary at the caravan one (1) hour prior to play commencing on the first day of competition.

2.2 Teams in Wrong Order –

In the event of a team playing in the wrong order they lose that game by default. The game to go full time. The team continues in the competition playing as originally nominated.

2.3 Reserves and Reserve Horses –

a) Before the commencement of a National Fixture each team name their reserve player on the score sheet (as 2.1 above). All reserve players must be ready to go on to the field at any time.

b) In the event of a reserve horse being required only a bonafide horse from the appropriate club or association can be used.

c) Where no more horses are available the team must have the Disputes Committees approval for any horse brought in.

d) Once a team is eliminated from championship play they may use their reserve player.

e) Any player wishing to change a horse between games must get authority from the Disputes Committee.

2.4 Sashes –

There will be runner up as well as winner sashes. Reserve ribbons will be ordered at a later date as necessary.

2.5 Balls –

That 3 Polocrosse balls be on each field at all finals at National Fixtures. Each team to supply a ball for all other games. ie. 2 balls for each game.

2.6 Umpires –

a) Umpires committee to appoint umpires for finals.

b) Umpires are to be in appropriate dress when umpiring, eg white trousers and riding boots, umpires shirts as provided. Umpires must wear helmets.

c) The Chief Umpire to convene a meeting of all umpires immediately before National Fixtures if at all practical.

2.7 Goal Umpires, Time Keepers and Scorers –

- a) The official timekeeper and scorekeeper be allocated a defined area.
- b) Two timers to be used – one official and one back up timer.
- c) Two score sheets to be used – one official and one unofficial.
- d) Two Official persons for each game – one to be official time-keeper and unofficial score; the other to be unofficial time-keeper and official scorer.
- e) Goal Umpires and Time Keepers for finals to be appointed by the Draw Committee.
- f) Liaison Officers are required to submit the names of goal umpires and time keepers to the Draw Committee prior to commencement of the game, they have been appointed to officiate at.

2.8 Alcohol

The drinking of alcohol before and during play by players and game officials will not be tolerated and action will be taken.

2.9 Liaison Officers

Each Association is to name their liaison officer at each National Fixture. He/she is responsible to inform their Association umpires and teams of when and where they are required to umpire or play.

2.10 Division of Profits –

The Board will look to recoup its expenses at all National Fixtures.

2.11 Budgets and Balance Sheets –

An Association or Club hosting a National Fixture is required to present a budget of income and expenditure to the NZ Board prior to the setting of entry fees. A balance sheet is to be presented at the earliest opportunity following the event.

2.12 Organising Venues –

- a) The Board will call for applications regarding National Fixtures. When applications are called for the Board is to ensure even distribution of venue is taken in account.

2.13 Transfer of Players –

- a) A polocrosse player registered with one club and wishing to transfer to another, must notify his/her club and Association three weeks (21) days prior to the transfer being effective, ie being eligible to represent their new club or Association in the Roke & Rockwood Trophies, or the Inter-Association Championships.
- b) Only in special circumstances will dispensation be granted for transfer and not less than five days prior to the competition.
- c) Approval for transfer will be given by the NZ Polocrosse Board subject to approval from the Club the player is leaving.
- d) The club and Association into which the player is transferring shall be responsible to notify the Board three weeks (21) days prior to the transfer being effective.
- e) A transfer fee, to be set by the Board annually, is to be paid with application for transfer during the playing season.
- f) The Board may waive this fee if a player registers with one club/Assn but has not represented that Club/Assn during the season prior to transferring to a new club/Assn.
- g) The Board may waiver this fee if the transfer is to assist in the formation of a new Club which promotes the growth of the sport.

2.14 Selecting Special Prizes –

There are to be two selectors from different Associations for selecting the Best 1, 2, 3 and pony in each division.

2.15 Policy for Defining Best Loser –

- a) In the first instance the closest margin loser goes forward. If the difference be the same for more than one losing team, then the highest scoring losing team of those teams goes forward.
- b) The best loser comes forward with equal rights of any other team. Where possible the best loser plays the top seed, unless they have already played, then they play the second highest seed.
- c) On the losing side of the draw the Draw Committee, at it's discretion, ensures that the teams do not play each other twice.

