



HURLINGHAM

POLO ASSOCIATION

RULES - PART I

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HPA RULES & REGULATIONS FOR POLO 2022

Polo is a game that owes much of its unique appeal to the fact that it should be played not only within its rules but also within the spirit of the game. Any action which is seen to abuse this spirit during play is detrimental to the game and may be penalised by the umpires. The major responsibility for ensuring the spirit of fair play rests with the players.

Part 1: Game and Field Rules

Part 1 sets out the 'International Rules' for how the game should be played and aligns very closely with those of the AAP and USPA. **The shading** indicates that the rule is a change to the 2020 HPA rules and the *italics* that it is significantly different to the AAP or USPA rule.

Annex A: Layout of Field of Play and Safety Zone.

Annex B: Diagrams.

Part 2: HPA Supplementary Rules and Regulations

Each country or association has different and additional rules for certain aspects such as membership, players and their equipment, substitution, tournament conditions, and pony welfare. The HPA's 'Supplementary Rules and Regulations' are set out in Part 2 and if they conflict have precedence over Part 1.

Annex A: Membership Rules and Regulations.

Annex B: Handicapping Rules, Regulations and Guidelines.

Annex C: Tournament Conditions, Player Eligibility, Team Entries, Team Changes and Substitution

Appendix 1: Victor Ludorum and Points System.

Annex D: Format, Scheduling and Order of Merit.

Annex E: Use of Banned Substances by Players.

Annex F: Club Responsibilities.

Annex G: Rules and Guidelines for Referees and Umpires.

Part 3: HPA Disciplinary Procedures

Part 3 sets out the disciplinary powers and procedures for Disciplinary Boards.

Annex A: Notice of Disciplinary Hearing and Charge.

Annex B: Brief for Members of a Disciplinary Board.

Annex C: Guidance for Party Charged.

Appendix 1: Declaration by Party Charged.

Annex D: Notice of a Result of Disciplinary Hearing.

Annex E: Powers of and Guidelines on Penalties.

Part 4: HPA Memorandum of Association See website

Part 5: HPA Articles of Association See website

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. For reasons of simplicity the masculine gender is used to denote both masculine and feminine throughout the Rules.

Disputes. The procedure set out below shall apply to any dispute (a "Dispute") arising out of or in connection with the implementation or operation of Parts 1,2,3 and 4 of these Rules and Regulations. Where the matter in dispute arises out of the operation of Part 3 the processes under that Part shall first be taken to a conclusion before this procedure for the Dispute is invoked.

1. The Dispute may be referred by a Member, Associate Member, Affiliated Club or Provisionally Affiliated Club ("Relevant Person") in writing to the Chairman of the HPA who will use reasonable endeavours to resolve the Dispute within 30 days.
2. If the Dispute is still not resolved after the procedure set out above, the HPA and the Relevant Person will attempt to settle it by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure. To initiate mediation the Relevant Person must give notice in writing to the HPA requesting mediation (the "ADR Notice") and shall send a copy of the ADR Notice to CEDR. If there is any question in the conduct of the mediation (including nomination of the mediator) upon which the parties cannot agree within 14 days from the date of the ADR Notice, CEDR will, at the request of either party, decide that question for the parties, having consulted with them. The mediation will start not later than 28 days after the date of the ADR Notice.

3. This procedure is not intended to act as a bar to a Relevant Person instituting civil proceedings where such is considered necessary to protect any time bar or to apply for urgent injunctive relief.

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.

PART I: GAME AND FIELD RULES 2022

SECTION I - PRELIMINARY RULES FOR THE GAME

1. **FACILITIES AND ACCESS DURING PLAY.** See **Annex A.**
 - a. **Field of Play.** The field of play is the prepared area bounded by the side line or boards and the back line.
 - (i) **Full Size.** The measurements of a full size field of play shall be:
Length: 300 yards (275 meters)
Width: 200 yards (180 meters) if unboarded and 160 yards (146 meters) if boarded.
 - (ii) **Minimum Size.** The minimum measurements for a field of play shall be:
Length: 250 yards (230 meters)
Width: 175 yards (160 meters) if unboarded and 145 yards (130 meters) if boarded.
 - b. **Safety Zone.** The safety zone is the prepared area that extends beyond each end and along each side of the field of play. The safety zone should be marked and it is recommended to extend 10 yards beyond the side lines/boards and at least 30 yards beyond the back line and should be prepared to the same standard as the field of play. Any incident which occurs in the safety zone shall be treated as though it occurred on the field of play itself.
 - c. **Goals and Goal Line.** The goal posts shall be 8 yards (7.3 metres) apart (inside measurement) and centred at each end of the field of play. The goal line is that part of the back line between the two goal posts at either end of the field of play. The goal posts shall be at least 10 feet (3 metres) high, and light enough to give way if collided with.
 - d. **Boards.** Boards, if used, shall not exceed 11 inches (28 cm) in height and shall be at least one inch thick. They may be curved at the ends of the field of play.
 - e. **Ball.** The ball shall be 3 to 3.5 inches (76 to 89 millimetres) in diameter and within the limits of 4.25 to 4.75 ounces (120 to 135 grams).
 - f. **Access during Play.** During play, the field of play and safety zone are restricted to the players, umpires and goal judges except that:
 - (i) A stick holder may enter the safety zone but not the field of play to hand over a stick to a player.
 - (ii) Players may change ponies in allocated box areas (marked out or imaginary) at any of the four corners of the field of play or as designated by the club in agreement with the umpires. They may not change in the safety zones between the two 30 yard lines.
 - (iii) Ponies may be ridden between the pony lines and the changing boxes within the safety zone during play providing that they are ridden in a sensible manner and at a safe speed.
2. **PLAYERS AND PLAYERS EQUIPMENT**
 - a. **Team.** A team is limited to 4 players on the field of play in all games.
 - b. **Team Captain.** An on-field Team Captain must be nominated to the umpires at the beginning of the game. He shall wear an arm band provided by the team and only he may speak with the umpires. If replaced for any reason, he shall hand it to another player.
 - c. **Right Hand Only.** The right hand only is to be used to hold the stick to hit the ball or hook another player's stick.
 - d. **Leaving the Field.** A player may not leave the field of play during the course of a chukka without the permission of the umpires except to change a pony or a stick or for a legitimate run off.
 - e. **Drink and Drugs.** No player may play in any match, practice game or chukka under the influence of alcohol or any illegal stimulant or drug.
 - f. **Substitution.** If a match is about to start or has started and a player is late or unable to play through accident, sickness or duty, he may be replaced by a substitute. The substitute must be qualified to play in the tournament and the team must remain qualified after the substitution has been made. If the game is on handicap and a higher handicap player is qualified to play, the goals awarded on handicap will be recalculated as if he had started the game. It is the responsibility of the team to mount the substitute. Further substitution rules may apply for specific tournaments or in different countries. See Part 2 Annex C Paragraph 9.
 - g. **Equipment.**
 - (i) No one shall be allowed to play polo unless they are wearing protective headgear with the chinstrap or harness correctly fastened. See Part 2 Rule 3a.
 - (ii) Polo boots and protective kneepads must always be worn during play and white jeans or breeches for matches.
 - (iii) Any spur likely to wound a horse is not allowed.
 - (iv) Any equipment that has sharp projections which might cause injury to another player or pony is forbidden.
 - (v) Goggles, elbow pads and gum shields are recommended.
 - (vi) Team shirts must not be of black and white vertical stripes and must be numbered 1, 2, 3 and 4. The numbers

should be no less than 9 inches high in a contrasting colour on the back. If, in the opinion of the umpires or Tournament Committee, the colours of two competing teams are so alike as to lead to confusion, by mutual consent one team to change or by toss of coin to decide. The numbers on the team shirts must be 1 to 4 and not be duplicated. See Part 2 Annex G Paragraph 6.

3. PONIES.

a. Ponies of any height may be played.

b. A pony may not play if:

- It is blind in an eye;
- It has any form of open tracheotomy (tubing) or has been de-nerved (chemically or surgically desensitized). If desensitized temporarily then it must not be played until full sensation has returned.
- It is not under proper control or is showing a vice so that it is unsafe, such as kicking or biting. See Part 2 Rule 2.4t.
- It has a contagious or infectious disease.
- It is lame or showing any signs of distress.
- It has any signs of spur damage.
- It is showing blood from any part. If the blood is not part of any spur damage and the bleeding is superficial so that it can be stopped the pony may return to play if a club official or the umpires are content.

See Part 2, Rule 2.7 Report Forms

c. Ponies must be protected by bandages or boots on all four legs and must have their tails put up. Ponies are expected to be well turned out and the following is not allowed:

- Poor or badly fitted tack.
- Blinkers or any form of noseband or other equipment which might obstruct the vision of the pony.
- A noseband, headpiece or headcollar which incorporates wire or any sharp material.
- Any equipment that has sharp projections which might cause injury to the pony or any other pony or player.

d. Shoes

(i) Rimmed shoes may be worn but the rim must be on the inside of the shoe only.

(ii) A calkin or stud must be of less than 0.5 inches (13 mm) cubed or hexagonal and must be fitted on the last inch (25mm) of the outside heel of the hind shoe. If a shoe has a calkin or fixed stud it must be balanced by a raised and feathered inside heel tapered for a minimum of 1.5 inches (40 mm). A non-slip plug or road plug may be fitted. A plug is sunken into the shoe by a farrier and is not to be confused with any form of stud. A removable stud, which is the type strongly recommended, should be removed before the pony leaves the grounds.

(iii) Frost nails, road studs, screws and fancy spikes or any protruding nails or sharp edges on a shoe are not allowed. A pony may be shod with a maximum of two road nails or non-slip nails per shoe in order that it may be exercised safely on the roads. Such nails must not be on the widest part of the shoe.

(iv) The lateral extension or projection of a shoe must not be more than 5mm proud of the hoof wall.

(v) A pony may be played without all four shoes or without hind shoes. Should this lead to the pony not being under proper control so as to be a danger to itself or others then it should be ordered off by the umpires.

4. OFFICIALS. See Annex G for the guidelines for game officials.

a. Authority. The rules shall normally be administered by two umpires and a referee whose authority will be absolute during and immediately before and after the game on matters regarding the conduct of play. Should any incident occur which is not provided for in the rules such incident or question shall be decided by the umpires unless they disagree, in which case they should consult the referee. They will be assisted by goal judges and a timekeeper who may in turn be assisted by a scorer and assistant scorer. Any decision thus made may not be overruled by any other person.

b. Referee. The referee (or third man) should be in an elevated and isolated position at the centre of the ground so that he has a good view and can concentrate on the play. He should not be drawn into conversation or use a mobile phone and must make his position known to the umpires before the game. He will adjudicate if the umpires disagree in which event his decision will be final. If the referee is unable to make an informed judgement on the play, then he should rule 'No Foul'.

c. Umpires. There will normally be two mounted umpires who have the duty to control the game according to the rules.

d. Goal Judges. A goal judge shall be appointed for each goal. On occasion, two may be used at each goal. Each shall give testimony to the umpire at the latter's request as to the goals scored or other points of the game near the goal, but the umpire shall make the final decision.

e. Timekeeper. A timekeeper shall be appointed in all games and is responsible for keeping the time for the intervals and the time played in each chukka. The timekeeper may also act as the scorer and assistant scorer.

- f. **Scorer.** The scorer will record the goals scored, noting, if possible, the name of the player scoring the goal, the time at which the goal was scored and the direction of play. He will instruct the assistant scorer to put up the score on the board being particularly careful to check that the correct team has been credited. At all times it is the scorer's figures that count.
- g. **Assistant Scorer.** The assistant scorer is responsible for preparing the scoreboard before the match, and updating goals scored and chukka numbers during the match. He should have communication with the scorer if they are not sitting together.

5. SPARE

SECTION 2 – COMMON TERMS, WINNING, GOALS ON HANDICAP AND SCORING GOALS, DURATION, START OF PLAY

6. COMMON TERMS AND RULES. Below is a list of the terms or rules commonly used along with their meaning:

- a. **Foul.** A foul is defined as any infringement of the rules.
- b. **States of Play.**
- (i) **Ball in Play.** For a throw in, the ball is considered 'in play' the moment it has left the umpire's hand, and for a free hit the moment the player taking a free hit has either hit or hit at the ball if missed.
 - (ii) **Ball Out of Play.** The ball is 'out of play' if a goal has been scored or if it has gone over the back or side-line or boards. A ball on the line is still in play. The whistle is not blown nor the clock stopped.
 - (iii) **Dead Ball.** The ball is 'dead' when the umpire blows his whistle or on the sound of the bell to end the chukka. The clock is stopped.
 - (iv) **Break in Play.** There is a 'break in play' when the ball is 'dead' or 'out of play'.
 - (v) **Neutral.** Play is considered to be 'neutral' when neither side has an advantage or is favoured.
- c. **Throw-In.** Each team shall take up its position opposite the umpire on its own side of an imaginary line not less than 2 feet (60 cms) apart. No player shall be within 5 yards of the umpire who shall stand at the spot on the field of play as set out in the Rules and bowl the ball in underarm, low and hard between the opposing ranks of players. The players should remain stationary and have no contact with an opposing player until the ball has left the umpire's hand.
- d. **Offside.** A player can only be offside if he is returning to the field of play after a break in play. For either a hit in or if no other member of his team is onside, a player shall be onside if he enters the field of play beyond his own 60 yard line. Otherwise, he must enter the field of play from behind his own team. If he enters in front of his own team, he is not onside until he has passed behind a player of his own team who was onside at the restart of play.
- e. **Behind the Ball.** If a line is drawn through where the ball has been placed parallel to the back line, behind the ball is taken as that part of the field of play which is on that side of the team taking the hit.
- f. **Fair Play Dropped Ball.** Play may only be restarted with a fair play dropped ball if no foul has been called and the umpires have had to stop the game before play is neutral with one team in possession of the ball and clear of any opposing player.
- The umpires will drop the ball where it was when the whistle was blown and when teams are ready in accordance with each rule will call 'play' after a further 5 seconds. If the ball was within the 60, it shall be dropped on the 60 yard line in line with where the ball was when the whistle was blown but not outside the T.
 - The player taking the hit must hit the ball within 5 seconds without replacing the ball. If the ball has been placed on the 60 yard line the hit shall be taken in one stroke with the intent to score as for a Penalty 4. His team members may be in a position of their choosing. If the team fails to play the ball within the 5 seconds a Penalty 5a should be awarded.
 - The players of the team facing the hit shall not be within 30 yards of the ball nor behind the ball. Should one be within 30 yards of the ball when the hit is taken then he has no play until the hitter has passed the ball to or been challenged by another player. If they do make a play a penalty hit should be awarded closer to their goal.

