

REGULATIONS

1. GENERAL

- 1.1 **National and Representative Teams.** A representative team is a team that is, or purports to be, representing an official body or entity such as a club, association, city, county, country or geographical region. In the case of a club, the team must have the approval of the club. Any other representative team playing in the United Kingdom or Ireland must have the approval of the Stewards. In addition, any team representing a part of the United Kingdom or Ireland overseas must have the approval of the Stewards. In every case, approval includes the livery of the team shirts and no team shirt may include the word 'England' without the consent of the Stewards.
- 1.2 **Use of Members' Details and Images.** The HPA may, for the purpose of promoting the game of polo generally or any particular polo tournament, use or consent to a sponsor or promoter using any non-confidential, biographical or historical details or any still or moving pictorial image of any club or associate member.
- 1.3 **Dope Testing of Players.** Annex A is an annex to these Regulations and shall apply and be binding as HPA Regulations.
- 1.4 **Welfare of Ponies.** Annex B is an annex to these Regulations and shall apply and be binding as HPA Regulations.
- 1.5 **Debtors.** Accounts not paid within one month of invoice will be charged interest at 3% per month from the date of invoice.
- 1.6 **Financial Commitments.** Associate Members of the HPA are expected to settle or procure settlement of all accounts arising in consequence of their involvement in playing Polo promptly in the ordinary course of business even though they may not be the actual legal creditor. Such accounts include, without limitation, agreed payments to players, farrier's charges, vets charges, feed accounts, livery charges and transport. Accordingly, provided the matter is not the subject of an ongoing Court case or arbitration, where the HPA is informed that such accounts are outstanding the Chief Executive shall seek an explanation from the Associate Member. This will be passed to the Disciplinary Steward who shall cause to be convened a Disciplinary Enquiry if he considers the failure to settle the account(s) to be a Disciplinary Incident. Where a Court or arbitration process has found that an Associate Member or any company or entity with which he may be connected has avoided or delayed settling an account alleged to arise in connection with the Associate Member's involvement in playing polo, the Stewards shall impose without any enquiry an immediate and automatic suspension on the Associate Member concerned until the account has been settled or is being met in accordance with the directions of the Court or arbitrator. The Associate Member concerned may apply in writing to the Disciplinary Steward to have his suspension lifted pending an appeal to the courts. The Stewards shall also be empowered to impose such an immediate and automatic suspension without enquiry where an Associate Member has admitted that an account arising in consequence of his involvement in playing polo is outstanding even though he may not be the legal creditor.
- 1.7 **Players' Contracts.** Stewards consider financial arrangements between players and patrons to be a civil contract and would not expect to get involved unless they were concerned that the dealings of either party were either prejudicial to the good order of the HPA or the game of polo, or all parties concerned, including the HPA, were in agreement that they should do so.
- 1.8 **English Law.** These Rules and Regulations shall be governed by English law and all matters relating thereto shall be subject to the exclusive jurisdiction of the High Court of Justice in England.
- 1.9 **Liability.** All affiliated clubs, associate members and persons who have agreed or are deemed to be subject to these Regulations acknowledge that neither the HPA nor any of its Stewards, officers, employees or agents nor any match or club officials shall be

liable to them in respect of any loss or damage whatsoever which is or alleged to be occasioned by or to arise from any action taken or purportedly taken in pursuance of these Regulations or from any failure so to act even where the act or omission as the case may be shall have been negligent provided always that this shall not affect any liability of such persons in respect of personal injury occasioned by negligence.

1.10 Suspensions. See Regulation 4.10.

1.11 Jurisdiction. Over Non Members. See Regulations 4.11 and 4.12.

2. AFFILIATED CLUBS AND ASSOCIATIONS

2.1 Representation. Any club may nominate any Steward to represent it.

2.2 Fixtures. A fixture list of all tournaments open to members of other Affiliated Clubs shall be published prior to the Autumn Meeting. The list shall indicate by way of asterisk or similar those tournaments which do not comply with 'Conditions for Official Tournaments. Any Affiliated Club which feels that its existing fixtures are likely to be prejudiced by competing fixtures proposed by another Affiliated Club may appeal to the Stewards who act as the final authority over the nature and schedules of all tournaments with external entries.

2.3 Affiliation Fees. Affiliation fees for 2011 are as follows:

Grade 1	£5000 Cowdray and Guards
Grade 2	£3000 RCBPC and Cirencester
Grade 3	£2000 Beaufort and Coworth
Grade 4	£1000 Cheshire, Ham, Hurtwood and Kirtlington
Grade 5	£500 Ascot, Binfield, Burningfold, Fifield, Knepp, Lacey Green, Longdole, Tidworth
Grade 6	£300 The remainder
Overseas	£150

2.4 General Responsibilities. However affiliated clubs and associations constitute themselves, they are obliged to:

- a. Abide by the Rules, Regulations and Directives of the HPA.
- b. Subscribe to the objects of the HPA.
- c. Acknowledge and take account of the interests of other affiliated clubs and associations.

2.5 Specific Responsibilities. Each club will have a responsibility to the HPA for:

- a. **Membership.** Clubs are responsible for ensuring that membership formalities are completed correctly in accordance with Regulation 3 before any player takes part in a match, game or chukka. For players coming from overseas, this includes completion of a CV form (as at Annex D) if they have no HPA handicap.
- b. **Year Book.** Ensuring that all members receive a Year Book.
- c. **Handicaps.** Each club must have a Handicap Committee (see Regulation 6).
The HPA must be informed at the beginning of each season of the membership and in subsequent changes.
- d. **Rules and Directives.** Each club must have a Club Chief Umpire who should attend Umpire Meetings and pass on the conclusions to his club members and who is responsible for ensuring that any directives are passed on to all playing members.
- e. **Polo Pony Welfare.** Each club must have a Welfare Officer who should attend the AGM and pass on the conclusions to his club members. Each club should ensure that its members understand that they are responsible for the welfare of their ponies throughout the year.

- f. **Returns.** In addition, clubs are required to submit by dates shown below, returns for the following:
- (i) List of 2011 members and Club Handicap Committee: by Fri 29 Apr 11
 - (ii) The Mid Season Handicap meeting on Mon 13 Jun: by Wed 1 Jun 11
 - (iii) The End of Season Handicap meetings:
 - For High goal on Wed 20 Jul by Fri 15 Jul 11
 - For -2 to +3 on Mon 12 Sep by Fri 2 Sept 11
 - (iv) The entry for the Blue Book: by Mon 24 Oct 11

3. ASSOCIATED MEMBERS

3.1 **Membership Requirements.** No person may play in any match, organised game or practice chukka at or conducted by an affiliated or provisionally affiliated club in the UK or Ireland unless the membership formalities as set out below have been completed and the HPA informed:

- a. **Signed Declaration.** He has lodged with the affiliated club a signed declaration to be bound by the rules, regulations, orders and directives from time to time in force of that club and of the HPA. The declaration for any person under the age of 16 on 1st January must be countersigned by a parent or guardian.
- b. **CV Form.** For a player coming from overseas, a CV form has been completed (as at Annex E) by the player and countersigned by his club, and stamped and signed by the HPA. The CV form should be submitted to the HPA at least 3 working days before he is due to play in any match, (See Regulation 6).
- c. **Handicap.** In the case of a match, any player must either be listed on the current HPA handicap list or had his handicap confirmed by the HPA in writing, (See Regulation 6).
- d. **Betting.** There is no organised betting allowed in polo and a member may not knowingly permit any member of his family, or anyone directly connected in any way to his polo to become involved in such betting.

Provided that no affiliated or provisionally affiliated Club shall admit to playing membership or require an individual to complete any of the membership formalities above if the Chief Executive has informed the Club that the individual has been suspended pursuant to Regulation 1.6, without first checking the current position with the Chief Executive.

3.2 **Associate Membership.** Any playing member of an affiliated or provisionally affiliated club shall be accepted as an Associate Member of the HPA.

3.3 **Temporary Associate Membership.**

- a. **Purpose.** The purpose of Temporary Associate Membership is to enable:
 - (i) Those considering taking up the game to play in some practice chukkas,
 - (ii) Players on a short visit from overseas to play some chukkas or the occasional match.
 - (iii) Individuals who are no longer playing to take part in a one off tournament or match; eg as part of an Old School or Hunt team.
- b. **Application.** Temporary Associate Membership can only be applied for by the club or owner of the ground at which the person intends to play and can only be used at that club or ground. Membership must have been confirmed in writing by the HPA. No person may become a temporary associate member on more than one occasion in any one year and it is limited to 10 consecutive days. Any person who has been a temporary associate member may subsequently become an associate member for the

same calendar year on payment of the difference between the two subscriptions.

c. **Handicap.** A Temporary Associate Member will play off his last registered handicap and will not be re-handicapped or listed in the Year Book. A CV form must be completed by any player from overseas.

3.4 **Junior Associate Membership.** Junior Associate Membership is available to any player aged 18 and under, and any player in full time education in UK or Ireland who is playing University polo only. Junior Associate Membership is an annual membership from 1st April to 31st March and is the only membership which includes the Arena season.

3.5 **Chukka (Non Playing Associate) Membership.** Chukka (Non Playing) Membership is available to persons such as umpires and coaches who are not going to play at all and to persons such as grooms if their employer wishes them to play their ponies in chukkas. They cannot play in any match and may only play in chukkas with the clubs express permission. Chukka members will not be handicapped but as a member of the HPA they will be covered for public liability. This is also available to non playing individuals who wish to belong to the HPA.