2.16 Umpires Horses –

At all National Fixtures each team is to supply one suitably experienced Umpires horse to be saddled, bridled and lead onto the ground ready to umpire. Clubs or Associations may supply their own Umpires horse but must notify the Umpires Committee of this half an hour prior to the start of the game.

2.17 Composite Teams –

Composite teams are allowed at National fixtures.

Composite teams will be made up of players who have missed selection from Association teams based on merit, and from Associations with insufficient numbers to mount a team.

Composite players are to be placed into teams by the Board.

A composite team entered into a National Fixtures is to be seeded by the Seeding Committee.

2.18 Dogs –

All dogs are banned from National Fixtures and it is recommended that all clubs follow this example.

2.19 Seeding –

All National Fixtures are to be seeded by the seeding committee with the power to review and make changes if required. (Always remembering rule 3.1 Inter-Association Championships, and rule 5.2 Roke & Rockwood).

The seeding for the Inter-Association Championships is to be based on results from the previous season.

2.20 Policy for Refunds –

There is to be no refunds for teams withdrawing from National Fixtures unless notification is received 10 days prior to the event. This By-law may be waived under exceptional circumstances on application to the Board.

2.21 Entry Fees –

Generally no entry is to be accepted (for National Fixtures) without entry fees, but the Board is empowered, if it is in the interest of a particular competition, to make exception.

2.22 Late Teams –

If any team is more than 5 minutes late at any National Fixture it forfeits the game. The decision to be made by the Disputes Committee. Any team may apply to the Disputes Committee 5 minutes prior to the starting time for an extension of time.

2.23 Bar Managers –

At all National Fixtures the Bar Manager is to be instructed that he/she is responsible for ensuring that the patrons of the bar conduct themselves responsibly and comply with the bar closure times set out in the Liquor Licence.

2.24 Trophy Donors –

People who have donated trophies are to be sent a courtesy letter re National Fixtures. (This should be noted as the Secretary's duty.)

2.25 Round Robin Competition –

In a Round Robin Competition if the game ends in a draw play should continue until the extra goal is scored.

The game is recorded as a draw and the extra goal is noted and used in a goal count back if required.

2.26 Policy for Defining Winners Where Play has Been Abandoned –

Where play has had to be abandoned at the Juniors & Intermediates and Inter-Association championships there will be no prize giving.

Inter-Assn Championships, any seeding results will be carried forward to the following year.

2.27 At all NZ Polocrosse Championship events the Board have complete authority over who comes on the property.

2.28 Late Entries

Late entries should be accepted for Board Run Fixtures. The close off time for late entries should be 7 days prior to the first day's play. Late entries should be set at double the cost of entries received by the due date set by the Board.

2.29 Disputes Committee

A disputes committee of (3) will be appointed by the Board annually.

3. Inter-Association Championships.

3.1 Promotion and Relegation –

The Board has the power of authority of relegation and promotion of teams for the Inter-association Championships.

3.2 Number of Teams and Divisions –

There will be open division/s and ladies division/s.

4. Junior and Intermediate Inter-association Championships:

4.1 Eligibility –

- a) The age of a junior is under 16 years on the first day of January in that year.
- b) The age of an intermediate is 16 years and under 21 years on the 1st day of January in that year.
- c) Dispensation may be granted by the Executive to allow a Junior to play as an Intermediate.
- d) Any team not complying with the rules regarding age limits are to be excluded from the competition.

4.2 New Zealand Junior and Intermediate Squads –

NZ Junior and Intermediate Squads are to be selected at the Championships each year, and teams are to play a game if at all practicable.

4.3 Pony Club Members

At the Junior and Intermediate Championships a bonified registered pony club player be considered as an affiliated member of the New Zealand Polocrosse Council with proof of registration.

5. Roke and Rockwood Trophies:

5.1 Dispensation Committee –

The dispensation Committee for the Roke and Rockwood is to be the Board.