7. WINNING, GOALS ON HANDICAP AND SCORING GOALS.

- a. **Winning.** The team with the most goals on the score sheet, including those awarded on handicap and from a Penalty 1 wins the game.
- b. **Goals on Handicaps.** In all matches played under handicap conditions the difference between the totals of the two team handicaps shall be multiplied by the number of chukkas to be played in the game and then divided by 6 (the number of chukkas upon which handicaps are based). This will give the number of goals to be given to the team with the lower handicap. Any fraction of a goal shall be counted as 'half a goal'.
- c. **Scoring Goals.** A goal is scored from play when the ball passes between the goal posts or the imaginary vertical lines produced by the inner surfaces of the goal posts and across and clear of the goal line. A ball hit through or directly over either goal post shall not count because it has not passed between the inner vertical lines of the goal posts. If the ball lodges in a goal post, the umpire will blow the whistle and the game shall continue as if the ball had been hit over the back line.

- d. **Redress on Score.** Any change to the score as posted on the score board must be made before the final whistle.
- e. **Undecided Goal.** If the two umpires are unable to decide as to whether a goal was scored or not, having consulted the goal judge(s), and if still in doubt the referee, they must give the benefit of the doubt to the defending team.
- f. **Whistle Blown as Goal Scored.** When the whistle is blown for a foul at the same time a goal is scored:
 - (i) **No Foul.** If it is confirmed that there is 'No Foul' then the umpires will instruct the goal judge to wave his flag to signify a goal and the clock will be restarted at this point.
 - (ii) **Foul by Defending Team.** If it is decided that the defending team have fouled, the goal will stand, and the Umpires shall instruct the goal judge to wave his flag. The umpires then have the option of proceeding as normal or blowing the whistle again and restarting the game with an appropriate penalty. If a penalty is awarded the whistle must be blown to stop the clock until the penalty is taken.
 - (iii) **Foul by Attacking Team.** If it is decided that the attacking team have fouled, the goal will not be awarded, and the umpires shall restart the game with an appropriate penalty.

8. DURATION OF THE GAME.

- a. **Number of Chukkas.** The standard duration of a game shall be 6 chukkas, excluding extra time, but this may be varied by the Tournament Committee according to the level of the polo.
- b. **Intervals.** Intervals between chukkas will be 3 minutes, with a 5 minute interval at half time and before extra time. In games of 5 chukkas, the half time interval shall be after the third chukka. A bell shall be rung at the end of these intervals as a signal to the umpires to restart play.

- 9. **UNFINISHED GAME.** Once the game has started it shall be played to a finish unless stopped by the umpire or the host Tournament Committee for some unavoidable cause which prevents a finish the same day, normally weather. The responsibility rests with the umpires as to whether to stop the match or not, having consulted the team captains. It shall be resumed at the point at which it has stopped as to score, chukka and position of the ball at the earliest convenient time, to be decided upon by the host Tournament Committee. See also Part 2, Annex D, para 16 for recalculating the score if the game could not be completed.

10. DURATION OF CHUKKAS.

- a. **Normal Chukka.** Except for the final chukka or extra time, each chukka shall be a maximum of 7 1/2 minutes. After 7 minutes, the first bell will be rung to indicate that up to 30 seconds remain. If the ball is out of play when the bell is rung, the umpire will blow his whistle to end the chukka. Otherwise, after the first bell is sounded, the chukka will end when there is a break in play or when the second bell is rung. If a foul is awarded, the penalty shall be taken at the beginning of the next chukka.
- b. **Final Chukka.** In the final chukka, the game will end on the first sound of the 7 minute bell unless the teams are tied. If tied, play will continue until either a goal is scored or awarded or until the first sound of the second bell. If a whistle is blown for a penalty during the last 5 seconds of the last chukka, 5 seconds shall be allowed for the execution of any penalty. If 'no foul' is agreed, then play shall continue only for the time remaining when the whistle was blown.
- c. **Extra Time.** If a result is required and the score is still tied, the game will continue with an extra chukka. It will start where the previous chukka ended and shall be played until a goal is scored to determine the game (sudden death or golden goal) or the second bell is sounded as in Rule 10b above. If no goal is scored, teams change ends for any subsequent chukka of extra time and the game shall be re-started at a position corresponding to where the previous chukka ended. See also Part 2, Annex D, para for Widened Goals and para for Penalty Shoot Outs.
- d. **Stopping of the Clock.** The clock shall be stopped only if the umpire blows his whistle. If stopped, the clock shall be restarted when the ball is put back into play. Otherwise, play shall be continuous, and the clock shall not be stopped.

- 11. **START OF PLAY.** The timekeeper will sound the bell five minutes before the advertised time for the start of the match to alert the teams and officials. The umpires should check that the team captain is wearing a captain's armband. The two teams shall line up for a throw-in (see Rule 6c) along the centre line but at least 20 yards from the boards/side-line.

12. SPARE.

13. CHANGING ENDS.

- a. Ends shall be changed after every goal; play is restarted with a throw-in on the centre line unless a Penalty 1 has been awarded in which case the restart shall be with a Penalty 5b. The players shall be allowed 25 seconds before play is restarted. For any unnecessary delay a Penalty 5b shall be awarded.
- b. Ends shall also be changed:
 - (i) If no goal has been scored by half time.
 - (ii) If the umpires have inadvertently permitted the teams to line up the wrong way, play will continue but if no goal has been scored by the end of the chukka, ends shall be changed and the game restarted at a position corresponding to where the previous chukka ended.
 - (iii) For Extra Time see Rule 10c.

Play is re-started at a position corresponding to where the previous chukka ended.

14. ATTACKER HITS BEHIND (HIT OR KNOCK IN). When the ball is hit over and clear of the back line by the attacking team it shall be a hit-in by the defending team from the spot where it crossed the back line, but at least 4 yards from the goal posts or boards. The ball will be placed by a goal judge clear of the back line by up to one foot within the field of play.

- a. None of the team facing the free hit shall be within 30 yards of the ball or in front of the 30 yard line until the ball is hit or hit at. In the case of any infringement or delay by the team facing the hit, a Penalty 5b shall be awarded.
- b. The team taking the hit-in may place themselves where they choose. Once the goal judge has placed the ball, the umpire will call "Play" and the hitter must play the ball within 10 seconds. In case of delay the umpire shall blow the whistle and throw-in perpendicular to the back line from the spot where the hit-in should have been taken, with the team due to take the hit-in nearest to the goal.

15. DEFENDER HITS BEHIND (CORNER 60). If the ball is hit over the back line by a defender directly or, having been hit by a defender, has then deflected either off his own pony, another defender's stick, a goal post or the boards, the umpire shall blow the whistle and award a Penalty 6 (Corner 60). If the ball deflects off any other player or pony or the umpire before going behind it shall be a hit-in (Rule 14).**16. BALL GOES OUT OF PLAY OVER THE BOARDS OR SIDELINE.** If the ball goes out of play over the boards or side-line, the umpire without blowing his whistle (the clock is not stopped) will restart play with a hit against the team that last touched the ball whether it was off their stick, pony or player.

- a. If the umpires are unclear as to which team touched the ball last or the ball went out off an umpire's pony, then there will be a throw in by the umpire who will stand with his back to the boards where the ball went out of play.
- b. If the ball was last touched by a defending team member or his pony within their 60 yard line, the umpire will place the ball on the 60 yard line and 10 yards in from the boards or side line; the striker may hit the ball only once and must either pass the ball to a team mate who must be at least 30 yards away or shoot for goal.
- c. In all other cases the umpire shall place the ball at least 5 yards inside the playing area opposite the point where it went out of play.
- d. In either case:
 - The umpires will place the ball within 8 seconds and after 8 seconds will call 'play'.
 - The player taking the hit must hit the ball within 5 seconds without replacing the ball; his team members may be in a position of their choosing. If the team fails to play the ball within the 5 seconds a Penalty 5a should be awarded.
 - The players of the team facing the hit shall not be within 30 yards of the ball nor behind the ball. Should one be within 30 yards of the ball when the hit is taken then he has no play until the hitter has passed the ball to or been challenged by another player. If they do make a play a penalty hit should be awarded closer to their goal.

17. RESTART AFTER INTERVAL BETWEEN CHUKKAS. On play being resumed after an interval, the ball shall be put into play in the same manner and position in which it would have been had there been no interval unless ends have been changed in which case play is re-started at a position corresponding to where the previous chukka ended (Rule 13).**18. RESTART WHEN THE BALL HAS NOT LEFT THE FIELD OF PLAY.** If for any reason other than for a foul leading to a penalty the game has to be stopped without the ball going out of play, it shall be restarted with a throw-in by the umpire from the spot where the ball was when the whistle was blown, facing the nearer side-line, and at least 20 yards from the boards or side-line and 10 yards from the back line; in certain circumstances it may be re-started with a fair play dropped ball (Rule 6f).

19. **BURIED OR DAMAGED BALL.** If the ball is buried or trodden in so that the players are unable to move the ball, the umpire shall blow the whistle and restart the game with a throw-in. If the ball is damaged, the umpire shall stop the game when the play is neutral and replace the ball. A goal will be awarded if a player has managed to hit the larger part of the ball through the goal before the whistle was blown.
20. **LOST HELMET OR BROKEN EQUIPMENT.**
- a. If a player loses his helmet, the umpire shall stop play when neutral to enable the player to recover it.
 - b. If an umpire considers that damaged or broken tack might pose a risk to any player or pony, he shall stop the game when the play is neutral. However, the game shall be stopped immediately in the interest of safety for tack which presents an immediate danger to any player or pony such as:
 - Broken bit.
 - A broken rein if single or both if double.
 - Broken girth.
 - Trailing bandages.

The umpires may allow the player to rectify the fault immediately on the ground if it can be done quickly. Otherwise, the player must leave the field of play and play will be restarted as soon as the player has done so.
21. **DISMOUNTED PLAYER.** A player may not dismount without good reason and if dismounted may not hit the ball nor interfere in the game.
22. **INJURED OR FALLEN PLAYER.** If a player is injured or falls off, the Umpire shall stop the game immediately if the player or pony is in danger or, if not, when the play is neutral. A player must make every effort to retain hold of his pony. If injured, the team shall be granted a period not exceeding 10 minutes for the player to receive any medical assistance and, if unfit to continue, to produce a substitute within this time. In the case of a serious injury and upon medical advice the umpires may allow additional time. The umpire shall not wait for any other player who may not be present. If subsequently able to resume playing, the injured player may replace his substitute at the start of any chukka.
23. **INJURED, DISTRESSED, FALLEN OR FATIGUED PONY OR LOST SHOE.** The umpires have a responsibility during play for pony welfare, but the primary responsibility lies with the player at all times.
- a. During a break in play, or exceptionally during play, a player may inform the umpires that his pony is injured or distressed, or the umpires may make their own assessment to this effect. In both cases, they should stop play immediately and examine the pony. If in their opinion:
 - (i) The pony is visibly injured or distressed they should call "all may change". The pony in question must be led off the field or taken off by horse ambulance. Play will be restarted with a throw-in from where the ball was when the player with the injured pony has returned on another pony.
 - (ii) The pony is not visibly injured or is fatigued then they should instruct the player to change by leading the pony off the field by the shortest route and then to a changing box or area. No other player on his team may change. Play should be restarted as soon as he has left the field of play. The pony may be tagged or marked under supervision of the umpires so that it may not play again in the match.
 - b. If a pony falls the player must make every effort to retain hold of his pony. If its shoulder touches the ground the umpires should stop play immediately and, if the player wishes to remount, ensure that it is trotted up and examined for soundness. If sound or if there is no evidence of injury, the player may remount or change ponies in accordance with Rule 24a(i) above.
 - c. If a pony throws or skews a shoe the player may be allowed to change at the next break in play. Play will be restarted when the player returns.
24. **SPARE.**
25. **SPARE.**

SECTION 4 – PRECEDENCE AND PERSONAL FOULS

26. **CROSSING.** No player shall cross another player who has precedence except at such a distance that not the slightest risk of collision or danger to any player is involved.
27. **LINE OF THE BALL.** The line of the ball (LOB) is the extended path along which the ball has travelled or is travelling. This includes when it has been kicked by a pony or has hit a player's or umpire's pony or any other impediment on the field of play. If a player has a free hit but misses the ball, the LOB is taken as that direction in which the player was riding. The LOB is the reference for deciding precedence as between players. See **Annex B**.