3.6 **Honorary Associate Membership.** Bona fide members of overseas polo teams visiting the UK or Ireland may be accorded Honorary Associate Membership for the duration of their stay, provided that their names and handicaps have been submitted to the Chief Executive and they have signed the declaration referred to in 3.1 above. This may, at the discretion of the Chief Executive, be accorded to members of overseas affiliated polo associations or clubs and to such distinguished personages as are considered suitable.

3.7 **Life Membership.** Any person who has given long and good service to polo but who has stopped playing may be invited to become a life member by the Stewards.

3.8 **Deemed Members.** If for any cause the above formalities have not been completed, any person who plays in any match or practice chukkas at or conducted by an affiliated club in the UK or Ireland shall be deemed to be an associate member and as such subject in all matters to these Regulations, without prejudice to the requirements to complete the above.

3.9 **Suspension.** Any player who has been suspended by another national association and where suspension has been notified to the HPA, will not be allowed to play in the UK or Ireland for the period of their suspension except with the permission of the Stewards.

3.10 **Subscriptions.** The annual subscription for associate membership shall be such sum as the Council may from time to time decide, payable on or before 1st April each year. Junior, Temporary Associate and Chukka (Non Playing Associate) Membership shall be such sum as the Chief Executive shall notify to affiliated clubs from time to time.

An associate member whose subscription is still unpaid on 31st December of the year in which it is due, shall be deemed to have resigned his membership and his name shall be omitted from the HPA's next published official handicap list and he shall not be eligible to play in any match or practice chukkas held under the auspices of the HPA or to have his name restored to the handicap list until his current subscription together with all arrears has been paid to the HPA.

3.11 **Year Book.** With the exception of Chukka (Non Playing Associate) Members, all Associate Members should obtain a current Year Book from the Club to which they have paid their HPA subscription. Chukka (Non Playing Associate) Members may obtain their year Book direct from the HPA.

4. DISCIPLINARY PROCEDURES

4.1 Definitions.

- a. **Board.** A Board means in the case of a Disciplinary Enquiry of a Club those persons or officers of the Club being at least three in number who are authorised or appointed by the Club rules to conduct a Disciplinary Enquiry. In the case of Disciplinary Enquiry of the Stewards it shall mean those Stewards being at least three in number whom the Chief Executive or the Stewards shall have convened together for that purpose. In the case of an appeal to the Council it shall mean the Appeal Board appointed in accordance with regulation 4.8 below.
- b. **Club.** Club means an Affiliated Club.
- c. **Disciplinary Enquiry.** Disciplinary Enquiry is the process of enquiry adopted by a Club or the Stewards as the case may be to establish whether the conduct which is the subject of a Disciplinary Incident amounts to Misconduct. See Annex H.
- d. **Disciplinary Hearing.** A Disciplinary Hearing is that part of the enquiry process during which the Board hears the case.
- e. **Disciplinary Incident.** Disciplinary Incident means an incident which in the view of a Club, the HPA Chairman, a Steward, the HPA Chief Executive, the HPA Chairman of the Welfare Committee, the Chief Umpire, or the Doping Control Officer, might be an example of Misconduct.
- f. **Disciplinary Officer.** Disciplinary Officer is the person authorised by the Stewards to assist the Disciplinary Steward.
- g. **Disciplinary Steward.** Disciplinary Steward means the Steward who is designated as such by the Stewards from time to time from amongst their number to perform the functions which these Regulations provide shall be performed by the Disciplinary Steward and who will normally conduct the case for the HPA. However, there may be cases where some other person is appointed to do this, or where a lawyer is instructed and the phrase 'Disciplinary Steward' shall be deemed to include such persons.
- h. **Doping Control Officer.** Doping Control Officers are those persons authorised by the Stewards to carry out Doping Controls testing on behalf of the HPA.
- i. **HPA Official Tournament.** This is any tournament which complies with the Rules and Regulations and Directives of the Hurlingham Polo Association as to the composition of the teams.
- j. **Misconduct.** Misconduct means conduct, wherever it may take place, which in the opinion of a Board is prejudicial to the interests and good order or reputation of the HPA or the game of polo and may include, without limitations, repeated, persistent or serious breach of the HPA's playing or other Rules or Regulations or Directives, from time to time in force, or is otherwise unsporting.
- k. **Party Charged.** A Party Charged means a player, other person or Club whose conduct (whether alone or with others) is the subject of a Disciplinary Enquiry.

4.2 Reporting and Referral of Cases

- a. **Report Forms.** Report forms may be obtained from Clubs and shall be used to report disputes, complaints and Disciplinary or Welfare Incidents to the Chief Umpire or the Chairman of the Welfare Committee. One copy will be sent to the Chief Umpire or Chairman of the Welfare Committee by the club where the incident occurred, one copy should be retained by the Club and one given to the Party Charged.
- b. **Direct Referral to Stewards.** An Affiliated Club, the Chairman, a Steward, the Chief Executive, the Chief Umpire, the Chairman of the Welfare Committee or the Doping Control Officer may refer any Disciplinary Incident or matter which might be considered misconduct direct to the Stewards.

- c. **Suspension by Disciplinary Steward.** If a disciplinary incident is reported direct to the Stewards, the Disciplinary Steward may suspend the Party Charged from playing pending the hearing before a Stewards' Board. The Party Charged may apply in writing to the Chairman of the Stewards' Board for such suspension to be lifted.
- d. **Reporting to HPA.** All disciplinary action taken by Clubs, whether under the HPA Rules, Regulations and Directives or not, shall be reported to the Chief Executive of the HPA by the Club orally and in writing as soon as possible after the Disciplinary Enquiry has taken place.

4.3 Club Disciplinary Enquiries

- a. **Responsibilities.** If a Disciplinary Incident occurs at a club, or on a ground for which a club has responsibility, that club shall hold a prompt Disciplinary Enquiry. If a club has delegated responsibility for a match to another club the latter club shall hold such Disciplinary Enquiry. A club must hold a Disciplinary Enquiry if:
 - (i) A player is sent off for the rest of a match.
 - (ii) A club receives a report form from a veterinary surgeon or an official of the Club or HPA concerning abuse or cruelty to a pony.
- b. **Statements.** The club officers should obtain written statements from witnesses, including the party charged, on the same day or as soon after the Disciplinary Incident as is reasonably practicable. Where relevant, copy videos should also be obtained. Any potential Board members should try to avoid at this stage any detailed interview by themselves of the Party Charged or any witnesses beyond receiving the complaint or report from a match official. Where such an interview has taken place, a detailed summary should be presented to the Board.
- c. **Club Board.** The club should then convene a Disciplinary Hearing before a Board to investigate the Disciplinary Incident on the same day or as soon after the Disciplinary Incident as is reasonably practicable. In any event, such a hearing should take place before the next match in which the Party Charged is scheduled to play, particularly where such a match is part of the same tournament in which the Disciplinary Incident occurred. No person who has any conflict of interest in relation to the Party Charged or the team in which he was playing at the time of the incident should be the Chairman or member of the Board.
- d. **Witnesses.** Ideally, all witnesses and the Party Charged should attend the Disciplinary Hearing but, where that is not possible, the Party Charged should be informed of the material substance of all evidence, and shall be provided with copies of all written statements that are put before the Board, and be given an opportunity of responding to such evidence before the Board reaches its decision. Associate Members shall give such assistance as the Club may require in connection with Disciplinary Enquiries including attending and giving evidence and producing relevant videos under their control at any Disciplinary Hearings if so required by the Club Board.
- e. **Legal Representation.** The Party Charged shall not, unless he or she is a Member of the Club in question and the Rules of that Club make provision to the contrary, be allowed legal or other representation. The Party Charged shall be entitled to make oral representation to the Club Board, present evidence and to call witnesses.
- f. **Record.** The Club must take as full a note as possible of what is said at any Disciplinary Hearing. It is especially important that an accurate record is made of the substance of the evidence of the Party Charged and material witnesses. In every case where the Club deals with the incident, the Club must pass details of the case to the HPA as soon as possible. This shall include details of the incident, whether or not the Party Charged pleaded guilty, a summary of evidence and the penalty awarded with

brief reasons. Where the case is referred to the HPA, as full a record of the Disciplinary Hearing as possible and all evidence must be passed on as quickly as possible, and usually within two days, to the HPA.

- g. **Precedence of Rules.** If a Disciplinary Incident occurs at a Club and there is a conflict between the Club rules and the HPA Rules, Regulations and Directives, then the HPA Rules, Regulations and Directives will prevail.

4.4 Club Findings

- a. **Findings.** If the Club Board is satisfied that the Disciplinary Incident constitutes Misconduct on the part of the Party Charged and the Party Charged is a member of the Club in question or is playing in a tournament or match being organised by that club, it may:
- (i) Dismiss the matter, or
 - (ii) Warn the Party Charged, or
 - (iii) Impose such penalty or penalties or take such action as may be provided for in the rules or regulations of the said Club, and/or
 - (iv) Impose such penalty or penalties as are provided for in Annex C to these Regulations, or
 - (v) Refer the matter to the Stewards.

All fines imposed under these Regulations are payable to the HPA.

- b. **Referral and Suspension.** If referred to the Stewards, the Club Board may suspend the Party Charged from playing in the remainder of the tournament and/or from the Club, pending a decision by the Stewards' Board. The Party Charged may apply in writing to the Chairman of the Stewards' Board for such suspension to be lifted.