5.2 Seeding –

Due to these being challenge trophies, the holders of the Roke and Rockwood Trophies have automatic right to top seed. (Note National Fixtures By-law 2.19) All other clubs are to be seeded by the seeding committee.

5.3 Venue –

The holders of the Roke Trophy have the right to host the Roke and Rockwood Trophies for the following year.

5.4 Roke Trophy Rules –

- a) The Trophy is to be played for between the first team of each club.
- b) If sufficient numbers are entered there will be a Roke 2nd division.

5.5 Rockwood Trophy Rules –

- a) Teams are to be made up of players who are not in the first six in their club.
- b) If there are less than 16 bona fide teams entered, weaker clubs may apply to the Executive for dispensation up to the time of the closing date for entries.
- c) Any club entering a team can only play it's own registered players.
- d) If the current holder complies with the above rules they have automatic right to defend the trophy.
- e) Participation rules –
 - i) All entries are to be submitted from clubs direct to the Board Secretary by the closing date set down each year.
 - ii) If sufficient numbers are entered there will be a Rockwood 2nd division.
 - iii) The decision of the Board regarding seeding is final.
 - iv) Other than for the rules provided, the competition shall operate in accordance with normal Board operating and/or regulations.
 - v) It is desirable that before any major additional rules are added or rule changes made, the situation be discussed with the donor or his representative.

5.6 Roke and Rockwood Carnival

All teams playing at this weekend to forward prepaid entries.
This carnival weekend to be administered solely by Board.

6. Council Property and Trophies:

6.1 Trophies –

The Board reserves the sole right to alter rules on all present and future trophies, keeping in mind wherever possible that the wishes of the donor be retained.

6.2 Badges and Ties –

a) The Board are to have ties printed with the NZ Polocrosse emblem on them and they are to be of sufficient quality to give away to visiting teams, or for teams going overseas.

b) Badges and ties are to be left in the hands of the Secretary.

6.3 NZ Logo –

The NZ Polocrosse logo is the property of the NZ Polocrosse Council Inc. and is to be used exclusively by them, or under their direction.

6.4 New Zealand Polocrosse Council Inc. Gifts -

Gifts are to be documented and left in the care of those they have been presented to.

6.5 Video Library –

There is to be provision in the NZ Council for a video library of all international Tests. A record of where these videos are held should be kept by the Secretary.

7. Players:

7.1 Affiliations –

- a) All players are to be affiliated to a club and Council prior to playing at a National Fixture.
- b) The Board is to register non-playing members from each association as Associate members of New Zealand Polocrosse Association. The fee is to be set annually by the Board.
- c) Names and addresses of all members are to be forwarded with fees by 30th November each year.
- d) After 30th November new players before playing at a second carnival must become fully affiliated to NZ Polocrosse Council. (Ie: DESCRIPTION OF A NEW PLAYER IS PERSON/S WHO HAS NEVER BEEN AFFILIATED TO POLOCROSSE OR PLAYED IN NZ OR OVERSEAS).
- e) Registration of players, other than at the Junior/Intermediate Championships, must take place 14 days prior to the Roke and Rockwood Trophies and the Inter-association Championships.
- f) Junior and Intermediates be affiliated before playing at the Junior and Intermediates.
- g) Acceptance of late affiliations be at the discretion of the Board.

7.2 Disciplining of Players –

The Disciplinary committee are to action guidelines.

7.3 Use of Faceguards –

Face guards are permitted but they are to be of an approved standard.

7.4 Drug Policy –

Anti-doping policies will be the responsibility of the Board in conjunction with ESNZ.

7.5 Safety Helmets –

As from the 1st November 2002 all players must have an approved safety helmet. Players are responsible for the safety standard of their own helmet. (Helmets should comply with the NZ Safety Standards AUS/NZ)

7.6 Head Injuries –

Any player that sustains a head injury that the Board are aware of must have a doctors clearance before being permitted on the Polocrosse field.

7.7 Eligibility To Represent New Zealand -

Any player who has represented another country has a 2-year stand-down before being eligible to represent New Zealand.