- a. Two opposing players riding on the exact LOB and simultaneously making a play on each other, whether following or meeting, have precedence over all other players.
- b. A player on the exact LOB with the ball on his offside, whether following or meeting, has precedence over any other players, except when meeting two players as above.
- c. No player shall enter in front of the player on the LOB except at such a speed and distance that not the slightest risk of collision or danger to any player is involved. If a player enters safely and gains control of the ball, an opponent must not ride into him from behind.
- d. When no player is on the exact LOB and two or more players ride in the same general direction, whether following or meeting, the player riding at the lesser angle to the LOB has precedence. If the players are at equal angles, the player that has the LOB on his offside has precedence.
- e. Any player riding in the same direction as the ball is travelling or has travelled has precedence over any player or players riding from the opposite direction unless they are in accordance with 28a or b above.
- f. No player will be considered to have precedence because he was the last to hit the ball if having hit the ball he has then deviated from the exact LOB.
- g. During a throw-in, a precedence as between players will only be established when the ball leaves the line out, either direct from the throw by the umpire or if hit away by a player. Until such time, players may play the ball from any direction or angle providing they do so without creating danger or a risk of danger to themselves, other players, or ponies.
- h. A player shall not be entitled to play the ball on his nearside if he endangers another player who would otherwise have been able to make or attempt to make a legitimate play.

28. **RIGHT OF WAY.** A player with possession is entitled to continue down the LOB to hit the ball on his offside unless he is subjected to a legitimate play.
- a. **Ball Deflected.** If one or more players are riding on the LOB with possession and for any reason the ball is unexpectedly deflected for a short distance, those players retain the right to play the ball if they are still able to do so without changing direction, and if not, to continue for a short distance on the original LOB. They may not make a play on the ball if another player is established on the new LOB.
 - b. **Changing the LOB.**
 - (i) If a player suddenly changes the LOB towards, into or under an opposing player, that player must clear the new LOB and may not make a play; but the player in possession must allow the opposing player to do so. The player in possession will foul if he rides into him to claim a foul for himself.
 - (ii) A player in possession with the ball on his offside may move the ball at any angle to his left and a trailing opponent only has a nearside play.
 - c. **Hitting Past a Player.** If a player in possession hits the ball past an opposing player riding on the same line and at the same speed, that opposing player has the right to play the ball on his offside provided he does not cross the player following. The player following must not ride into him from behind.
 - d. **Delay of Play.** A player in possession of the ball when marked by an opposing player must keep moving the ball. Should he stop or reduce to a walk or walking speed he may tap the ball only once and thereafter he or any member of his team must within 5 seconds either hit the ball away or run with it. The umpire may call '5 seconds' or 'use it' if in position to do so. A player is considered to be marked when an opposing player is within two ponies' lengths of his own and the player in possession is neither being blocked nor ridden off and therefore has the freedom to continue down the LOB.
 - e. **Turning and Play on the Boards.** The first player to the ball may not turn in front of a player on the LOB but if the player following checks or reduces speed the first player may then turn the ball in either direction providing that he maintains speed and continues the play. If the play is on the boards, the player once he has turned must keep going in his chosen direction.
29. **CARRYING THE BALL.** A player may make a one-time per play only block or deflection of the ball with any part of his body but he may not catch it with an open hand or carry it intentionally. If it becomes lodged against a player, his pony or its equipment in such a way that it cannot be dropped immediately, the umpire shall blow his whistle and restart the game with a throw-in at the point where it was first carried.
30. **IMPROPER USE OF THE STICK.** No player may hook an opponent's stick unless on the same side of the opponent's pony as the ball, or in a direct line behind, and the stick is neither over, nor under, nor across any part of the opponent's pony, nor between a pony's legs. All of the stick of the player being hooked must be below his shoulder, he must be in the act of hitting the ball and his stick must not be hooked or struck with excessive force. An offside backhand stroke can be hooked during the wind up of the swing when the stick is behind the player but only on that part of the stick which is below the shoulder. However, the nearside backhand may not be hooked behind the player.

31. **ROUGH PLAY.** A player may ride off an opponent provided that the ponies are travelling at the same speed, are shoulder to shoulder and come together at a safe angle. When riding off, the elbow must be kept close to the side and a player may not push with the head, hand, arm, or elbow another player.
32. **BLOCKING.** When play is resumed with a hit after a break in play, it is not permitted for any member of the team taking the hit to ride off or block an opponent attempting to make a play on the hitter. If the ball is then left for a team-mate following, the player leaving it may not then ride off or block an opponent attempting to make a play on the player who has been left the ball.
33. **RIDING OFF.** A player may ride off an opponent provided that the ponies are travelling at the same speed, are shoulder to shoulder and come together at a safe angle. When riding off, the elbow must be kept close to the side and a player may not push with the head, hand, arm, or elbow another player. The following are examples of what may be considered to be dangerous riding off and may lead to the umpires awarding a red or yellow flag in addition to any penalty:
- Riding off at such an angle as to endanger a player or a pony or unbalance the pony, or in front of or behind the saddle, or when the speed difference between both players could cause danger.
 - Continuing to ride off another player over the back line or through the goal thereby endangering a goal judge.
 - Riding off an opponent across another player on the line of the ball or in such a way as to endanger an umpire.
 - Riding off an opponent at the same time as another member of his team (sandwiching).
34. **DANGEROUS PLAY.** No player may ride, position his pony, use his stick or hit the ball in a manner which creates danger to another pony, player, official or any other person or which places the welfare of his own pony at undue risk. The following are examples of what may be considered to be dangerous play and may lead to the umpires awarding a red or yellow flag in addition to any penalty:
- Hitting the ball with a full swing and sufficient power to cause injury to another player or his pony who is in a legitimate position at close quarters, if the shot hits the pony or player in such a way that it might cause or does cause injury. A player may not suddenly position himself at close quarters to block the ball if the hitter is already committed to his shot.
 - Riding his pony from behind into the forehand or backhand stroke of an opponent.
 - Zigzagging in front of another player in such a way as to cause the latter either to have to check his pace or risk a fall.
 - Pulling across another player, in front or behind, in such a manner as to risk danger to either pony.
 - Use his stick dangerously, such as playing a full shot in a melee or ride off, especially under a pony's neck when being ridden off, swinging his stick wildly in close proximity to other players, or in a windmill or helicopter fashion.
 - Riding at an opponent in such a manner as to intimidate and cause the opponent to pull out or miss the stroke although no foul or cross occurs.
35. **UNSPORTSMANLIKE CONDUCT.** No player, team or member of a team's organization may behave in a way which is inappropriate or risks bringing the game into disrepute. The following are examples of what may be considered to be unsportsmanlike conduct. Any of the below may lead to the umpires awarding a red or yellow flag in addition to any penalty, and/or increasing or reducing the severity of the penalty awarded:
- Showing disrespect or using vulgar or abusive language or gestures to any official, player, coach, or spectator. This includes continuing to appeal or argue with the umpires or officials, verbally, by gesture or with a stick.
 - Seizing with the hand any part of another player or another player's pony or their equipment, or using an arm to prevent an opponent from being able to play a shot or control his pony, or holding a stick in such a way as to interfere with another player or his pony.
 - Striking another player or another player's pony with his stick, whip, hand or fist.
 - Unnecessarily causing delay that is unwarranted or advantageous to the player's own team before or during a game whether or not the ball is out of play or dead.
 - Feigning injury to a pony or as a player in order to get play stopped.
 - Refusing to continue to play or leaving the field of play during the course of a chukka without the permission of the umpires except to change a pony or a stick or for a legitimate run off.
 - Hitting the ball intentionally or recklessly beyond the safety zone or when it is out of play or dead, in such a way that it could cause injury to a spectator or official, or damage to property.
 - Abuse of a pony; this includes using a whip when the ball is out of play, using a whip or spurs unnecessarily or in excess at any time (see Part 2 Rule 3c), hauling or jabbing a pony in the mouth, putting the welfare of a pony at risk by playing or continuing to play it, or putting a pony and/or others at risk in any way.

36. **FOUL, NO FOUL AND ADVANTAGE RULE.** The umpires should stop play for a foul by blowing the whistle. If the umpires themselves agree after consultation that there was no foul, or the referee rules 'No Foul', there shall be a throw-in towards the nearest boards or side line from the spot where the ball was when the alleged foul took place. The umpires may elect not to blow the whistle or delay doing so if doing so results in a disadvantage to the team fouled.
37. **TAKING OF PENALTY HITS.** Once the umpire has dropped the ball, he will call "play" and the team fouled must play the ball within 20 seconds. For violation of procedure see Penalty 7a and 7b but if both teams fail to carry out the correct procedure the penalty shall be re-taken at the same point and under the same conditions.
38. **PENALTY 1.** If, in the opinion of the umpires, a player commits a dangerous or deliberate foul in the vicinity of goal in order to save a goal, the team fouled shall be awarded one goal. The game shall be resumed with a Penalty 5b in favour of the team fouled, ends having been changed.
39. **PENALTY 2 - SPOT OR 30 YARD HIT.**
If the foul occurred within the 30 yard line the Captain of the team fouled shall be offered the choice of one undefended free hit from either the spot where the foul occurred or 30 yards from the goal line of the team that has fouled opposite the centre of the goal:
- All of the team taking the hit to be positioned behind the ball. The player taking the hit may hit or hit at the ball only once and may not make another play. Should the ball fail to cross the goal or back line or rebound into play off a goal post the team facing the hit will be awarded a free hit from where the ball came to rest, as for a Penalty 5a. The ball may be moved outwards towards the boards or side-line should a goal post interfere with the player taking the hit.
 - The team facing the hit has no play and must be behind their back line and not between the goal posts nor behind the goal. They may not distract the player taking the penalty, including unintentionally, and must allow the ball to come to a rest.
40. **PENALTY 3 - 40 YARD HIT.** One free hit 40 yards from the goal line of the team that has fouled opposite the centre of the goal.
- a. All of the team taking the hit to be behind the 40 yard line. The free hit shall be taken in one stroke with the intent to score. If the player taking the hit mishits, misdirects or misses the ball, he or any member of his team may only hit or hit at the ball with a half shot, that is with the head of the stick starting the downward swing below the shoulder of the hitter, until the ball has been hit or hit at by a player of the team facing the hit.
 - b. All of the team facing the hit to be positioned behind their back line but outside of the goal until the ball is hit or hit at. Once the ball is put into play, no player of the team facing the hit may enter the field through the goal posts.
41. **PENALTY 4 – 60 YARD HIT.** One free hit by the team fouled from the centre of the 60 yard line nearest the goal of the team that has fouled.
- a. The team taking the hit to be free to place themselves where they choose. The free hit shall be taken in one stroke with the intent to score. If the player taking the hit mishits, misdirects or misses the ball, he or any member of his team may only hit or hit at the ball with a half shot, that is with the head of the stick starting the downward swing below the shoulder of the hitter, until the ball has been hit or hit at by a player of the team facing the hit. However, the stick may be raised above the shoulder to stop or re-direct the ball
 - b. All of the team facing the hit to be behind the 30 yard line until the ball is hit or hit at.
42. **PENALTY 5A – SPOT.** A Penalty 5a shall be a free hit from the spot where the ball was when the foul occurred, but at least 4 yards from the boards or side lines.
- a. The team taking the hit to be free to position themselves where they choose.
 - b. The team facing the hit to be behind an imaginary line parallel to the back line 30 yards from the ball.
43. **PENALTY 5B - CENTRE.** A Penalty 5b shall be a free hit from the centre of the field of play.
- a. The team taking the hit to be free to position themselves where they choose.
 - b. The team facing the hit to be behind an imaginary line parallel to the back line 30 yards from the ball.
44. **PENALTY 6 – CORNER 60.** One free hit from a spot on the 60 yard line opposite where the ball crossed the back line, but no more than 40 yards out from the centre.
- a. The team taking the hit to be free to position themselves where they choose. The free hit shall be taken in one stroke with the intent to score as for a Penalty 4;
 - b. The team facing the hit to be behind the 30 yard line until the ball is hit or hit at.