4.5 Appeal to Stewards

- a. **Right of Appeal.** Any Party Charged upon whom a penalty is imposed by a Club Board pursuant to these Regulations shall have the right to appeal to the Stewards, provided the Chief Executive shall have received his written request to that effect within seven days of the decision in question. The request, which shall state the grounds for the appeal, shall be accompanied by a deposit of £1,000 which shall be liable to forfeit at the discretion of the Stewards' Board on concluding the Disciplinary Enquiry. This right of appeal shall not be available in respect of any penalty or disciplinary action which the Club Board may impose or take against a member of their own Club under its own rules unless it is a Disciplinary Incident within the meaning of the Regulations.

- b. **Hearing of Appeal.** An appeal shall take the form of a full hearing with the attendance of witnesses. Upon such an appeal, the Stewards shall have full power to impose any of the penalties provided for in Regulation 4.7.a. In addition to declaring the deposit forfeit, they may impose a more severe penalty than the Club if they are of the opinion that the request for an appeal was without foundation and ought never to have been made, or that it is otherwise justified or appropriate to do so.

4.6 Stewards' Disciplinary Enquiry

- a. **Stewards' Powers.** The Stewards have full power to hold a Disciplinary Enquiry into any Disciplinary Incident whether or not the said Disciplinary Incident has been the subject of a Disciplinary Enquiry of a Club and whatever has been the decision or outcome of such Disciplinary Enquiry, and the Regulations concerning Stewards' Disciplinary Enquiries shall apply.
- b. **Requirement for Disciplinary Board.** If a matter is referred to the HPA, either by a Club or a HPA official, evidence will be passed to the Disciplinary Steward who will

examine the evidence and decide whether or not there is a requirement for a Disciplinary Board.

- (i) If it is his opinion that there is no case or insufficient evidence, the parties involved will be informed.
 - (ii) If it is his opinion that there are grounds for a charge of misconduct, he will inform the Chief Executive who will then inform the parties that there will be a Disciplinary Board.
- c. **Convening of Disciplinary Board.** Where it is decided to hold a Disciplinary Enquiry, the Chief Executive or the Stewards as the case may be shall convene a Board as soon as practicable and usually within fourteen days of the matter being referred to them.
- d. **Selection of Disciplinary Board.** The Disciplinary Board will be selected by the Chairman of the Disciplinary Committee or the Chief Executive and will comprise no less than three nor more than five Council members, at least one of whom should be a Steward who will be the Chairman. When there is more than one Steward, the Chairman of the Disciplinary Committee or the Chief Executive will nominate one of them to be the Chairman. The Disciplinary Steward and any Stewards connected in anyway with the case or any persons involved shall not be eligible to sit as a member of the Board. It may also be considered inappropriate in some cases for those Stewards who are members of the same Club as the Party Charged to be selected. No person may serve on a Stewards' Board who was on the Club Board enquiring into the same incident, but the person who chaired the Club Board may attend the hearing before the Stewards' Board and may give an account of evidence given before the Club Board by any witness if it appears to him that such a witness is embellishing or changing his evidence at the hearing before the Stewards' Board.
- e. **Location of Hearing.** The location of a Disciplinary Hearing will be decided by the Chief Executive in consultation with the Chairman of the Board.
- f. **Suspension of Official.** If the Party Charged holds any official position with the HPA he shall be automatically suspended from office pending the outcome of a Disciplinary Enquiry. For these purposes, "official" bears its ordinary and natural meaning and includes but is not limited to members (including ad hoc members) of any HPA committee. Reinstatement of such office thereafter shall in every case be subject to the express approval of the Chairman of the HPA whether or not the conduct of the Party Charged was found to be Misconduct.
- g. **Witnesses.** Associate Members and any person who has agreed or is deemed to be subject to these Regulations shall give the Stewards such assistance as they shall require including attending to give evidence and producing relevant videos under their control at a hearing including any hearing before the Appeal Board.
- h. **Evidence.** All written evidence, papers and/or videos on which the HPA intends to rely together with a list of witnesses and a summary of their evidence should, where reasonably practicable, be made available to Board Members and the Party Charged not less than four days before the hearing.
- i. **Objections.** The Party Charged will be entitled to put forward any objections in writing within 24 hours of notification.
- j. **Requirements of Party Charged.** The Party Charged when notified of the date of the hearing before the Board must where reasonably practicable provide the HPA with a list of witnesses whom the Party Charged intends to call with a summary of their evidence, and any other evidence the Party Charged wishes to rely upon including any relevant videos under the control of the Party Charged as the HPA may direct

but, in any event, not less than two days before the date of the hearing.

- k. **Legal Representation.** The Party Charged shall be permitted to be accompanied by a friend and to be legally represented. Where the Party Charged intends to be legally represented he must, at least 24 hours prior to the time fixed for the hearing, notify the Chief Executive of the identity and contact details of the lawyer concerned.
- l. **Non-legal Representation.** The Party Charged shall not be entitled to non-legal representation unless, following an application made by the Party Charged, the Chairman considers that there are special reasons to permit otherwise. A request to be permitted non-legal representation shall be made in writing at least 24 hours prior to the time fixed for the hearing, excluding weekends and bank holidays, with the reasons advanced as to why the Chairman ought to depart from usual practice.
- m. **Oral Representation.** The Party Charged shall be entitled to make oral representation and present evidence to the Steward's Board and Club Board in the course of a Disciplinary Enquiry and to call witnesses.
- n. **Undisclosed Evidence.** The Board may decline to hear evidence the nature of which has not been so disclosed in advance or it may adjourn on such terms including terms as to costs as, in its discretion, it thinks fit.
- o. **Umpires Attending.** The Board hearing will, where possible, be attended by the umpires where the Party Charged has been reported by the umpires.
- p. **Recording.** The Chairman may order that a recording be made of the proceedings; any such recording shall be the property of the HPA.

4.7

Stewards Findings

- a. **Findings.** If the Stewards Board is not satisfied that the disciplinary incidence constitutes misconduct, it may either dismiss the case or call for further evidence. If the Board is satisfied that the Disciplinary Incident constitutes Misconduct, the Board must give reasons for its decision in respect of the charge or charges and any penalty and may impose the following:
 - (i) A warning to any member or club;
 - (ii) A censure on any member or club; and/or
 - (iii) A fine up to a maximum of £30,000 on any member or club; and/or
 - (iv) A ban on any member from playing in any match or practice chukka at or conducted by an Affiliated or Provisionally Affiliated Club in the U.K. or Ireland for such a period up to three years as the Stewards in their absolute discretion may determine, and the Stewards have full power to specify the period or periods when the suspension shall take effect; or
 - (v) A removal or suspension of an official coaching qualification from any member which shall include coaching at an Affiliated or Provisionally Affiliated Club in the UK or Ireland for a period up to three years on the same basis as set out in (iv) above.
 - (vi) A Suspension of the affiliation of any club whether or not coupled with a fine under (iii) above ; or.
 - (vii) Expulsion of any member or club. and reference to 'member' in this Regulation 4.7.a. includes all persons referred to in Regulations 3.1, 3.2, 3.3, 3.4, 3.5 and 3.7. When imposing any penalty under 4.7.a., the Board will take into account any penalty, including any period of suspension, imposed by a Club, and the Guidelines at Annex C.
- b. **Notification of Suspension.** The Board shall publish its decision to all Clubs within seven days of its final hearing. Should the Board decide to suspend or expel a Party

Charged, notice of such suspension shall be posted in the Club concerned for a period of not less than fifteen days. The suspension shall be notified to such overseas associations or clubs as the HPA shall decide.

4.8

Appeals to the Council

- a. **Appeal.** There shall be no appeal from a decision or finding of a Stewards' Board except as provided for in Regulation 4.8.b and c.
- b. **Right of Appeal.** If the Stewards Board imposes a suspension on the Party Charged for a period of more than 21 days or impose a fine of more than £5,000 the Party Charged shall have the right to appeal to the Council on the following grounds:-
 - (i) The finding of the Stewards' Board was clearly wrong.
 - (ii) The conduct of the Disciplinary Enquiry of the Stewards' Board was unfair.
 - (iii) The penalty was disproportionate.
 - (iv) There is new evidence not reasonably available at the time of the Disciplinary Enquiry which, had it been considered by the Stewards' Board, would probably have caused them to find that the Disciplinary Incident did not involve Misconduct on the part of the Party Charged or the penalty they imposed would probably have been materially different.
 - (v) That the reasons given by the Disciplinary Committee are insufficient to support the decision.
 - (vi) That there was insufficient evidence on the basis of which a reasonable Board could have made the decision in question.
 - (vii) That the Board misconstrued or failed to apply Regulations or Directives relevant to the decision.
- c. **Rehearing.** The right to appeal shall not be limited to the grounds set out in Regulation 4.8.b above and the appeal will be by way of a full rehearing where the decision of the Stewards appealed involves:-
 - (i) A period of suspension of more than 90 days; or
 - (ii) A period of suspension of which at least 30 days is to be served between the months of May to October inclusive; or
 - (iii) A fine of more than £10,000; or
 - (iv) The substance of the Disciplinary Incident in question is a dishonest act on the part of the Party Charged which the Stewards find substantiated.
- d. **Legal Representation.** The Party charged shall be permitted to be accompanied by a friend and to be legally represented. Where the Party charged intends to be legally represented he must, at least 24 hours prior to the time fixed for the hearing, notify the Chief Executive of the identity and contact details of the lawyer concerned.
- e. **Application to Appeal.** The Party Charged wishing to appeal to the Council must apply in writing to the Chief Executive within 14 days of the publication of the decision appealed against. The application shall state whether the Party Charged intends to be legally represented; whether he desires the appeal to be by way of a rehearing and generally the basis upon which the appeal is sought. In all other circumstances the application shall state on which of the grounds set out in Regulation 4.8.b the appeal is based. In either case the application must be signed by the Party Charged and accompanied by a deposit of £1,000 which is liable to be forfeited at the discretion of the Appeal Board at the conclusion of the appeal process. In any case, where the Party Charged wishes an appeal to proceed by way of written submission only, the application for appeal shall so state and be accompanied by the said submissions. Pending the result of an appeal to the Council, any previous decision of the Stewards' Board will be deemed to be effective and valid.