Any other Nationality, other than New Zealand, is required to be a permanent resident in New Zealand for 2 years before becoming eligible.

7.8 Overseas Players – Residential Term –

A residential term of 14 days be set before overseas players who are non New Zealanders can play in a NZ National Fixture. The maximum non NZ players per team is 2.

8. Umpires:

8.1 Umpires Dress –

Umpires are to be in appropriate dress when umpiring, eg white trousers and riding boots. Umpires must wear helmets.

8.2 Use of Two Umpires –

Two umpires are to be used for all games at all carnivals where possible.

8.3 Serious Accidents –

In the case of serious accidents the umpires are required to give a verbal report to the Chief Umpire of the day, on the circumstances leading to the said accident, at the conclusion of play.

Prior to the conclusion of the weekend a full written report is to be done and sent to the Board Secretary, by the umpires, as soon as possible for distributing to Board members.

8.4 Control of Unruly Horses and Players

In the event of any game becoming out of control involving danger to players, horses or spectators, Umpires Committee members have authority to stop the game and take remedial action. This is always to be done consultation with the umpires of the game.

Remedial action could involve any of the following –

- a) Direct umpires to tighten up control of the game.
- b) Speak to the players causing the problems.
- c) Replace one or both umpires with more experienced umpires.
- d) Direct umpires to put a player or players on the sideline for a period.
- e) Direct the umpires to ban a horse for the remainder of the game.
- f) In any other extenuating circumstances Umpires Committee members have authority to take whatever action they deem appropriate ie ground conditions, weather conditions, crowd control or any other unforeseen situations.
- g) In extreme circumstances call the game off.

8.5 Banning of Horses –

- a) Where a horse is banned from a game because of danger to other players and/or horses, it may not be replaced without the permission of the Umpires Committee or their representative.
- b) A horse may only be permanently banned by a majority decision of the five members of the umpires committee.
- c) The owner of a permanently banned horse may appeal to the Board whose decision will be final.

8.6 Umpires Committee Representative –

At any Polocrosse game where no member of the Umpires Committee will be present, if it is deemed necessary, the Chief Umpire may designate a person to act on the Umpires Committee's behalf with afore mentioned authority.

9. National Teams – Overseas Tours and Players:

9.1 NZ Playing Shirts –

After an official test series against other International Teams, NZ Team members shall be permitted to retain one playing shirt.

9.2 NZ Players Horses –

That all future NZ representative players be made aware that they play their horses at their own risk.

9.3 Personal Insurance –

NZ Polocrosse Council Inc. accepts no responsibility for insurance of players, coaches and managers, playing or traveling overseas with National teams.

9.4 NZ Polocrosse Blazers, Jerseys, Emblems etc.

- a) To be eligible to wear a NZ Polocrosse Blazer a player must be selected to play for New Zealand against a Nationally selected team from another country. The Coach, Manager and reserve player of that team also receive a blazer pocket.
- b) The New Zealand Polocrosse Board officers are authorized to wear a NZ Polocrosse blazer in recognition of his/her office.
- c) Approval is also given to the above players/administrators (a & b above) to wear a black jersey monogrammed with the Silver Fern.
- d) That all players, coaches and managers who represent New Zealand against an overseas team in a non test game be presented with a NZ Polocrosse emblem in recognition of their efforts.
- e) To be eligible to wear a silver fern a player has to be selected and play in a test against another country

10. General :

10.1 Association Colours –

Each association is to register their colours to the Board in writing.

10.2 Carnival Dates –

All applications for carnival dates are to be confirmed when called for by the Board.

10.3 Annual General Meeting –

The Annual General Meeting for the New Zealand Polocrosse Council to be held before the end of September.

10.4 Withdrawing Nominations –

Nominations put forward to the Board should not be withdrawn without the approval of the nominating Association or nominee.