45. **PENALTY 7A – INFRINGEMENT - PENALTY RE-TAKEN.**
- a. **Infringement by Team Facing the Hit.** If the team facing the hit fails to carry out the correct procedure and no goal has been scored or awarded, the penalty shall be re-taken. In the case of a Penalty 5, it should be moved up 30 yards. If the penalty hit would have resulted in a goal but is stopped by a player of the team facing the hit and that team has failed to carry out the correct procedure a goal shall be awarded.
 - b. **Infringement by Both Teams.** If both teams fail to carry out the correct procedure the penalty shall be re-taken at the same point and under the same conditions.
46. **PENALTY 7B – INFRINGEMENT BY TEAM FOULED.** If the team taking the hit fails to carry out the correct procedure the team facing the hit shall be awarded a Penalty 5a from the spot where the penalty was due to be or was taken.
47. **PENALTY 8 – THROW-IN.** The umpire shall throw the ball in towards the nearest boards from where ball was when the whistle was blown. For a throw-in for delay when taking a hit-in, see Rule 15b.
48. **PENALTY 9A – PONY SENT OFF FOR EQUIPMENT.** The pony shall be sent off the field of play and shall not be allowed to play again until the cause of the violation has been rectified. As soon as the pony has left the field the game shall resume immediately.
49. **PENALTY 9B – PLAYER SENT OFF FOR EQUIPMENT.** The player shall be sent off the field of play and shall not be allowed to play again until the cause of the violation has been rectified. As soon as the player has left the field the game shall resume immediately.
50. **AWARDING OF FLAGS.** A flag may be awarded in addition to any penalty awarded for the breach of any rule but will usually be awarded for dangerous play, unsportsmanlike conduct or persistent breach of the rules. Where a flag is awarded for unsportsmanlike conduct after foul, the penalty shall be moved up the field. The umpires must agree that a player should be awarded a flag and, if not in agreement, consult with the referee whose decision shall be final. The umpires must obtain the acknowledgement of the player(s) awarded the flag and their team captain(s).
- a. **Red Flag.**
 - (i) A player may be awarded a red flag at any stage, including for a first offence, and shall be awarded a red flag if he has either not obtained the permission of the umpires to leave a game before the final bell or for an offence after the final chukka has ended. A red flag shall count as two yellow flags for accumulation purposes.
 - (ii) A player awarded a red flag shall be sent off for the rest of the match. After 2 minutes of playing time, the sent off player may be substituted. If the player has been awarded a red flag for leaving the game before the final bell without the permission of the umpires, he may not be substituted.
 - (iii) A report with details of the incident shall be completed by the umpires and referee and a statement by the player shall be obtained by the club and submitted to the HPA within 12 hours.
 - (iv) A player awarded a red flag may be suspended for up to 3 matches or referred to a Disciplinary Hearing but shall be suspended for his next 2 matches in the tournament subject to confirmation by the DRP which may decrease or increase the suspension and/or direct that the player will start future matches on a yellow flag. This may be specified by number, tournament or time frame. In the case of suspension, the rules for a team change shall apply. If awarded during or after the last match in the tournament, the suspension shall apply to another match or matches of equivalent standing as decided by the HPA.
 - b. **Yellow Flag and Sin Bin.**
 - (i) A player may be awarded one yellow flag for an offence or, if the offence or the demeanour of the player is considered deserving of sin binning, two yellow flags for one offence.
 - (ii) A player shall be sin binned if he is awarded a second yellow flag as above or if he has either already been awarded one or started on a yellow in that game. A player may be sin binned several times within a chukka and/or game.
 - (iii) The player who is sinned binned under these provisions shall return to the pony lines or to a location as designated by the host club (the sin bin) where he will remain for two minutes of playing time; this includes the time when the ball is out of play but not when the ball is dead and the clock stopped.
 - (iv) The referee or timekeeper will fly a flag during this period and as soon as it is lowered the player may re-join the game once he is in an on-side position. This may run across two chukkas or into the next match of that tournament.
 - (v) The umpires and the referee must agree that a player should be awarded a single yellow flag, or two yellow flags.

- c. Reporting and Accumulation of Yellow Flags.** All reports of yellow flags are to be posted on the Umpires WhatsApp by the umpire who awarded the flag with the date, club and tournament and a short statement stating the reason for the award of the flag.
- (i) If a player accumulates four such yellow flags the player will start the next four 22 or VL matches on a yellow flag or matches as decided by the HPA if those matches are not due to be played. Thus, any yellow flag incurred during those games shall result in a sin bin as a minimum. The player concerned shall continue to start on a yellow until he has provided to the HPA the form available from the HPA with details of the games played (date and tournament) and any further flags incurred, signed off by the host club.
 - (ii) If a player accumulates 6 such yellow flags the DRP shall review the conduct of the player and may direct that he shall:
 - Start all remaining VL games in the season on a yellow and/or;
 - Be suspended for the next 2 VL games and/or;
 - Be fined £1000 and £200 per yellow flag thereafter.
- d. Disciplinary Review Panel.**
- (i) The Disciplinary Review Panel (DRP) will consist of a panel of five persons appointed by the Chief Executive of the HPA from time to time and will normally be chaired by the Disciplinary Officer. The function of the DRP is to review a player's conduct in any of the 22 goal or VL tournaments of 4 goals and above as and when it thinks fit.
 - (ii) Appeals. A player may only appeal a decision of the DRP if the suspension has been increased or is as a result of an accumulation of yellow flags. Such appeal shall be to an HPA Board as provided for in paragraph 3.5 of Part 3 of The HPA Rules and Regulations for Polo as if the decision of the Disciplinary Review Panel had been a decision of a Club Board. The HPA Board shall have the powers provided for in paragraph 3.5b and its decision shall be subject to appeal to an Appeal Board as provided for in paragraph 3.8. The provisions of paragraph 3.9 shall also apply in relation to costs and fines.

ANNEX B – DIAGRAMS

27a. Two opposing players riding on the exact LOB and simultaneously making a play on each other, whether following or meeting, have precedence over all other players.

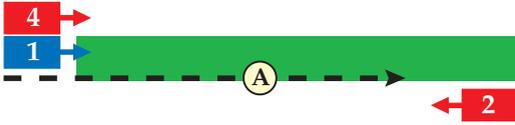


Fig i

Red 4 and Blue 1 are on the exact LOB and have precedence over all other players. Red 2 has no play.

27b. A player on the exact LOB with the ball on his offside, whether following or meeting, has precedence over any other players, except when meeting two players as above.

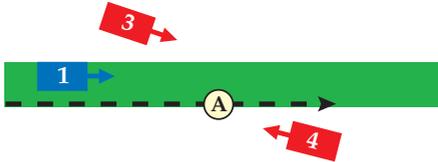


Fig ii

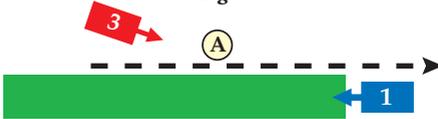


Fig iii

Blue 1 is on the exact LOB and has the precedence over all other players except when meeting two players on the exact LOB as in Fig i

27e. Any player riding in the same direction as the ball is travelling or has travelled has precedence over any player or players riding from the opposite direction unless they are in accordance with 27a or b above and on the exact line.

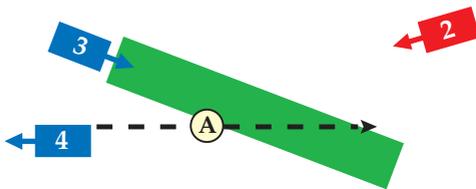


Fig iv

Blue 4 backs the ball to A. Blue 3 has precedence as he is travelling in the direction that the ball was hit and Red 2 is not on the exact line with the ball on his offside.

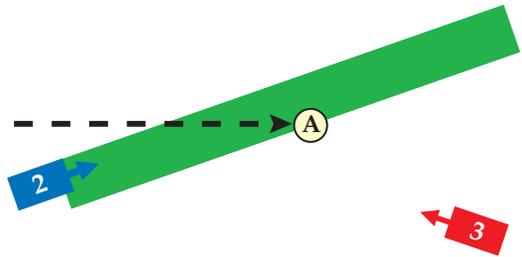


Fig v

Blue 2 has precedence as he is travelling in the same direction as the ball and Red 3 is not on the exact line. Red 3 may attempt to hook Blue 2's stick provided he does not cross or impede Blue 2 in any way.

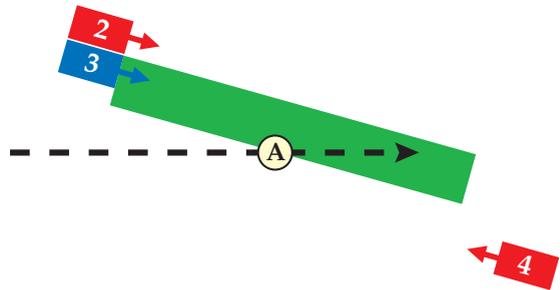


Fig vi

Blue 3 and Red 2 have precedence as they are travelling in the same direction as the ball and Red 4 is not on the exact line.

27d. When no player is on the exact LOB and two or more players ride in the same general direction, whether following or meeting, the player riding at the lesser angle to the LOB has precedence. If the players are at equal angles, the player that has the LOB on his off side has precedence.

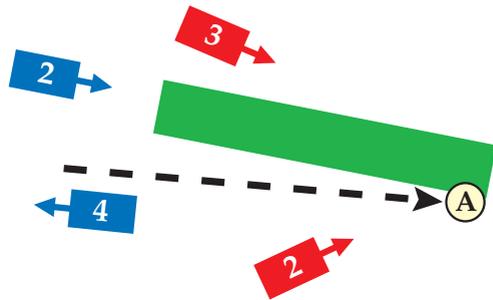


Fig vii

Blue 4 hits a backhander to A. Blue 2 has precedence over both Red players as he is at the narrowest angle

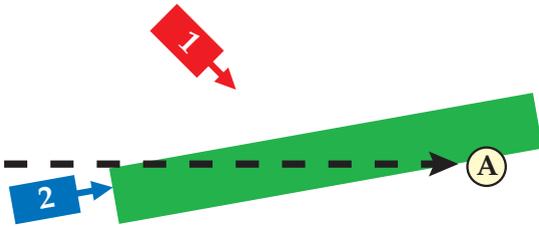


Fig viii

Blue 2 is at the narrowest angle and therefore has precedence over Red 1

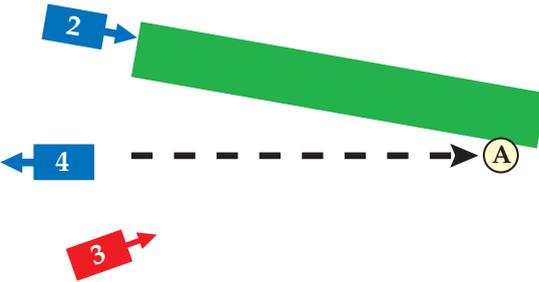


Fig ix

Blue 4 hits backhand to A. Blue 2 and Red 3 appear to be at equal angles. Blue 2 has the LOB on his offside and therefore has precedence over Red 3

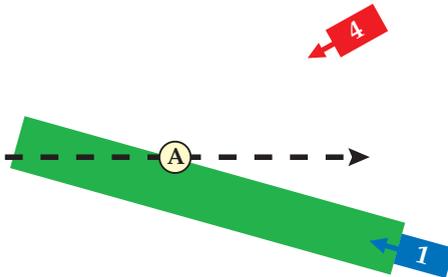


Fig x

Blue 1 is at the narrowest angle and has precedence. If Red 4 was considered to be approaching at an equal angle, Blue 1 would still have precedence because the LOB is on his offside.

27f. No player will be considered to have precedence because he was the last to hit the ball if, having hit the ball, he has then deviated from the exact LOB..

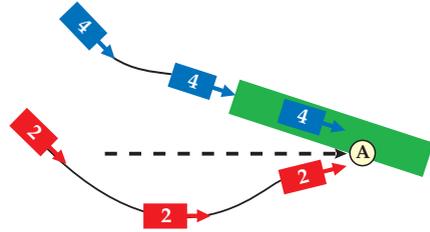


Fig xi

If Red 2 hits the ball under the neck to A but does not manage to stay on the exact LOB then the player at the narrowest angle has precedence which is Blue 4

PART 2: HPA SUPPLEMENTARY RULES AND REGULATIONS

SECTION 1 - PRELIMINARY RULES FOR THE GAME

2.1 FACILITIES. Sockets for widened goals should be placed 4 yards out from each goal post.

2.2 PLAYERS.

a. Membership. See **Annex A**. No person may play in any match, organised game or club chukka at or conducted by an affiliated or provisionally affiliated club in the UK or Ireland or at any HPA licensed event (see 2.2m) unless:

- (i) They are a registered member of the HPA and
- (ii) They have joined an affiliated or provisionally affiliated club and
- (iii) They have received a membership status confirmation email from the HPA.

If a person wishes to play arena polo the same membership joining process will apply with no additional charge from the HPA.

b. Handicapping. See **Annex B**.

- (i) Handicaps are awarded by the HPA Handicap Committee and to play in any match or tournament, a player must hold an HPA handicap of -2 to 10. A -2 goal handicap is awarded as an introductory handicap and a club may award a -2 handicap to a playing member once they have passed the rules test and are considered safe by their club. The club must inform the HPA in writing that their member has been raised to -2.
- (ii) A CV form must be completed by a player who has been 'Not Rated' (NR), missed a season, or has never held an HPA handicap. Any CV form that is found to be incorrect may result in disciplinary action being taken against the individual.

c. Tournament Conditions, Player Eligibility and Team Entries. See **Annex C**.

d. Tournament Format, Scheduling and Order of Merit. See **Annex D**.

e. Banned Substances and Dope Testing of Players. See **Annex E**. No player may play in any match, practice game or chukka under the influence of any illegal stimulant or drug.

f. Deemed Members. If for any cause the membership 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 Rules and Regulations, without prejudice to the requirements to complete the above.

g. Use of Members' Details and Images.

- (i) The HPA may film, photograph and record any Victor Ludorum tournament and any officially organised HPA tournament or game.
- (ii) Any non-confidential, biographical, or historical details, or any still or moving pictorial image of any Club or Associate Member may be used by the HPA or, with the HPA's consent, by a sponsor or a promoter, or a coach or a Club.