- f. **Time and Place of Hearing.** Within fifteen days of receipt of the Appeal Notice by the HPA the Chief Executive shall give the Party Charged a minimum of seven days' written notice of the time and place of the hearing.
- g. **Nomination of Appeal Board.** The Chairman or the Vice-Chairman of the HPA shall nominate five members of the Council, none of whom must have served on the Stewards' Board and must not have any connection with the Party charged or the team for whom he was playing at the time of the Disciplinary Incident, as an Appeal Board to hear the appeal but the person who chaired the Stewards' Board may attend the Appeal Board and may give an account of evidence given before the Stewards' Board by any witness if it appears to him that such a witness is embellishing or changing his evidence at the Appeal Board.
- h. **Evidence.** Associate Members and any person who has agreed or is deemed to be subject to these Regulations shall give the Appeal Board such assistance as they shall require including attending to give evidence and producing relevant videos under their control at a hearing.
- i. **Findings.** The Appeal Board shall not be bound by any findings of the Stewards and may by a simple majority confirm or reverse the decision of the Stewards, or may exercise any of the powers listed in 4.7.a, including increasing any penalty.

4.9 **Costs and Fines**

- a. **Costs.** Where the result of a Disciplinary Enquiry of a Club or of the Stewards or of an appeal to the Council is a finding of Misconduct on the part of a Party Charged the relevant Board may require the Party Charged to pay any direct costs occasioned to the Club or the HPA including, but not limited to, the hiring of rooms for hearings; witness expenses and the fees of experts or third parties engaged in the hearing or the enquiry process including legal fees. The Club, Stewards' or Appeal Board shall have power to assess such costs themselves, with or without assistance, or to appoint a third party to do so. The power to order the Party Charged to pay a sum in respect of such costs must be exercised within six months of the Disciplinary Enquiry or Appeal in question. An order of costs may be overturned by a Stewards' Board or an Appeal Board as the case may be where there is an appeal against a finding or penalty as provided for above but not otherwise.
- b. **Fines.**
 - (i) In addition to any action taken pursuant to Regulation 4.b.(v) below, if a fine is not paid within seven days the Party Charged will be automatically suspended as set out in 4.7.a (iv) until it is paid or, if already suspended, that suspension will be increased by the number of days beyond seven that the fine is left unpaid, unless the Party Charged is able to satisfy the Stewards that there was good reason (e.g. incapacity due to illness or accident) for the delay in payment.
 - (ii) Where a sum in respect of fines is overdue as at 30th September or becomes overdue thereafter the period of automatic suspension shall continue or commence from the following 1st May and last for as many days as the sum was overdue for payment.
 - (iii) The automatic suspension for non-payment of fines provided for in above shall apply with due alteration to any fines imposed or confirmed by the Appeal Board and to any sum ordered by any Board to be paid in respect of costs if such sum is not paid within 14 days of notification.
 - (iv) Interest at 3% per month is due for every month or part month during which a fine or costs remain unpaid for more than 7 or 14 days respectively, and any suspension will remain in force until the correct amount of interest is paid in

full on any overdue payment of fines or costs.

- (v) Notwithstanding and in addition to the application of suspensions and the accrual of interest provided for in these Regulations, a sum ordered to be paid by way of fines or costs which remains unpaid for 7 days or 14 days respectively will constitute a debt as between the Party Charged and the HPA and shall be recoverable as such in the Courts by action plus interest as provided for in these Regulations.

4.10 **Suspensions.**

- a. **Club.** Clubs may award specific match bans and suspend a player at their own club for as long as their own rules allow. A club may request the HPA to extend automatically a club suspension for up to 2 weeks to all affiliated clubs, and to any private ground where a tournament is being conducted by an affiliated club. The suspended player shall have a right of appeal to the Stewards but the suspension shall not be lifted pending any appeal.
- b. **National.** Clubs shall not allow any person who is subject to a suspension imposed by the HPA under these Regulations to play polo at their club or at any private ground where any game is being conducted under their auspices during any period when the suspension is operative except and to the extent that the express terms of the suspension otherwise allow.
- c. **International.** Any player who has been suspended by another national association and where suspension has been notified to the HPA, will not be allowed to play in the UK or Ireland for the period of their suspension except with the permission of the Stewards. Any suspension awarded by the HPA shall normally be effective in affiliated countries, the USA, Argentina, and other member countries of FIP.

- 4.11 **Past Members, Clubs and Associations.** The disciplinary provisions in Section 4 & 5 including without limitation any power to impose penalties and to award costs shall continue to apply and to be binding on any entity or person who has been an Affiliated Club or Association or Associate Member of any category or any person who has by these Regulations been deemed to be subject to them in respect of any matter occurring, arising or attributable to a time when such a Club or person was subject to these Regulations notwithstanding that any relevant period of membership shall have subsequently elapsed or they may have subsequently resigned or purported to resign.

- 4.12 **Ineligibility for Membership.** A Board of Stewards convened as if for a Disciplinary Enquiry of the Stewards per Regulation 4.1a shall have power to declare a person who is not at the time bound by these Regulations to be ineligible for membership of an Affiliated Club and therefore ineligible for Associate Membership of the HPA where in their absolute discretion they consider such a restriction is desirable in the interests of the game of polo or the HPA. Such a declaration may be made for a fixed or an indefinite period. Affiliated Clubs shall not allow a person against whom such a declaration is in force to play in any match or practice chukkas at its own grounds or which they may conduct elsewhere.

5. **GUIDELINES ON DISCIPLINARY PROCEDURES**

The following guidelines 5.1-5.2.6 inclusive are written primarily for Stewards' Disciplinary Enquiries but the general principles shall apply to all Disciplinary Enquiries and Appeals unless otherwise stated. They have been drawn up so as to ensure that all Disciplinary Hearings and Appeals are conducted in a fair manner. No Disciplinary Enquiry shall be deemed invalid by reason only of the HPA or a Club adopting an alternative procedure. The Stewards are not bound by any enactment or rule of law relating to the admissibility of evidence before Courts of Law and have a discretion to make such costs orders as they think fit arising from the conduct of any enquiry whatever their final decision concerning Misconduct.

- 5.1 The Chairman shall give such directions as he shall think fit to ensure a fair and expeditious conduct of the proceedings provided the Chairman shall so far as reasonably practical in the circumstances of any particular case ensure the following:
- 5.2 The Party Charged shall only be legally or non legally represented, or accompanied by a friend, if the request has been submitted to the Chairman of the Board in writing at least 24 hours prior to the hearing and the Chairman has agreed. If accompanied by a friend, that friend will normally not be permitted to address the Board.
- 5.3 The Chairman of the Board should identify the incident in question by means of short description and explain why it is considered to be a possible case of Misconduct. Where members of the Board themselves witnessed the incident they should say so and describe what they saw.
- 5.4 The Board must be satisfied that the Party Charged has been given details of the Disciplinary Incident which has led to the hearing and of any allegations arising out of that Incident and that the Party Charged has received all written evidence, papers and/or videos on which the HPA intends to rely together with a list of any witnesses being called with a summary of their evidence, at least three clear working days before the date of the enquiry. The Board should also be satisfied that the Party Charged understands the allegation of Misconduct and has had a reasonable time to deal fairly with the matters raised.
- 5.5 The Board being so satisfied, the Chairman should ask the Party Charged whether he admits that the matters alleged (or such of them as he does admit, as the case may be) amounts to Misconduct. The HPA may establish before the hearing whether the Party Charged intends to make such an admission, and if so, to inform the Chairman of this. However, this does not preclude a Party Charged who has indicated that he intends making an admission, changing his position, but he is likely to be ordered to pay any wasted costs.
- 5.6 Where a written report has been provided by an Umpire, other Match Official or Club Representative, and the person providing the report is present at the hearing, the Chairman should ask that person to confirm the accuracy and truth of the report and whether he wishes to add anything to it. The Party Charged may require the attendance of any Official whose report is included in the supporting papers, but he must make clear at least 24 hours before the hearing that he wishes such official to attend for questioning concerning his report. Should he fail to do so and it becomes apparent at the hearing that he does not accept the accuracy of the report in some material respect the Chairman will normally require the Party Charged to meet any costs wasted by reason of an adjournment or other consequence.
- 5.7 The report or reports of an Official will normally be taken as the first item after preliminaries. The Disciplinary Steward will then ask any witnesses to give their evidence. Where any witness has given a statement in writing he will normally be asked to confirm its truth and accuracy and whether he has anything he wishes to say by way of addition or clarification. In general terms it is thought preferable for witnesses of the incident not to be present whilst other witnesses are giving evidence. The Party Charged must be present or represented whenever the Board hears and receives oral evidence or submissions.
- 5.8 The Board members may ask questions of the witness.
- 5.9 The Party Charged may ask questions of the witness.
- 5.10 Any written statement made by the Party Charged should be read to the Board by the Disciplinary Steward. Alternatively, the Chairman should confirm that such a Statement has been read by the Board.