10.5 Elected Board Members (Nomination of Candidates)–

- a) Not less than twenty one (21) days prior to the AGM, Associations seeking to nominate a member to fill any position provided for in Rule 8.1 of the constitution shall forward such nomination to the Secretary in writing, in the form prescribed by the Council Board together with supporting Curriculum Vitae.
- b) If a nominated Board Member is a retiring Board Member then a supporting Curriculum Vitae is deemed not to be required.
- c) Not less than ten (10) days prior to the AGM the Board Secretary shall circulate to the Associations and the Board a list of nominees for positions
- d) A summary of each nominee's Curriculum Vitae shall be circulated to the Associations and the Board from the Board Secretary.

10.6 Paying Accounts –

The Secretary and / or Treasurer is given approval to pay day to day accounts.

10.7 Presidents Expenses –

Council is to receive any account submitted by the NZ Council President, regarding expenses for promotion and hosting.

10.8 Annual General Meeting Reports –

Copies of the annual Board report and Audited Financial Accounts are to be sent to Association Secretaries 10 days prior to the AGM.

10.9 Office Bearers not Seeking Re-election –

Present Office Bearers are to let Board Secretary know if they are not prepared to stand for nomination before the Agenda goes out.

10.10 Rule Changes –

Playing rule changes should only be made at the AGM.

10.11 New By-Laws –

As new By-laws are confirmed or existing ones are altered they are to be recorded on the official copy and at least once a year these are to be circulated to Associations asking them to add or alter their copies accordingly.

10.12 Destruction of Horses –

The policy on the destruction of horses at Polocrosse events be as follows-

- a) A horse float to be designated as available at any Polocrosse event at all times for the speedy transportation of an injured horse.
- b) That any injured horse be removed from the playing field and public viewing area as soon as is practicably possible.
- c) In the event of any horse being destroyed attempts will be made to do so, humanely, out of the public view.

10.13 Demonstration Game Rules –

- a) Players and umpires to be dressed in the proper manner.
- b) Teams are to come onto the field together and not ride up and down the sideline.
- c) To further the game of Polocrosse players must play in the spirit they were selected, and give the public a good game to watch.
- d) Players are to ride to the sideline before dismounting.
- e) Umpires decision is final.
- f) Board must be notified about all display games before they take place.

10.14 Selectors, Coaches and Managers of NZ Teams –

Selectors, Coaches and Managers of NZ Teams are to be appointed by the Board.

10.15 Balance Date –

The annual balance date of the NZ Polocrosse Council is the 31 May.

10.16 Life Membership Criteria –

A written citation is to be presented to the Board which must include the following information, where appropriate –

- a) Number of years nominee has been a member of a Polocrosse Club.
- b) Offices nominee has held at club and/or association level and years held
 - President
 - Secretary
 - Treasurer
 - Delegate to Association and / or Council
 - Club Captain
 - Club and/or association umpire
 - Club and/or association selector and/or coach
 - Years as active playing member and non-player
 - Any other activities at club or association level
 - Years representing association at championships
- c) Offices nominee has held at Council or Board level and years –
 - Councilor or Board member
 - International delegate
 - Years representing NZ as a player, selector, coach and / or manager
- d) Is nominee still associated with Polocrosse, and is he/she an affiliated member to a Club/Association/Council.
- e) General
- f) Is nominee willing to be a Life Member of the New Zealand Polocrosse Council (Inc)

10.17 Carnival Levy –

At all club carnivals a copy of player's names be recorded and forwarded to the Board Treasurer accompanied with the carnival levies within 1 week of carnival.

10.18 Results from Voting be documented –

All “no” votes have the association's name recorded.

Criteria For Selection for Junior Scholarship –

- a) Juniors to be nominated from home Association along with signed approval for nomination from parent or guardian. Proof of age could be asked for.
- b) Nomination to be approved by the Coaching Panel.
- c) In the event of more than one nomination being received the Coaching Panel should make a recommendation to the Board.
- d) Present playing ability to be taken into account.
- e) A reference as to character and endeavour be asked for from the school that is being attended at present or past.
- f) The ability to mix with people to be taken into account.
- g) The length of time that the nominated person has been involved, along with the aims towards Polocrosse in the future be considered.
- h) The Board to provide 50% of airfares and cost of a windcheater type jacket with appropriate monogram.