The above filming, photographing, recording and permitted use is solely for the purposes of officiating and coaching, or promoting the game of polo generally or any polo tournament in particular and not for any wider commercial exploitation unless with the agreement of the rights holder.

h. Visiting Players. Any associate HPA member visiting a club of which he is not a member will be subject to the same rules of discipline and behaviour that govern the membership of that club.

i. 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.

i. Protective Headgear for Grooms and Stickholders. Everyone, including grooms and stick holders, must wear protective headgear with the chinstrap or harness correctly fastened when riding at a polo ground. It is the responsibility of any employer to ensure that an employee whether full or part time does so.

j. Doctors Certificate.

- (i) A player will not be permitted to play again for a minimum of one week from the date of the concussion and then only with a certificate of fitness from a doctor who has seen the report from the club Safety Officer.
- (ii) A club may require, for whatever reason, a player to produce a signed doctor's certificate proving his fitness to play prior to him taking part in any match or chukka.

k. Insurance. See the HPA's website.

l. 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 UK or Ireland, or any part thereof overseas, must have 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.

m. Unauthorised Polo Event.

- (i) Polo Event means an event in the United Kingdom which involves the playing of polo in any format on any surface indoors or outdoors which in the opinion of the Chairman or the Chief Executive is not private chukkas or a purely private friendly match. No member of the HPA (which includes all individual members referred to in Annex A) shall participate in a Polo Event that is not at an affiliated or provisionally affiliated club unless either:-
- The HPA has agreed that a club affiliated to the HPA shall take overall responsibility for the conduct of the polo to be played at the event, or
 - The HPA has endorsed the event. Endorsement by the HPA will require the payment of a fee and the approval by the Chief Executive of the person engaged to oversee and be responsible for the polo and pony welfare aspects of the event. The fee will be determined by the Chief Executive having regard to the nature and size of the event, the extent of the administration to which the HPA will be put, the responsibilities involved and the fees payable by affiliated clubs for annual membership of the HPA.
- (ii) Endorsement by the HPA carries no assumption of responsibility or duty of care by the HPA to participants or any person connected with the event regarding the conduct of the event or the polo played in the course of it but HPA Regulations and Rules shall apply as if at an affiliated club. [This means that all players have to be members of the HPA, be of a certain handicap to play at certain levels, be properly umpired etc.]
- (iii) It is the responsibility of organisers and participants to ensure that there is in place adequate insurance to cover any injuries or liabilities which may be sustained or incurred as a result of their participation.
- (iv) Any member who plays or umpires in a Polo Event contrary to the above will not be covered by the HPA insurance or be eligible to apply for any form of assistance from the HPA or the Polo Charity in relation to that event. They are advised to check also that any insurance cover they might have is valid for such an event. They should also be aware that if the event brings the game into disrepute in any way then they may be subject to a charge of misconduct under these regulations for that reason, as well as for participating in the event in breach of this regulation. Any umpire will not be there be in any official capacity and therefore shall not wear any insignia or clothing that might indicate otherwise.

Note: Persons who are considering participating in an event at a venue which is not part of an affiliated club should contact the HPA to establish that the event is not unauthorised.

- n. Debtors.** Accounts not paid within one month of invoice will be charged interest at 3% per month from the date of invoice.
- o. 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. Where an amount is outstanding for umpire fees the HPA may summarily suspend some or all members of the team or teams involved. Where an employer, manager or agent for a team fails to settle an account which is due in respect of services of any description arranged by or through the HPA or connected with any official permissions or visas allowing members of the team to play polo in the UK or for persons to work for the team in the UK, the HPA may without notice refuse to endorse any future application by or for such employer, manager, agent, member or persons in subsequent years.
- p. 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.

- q. **Jurisdiction over Past Members.** See Part 3 Para 11.
- r. **Ineligibility for Membership.** See Part 3 Para 12.
- s. **Employers Liability.** It is the responsibility of the employer of a person working for or playing in their team ('employee') to procure that employees conduct themselves appropriately when attending a polo event. An employer may be found in breach of this Regulation and subjected to a fine if the HPA is satisfied an employee (whether or not individually identified and/or found in breach himself) has engaged in any violent or improper manner in relation to people or ponies. Where the employer is a company, the person in breach and made subject to fine shall be the individual who in the opinion of the HPA is de facto in charge of the team.
- t. **Polo Ground.** The polo ground is taken to be the enclosed area which includes the field(s) of play, the clubhouse or similar facility, the pony lines, horsebox park and any practice areas of an affiliated or provisionally affiliated club or the private grounds being used by such clubs for any chukkas or games played under HPA rules by HPA members.
- u. **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.
- v. **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 (Part 3 Para 1m).
- w. **Social Media.** The use of social media to denigrate or abuse the game, other players or officials may be deemed to be misconduct.
- x. **Trophies.** The Captain of a team winning any challenge cup or trophy is expected to insure it and have the name of the team and of its members engraved in line with the previous engraving at his own expense.

2.3 PLAYERS EQUIPMENT.

- a. **Helmets.** Polo helmets must always be worn during play and must be type approved to the standard PAS015:1998 or PAS015:2011 with CE mark (type approval must be performed by a Notified Body for Personal Protective Equipment), SNELL E2001, VG1 01.040 2014-12, or UTAC/CRITT 04/2015, NOCSAE and any newer version of the same standard, including EN1384:2017. See also HPA website.
- b. **Spurs.** Any spur likely to wound a horse is not allowed. Spurs, including any rowel, must be blunt with the shank of no more than 1.25 inches (3 cm) pointing downwards and to the rear.
- c. **Whips.** Whips must be no more than 48 inches long including any tag. Broken whips are not allowed. The whip may only be used with left hand when the ball is in play and then only down its shoulder or on its quarters. Misuse includes:
 - Use of the whip when the ball is not in play.
 - Hitting the pony more than once on its quarters without allowing the pony to react before any further hit.
 - Hitting the pony on its flank, ie anywhere between its shoulder and quarters.
 - Raising any part of the left arm above shoulder height.

Misuse of the whip constitutes unsportsmanlike conduct and is therefore subject to a yellow flag.

2.4 PONIES AND PONY WELFARE. See also the HPA booklet 'Polo Pony Welfare Guidelines'.

- a. **Pony Welfare and Ownership.** The ultimate responsibility for care and welfare of a pony rests at all times with the owner who must take all responsible steps to ensure the welfare of their ponies. This includes:
 - (i) All activity at private grounds and during the winter months.
 - (ii) Ensuring that a pony is always under control during polo, either tied up, being led or ridden at all times and never loose. See also HPA booklet 'Polo Pony Welfare Guidelines'.
 - (iii) Taking reasonable steps to ensure that the future care and welfare of the pony is safeguarded when it is passed onto a new owner, especially if it is being retired from polo.

'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 welfare of the pony whether such individual(s) has 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.
- b. **Tack.**
 - (i) A hackamore or bitless bridle may only be used in practice chukkas at the discretion of the club.
 - (ii) Any bit, whether single or double, with the mouthpiece of less than 0.25 inch (6.50 mm) in diameter at its narrowest point or a curb bit with a cheek length of more than 6 inches (15.2cms) is not permitted.
 - (iii) A tongue tie unless inspected by a MRCVS immediately prior to the chukka. The tongue tie must be removed as soon as the pony leaves the field of play.
- c. **Restrictions on Ponies.** For 12 goal and above a team may not play a pony that has been played by another team in the same tournament except that dispensation for 12 goal may be granted by the Tournament Committee if included in the entry form.

- d. Old Ponies.** Owners of old ponies aged 16 or over are advised to have a heart and eye test done by a MRCVS at the start of each season.
- e. Limit of Time Played and Chukkas.** In the normal duration of a match, a pony must not play for more than 7½ minutes without a 10 minute break or 15 minutes in total. Should a match go to extra time then a pony that has played two chukkas may be played for as much time as the extra chukka lasts providing it has had a break of at least ten minutes. A pony must not play more than three full chukkas or the equivalent time in any one day or at more than two locations.
- f. Umpire Ponies.** A pony to be ridden by an umpire must be equipped as for playing except that the tail need not be put up. Ponies must be suitable to umpire the level being played and, if required, must have been warmed up before it is handed over to the umpire. Should an umpire deem that the pony offered is unsuitable for umpiring then the team must provide a replacement. A pony that has either played in a match at 8 goal level and below or has already umpired four chukkas should not be used to umpire again or play unless it has had a break of at least 10 minutes. Above 8 goal, any pony that has played in a match should not subsequently be used as an umpire pony or vice versa. See also Annex C Para 10.
- g. Inspection of Ponies.**
- (i) The Chairman of the Welfare Committee may ask a MRCVS, a member of the Polo Pony Welfare Committee or any other suitable person to inspect a pony belonging to an Associate Member or Affiliated Club or Provisionally Affiliated Club ('Club(s)'), and whether the pony is at a polo ground or on private premises in a yard or turned out. Clubs and Associate Members shall procure that the necessary access for such an inspection, which may be required at short notice, shall be given. Failure to do so without reasonable excuse shall constitute Misconduct. If the Chairman of the Welfare Committee considers that the inspection establishes that the welfare of a pony is or has been put at risk he may require the club or associate member having the care and custody of it to pay the costs of the inspection without prejudice to any further action that may be considered appropriate under Part 3.
 - (ii) An HPA or Club official who has concerns for the welfare of a pony present at a Club has the right either to inspect the pony themselves or to demand that an MRCVS examines the pony at the earliest opportunity. The pony in question shall not leave the Club until the inspection is completed save with the express consent of the official or MRCVS concerned.
- h. 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 MRCVS his cost will be borne by the club concerned. A Club Disciplinary Committee is obliged to hold a Hearing (see Part 3) if they receive a report from a current MRCVS concerning abuse or cruelty to any pony. A report of that hearing must be sent to the Welfare Committee Chairman.
- i. Use of Non-Members of the RCVS.** The 1966 Veterinary Surgeons Act lays down that within the UK any activity described as 'veterinary surgery' can only be carried out by veterinary surgeons who are current members of the RCVS or FRC except that a veterinary surgeon on occasion may delegate some veterinary tasks, such as minor surgery or medical procedures, in particular, to a registered veterinary nurse. Any member or club that allows an individual who is not an MRCVS to carry out any veterinary surgery, except as above, on a pony may be liable to a charge of misconduct.
- j. Medication.**
- (i) **Permitted Medication.** The administration to a pony of any drug or substance that is not a normal constituent of horse feed is prohibited with the exception of those listed below as permitted medication subject to their always being prescribed and administered within the manufacturers' recommendations and therapeutic guidelines and within HPA rules:
 - Non-Steroidal Anti-inflammatory Drugs (NSAIDs) (e.g. 'bute')
 - Corticosteroids
 - Diuretics
 - Clenbuterol (e.g. Ventipulmin®)
 - Demborexine (e.g. Sputolosin®)
 - Isoxsuprine (e.g. Navilox®)
 - Altrenogest (e.g. Regu-mate®)
 - Cemetidine (e.g. Tagamet®)
 - Ranitidine (e.g. Zantac®)
 - Omeprazole (e.g. Gastrogard®)
 - Antibiotics and anti-fungals (except procaine penicillin)
 - Regumate (for mares and fillies only)
 - (ii) **Medication at Polo.** A pony which has been medicated by any route (by injection or ingestion) at polo may not play thereafter that same day. The only exception is if a minor and unobtrusive injury or wound is treated or repaired that will not affect its performance and the pony is then passed fit to play by a MRCVS.

- (iii) **Testing.** Both random and specific tests will be arranged by the HPA and the clubs as considered necessary. The services of the Horse Racing Forensic Laboratory (HFL) will be used. 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.
- k. **Equine Passports.** By law:
- (i) All ponies must have a valid Equine Passport which contains an 'Administration of Medicinal Products' section (formerly Section IX, now Section II) that has been issued by and is registered with an approved EU Passport Issuing Organisation (PIO) such as the HPA.
 - (ii) All ponies issued with an Equine Passport after July 2009 are required to be microchipped.
 - (iii) All ponies taken to play at any club or in any tournament must be accompanied by a valid Equine Passport.
 - (iv) Equine Passports for foals and newly imported ponies may be obtained from the HPA. Passports must be registered in the name of the correct owner and must be re-registered accordingly when ponies change hands.
- l. **Vaccinations against Equine Influenza for 2022.** No pony will be allowed to play at a club or in a tournament unless the pony's passport shows that it has been vaccinated against Equine Influenza in accordance with the HPA rules for vaccinations as set out on the HPA website.. These vaccination rules might not be allowed by other associations, disciplines or jurisdictions.
- m. **Contagious or Infectious Diseases.** Any pony owner, stable manager or polo club that has a suspected case of a contagious disease such as ringworm or an infectious disease such as strangles or equine herpes must inform the HPA immediately with details of the action being taken. No infected pony or others in contact will be brought to a polo ground until clearance is given by a MRCVS.
- n. **Shoes and Shoeing.** The Farriers' Registration Act of 1975 states that any person who shoes a horse, including their own, must be a farrier registered with the Farriers Registration Council. Any member or club that allows an individual who is not registered with the Farriers Registration Council to shoe a pony may be liable to a charge of misconduct.
- o. **Water at Polo.** Water should not be withheld for an extended period and shall be offered to ponies after they have played and before leaving the ground.
- p. **Muzzles.** Muzzles should only be used for short periods to prevent a pony from feeding. They shall not be adapted in any way to reduce the ability to breathe or drink.
- q. **Trimming Whiskers.** Sensory hairs (around the lips, muzzle and eyes) may not be removed or trimmed and any horses with any sensory hairs removed or trimmed (unless for veterinary reasons) will be the subject of a Report Form.
- r. **Cinch Girths.** The use of cinch girths is not permitted.
- s. **Excessive Heat.** Guidelines for when temperatures are very high are on the website.
- t. **Ponies Reported for a Vice.** A pony that has been the subject of a Report Form for a vice shall be automatically suspended from match polo. Until the owner has verified in writing to the HPA that he considers the pony to be retrained and accepts responsibility for its behaviour the pony may only be played in chukkas with the consent of the host club. A pony suspended for kicking must play without hind shoes during retraining and wear a red ribbon tied around its tail which it must continue to wear for at least its first 6 weeks of match play. Should the pony kick again it shall be suspended indefinitely.