- 5.11 The Party Charged may then give further evidence on his own behalf.
- 5.12 The Disciplinary Steward [or Officer or his appointee as the case may be] and members of the Board may ask questions of the Party Charged.
- 5.13 The Party Charged may then call witnesses in support of his case.
- 5.14 The Disciplinary Steward and the members of the Board may ask further questions of each witness.
- 5.15 Where in the opinion of the Board it is desirable at any time to recall any previous witnesses or match officials to help them resolve some issue or question of fact they shall be entirely free to do so.
- 5.16 Once the Party Charged has presented his evidence and made his case, the Disciplinary Steward will be asked to make a closing statement.
- 5.17 The Party Charged will then be asked to make his closing statement.
- 5.18 The Chairman will then raise any technical or legal matter including any issue concerning the interpretation or application of the Regulations, Directives or Rules of Polo with any HPA Official or member of the HPA secretariat, or the Board's legal adviser, if any, in the presence of the Party Charged and/or his representative who will be given the opportunity to make a submission in respect of any matters so raised.
- 5.19 The Party Charged and all other persons will then withdraw and leave the Board to reach its decision.
- 5.20 The Board will attempt to reach a unanimous decision, but a simple majority will suffice and decisions reached shall be announced as the decision of the Board. Reasons given for decisions shall not include reference to any minority view or dissenting view.
- 5.21 Upon reaching a decision, the Chairman will recall the Party Charged and announce whether the Board has found the Disciplinary Incident to amount to Misconduct; if not the hearing will be declared closed.
- 5.22 If Misconduct is found, the Chairman will ask for evidence of the previous record of the Party Charged on disciplinary matters. Only those matters which have been determined to a conclusion through a Club or HPA disciplinary process are admissible.
- 5.23 The Party Charged may make a plea of mitigation which may include references that he is of good character.
- 5.24 At the conclusion of the plea of mitigation, the Party Charged and all present will withdraw and the Board will decide which, if any, of the penalties laid down in the Regulations should be imposed.
- 5.25 The Party Charged will then be recalled and informed of the decision which must subsequently be confirmed in writing. Alternatively the Board may reserve its decision and inform the Party Charged in writing of it within seven days.
- 5.26 The Chairman must provide summary reasons to the Party Charged sufficient to enable him to understand what material facts have been found by the Committee and why the penalty in question has been imposed. Where it is not convenient for reasons to accompany the decision they should be provided within a reasonable time thereafter and in writing if so requested by the member concerned.
6. **HANDICAP COMMITTEE**
- 6.1 **Regulations.** The business of the Handicap Committee shall be conducted in accordance with the following Regulations, or such amendments thereto as the Members may by simple majority from time to time decide.
- 6.2 **Composition.** The Handicap Committee shall consist of a chairman ("the Handicap Chairman") who shall be a Steward and not more than ten other members, who shall be elected by the Council annually. Four shall form a quorum. The two longest serving

members will retire after the September meeting and will not be eligible for re-election for one year. The Handicap Chairman need not retire under this Regulation unless he has served as the Handicap Chairman for four years. The Handicap Chairman has the power to co-opt additional members who are entitled to vote. The normal policy on voting is as below:

- a. Anyone who has an interest (team, family, employer etc) must declare this before they enter into any discussion.
- b. All members, including those co-opted, have one vote but anyone who has an interest or who has not seen the player may not vote.
- c. The Chairman may vote in the first round or not as he wishes. Whether or not he has previously voted, if the votes are even, he may have the casting vote.

6.3 **Handicaps.** All players shall be handicapped by goals unless they are 'not rated' (NR) (see 6.4f), or beginners, in which case they will be rated as a 'starter' (S). No player shall be handicapped higher than 10 or lower than minus 2.

6.4 **CV Forms, Brackets and NR.**

- a. **CV Form.** Any person who requires a handicap above S and who does not hold a current HPA handicap is required to submit a CV form.
- b. **Completion of Form.** It is the responsibility of the club that makes any such player a member to send to the HPA a completed copy of the current HPA official CV form. The form must be signed by the player or his patron **and** a club official. The club handicap committee may include a recommendation on the form but until a handicap has been awarded by the HPA and a membership card received by the player, the player concerned may not play in any tournament. The CV form must be received by the HPA at least 3 working days before the player concerned is due to play in any match.
- c. **Incorrect CV Form.** Any CV form that is found to be incorrect may result in disciplinary action being taken against the individual and/or club concerned and the team concerned being banned or disqualified from the tournament.
- d. **Allotment of Handicap.** No handicap will be awarded to a new player until 15th January 2010. The handicap awarded will normally be the highest handicap attained in any country during the 12 months previous and will be placed in brackets and shall continue to be in brackets until confirmed by the Handicap Committee.
 - (i) **Past Players.** The Handicap Committee is able to grant a handicap to a player who has been out of polo for a number of years on the basis of a CV form and club recommendation.
 - (ii) **Polocrosse & Pato Players.** Based on their polocrosse or pato handicap, players who take up polo will be given a handicap within the following ranges:

Polocrosse Division	Pato H'cap	HPA
A	6 - 10	1 - 2
B	4 - 5	0 - 1
C	2 - 3	-1
D	0 - 1	S or -2

- e. **Players with Bracketed Handicaps.** The brackets signal that a player's handicap is under review and is therefore more likely to be changed at any time. Players of 6 goals and above are permitted to play in the 22 goal without having their brackets removed but no sponsored player with a bracketed handicap of 5 goals or less will be allowed to play in the 22 goal. A sponsored player is someone who is either paid to play or is assisted financially in any way, such as with ponies or travel. Brackets may be removed as follows:

- (i) If a player submits a 'Handicap Qualification Form' (as at Annex F) to the HPA via his club at least one week prior to a handicap meeting showing that he has played in a minimum of 10 Victor Ludorum matches.
- (ii) If a club submits the 'Club Application for Removal of Brackets' form (as at Annex G) to the HPA for the end of season handicap meeting for members less than 0, and for members more than 0 only if the club feels that the member is sufficiently well established and widely known as a player in this country, with a handicap that is unlikely to change in the near future.

f. **Not Rated (NR).** A player may be shown as NR at the end of the season if:

- (i) The Handicap Committee feels that they have insufficient evidence to handicap the player fairly and,
- (ii) The player does not require a handicap for tournament polo e.g. retired or RDA. A player with an NR rating is required to submit a CV form in order to obtain a handicap.

6.5 **Handicapping of Individual Players during and at the end of the Season.** The Handicap Committee shall review official handicaps at mid season in June and at the end of the season in order to allot new handicaps to players:

a. **Mid Season Handicap Meeting.** The mid-season handicap meeting looks at any player but particularly at:

- Players in the High Goal
- Players in brackets
- Players of -1 and above that are likely to up again at the end of the season
- Players of S and -2

Tue 24 May	Recommendations requested from Clubs	Post/Fax/Email
Wed 1 Jun	Recommendations returned to HPA (Fri 10 Jun for High Goal Clubs)	Post/Fax/Email
Wed 8 Jun	Recommendations circulated to Committee members	Post/Email
Mon 13 Jun	Mid Season Meeting	HPA 10.00

Any changes take effect for matches on Saturday 18th June

b. **End of Season Handicap Meetings.** Members of the Handicap Committee attend No 1 and No 2 Committee meetings. The Chairman will co-opt additional players as he thinks fit. These will differ for each meeting to reflect the handicaps being discussed.

No 1 Committee (High Goal) - Wed 20 Jul 2011

Wed 6 Jul	List of all players (18 Goal and above) who have played in high goal in 2011 circulated to clubs.	Email / post
Fri 15 Jul	Club recommendations returned to HPA.	Email / fax
Mon 18 Jul	Full list, with recommendations, circulated to all Committee and co-opted members.	Email / post
Wed 20 Jul	No 1 Committee meets to handicap all players who have played in the High Goal.	HPA 10.00

No 2 Committee (Non High Goal Players) - Mon 12 Sep 2011

Wed 24 Aug	List of all players not handicapped at the High Goal meeting circulated to clubs.	Email
Fri 2 Sept	Club recommendations returned to HPA.	Email / fax
Wed 7 Sept	Recommendations circulated to all clubs and Committee members.	Email
	Any club or committee comments made to HPA by mid-day Fri 10 Sept.	
Mon 12 Sept	No 2 Committee meets to handicap all players not handicapped at the High Goal meeting.	HPA 10.00

Any changes are endorsed by Stewards and take effect on the 1st January following.

c. **Additional Meetings.** It is within the remit of the HPA Handicap Committee to change any player's handicap at any time. A Club Handicap Committee may raise a

player from 5 to -2 at any time on written notification to the HPA providing the player has passed the Rules test. Any such change shall become effective as notified by the HPA.

d. Player's Responsibility. It is a player's responsibility to submit a qualification form and to check his/her handicap after the end of season meetings and queries should be raised with the HPA.

