

PORT MACQUARIE HASTINGS HOCKEY ASSOCIATION

REGISTRATIONS POLICY

General

All persons participating in any hockey activity sanctioned under the auspices of PMHHA must be correctly registered with the governing bodies of Hockey within Australia, NSW and Port Macquarie Hastings.

Types of registrations shall be as detailed annually or on an as required basis by Hockey Australia, Hockey NSW and / or PMHHA but generally include all persons that;

- Play Hockey in the following capacities;
 - in a competition,
 - they train for hockey including pre- or post-season, or
 - any other playing person that is deemed a 'member' as is allowed under the constitution of PMHHA.
- Don't play but are linked with Hockey in the following capacities;
 - are a Coach or Manager,
 - umpire or act as any other match / game official,
 - act as a volunteer for PMHHA or a member club,
 - act as an administrator for PMHHA or a member club,
 - is a supporter of PMHHA, or
 - any other non-playing person that is deemed a 'member' as is allowed under the constitution of PMHHA.

All persons must be registered to “conduct business” prior to conducting that business.

Composition of Registration

Individual registration costs are generally determined annually by HA, HNSW and PMHHA and may include, dependant on registration type;

- Hockey Australia
 - National Insurance Cover for injury, club management and public liability,
 - HA Levy, and
 - GST
- Hockey NSW
 - Hockey NSW fee
 - Hockey NSW administrative costs, and
 - GST
- PMHHA
 - Association affiliation fee,
 - PMHHA administrative costs, and
 - GST

Member Clubs may choose to include further charges on their own members as part of their own registration policies and processes to cover team entry fees.

PMHHA POLICY – Player Registrations – adopted Dec 2015

Changed to allow GK exemptions and a relaxed definition of where a player may play – Jan 2017

Old boys / girls updated to keep them off the playing roster, and Penalties updated – adopted Mar 2019

Complete re-write based on 2020 feedback to remove barrier to participation – adopted Mar 2021

Update to penalties regarding unregistered participants – adopted Feb 2023

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Responsibilities

Responsibilities include;

- PMHHA shall be responsible for establishing payment class as soon as practicable after notification from HNSW,
- Everyone is responsible for their own individual registration and MUST register via the format as prescribed by HA, HNSW and PMHHA. This registration must take place prior to participating in any PMHHA sanctioned activity, training, or competition match,
- Each Member Club is responsible for ensuring any person conducting business or undertaking club-based activities on behalf of or under the name of the Member Club, are registered correctly with the Member Club prior to participating,
- Players wishing to play in a PMHHA sanctioned club match must be registered with one (1) member club affiliated with PMHHA,
- Registrations shall be valid for a maximum period of 12 months, commencing on and finishing on those dates as prescribed by HNSW. Registrations may occur anytime of the year but will only be valid until the date as prescribed by Hockey NSW, and
- Being correctly registered forms part of the conditions of entry to the facility to conduct business (i.e. to play, train, coach, manage etc)

Late Registrations, Incorrect Registrations and Financial Compliance

PMHHA will not permit Member Clubs to register and then play a person during the last five (5) calendar weeks of the winter club-based competition, including for any deferred or rescheduled matches, or in any finals matches of that competition. PMHHA will advise, annually, the actual day / date when individual registrations shall close for the purposes of this clause.

PMHHA will not permit any player owing money to PMHHA to participate in any games during the last five (5) calendar weeks of the winter club-based competition, including for any deferred or rescheduled matches, or in any finals matches of that competition. PMHHA will advise, annually, the actual day / date when individual registrations shall close for the purposes of this clause.

All participating players must be correctly registered to participate in the last five (5) calendar weeks of the winter club-based competition, including for any deferred or rescheduled matches, or in any finals matches of that competition. PMHHA will advise, annually, the actual day / date when individual registrations need to be finalised for the purposes of this clause.

“Old Boys / Girls”

Member Clubs may wish to allow former long-term players that were associated with their clubs, the chance to come back and play for their original clubs. These players must no longer reside within the PMHHA area / PMHC LGA.

Clubs may do this to maximum of two (2) times / matches per season per player and it must not occur within the last five (5) calendar weeks of the regular season or during the finals. These players must be fully registered players with HNSW / HA via an affiliated association. These players do not have to be registered with PMHHA to play.

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Any former players that play under this rule shall not be counted towards a club's playing roster. The expectation is that clubs will place 'old boys / girls' into an appropriate grade / team based on known skill levels and in good faith.

Penalties and Compliance

PMHHA Management shall be responsible for ensuring compliance with this Registrations Policy.

As part of risk management and harm minimisation, all persons **MUST** be registered with Hockey Australia to obtain a basic level of insurance cover PRIOR to participating in any activity sanctioned by PMHHA or by a Member Club.

Persons that fail in this duty may be subject to;

- internal administrative sanctions,
- internal disciplinary actions, and
- trespass or other common law actions.

Member Clubs that allow such actions may be subject to the 'disciplining of members' clause within PMHHA constitution.

Where any person participates in any regular season match, and is unregistered, that person shall be suspended from playing or participating in hockey for a minimum of four (4) weeks, their club fined \$100, and that person shall not be able to return to play / participate until correctly registered after their four (4) week suspension and the fine paid. Repeat offences of this nature will see the penalty doubled each time for every subsequent offence.

Where any person participates in a finals match that is unregistered, this will result in an immediate forfeit by that team, a carry-over 4-week suspension and a \$200 fine to the club in question. That person shall not be able to return to play / participate until correctly registered after their four (4) week suspension and the fine paid. Repeat offences of this nature will see the penalty doubled each time for every subsequent offence.

Incorrectly registered and non-financial persons

Where any person participates in the last five (5) calendar weeks of the regular competition, and is incorrectly registered or owes money to PMHHA, that person shall be suspended until such time as the registration is complete and all monies owed are paid and evidenced in the bank accounts. The members club shall be fined \$150 and that person not allowed to recommence playing until all monies and registration fees are paid.

For the purposes of clarity, the application of this policy and the penalties herein shall apply as follows;

- To all persons and Member Clubs regardless of gender, grade or age. No differentiation shall be made between "juniors" and "seniors", nor between any gender-based competitions.
- An "offence" is to be taken as the first time that a person is found to be registered incorrectly or unregistered via a match card or any other means. An offence is not to be interpreted as multiple breaches but only "discovered" for the first time. Each incorrect instance shall be deemed one single breach.

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