2.5 **CLUBS.** The HPA is an affiliation of clubs and the 'Responsibilities of a Club' are set out in **Annex F**.

2.6 OFFICIALS AND COACHES.

- a. **Membership of the HPA.** No person may umpire, referee or coach any match at or conducted by an affiliated or provisionally affiliated club in the UK or Ireland unless they are a member of the HPA. See Annex A.
- b. **Coaching.** No person may coach, instruct, or give lessons in any aspect of playing polo at any level including riding and hitting the ball whether to an individual or a group ('Coaching Services') unless they are licenced to do so. This prohibition does not apply to a person providing Coaching Services to an immediate family member. If ponies are being provided, they must be provided by a holder of a Riding Establishment Licence (REL). No person may advertise or hold themselves out as a provider of Coaching Services whether or not for reward unless they are licenced to provide such services. No Club shall permit Coaching Services to be provided at its premises in breach of these requirements.
- (i) **HPA Level Coaches.** Persons may be licenced as an HPA coach at Level 1,2 or 3. To qualify for a licence a person must:
- Be a member of the HPA – Full, Chukka or Non-Playing.
 - Hold a current:
 - o HPA Coaching qualification.
 - o First Aid certificate.

- o Safeguarding and Protecting Children certificate.
- o Enhanced DBS check.
- Have the appropriate insurance cover individually or under a club or school policy.
- Have paid their coaching licence fee.
- Attend annually a minimum of 4 hours of continual professional development (CPD) training, as offered by the HPA.

A person will not be charged with misconduct or made subject to the following sanctions on account of having occasionally provided Coaching Services without a licence where the Coaching Services were provided on a pro bono basis (without charge) in response to an unsolicited request. When pro bono Coaching Services are provided to a minor who is not a member of his/her immediate family, the provider must ensure that at least one other adult is present throughout. Should the HPA consider a person is providing pro bono Coaching Services more frequently than is desirable or not wholly unsolicited, it may require the person to obtain a licence before providing any further pro bono Coaching Services or risk being found in breach of this regulation. A person providing pro bono Coaching Services may be reimbursed necessary mileage at HMRC approved rates but no other payment or reimbursement of expenses.

- (ii) Tactical Team Coach. Anyone being paid to coach a team from the side-line from a tactical viewpoint only must be licensed as a Tactical Team Coach and to qualify for a licence a person must:
- Be a member of the HPA – Full, Chukka or Non-Playing.
 - Hold a current coaching qualification, either from the HPA or a recognised overseas governing body.
 - Have paid their coaching licence fee.
 - Be engaged directly by a team or team patron to coach team tactics during practices or matches for mixed polo of 12 goals or above.

The granting of the licence will be at the discretion of the HPA and may require confirmation as to the employment arrangements with the team or patron or club

- (iii) Sanctions. The sanctions set out below shall be applied by the HPA should it consider any person or Club to have breached this regulation. A person summarily fined for a first offence or a Club summarily fined for a subsequent offence shall have the right of appeal to an HPA Board.

1st Offence	Associate Member	A fine of £250
	Club	A warning
Subsequent Offences	Associate Member	Referral to the Disciplinary Steward for a Disciplinary Hearing with guidelines of a fine of up to £2000 and/or suspension from the HPA or declared Persona non Grata.
	Club	£500 fine

- c. **Dress.** Umpires must wear an umpires shirt or jacket (normally black and white vertical lines) with clean white breeches or jeans and polished boots and a helmet that complies with Rule 2.3.
- d. **Visiting a Club.** Any referee or umpire or any other official visiting a club of which they are not a member will be subject to the same rules of discipline and behaviour that govern the membership of that club.
- e. **Alcohol and Drugs.** An official may not smoke or use a mobile phone during the course of a game and may only drink (non alcoholic) between chukkas nor may any official be under the influence of any illegal stimulant or drug, including any substance listed as such in Annex E.
- f. **Selection of Officials.** When selecting the officials, they should have polo experience at least to the level of the match that they are officiating and account should be taken of any interest that they might have in the outcome of the match and their relationships with any of the players. The team captain or the team manager may not appeal against the appointment of any particular umpire, referee or other official nor against the time or venue of a game.
- g. **Tournaments.** Subject to availability, the HPA will appoint Professional Umpires and a Referee to officiate at matches as below. A list of Professional Umpires with contact details is available on the HPA website. The HPA shall inform the Tournament Committee of the three officials. In the event of any appointment issues, the HPA's decision shall be final.
- (i) All games in the HPA Official 22 goal Tournaments
 - (ii) All games in the Victor Ludorum Tournaments of 18, 15 and 12 goal.
 - (iii) The main and subsidiary semi-finals and finals of all other Victor and Victrix Ludorum Tournaments.
- A club may wish to use HPA appointed umpires for the whole tournament and not just for the semi-finals and final stage. They must apply to the HPA so that the necessary action can be taken. They should include this detail on the entry form as teams will be charged by the HPA.

- h. One Umpire.** The Tournament Committee may stipulate in the tournament conditions that there will only be one Umpire or, if this has not been done and in order to get a match started, invite the two Captains to agree to only one. When there is only one umpire, there will normally be a referee but he too on occasion may be dispensed with. If there is only one umpire the mounted umpire can ask for the view of the referee if there is one but the umpire has to make the decision
- i. Umpires Discretion.** Should a goal post be knocked down or similar incident not covered in the rules, then the umpires should allow play to continue until it is neutral. Should a goal post fall in such a way as to stop a goal which in the judgement of the umpires would have been scored then it should be awarded. A similar ruling will apply if the ball hits a flag at the top of a goalpost
- j. International Games.** International games will be played under these rules unless any changes have been mutually agreed by the team managers/captains and recorded in writing before the match. The International Committee have the responsibility to nominate the match officials in consultation with the HPA. A list of officials should be given to each team manager/captain who will make a selection in order of preference from the list. The HPA will then make the final selection. Any umpire selected should be practised and fully conversant with the current HPA rules.
- k. Sponsorship.** The rights for sponsorship of the umpires lies with the HPA
- l. Guidelines for Officials.** See **Annex G**.

2.7 REPORT FORMS.

- a.** A Report Form shall be completed and signed by the umpires and referee for the following:
 - If a team is judged not to be trying.
 - If a player's spurs or whip are not in accordance with the rules.
 - If a pony is seen to be either showing vice or not under proper control.
 - If a pony is seen to be blind in one eye or to have had any form of tracheotomy or to have been de-nerved.
 - If a player has been awarded a red flag.
 - Any action which is considered to have brought the game into disrepute.
- b.** A report Form may be completed by the Team Captain if he considers that the Tournament Committee or the officials have acted improperly and failed to uphold a procedural or clear cut rule. Should the report contain defamatory content, such as an accusation that an umpire favoured one team against the other, then the Report Form must be accompanied by a cheque for £1000 as surety and this sum will be forfeited if the defamatory comment is not proven. The form must be signed by the Team Captain and at least one other member of the team and be lodged with an HPA official within 24 hours of the match. In addition, one of the signatories must be available within the following 48 hours to review the match with an assessor or a panel designated by the host club which may include a member of the opposing team. If a DVD of the match is available then this should be provided by the complainant. It should be noted that the burden of proof lies with the complainant and that it is extremely difficult to consider such accusations without a visual record of the match.
- c.** The top copy will be sent to the HPA Disciplinary or Welfare Officer as appropriate and the second given by an HPA or Club Official to the person to whom the report refers. The third copy should be retained by the club. An official of the HPA may instruct a Club to hold an enquiry or a Club may act on its own initiative. If the Club considers that the evidence points to a serious breach they should report the incident to the HPA. In any event, it is of paramount importance that any incident leading to a report is dealt with immediately.

ANNEX A - MEMBERSHIP INFORMATION

1. **Subscriptions.** The annual subscriptions cover both the summer and arena season and last from date of joining to 31 March. It shall be such sum as the Council may from time to time decide and unless stated otherwise public liability insurance as set out on the HPA website is included. The categories and fees for HPA associate membership which are based on the outdoor handicap of players are set out below. Members who upgrade during the year are only required to pay the difference
2. **Associate Membership Categories and Fees.**

Membership & Handicap	Cost	Paragraph
Life Membership	Free	2a
Pony Club	Free	2b
Day	£30	2c
Non-Playing	£50	2d
Chukka and Umpire	£100	2e
-2	£160	2f
-1 and 0	£180	2f
1	£200	2f
2	£250	2f
3	£350	2f
4	£450	2f
5	£550	2f
6	£650	2f
7 and above	£750	2f

- a. **Life Membership.** Any person who has given long and good service to polo may be invited to become a life member by the Stewards and shall be listed in the Year Book.
- b. **Pony Club.** For those playing Pony Club polo only above Handley Cross.
- c. **Day Membership (limited to 4 days in any one season).** For:
 - Individuals who are no longer playing to take part in a one-off tournament or match such as a Charity or Invitational game or as part of an Old School or Hunt team.
 - Individual Players on a short visit from overseas to play chukkas, a match/charity game or invitational tournament.

Individuals must have:

either held a handicap with the HPA or another recognised association;
or passed their rules test and be deemed safe to play by the club.

It will be the club's decision as to whether or not a CV is required but any team(s) participating against the player must be happy with the handicap allotted by the club. Day Members will not be listed with a handicap and are not eligible to play in Victor Ludorum match.
- d. **Non-Playing Membership** - For:
 - HPA licenced coaches, officials and committee members who no longer play.
 - Those who require the HPA to provide an endorsement for an employee. Corporate entities must nominate an HPA member as a representative for regulatory purposes.
 - Those who own a polo pony or ponies that someone else is playing such as a parent.
 - Those who have stopped playing but wish to continue to be a member.
 - Non-playing Members shall be listed on the website and will be covered for public liability and up to ten ponies registered in their name under the HPA Member's policy.

- e. **Chukka and Umpire Membership.** A beginner playing for the first time must join as a chukka member. Chukka members must be a member of a club and can only play at another club with that club's agreement. They will not be handicapped but, once a member of the HPA, they will be covered for public liability under the HPA's policy. Chukka membership is for those starting the game who are not ready or do not wish to play in tournaments or matches. Until someone joins the HPA they are not covered by the HPA's insurance and those learning to play are reliant on their club or coach for insurance cover.
 - f. **Full Playing Membership.** For someone who holds a handicap of -2 to 10. The HPA fee is based on an individual's handicap at the time of joining. Any person who is already a member of the HPA and subsequently becomes a full playing member for the same calendar year shall pay the difference between the two subscriptions. Up until 3 goals, any player aged 18 or under, or in full time education in UK or Ireland, shall pay half of the full associate fee.
 - g. **Honorary Associate Membership.** Bona fide members of overseas polo teams visiting the UK or Ireland, members of overseas affiliated polo associations or clubs and such distinguished personages as are considered suitable may be accorded Honorary Associate Membership for the duration of their stay provided that their details have been registered online with the HPA. Their membership and the fee payable shall be at the discretion of the Chief Executive.
5. **Year Book.** All Full Associate Members shall receive the Year Book in their membership pack. Pony club and Day members do not receive a copy of the yearbook.
 6. **Complaints.** If a member or club wishes to make a complaint please put it into writing and e-mail it to enquiries@hpa-polo.co.uk. Please specify the person(s) about whom the complaint is being made and the circumstances which have led to the complaint. If the member sends the complaint to the club then it is up to the club if they forward the complaint to the HPA on the member's behalf or tells the member to contact the HPA directly. The complaint will be forwarded to the relevant committees for consideration of the best course of action.



ANNEX B – HANDICAP COMMITTEE

1. **HPA Handicap Committee.**
 - a. The HPA Handicap Committee shall consist of a Chairman, who shall normally be a Steward, and not more than ten other members who shall be elected by the Council annually. It shall be responsible for policy and handicap decisions pre-season, either from CV forms or as and when required. Four shall form a quorum.
 - b. A player's handicap may be changed at any time but shall normally be reviewed at mid-season and end of season (EOS). Any mid-season change shall become effective as notified by the HPA and any EOS changes on 1 January. Brackets signal that a player's handicap is under review and more likely to be changed at any time.
 - c. There shall normally be one mid-season meeting and three EOS meetings, for the 22 goal, the Victor Ludorum 8 goal and above, and the remainder, with appropriate membership for each as notified to the Handicap Committee. Appeals should be made to the Chairman of the Handicap Committee.
 - d. HPA handicaps are generally recognised worldwide unless the player already holds a handicap in the country concerned.

2. **Handicapping.** Those on any handicap committee are there to make a judgement based on the evidence available which shall include club recommendations. Guidelines may be issued to clubs and committee members by the Chairman of the Handicap Committee, but the following shall apply unless changed by the Stewards:
 - a. Anyone who has an interest must declare it before they enter any discussion.
 - b. Players should be handicapped fairly and competitively on the level of polo they have played most and on their individual performance. Team results should not be a major factor.
 - c. If the polo played has not enabled a judgement to be made, they may be 'not rated' (NR) in which case they must submit a CV form when they re-join the HPA.
 - d. Once a player has reached 0, they should not go down unless there are exceptional circumstances.
 - e. If a vote is required, all present shall have one vote. If close it shall be done by voting slips. The value of club votes and the majority required for a change of handicap shall be agreed at the beginning of each meeting. The Chairman may vote or not as he wishes.