6.6 Club Handicap Committees. Each affiliated club shall form a Club Handicap Committee, the regulations for which shall be:

a. It shall consist of not less than three members, whose names will be forwarded to the HPA at the beginning of the season.

b. It shall forward its recommendations for the alteration of handicaps and the allotment of new handicaps to the HPA for approval at such times as it thinks fit or is required to do so by the HPA and particularly before the mid and end of season meetings of the HPA's Handicap Committee. Such recommendations will be signed by at least three members of the Club Handicap Committee.

6.7 Appeals. Appeals should be made to the Chairman of the HPA. He will not consider appeals on the subjective view on handicap levels, but only if there has been a substantially incorrect procedure, or substantially incorrect information provided.

ANNEX A - REGULATION ON HUMAN DOPING

1. USE OF BANNED SUBSTANCES

- 1.1 Doping is the use by an associate member (player or official) - hereafter collectively referred to as 'player' - of any Banned Substance and is strictly forbidden according to the terms of this Regulation.
- 1.2 A player shall have committed an offence where the result of an analysis of any urine, saliva or breath sample of his shows the presence of any Banned Substance listed in Part A of Paragraph 2.
- 1.3 A player shall have committed an offence where the result of an analysis of any urine, saliva or breath sample of his shows the presence of any Banned Substance listed in Part B of Paragraph 2 if the presence of that substance was not attributable to any one or more of the following:
- The injection or consumption of medical compounds or proprietary medicines in normal or recommended quantities entirely for recognised medical purposes, other than the treatment of drug addition or dependency; or
 - The ingestion of food or other nutritional substances in the ordinary course of dietary nourishment.
- In the absence of any explanation by the player accounting for the presence of any Banned Substance, the Stewards of the Hurlingham Polo Association shall be entitled to infer that the presence of the Banned Substance was not so attributable.
- 1.4 A player shall have committed an offence where the result of an analysis of any urine or saliva sample shows the presence of any Banned Substance in Part C of Paragraph 2 unless the player was in possession of a letter or other document issued to him by a medical practitioner prior to his taking the substance in question expressing an opinion to the effect that taking the substance would not impair the player's ability to play polo safely.
- 1.5 These Regulations mean that a player who is tested positive (the result of an analysis showing the presence of a Banned Substance or Substances in his sample) may still be in breach and have committed an offence even where he can establish that the source of the substance was a course of treatment prescribed or administered by a Medical Practitioner.
- 1.6 All players are advised to inform their Medical Practitioners of the substances which are banned and of the provisions of Paragraph 1.4.
- 1.7 The Stewards have issued guidelines at Annex C concerning penalties which should be considered, in general terms, appropriate for breaches of the Regulations.

Cannabis:	First Offence:	One month ban and £500 fine.
	Second Offence:	Six month ban and £2,000 fine.
	Third Offence:	Three year ban and £5,000 fine.
Cocaine:	First Offence:	Six month ban and £2,000 fine.
	Second Offence:	Three year ban and £5,000 fine.
	Third Offence:	Expulsion.

The dates of any ban will take account of the polo calendar and time of year.

- 1.8 **Re-Instatement.** Any player suspended for a breach of doping regulations may be obliged to submit to doping controls testing by UK Sport, using a urine sample, both prior to and as a condition of re-instatement. This will be arranged by the HPA but will be at any time and at any place, including at the player's home and will be carried out at his own cost.

2. BANNED SUBSTANCES

The term Banned Substance shall include any isomer or homologue or diagnostic metabolite of a Banned Substance.

Part A

- **Alcohol** at a threshold in the A sample at or above 54 milligrams per 100 millilitres in urine or 17 microgrammes per 100 millilitres of breath.
- **Barbiturates**
- **Cannabinoids (or Cannabis metabolites)** at a screening threshold in the A sample of
 - (i) 50 nanograms per millilitre as immunoreactive cannabinoids by immuno-assay and
 - (ii) confirmed at or over a threshold of 15 nanograms per millilitre 11 -nor-delta-9-tetrahydrocannabinol-9-carboxylic acid by gas chromatography/mass spectrometry
 Both measurements must be at or above the stipulated thresholds.
- **Gamma-hydroxybutyrate (GHB) and pro-drugs of GHB (1,4-Butanediol, Gammabutyrolactone)** at or above a threshold of 10 microgrammes per millilitre
- **Dissociative Anaesthetics and related substances e.g. Ketamine, Phencyclidine, Tiletamine.**
- **Lysergic Acid Diethylamide (LSD)**
- **Stimulants** excluding Caffeine, Phenylpropanolamine, Pseudoephedrine. N.B. Salbutamol, Salmeterol and Terbutaline may be taken by inhaler only. (For Ephedrine see Part 2 below). (Substances in this group include, but are not exclusively restricted to, Amphetamines, Cocaine, and the "Ecstasy group" i.e. Methylenedioxyamphetamine MDA), Methylenedioxyethylamphetamine (MDEA), and Methylenedioxymethylamphetamine (MDMA). L-methamphetamine (levo-metamphetamine) is excluded.
- **Other Prohibited Stimulants - Clenbuterol, Benzylpiperazine and its derivatives.**

Part B

- **Ephedrine** (at or above a threshold in the A sample of 10 microgrammes per millilitre)
- **Opiates and Opioids** excluding Codeine, Dextromethorphan, Dihydrocodeine, Ethylmorphine, Pholcodine and Propoxyphene. (Substances in this group include, but are not exclusively restricted to, Heroin, Methadone, Morphine, Oxycodone and Pethidine).
- **Ritalin**

Part C

- **Anti-Depressants**, including but not exclusively restricted to:
 - Monoamine Oxidase Inhibitors (MAOIs)
 - Tetracyclic Anti-depressants
 - Tricyclic Anti-depressants
 - 5HT Reuptake Inhibitors
 - Lithium Salts
- **Benzodiazepines** (for example - Diazepam, Lorazepam, Nitrazepam, Oxazepam, Temazepam), and substances with similar structure or pharmacological activity.
- **Benzodiazepine receptor agonists**, (Zaleplon, Zolpidem, Zopiclone)
- **Sedative Medications** including the H1 receptor antagonists (e.g. Diphenhydramine, Promethazine and Trimeprazine) as well as medications such as Chloral Hydrate and Meprobromate.
- **Anti-Psychotic Drugs** including Chlorpromazine, Clozaril, Haloperidol, Olanzapine, Phenothiazides and related drugs and new atypical anti-psychotic drugs.

Note: Substances without thresholds will be declared positive at the limit of detection using such hybrid analytical techniques e.g. gas chromatography/mass spectrometry, as the laboratory in question considers to be appropriate.

3. DOPING CONTROL OFFICER

Doping Control Officers are those persons authorised by the Stewards to carry out Doping Control testing on behalf of the HPA.

4. TESTING

Testing may be conducted either by UK Sport using urine samples or by the HPA Doping Control Officers using the Cozart Rapiscan System, which has been approved by Stewards of the HPA (the “Approved Device”), using saliva samples.

- Saliva samples will be used to test the following:
 - Part A - Cannabinoids, Amphetamines and Cocaine
 - Part B - Opiates and Opioids
 - Part C - Benzodiazepines
- Breath samples will be used to test the following:
 - Part A - Alcohol

4.1 Testing may be carried out at clubs or private grounds that are being used by a club for chukkas or matches.

4.2 Testing may be random or can include testing of all players present at the venue for the purposes of playing that day. The HPA Doping Control Officers will have permission, to undertake, at their discretion, an alcohol breath test.

4.3 If requested by a club or official of the HPA, individual players may be selected for testing.

4.4 A player must, if requested by an official of a club, or by an official of the HPA, or by an Independent Sampling Officer (ISO) appointed by UK Sport, submit to a doping control test. Refusal or failure to do so may be taken as if a positive test result had been obtained and confirmed and dealt with accordingly.

4.5 Players under the age of 16 may be requested to obtain the consent of a parent or legal guardian to their participation in doping controls testing. A refusal or failure to obtain their consent may be taken as if a positive result had been obtained and dealt with accordingly.

5. DOPING CONTROL TESTING BY UK SPORT USING URINE SAMPLE

5.1 **Collection Procedures.** The sampling and testing will be carried out by UK Sport. Doping control collection procedures shall in all material respects conform with the current guidelines recommended by the IOC. Under these procedures a sample is split into A and B; the samples are sealed and submitted to laboratories contracted to UK Sport. The owner of the samples is the HPA.

5.2 **Positive Sample.** If the analysis of the A sample is positive, an investigation by the player’s club will take place. The player will be required to give an explanation for the presence of the substance and the investigators may also require the player to provide his explanation in person to someone they consider appropriately qualified to assess it scientifically or pharmacologically. If the investigators suspect a doping offence, the player will be given the opportunity to insist on an analysis of the B sample and to be present or to be represented at that analysis. The player must make his request for analysis of the B sample within seven days of notification that the result of the investigation is that a doping offence is suspected. The analysis of the B sample, which is the property of the HPA, will be carried out as soon as possible by the Doping Control Centre; it may not be delayed by the player. When reporting results,

the testing laboratory will follow IOC guidelines on reporting levels and may ignore small traces of some drugs and will offer advice on any positive tests.

6. DOPING CONTROL TESTING USING MHS DRUGALYSER AND ALCO-SENSOR IV SYSTEM

6.1 MHS Drugalyser Collection Procedures. The collection of the samples will be carried out by one or more Doping Control Officers. A saliva sample will be obtained from each person undergoing testing. The sample is contained within a sealed unit, and a preliminary result is available within 10 minutes. If there is a positive result for any of the substances tested, then the player will be informed and requested to attend for the sealing of the sampling unit prior to the sample being posted by recorded delivery to the Laboratory. The owner of the samples is the HPA.