3. **CV Form.**
 - a. A CV form must be completed by a player who has been 'Not Rated' (NR), missed a season, or has never held an HPA handicap. Any CV form that is found to be incorrect may result in disciplinary action being taken against the individual. If a team did not qualify due to an incorrect handicap as a result of that incorrect information, then the team shall be disqualified.
 - b. It must be received by the HPA at least 3 working days before the player concerned is due to play in any match and it must be signed by the player or his patron. Until a handicap has been awarded by the HPA and the player has received a membership status confirmation email from the HPA, the player concerned may not play in any match or tournament.
 - c. The Handicap Committee has absolute discretion as to the HPA handicap to be awarded. This may be the same, higher or lower than that held in their home country and the committee may take a number of factors into account with the aim of awarding a handicap that reflects fairly on the players ability when compared with those players already holding HPA handicaps. A handicap may be put in brackets at the discretion of the Handicap Committee and is notification that it is considered that the player's handicap may need to be changed. This may be at any time and the brackets will only be removed when the Handicap Committee has had the opportunity to assess the player properly. Until then, if they are a migrant player, they may not play for anyone else other than their sponsor licence holder, including as substitutes.
 - d. Polocrosse or pato players who take up polo must pass the rules test after which they 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	-2

ANNEX C - HOME OFFICE RULES FOR NON-EEA PLAYERS, TOURNAMENT CONDITIONS, TEAM ENTRIES, TEAM CHANGES AND SUBSTITUTION

HPA TOURNAMENT CONDITIONS

- 1. Immigration Rules.** Any player must have the legal right to play polo in the UK as a professional. When joining the HPA members will be asked to declare whether they are amateur or professional and provide to the HPA verification of their right to play as a professional.
- a. Professional Sportsperson.** The UK government has set out the activities that define a professional sportsperson as someone, whether paid or unpaid, who:
- (i) is currently providing services as a sportsperson, playing or coaching in any capacity, at a professional or semi-professional level of sport;
 - (ii) is currently receiving payment, including payment in kind, for playing or coaching that is covering all, or the majority of, their costs for travelling to, and living in the UK, or who has done so within the previous four years;
 - (iii) is currently registered to a professional or semi-professional sports team, or who has been so registered within the previous four years. This includes all academy and development team age groups;
 - (iv) has represented their nation or national team within the previous two years, including all youth and development age groups from under 17's upwards;
 - (v) has represented their state or regional team within the previous two years, including all youth and development age groups from under 17's upwards;
 - (vi) has an established international reputation in their chosen field of sport;
 - (vii) engages an agent or representative, with the aim of finding opportunities as a sportsperson and/or developing a current or future career as a sportsperson, or has engaged such an agent in the last 12 months;
 - (viii) is providing services as a sportsperson or coach at any level of sport, unless they are doing so as an "Amateur" in a charity event.
- (see the Interpretations section of the Immigration rules at the following link:
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-introduction>).
- b. Amateur Sportsperson.** An amateur is a person who engages in polo for personal enjoyment and is not seeking to derive a living from polo. Players of 2 goals or more are likely to be asked, and players of 1 goal may be asked, to provide evidence to back up their status if they declare that they are an amateur. The HPA reserves the right to refuse permission to play or to suspend a player purporting to be an amateur unless and until they are completely satisfied that the player has provided the necessary evidence to show otherwise.
- 2. To Play as a Professional.** To play polo here as a professional, a player must either have the right to work here or have the appropriate visa to play polo as a professional sports person (categorised as a "migrant player" by the Home Office). Many persons with the nationality of an EU, EEA member state or Switzerland may have obtained or applied for pre-settlement status under the EU Settlement Scheme.
- a. The Right to Work Here.** The following have the right to work here:
- (i) **British Citizens and Irish citizens:** those with a British citizen passport or Irish passport or other evidence of their British citizenship or Irish citizenship
 - (ii) **Indefinite Leave to Remain:** those with a document confirming a permanent right to reside in the UK e.g. Indefinite Leave to Remain, Permanent Residence, Settlement or Right of Abode (in a current passport).
<https://www.gov.uk/guidance/indefinite-leave-to-remain-in-the-uk>
 - (iii) **Status under Appendix FM as the family member of someone with British citizen or permanent residence status:** those with spousal visa status or parental visa status under Appendix FM of the Immigration Rules.
<https://www.gov.uk/uk-family-visa/partner-spouse>
 - (iv) **EU Settlement Scheme:** those EU, EEA, Swiss nationals (or their family members) with settled or pre-settled status.
<https://www.gov.uk/settled-status-eu-citizens-families/what-settled-and-presettled-status-means>
 - (v) **Ancestral Visa:** those with an ancestral visa.
<https://www.gov.uk/ancestry-visa>
- b. A Migrant Player (here on an International Sports Person Visa).** A player without the right to work here (referred to by the Home Office as a "migrant") must enter the UK on an International Sports Person Visa, a Standard Visitor Visa or on a Performance Licence. Please see <https://www.gov.uk/standard-visitor-visa>. Any migrant player must adhere to the terms of their visa.

- (i) **International Sports Person Visa.** A player entering on an International Sports Person visa under the Points Based System to play polo as a professional shall be a minimum of 4 goals and restricted according to the Tournament Conditions. The Kolpak Ruling which allowed citizens of certain countries equal status after a period of time as a migrant player is no longer applicable.
- (ii) **Standard Visitor Visa.** Anyone here on a standard visitor visa, which includes those here in full time education, or in some cases as a dependent of someone here legitimately, does not have the right to work here as a professional sports person and can only play as an amateur; as such they will not count as a migrant player. If considered to be playing as a professional (see 1a) they must be 4 goals with an International Sports Person visa and will be subject to HPA tournament conditions. If 2 goals or less and playing 6 goal or below, they will be considered on a case by case basis and may be given temporary membership restricted to certain levels.
<http://www.gov.uk/standard-visitor-visa/if-youre-under-18>
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-introduction>
- (iii) **Performance Licence.** The minimum age requirements for employment are at: <https://www.gov.uk/child-employment/paying>. If under 16 on 1 Jan 2022 they must be 3 goals and here on a performance licence (<https://www.gov.uk/child-employment/performance-licences-for-children>). They will need to show as part of the application evidence that:
 - the individual will be living still with a responsible adult (parents or guardian) and;
 - they have their parent's consent and;
 - their welfare and education arrangements are adequate.

3. **Team Composition with a Migrant Player.** Team Composition with a Migrant Player. Any player must have the right to work or play here and any team of 12 goals or above shall be restricted to one migrant player except in the following circumstances when it may include two migrant players:

- The team includes a British or Irish player who is not the patron.
- The team is being shared by two patrons, and both migrants are playing with their sponsor.

Any migrant may only play in the 8 goal with their sponsor and the team shall be limited to one such player.

4. **Players Raised in Handicap mid-Season.** If the handicap of a player in a team is raised during the season a 22 high goal team will be allowed to play above the tournament limit by that number of goals, and a team at any level below the 22 Goal will only be allowed to play one goal over the limit, in both cases subject to that player having either:
- Played previously with that team or
 - Been listed as a member of a team on the entry form for a tournament within seven days of the effective date of his new handicap.

The same rules as the above shall apply as to the handicap limits for individual players.

5. **Conditions.** Certain other conditions are placed on the teams and individual players as set out below. **Clubs are directed to abide by these conditions for all tournaments of 6 goals and above.**

22 Goal.

- **If less than 6 goals, a player must have been awarded an HPA handicap at the end of the previous season unless the player is the patron of the team.**
- All players must hold a handicap of 0 goals or above; see Annex B.
- Any player under 15 on 1st January must have a minimum handicap of 3 goals.

18 Goal.

- The minimum handicap is 0.

15 Goal.

- The minimum handicap is 0.

12 Goal.

- The minimum individual handicap is -1. This shall not be counted towards a team's total handicap for entry purposes. i.e. a -1 player may not play with three other players worth 13 goals.
- The handicap of a -1 player shall be included in the team's total handicap to decide any handicap start at the beginning of a game.

8 Goal.

- The minimum individual handicap is -1. This shall not be counted towards a team's total handicap for entry purposes. i.e. a -1 player may not play with three other players worth 9 goals.
- The handicap of a -1 player shall be included in the team's total handicap to decide any handicap start at the beginning of a game.
- Any player with a Tier 2 or Tier 5 visa can only play with their sponsor and the team shall be limited to one such player.
- The maximum individual handicap is 6.

6 Goal.

- The minimum individual handicap is -1. This shall not be counted towards a team's total handicap for entry purposes. i.e. a -1 player may not play with three other players worth 7 goals.
- The handicap of a -1 player shall be included in the team's total handicap to decide any handicap start at the beginning of a game.
- The maximum individual handicap is 5.

4 Goal.

- The minimum handicap is -2 goals and maximum 4.
- No two players may exceed 5 goals.

2 Goal.

- The minimum handicap is -2 goals and maximum 3.
- No two players may exceed 4 goals.

0 Goal.

- The minimum handicap is -2 goals and maximum 3.
- No two players may exceed 3 goals.

-2 Goal.

- The minimum handicap is -2 goals and maximum 2.
- No two players may exceed 2 goals.

6. Women's Polo.

a. Victrix Migrant players. The same rules as set out in paragraphs 2 and 5 shall apply for migrant players but:

- Any player must have a women's HPA handicap of 6 goals or above.
- Each team shall be restricted to one such player per team.

b. Victrix Ludorum.

- Any player under 15 on 1st January must have a minimum handicap of 3 goals to play in the 16 goal Victrix Ludorum or 22 goal tournament polo.
- If a player is raised mid-season, a Victrix Ludorum team will be allowed to play above the tournament limit by that number of goals.

7. Women's Handicaps. Any player who holds a confirmed woman's handicap for the season ahead or ongoing will be listed on the HPA web site. If not on that list, they must submit a CV form to obtain a handicap at least 48 hours before they play and if they have never played women's polo their initial handicap will be guided as per the table below. For players on an HPA handicap of 0, 1 or 2, the player should be given the lower handicap in brackets unless they are well known to the Handicap Committee and may be raised any time thereafter.

HPA HANDICAP	WOMEN'S HANDICAP
-2	0
-1	1
0	2/3
1	4/5
2	6/7
3	8
4	9
5	10

8. Team Entries. To enter, the team captain/manager must submit a completed entry form and send it to the Tournament Committee with the entry fee before the closing date. The team must be qualified to play in the tournament and the entry form must contain the names of at least three players whose total handicap adds up at least to the minimum handicap of the tournament. The entry form must nominate the team captain and contain a declaration which he or the team manager must sign to the effect that the players nominated on the form or subsequently added are qualified to play in the tournament or match and that the handicap and status of the players are correctly recorded. The official 22 goal and Victor or Victrix Ludorum Tournaments take priority over all other tournaments with those of higher goal taking priority over lower. The results will count towards the points system for Victor Ludorum; see **Appendix 1.**

a. Pairing of Players. Two players may be paired so that each plays a designated number of chukkas within one team.

- b. One Team - Players and Ponies.** No player may play for more than one team in the tournament except if authorized as a substitute, and for 12 goal and above a team may not play a pony that has been played by another team in the same tournament except that dispensation for 12 goal may be granted by the Tournament Committee if included in the entry form. A team that breaches either of these conditions is no longer qualified to continue to play.
- c. No Play Dates.** No Play Dates shall be at the discretion of the Tournament Committee and cannot be guaranteed.
- d. Withdrawal.** A team that has entered a tournament may not withdraw once the schedule has been published without the permission of the Tournament Committee which should only be given in exceptional circumstances. A team that pulls out without such consent will invoke a charge of misconduct.
- e. Three Players.**
- A team may start with three players, but the team aggregate handicap must remain within the tournament limits and the late player or his substitute may only join the game at the beginning of a chukka.
 - A team reduced to three men due to no qualified substitute or a player sent off it may play with an aggregate handicap below or above the limits of the tournament, but there shall be no change to the score.
- f. Disqualification.** A Tournament Committee has the right to disqualify a team at any time (see Annex D paragraph 19).
- 9. Team Change and Substitution.** Any decisions will normally be taken by the Polo Manager, but he may refer any decisions to the Tournament Committee or the HPA. If it is just before or during a game the Polo Manager or his representative, umpires and referee shall act as the Tournament Committee in accordance with Annex F paragraph 7.
- a. Team Change.** It shall be a team change when a team captain or manager changes a player after the draw has been published. He must inform the host club by email no later than the day before the game is due to be played. Any player must be qualified to play in the tournament and the team must remain qualified after the team change. Should the club be unable to check the eligibility of the replacement player for whatever reason, then that player shall not play. The club shall inform the opposing team of any team change or addition as soon as possible. Should a team have failed to inform the club of a team change there shall be a fine payable to the host club for a domestic tournament and to the HPA for any Victor or Victrix Ludorum tournament. The fine shall be set in the tournament entry form.
- b. Substitution.** It shall be a substitution if the host club is satisfied that there is a genuine short notice reason for a replacement player which is outside of the control of the individual or team concerned. Certification by an approved or qualified person may be required (see also Part 1 Rule 2f). If satisfied that there is a genuine need, the captain of the team requiring the substitute will be asked for his choice. Any player must be qualified to play in the tournament and the team must remain qualified after the substitution.
- c. Players Raised in Handicap.** If a team is playing above the handicap limit of a tournament by virtue of including a player or players raised in handicap during the season, and one or both of those players has to be replaced or substituted it must be on the basis of the original handicap of those players before they were raised unless the team was under the handicap limit and thus still qualified with the raised player. If another player in that team is changed or substituted, the original total handicap of the team may stand should it be above the limit as allowed by the Tournament Conditions (paragraph 2).
- d. Double Substitution.** A team can elect to make a double substitution provided that the team remains qualified.
- e. Chosen Substitute not Qualified.** Should the chosen substitute not be qualified, the Tournament Committee must establish if there is another qualified substitute readily available. This shall include a player of the same handicap or one goal less than the player he will replace. Note that:
- A team whose total handicap was below the upper limit of the tournament is not obliged to take a substitute of a higher handicap.
 - A player whose handicap has been raised mid-season may not play as a substitute if he exceeds the handicap limit for an individual player or causes the team to exceed its tournament limit, to include any other team members also raised mid-season.
- f. No Qualified Player Available.** If no qualified player is readily available and a double substitution has been ruled out, the Tournament Committee may agree to a substitute who has played or is due to play in another team. A player who is no longer in the tournament should substitute in preference to one who is still in it. If no such qualified EU player is available, the Tournament Committee may agree a qualified non-EEA player to substitute.