6.2 Analysis. The Laboratory on receipt of the sample, will split the sample into two parts. One part will be tested by the Laboratory, and the other part will be sealed and retained by the Laboratory. Analysis by the Laboratory of the first sample will normally be completed in 3-5 working days.

6.3 Positive Sample. If the result of an analysis of one of the sealed samples is positive, an investigation by the player's club will take place. The player will be required to give an explanation for the presence of the substance and the investigators may also require the player to provide his explanation in person to someone they consider appropriately qualified to assess it scientifically or pharmacologically. If the investigators suspect a doping offence, the player will be given the opportunity to insist on an analysis of the second sample and to be present or to be represented at that analysis. The player must make his request for analysis of the second sample within seven days of notification that the result of the investigation is that a doping offence is suspected. The analysis of the second sample, which is the property of the HPA, will be carried out as soon as possible by the Laboratory; it may not be delayed by the player.

6.4 Alco-Sensor IV.

- a. **Collection Procedure.** This is for the analysis of Alcohol, and is performed with a breath test.
- b. **Analysis.** The breath test is completed with a single breath. The result is printed out within one minute in triplicate, with a record of the analysis. The player is requested to sign one copy of the printout, a copy is given to the player and the third copy is for record keeping.

7. REFERRAL OF SUSPECTED DOPING OFFENCES TO STEWARDS

Any player who, following an investigation subsequent to either method of doping control, is suspected of a doping offence shall be referred to a Stewards Disciplinary Enquiry under the HPA Regulations.

8. PROVISIONAL SUSPENSION

Forthwith upon the HPA being notified that either the A sample from a urine test or the saliva unit is positive following the laboratory analysis, the player concerned will be automatically suspended from playing in any match or practice chukkas at or conducted by an Affiliated or Provisionally Affiliated Club in the UK or Ireland, until either:

- the urine B or second saliva sample tests negative, or
- the persons investigating a possible offence following a positive analysis accept the player's explanation and decide not to refer the matter to a Stewards Disciplinary Enquiry, or
- the completion of any disciplinary process following a referral to a Stewards' Disciplinary Enquiry.

ANNEX B - REGULATION ON THE WELFARE OF PONIES AND THE MISUSE OF DRUGS

1. WELFARE OF PONIES

The Stewards are determined that any abuse of ponies whether on the ground or off, for instance when turned out, will not be tolerated.

2. INSPECTION OF PONIES

The Chairman of the Welfare Committee may ask a veterinary surgeon and a member of the committee or any other suitable person to inspect ponies belonging to an associate member or affiliated club, whether on a polo ground, in a yard or turned out. If the associate member or club refuse permission for the inspection, which may be carried out at short notice, they will be reported to the Stewards under Regulation 4.

3. REFERRAL TO STEWARDS

The Chairman of the Welfare Committee may refer any club or associate member direct to the Stewards for a disciplinary hearing.

4. COMPLAINTS

If a complaint is received, whether from the general public, a veterinary surgeon, a club official, an officer of any other horse welfare body or from a member of the Welfare Committee a report form should be completed and sent to the Chairman of the Committee and the club concerned. The Chairman will liaise with the club concerned as to the action to be taken; if it is necessary for an inspection to be made with a veterinary surgeon his cost will be borne by the club concerned. A Club Disciplinary Committee is obliged under Regulation 6 to hold a hearing, if they receive a report from a veterinary surgeon who is a current member of the RCVS concerning abuse or cruelty to any pony. A report of that hearing must be sent to the Welfare Committee Chairman.

5. RESPONSIBILITIES

5.1 Owners. Owners must take all responsible steps to ensure the welfare of their ponies, including during the winter months, and should only use farriers registered with the Farriers Registration Council and veterinary surgeons who are current members of the RCVS. 'Owner' shall mean the individual or individuals whom the Disciplinary Committee is satisfied in fact enjoy the rights, privileges and powers incidental to ownership. This includes, without limitation, the power to make decisions concerning the care and welfare of the animal, whether such individual(s) had any legal status as owner or not. In the case of hirelings, a member of the HPA involved in the hiring of ponies has the responsibility of 'owner' until the pony or ponies concerned have been handed over officially to another member of the HPA or his agent.

5.2 Clubs. In view of the fact that, particularly early in the season, some ponies appear on the polo ground in poor bodily condition, it is recommended that a representative of the club should informally inspect the pony lines to observe any ponies in a poor condition and then refer them to the veterinary surgeon who is a current member of the RCVS as required - see paragraph 4 above. If a club and a veterinary surgeon, who is a current member of the RCVS, stop a pony playing because of its poor condition, a report form must be sent to the Chairman of the Welfare Committee.

6. RULES

The Rules that affect the welfare of ponies must be adhered to by members and enforced by clubs and umpires.

7. PONY 'PUT DOWN'

In the event of it appearing desirable for a pony to be put down for humane reasons, such reasonable efforts as the circumstances permit should be made to contact the owner for his decision. Should the owner not be so contactable, the owner's representative or the person borrowing or renting the pony should take responsibility for authorising the pony to be put down, if he is satisfied that the horse is in extremis i.e. that it cannot be moved without an unacceptable degree of discomfort and where there is no foreseeable prospect of the pony recovering from its injuries. It is suggested that chemical euthanasia may well be used in the event of a pony having to be put down in front of the public; in that case, the carcass will have to be destroyed.

8. MISUSE OF SUBSTANCES

8.1 Banned Drugs

Although some drugs banned in other sports may be appropriately used in moderation in connection with polo ponies, heart stimulants of any kind are NOT to be administered under any circumstances, due to the danger to both horse and rider. The administration of any drug or substance which is not a normal constituent of horse feed is banned with the exception of the following:

- a. Phenylbutazone and Flunixin. The concentration in the blood plasma of phenylbutazone, with its active metabolite oxyphenbutazone, or of flunixin must be less than 10 micrograms per ml of plasma. Their combined use is banned. It is recommended that, to stay within these limits, a maximum dose of phenylbutazone is 2 grams a day and the last dose should be given no later than 10 p.m. on the night before play. A recommended dose of flunixin is no more than 2 x 10gram sachets of Finadyne per day.
- b. Ventipulmin TM
- c. Sputolosin TM
- d. Vi-Sorbin TM
- e. Isoxsuprine
- f. Regumate TM
- g. Cemetidine (Tagamet)
- h. Ranitidine (Zantac)
- j. Omeprazole (Gastroguard)
- k. Antibiotics except procaine penicillin.

8.2 Testing

Both random and specific tests will be arranged by the HPA and the clubs as considered necessary. The services of the HFL will be used.

8.3 Positive Test

If the result of a test on a sample of a pony's blood shows the presence of a substance above the permitted level, a report form must be completed and copies sent to the player, the owner of the pony, their club and to the Chairman of the Welfare Committee. The club may be directed by the HPA to hold a disciplinary hearing. In any case, members are required to cooperate with the HPA in producing any evidence relevant to any such enquiry by the club or the HPA when requested to do so.

ANNEX C - GUIDELINES FOR PENALTIES OF MISCONDUCT

It is very rare that any two cases will be the same and the severity and circumstances of the offence should influence whether the matter should be dealt with by a Club Disciplinary Board or referred to the Stewards.

The aim of Annex C is to provide guidelines for the penalties for the different offences that are considered most likely to lead to a charge of misconduct in order to help to provide consistency. The offences below are described in general terms and the penalties suggested are guidelines only and again will vary according to the severity of the offence, the circumstances in which it was committed, and the record of the player concerned. It may be appropriate for an offence committed in polo played at the higher levels to be referred to Stewards and to attract punishments at the higher end of the guidelines.

Where the penalty is a ban from playing in the United Kingdom and it is uncertain as to whether this ban will be implemented in any country where that player may play then consideration should be given to ensuring that the ban from playing in the United Kingdom is of sufficient length to meet the justice of the case.

OFFENCE BY PLAYER	CLUB	STEWARDS
Abuse of or disrespect to an official, another player or member of the public verbally or by any gesture	From warning to two month ban	From warning to 2 year ban and/or up to £50,000 fine
Negligent misuse of the stick which endangers another player, official or horse	From warning to two month ban	From warning to two month ban and/or up to £2,000 fine
Repeated dangerous play	From two match to two month ban	From two match ban and/or £200 fine to one year ban and/or up to £2,000 fine
Abuse of own horse by striking or any other means	From two match to two month ban	From two match ban and/or £200 fine to one year ban and/or up to £50,000 fine
Intentional misuse of the stick which endangers another player, official or horse	From two match to two month ban	From two match ban and/or £200 fine to one year ban and/or up to £50,000 fine
Deliberately not participating in any match or in any part of a match or leaving the field of play other than in the usual course of the match	From two match to two month ban	From two match ban and/or £200 fine to three month ban and/or up to £30,000 fine
Physical response to physical aggression	From two match to two month ban	From two match ban and/or £500 fine to three month ban and/or up to £3,000 fine
Assault by striking or other means of another player or official in any physical way	From warning to two month ban	From two week ban and/or £500 fine to two year ban and/or up to £50,000 fine

It is important that a club ensures that its club rules give any club board the necessary powers to award the desired penalties, should it wish to do so. Generally, clubs are encouraged to award bans which shall normally only apply at the club concerned unless the HPA is requested or decides to extend the ban to all clubs. However, a fine, which is payable to the HPA, may also be included if considered appropriate. The timing of any suspension or ban may take account of the individual's polo playing programme worldwide but shall first take effect in the same tournament in which the offence was committed and then for such matches as the Disciplinary Board may specify. An offence will be spent after two years.

ANNEX D - HANDICAP EVALUATION GUIDELINES

HANDICAP 'S' or STARTER

A person who has little or no experience in polo. It may range from a person who has had no previous riding to someone who is an expert rider but has yet to gain an understanding of the game. A 'starter' is not eligible to play outside the club of which he is a member. If his club considers that he is safe, he may play in domestic matches at his club only off a handicap of -2 but he cannot be given an official handicap of -2 until he has passed his rules test.

HANDICAP '-2'

A -2 handicap is in the gift of the club that the player has joined. The club must certify in writing to the HPA that their member has been raised to -2. Guidelines for a -2 handicap are as follows:

- i) Rules.** Will need help to prevent him fouling but a sufficient understanding of the Line of the Ball and the Right of Way so that he is not endangering himself or other players on the field. **Must** have passed the Rules Test.
- ii) Horsemanship.** The ability to stop and turn, hook another player and maintain control when ridden off by an experienced player.
- iii) Hitting.** The ability to hit adequate offside shots most of the time, and to achieve some success with nearside shots.
- iv) Set Plays.** May require some assistance but reasonable knowledge of the standard positioning for set plays; 'throw-ins', 'hit-ins', and 'penalties'.
- v) Tactics.** Likely to need assistance but has an understanding of the roles and positioning of the different team members, and the importance of counting heads, taking a man, and turning up; what he is meant to be trying to do as part of the team.

A -2 goal player may play in any tournaments up to 6 goals for which he is eligible.

HANDICAP '-1'

A player can only be raised to -1 or above by the HPA Handicap Committee. Guidelines are as follows:

- i) Rules.**
 - Should not foul but likely to need help against being sucked into fouls by more experienced players.
- ii) Horsemanship.** The ability to ride at speed and ride off safely.
- iii) Hitting.** The ability to hit offside shots of a reasonable length and accuracy, and adequate nearside shots most of the time. Need not be a consistently good striker of the ball.
- iv) Set Plays.** Should not require assistance on the standard positioning for set plays; 'throw-ins', 'hit-ins' and 'penalties'.
- v) Tactics.** Still likely to need assistance but his understanding should enable him to act independently and create a limited number of plays for team mates.

A -1 goal player may play in any tournaments up to 12 goals for which he is eligible.

HANDICAP '0'

For a 0 goal player, guidelines are as follows:

i) Rules.

- Should have a good understanding of the rules and should rarely foul.
- Should have passed the CP Umpire Rules Test.

ii) Horsemanship. The ability to ride at full speed, stop and turn, ride off safely and maintain control when ridden off and bumped at speed by the most experienced players.

iii) Hitting. The ability to hit offside and nearside shots of a reasonable length and accuracy, including tailed backhanders and under the neck. Should be a consistent and reliable striker of the ball on the offside and able to hit the ball more than twice at a fast gallop down the field under pressure. May still be limited on a nearside. Able to turn and/or dribble the ball.

iv) Set Plays. Should be completely familiar with positioning for set plays; 'throw-ins', 'hit-ins', and 'penalties', and also be able to help other less experienced players.

v) Tactics. Should be able to anticipate the play so that he is not just chasing the ball, and make the right decision on taking the man or the ball. Able to turn the play from defense to offense without fouling.

A 0 goal player may play in any tournaments, including High Goal, for which he is eligible.

ANNEX E - CV FORM

Sections 1 and 2 must be completed. Once completed, please return this form to the HPA Office.

Section 1

To be completed by all players coming from abroad and by all polocrosse or pato players who have not been allotted an HPA handicap from 2010. NB No handicap will be awarded to a new player until 15 January 2011 and if a player submits a form after 31st March then no handicap will be awarded until after the US and Argentine handicap changes from their April meetings have been published.

Name: Nationality:
 Contact Address in UK:
 Telephone: Fax: Email: Date of Birth:
 Current highest polo H'cap in the World: in: (Country) / Last registered HPA H'cap was: in: (Year)

	Club	Country	H'cap
2010			
2009			
2008			

I have / have never played polocrosse/pato (Please delete). My highest handicap was

Detail all countries where you have played polo in the last 12 months, giving handicap and dates please:

.....

.....

Please tick the relevant boxes below:

I am sponsored player

Yes

No

If **NO**, you are stating that you a patron or amateur and do **not** receive any financial benefit, cash or kind, from playing polo.

If **YES**, you must have a legal right to work in the UK and must tick one of the boxes below:

Certificate of Sponsorship (Work Permit)

Yes

An EU Passport (copy enclosed)

Yes

Other. Please give details below

Yes

.....

I believe that the facts stated in this CV form are true and understand that:

- a) I am not allowed to play in any tournament in the UK or Ireland until this form has been stamped and returned to me or my club.
- b) It should be available as proof of my handicap to clubs who should not accept entries for tournaments from players not on the latest handicap list.
- c) Any CVs that are found to be incorrect will normally result in disciplinary action being taken against the individual and / or club concerned and the team concerned being banned or disqualified from the tournament.
- d) Before I can play chukkas with any affiliated club in the UK, I must first join the HPA, and sign the HPA declaration form at my club, agreeing to abide by the Rules and Regulations, including those relating to welfare and drugs.
- e) My handicap will be placed in brackets until it has been confirmed by the HPA Handicap Committee on the evidence of a 'Handicap Qualification Form'. No sponsored player with a bracketed handicap of 5 goals or less will be allowed to play in the 22 goal until the brackets have been removed.

Signature of applicant: Date

Section 2 – To be completed by the HPA affiliated club

I confirm that the above player is a member of this club, has completed the HPA declaration form and has paid the HPA subscription. To the best of my knowledge, the information given above is correct.

Club's handicap recommendation:

Signature: Date:

Name: Club:

Section 3 – To be completed by the HPA

Agreed HPA Handicap: HPA Stamp:

HPA Signature and Date:

The Hurlingham Polo Association

Tel: 01367 242 828 Fax: 01367 242 829

E-mail: enquiries@hpa-polo.co.uk

Website: www.hpa-polo.co.uk



Chief Executive: **David Woodd**
 Manor Farm, Little Coxwell, Faringdon
 Oxfordshire, SN7 7LW, England

HANDICAP QUALIFICATION FORM 2011

This form must be completed by a sponsored player and relevant club managers or club manager's representative if the sponsored player wishes to have his/her handicap taken out of brackets in accordance with Regulation 6.4a. The latter will only sign if he considers the player has been trying.

6.4e Players with Bracketed Handicaps. No sponsored player with a bracketed handicap of 5 goals or less will be allowed to play in the 22 goal brackets may be removed once a player has submitted a 'Handicap Qualification Form' to the HPA via his club at least one week prior to a handicap meeting knowing that he has played in a minimum of 10 Victor Ludorum matches.

NB It is the player's responsibility to submit the Handicap Qualification Form (Regulation 6.5d) signed off by their main club to the HPA Office once it has been completed. If the Handicap Committee are not satisfied that a player has been trying then they will not be obliged to remove the brackets.

Name of Player: _____ Main Club: _____ Current Handicap: _____

Match	Victor Ludorum Tournament	Location	Date of Match	Team	Opposition	Umpire 1	Umpire 2	Win	Loss	Score	Club Managers Authorisation
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Signature of Player: _____ Date: _____ Signature of Club: _____ Date: _____ Print Name: _____

ANNEX H - GUIDELINES FOR DISCIPLINARY BOARDS

THIS AIDE MEMOIRE DOES NOT REPLACE THE REGULATIONS AND THE CONDUCT OF THE PROCEEDINGS MUST BE FAIR AND EXPEDITIOUS

BOARD CONVENED - 3 MEMBERS

EVIDENCE AND STATEMENTS COLLECTED

INFORM PLAYER OF THE CHARGE AND THE EVIDENCE SUPPORTING THE CHARGE

CHECK PLAYER UNDERSTANDS THE CHARGE, HAS RECEIVED COPIES OF ANY STATEMENTS, PAPERS OR SUMMARY OF EVIDENCE

CHECK PLAYER HAS HAD SUFFICIENT TIME TO READ THEM

ASK WHETHER PLEADING GUILTY OR NOT GUILTY

GUILTY / NOT GUILTY

CASE OUTLINED

WITNESSES FOR HPA / CLUB

WITNESSES QUESTIONED BY BOARD MEMBERS AND PARTY CHARGED

PARTY CHARGED CALLS WITNESSES

WITNESSES QUESTIONED BY HPA/CLUB AND BOARD MEMBERS

WITNESSES RECALLED AS NECESSARY

CASE SUMMARISED

PARTY SUMMARISES HIS DEFENCE

ADJOURN TO DISCUSS WHETHER GUILTY OR NOT GUILTY

RE-ASSEMBLE

FINDING [IF NOT GUILTY FINISH]

ANY OTHER CASES - MUST BE CONCLUDED CASES

PLEA OF MITIGATION

CHARACTER REFERENCES - WRITTEN OR ORAL

ADJOURN

RE-ASSEMBLE

AWARD WITH SUMMARY OF REASONS OR TO FOLLOW IN WRITING