- g. The Substituted Player.** A substituted player may replace his substitute at the start of but not during any chukka.
- h. The Substitute.** A player who has substituted may continue to play with his original team but otherwise the normal rules for team change and substitution shall apply for any future games.
- i. Adjustment of the Score.:**
- Following any substitution, replacement of a substitute or where a team has started with 3 players, the score will not be altered if the team handicap remains the same or is lower, but if higher the score will be altered immediately as if the team had started on the higher handicap irrespective of when the substitution or replacement occurs.
 - Where a team has been reduced to 3 players, the handicap of the injured or sent off player must continue to be included when calculating the eligibility of a player for a subsequent substitution.
- j. High Goal.** Specific substitution rules for the high goal are as follows:
- (i) **22 Goal.** A list of nominated substitutes shall be emailed to the Polo Manager by mid-day on the day before the match:
- **League Phase.** A player of 7 goals and above may be substituted by a player who is in a different league but is qualified in all other respects.
 - **Main Knockout Phase.** A player may be substituted by a player who has been knocked out in a previous round but is qualified in all other respects.
- (ii) **18 Goal.** A player of 7 goals and above may be substituted by a player who is in a different league or has been knocked out in a previous round but is qualified in all other respects.
- Special rules may apply to a subsidiary knockout phase and these should be detailed in the tournament conditions.
- 10. Not Trying.** If in the opinion of the umpires, the referee or the Tournament Committee a team is believed to be not trying, the team should be warned by the umpires. If the team fails to comply with this instruction, the umpires shall submit a report form. The team or individual players may be subject to a Disciplinary Enquiry by the Tournament Committee who may take any action considered appropriate, including the disqualification of the team and its members from playing in the rest of the tournament. If it is considered appropriate by the Tournament Committee to refer the matter to the HPA, the team will be suspended pending adjudication by the HPA.
- 11. Umpire Ponies.** Teams are required to provide two ponies for umpiring for all 15 goal matches and above. Below this level only one need be provided. A pony that has been played or has umpired four chukkas should not be used to umpire without a significant break. A pony to be ridden by an umpire must be equipped as for playing except that the tail need not be put up. Ponies must be suitable to umpire the level being played and should an umpire deem that the pony offered is unsuitable then the team must provide a replacement. See also Rule 2.4f.
- 12. Coaching.** Coaching during play is forbidden from anywhere and by any form of communication.
- 13. National and Family Teams.** The conditions governing non-EEA players may be lifted for a national team which has been invited and approved by the Stewards or for an established overseas patron who wishes to play with an immediate family member who is also non-EEA. In the case of a substitution in such a family team, normal tournament conditions and rules shall apply. See also Rule 2.2L. National and Representative Teams.

VICTOR & VICTRIX LUDORUM CHAMPIONSHIP AND POINTS SYSTEM

1. **General.** The aim of HPA Victor & Victrix Ludorum (VL) Championship is to encourage participation in the designated tournaments and to establish an overall champion at each level of the VL, High (17 - 22 and 15 - 18), Medium (12 - 15), Intermediate (10 - 12), Low (4 - 8, 2 - 6 and 0 - 4) and Victrix (12 - 16).
2. **Committee.** The Championships is run by the VL Committee which consists of: M Amooore (Chairman), the Polo Managers of Cowdray, Guards, Royal County of Berkshire, Cirencester and Beaufort Polo Clubs and Tamara Fox or a representative of women's polo.
3. **Duties.** The duties of the Committee are to:
 - a. Recommend to Stewards annually the tournaments to be listed as part of the VL.
 - b. Resolve any disputes or misunderstanding in the points system or the awarding thereof.
 - c. Decide on any matter that they consider is in the interest of the Championship.
The Committee may refer any issue to the Stewards and a team has the right of appeal to the Stewards.
4. **Conditions and Procedures.**
 - a. The tournaments that qualify are as follows:
 - (i) For the 8 goal and above those tournaments listed as VL tournaments on the website.
 - (ii) To qualify for the overall VL competition a team must play in at least two tournaments at tat level.
 - (iii) For women's polo those tournaments listed as VL tournaments on the website.
 - b. All teams entering the above-named tournaments will be automatically included and a team must have played in a minimum of two listed VL tournaments to win.
 - c. It is accepted team 'line-ups' may alter during the season, but to qualify for points the team name and patron(s) must remain the same, and if there is no patron, at least two members of the team must be the same.
 - d. Professional umpires will be used for all games in the 8 goal and above, and the Victrix Ludorum and for the main semi-finals, finals and subsidiary finals of the 6 and 4 goal. The extent of their use and costs to be levied should be made known to the teams before the draw is made.
 - e. All team entries shall be forwarded to the HPA as soon as entries close and the draw and schedule shall be forwarded to the HPA before the start of the tournament. Any changes to the schedule or the team, including substitutions, shall be notified to the HPA immediately.
 - f. The host club shall send results of all qualifying tournaments to the HPA within 24 hours.
5. **Points System**
 - a. Teams will be awarded points as below from all VL tournaments and the listed qualifying club tournaments.

For	Points
Each tournament entered over 2	30
A win in a quarter finals	30
A win in a semi-finals	30
A win in the finals	30
A win in the semis and/or finals of a subsidiary	10

Half points shall be awarded:

- o If a tournament has 4 teams or less;
- o If a tournament of 8 teams or less goes straight to a knockout;

No game points shall be awarded if a game is not played.

6. **Championship Order of Merit.** If teams are equal on points for the Championship, the order of merit will be decided as below counting only those games where points have been awarded:
- a. If they have played each the winner shall be the team that has won the most number of games played between them.
 - b. If they have played each other and won the same number of games the winner shall be the team with the best goal difference.
 - c. If the two teams have not played each other the winner shall be the team with:
 - the greatest number of points after the entry points have been excluded and if still the same,
 - the best goal difference.
7. **Tournament Results.** To be sent to the HPA within 24hrs of the final, along with a photograph of the winning team.

Main Tournament

¼ Finals	Semi Finals	Final
_____)	_____)	_____)
_____)	_____)	_____)
_____)	_____)	_____)
_____)	_____)	_____)
_____)	_____)	_____)
_____)	_____)	_____)
_____)	_____)	_____)

Subsidiary Tournament

Sub Semi Finals	Sub Final
_____)	_____)
_____)	_____)
_____)	_____)
_____)	_____)

Main Tournament Winners

Team Name: _____

Players Name	Handicap
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Final Score: _____

Please attach a photo of the winning team from the main tournament for the yearbook.

Subsidiary Tournament Winners

Team Name: _____

ANNEX D - FORMAT, SCHEDULING AND ORDER OF MERIT

1. **Closing Date and Acceptance.** As a general rule the Tournament Committee should accept all entries up to the closing date. They may try to achieve extra entries in order to give a better balance to the tournament (eg to achieve eight teams rather than seven) but the process should not be so drawn out that the issuing of the schedule is delayed. It is, however, at the discretion of the Tournament Committee to refuse an entry, to ballot out teams or to run a tournament on an invitation basis.
2. **Format and Schedule.** Once entries have been received and if it is not in the tournament conditions, the Polo Manager must decide whether the tournament should be run as a knockout, league, group or combination of both. It has become increasingly popular to start a tournament on a league or group basis, as this guarantees each team a number of matches, and then to move on to a knockout phase. The Tournament Committee should whenever possible arrange a balanced and achievable schedule for a tournament at their club which will need to take account of the number of entries, the playing days available and the other commitments of the teams and players. The schedule of the matches should include where appropriate nominated umpires and referees.
3. **Widened Goals.** The schedule should state whether goals will be widened. Goals will normally be widened for the second chukka of extra time but if the tournament conditions state or team captains agree to save ponies and time, the first chukka of extra time may start with widened goals. If goals are widened the chukka will be started with a throw in from the centre, ends having been changed.
4. **Penalty Shoot Out.** A penalty shoot-out may be used to produce a result or order of merit. See para 11b. The availability of players, the number of teams involved and the weather might influence how the shoot-out is conducted which shall be at the discretion of the Tournament Committee but the format of the shoot-out should be decided and promulgated before the start of the tournament or at least 24 hours before the game likely to involve a shoot-out is due to be played. Players eligible to take part shall be restricted to:
 - those who were listed on the team entry form for the tournament or
 - those who played the whole of the last match or
 - the substitute of a player who is injured in the last match but only if the injured player's inability to take part is supported by a Doctor's certificate.The following format is recommended and shall be the default position:
 - Two players are nominated from each team to take the penalties on behalf of their team.
 - A coin will be tossed with the winner electing whether to go first or second. Teams and players then alternate as each player has two free hits at goal from the 30 yard spot and then the 60 yard spot. Both are undefended.
 - If this results in a tie and a result is required, the 60 yard penalties will continue until a winner can be declared by sudden death.
5. **Away Games.** The schedule may require teams to play qualifying matches at other clubs. This will be arranged by agreement between polo managers and clubs are expected to co-operate in accepting teams which may not be from their own club. Qualifying matches are taken as part of the tournament and the rules on substitution and use of ponies shall apply.
6. **Private Grounds.** All private grounds must have been inspected by an official of the HPA and passed before they may be used for matches played in official HPA tournaments. A Tournament Committee that, in agreement with the owner, schedules a match to be played on a private ground, must contact the Polo Manager of the Club designated as the overseeing club for that ground. The Polo Manager should inform the Tournament Committee of the matches and teams that have been played at that ground in previous tournaments. If in agreement, then the designated club must have at the ground an official who shall be responsible for all matters concerning the match.
7. **No Appeal.** The team captain or the team manager may not appeal against the time or venue of a game.

FORMAT

8. **Knock Out Tournament.** A knockout tournament is one in which teams are drawn to play one or more of preliminary rounds, quarter finals, semi-finals and finals. Unless there are eight or sixteen teams in the tournament there will be a requirement to have bye rounds. The method of placing these is shown in the table below. It is often popular to have a subsidiary to the main tournament to give the teams beaten in the first round a minimum of two matches. The subsidiary matches should be scheduled so that they fall as close as possible to the time and date of the equivalent matches arranged for the winning teams.
 9. **Leagues and Group Tournaments.**
 - a. **League.** A league tournament may consist of one or more leagues with each team in its league normally playing the others. In a league of four each team plays three matches.

- b. A league tournament may be used to produce a winner or to decide by an order of merit (para 11) which team shall qualify for the knockout phase of the tournament. 5
- (i) There should always be the same or more places for teams in a knockout phase than the number of leagues or groups.
 - (ii) Leagues of three teams are to be avoided if possible as they are more prone to match fixing than larger leagues. If used, the team that loses the first match in its league should ideally play the third team next so that the next league match will count towards the overall result
 - (iii) For reasons of time or availability it may sometimes be necessary to schedule a tournament in which all the teams in a league do not play each other; for example, if there are five teams and only time for each team to play two matches. Scoring will be as laid down in para 13.
- c. **Group.** A group is divided into two subgroups of two or more teams. With a group of six teams in two subgroups of three teams, each team will play three games. Each subgroup should have the same number of teams and each team should play against each team in the other subgroup. The group system should be used sparingly as all the teams within a group have not played each other, and one sub group may be stronger than the other. Hence the group system can sometimes lead to maverick results which are only partially offset by seeding or by combining all the results within the group (para 13).
- d. **Combined Leagues and Groups.** Sometimes, in order to achieve a uniform number of matches played, the league and group system can be combined. For example, if there are fourteen teams in a tournament, the Committee can schedule two leagues of four teams and a group of six teams (two subgroups of three teams each) so that every team plays three matches in this phase.
- e. **One Day Round Robin.** If three teams are to play on one day, then a Round Robin is a good answer. Normally each team plays two chukkas against the other. Two of the teams play consecutively e.g. the first four chukkas or the last four and the third team has a break in the middle. It is recommended that each match should end on the first bell whether the score is level or not and that two points are awarded for a win and one for a draw.
10. **Progression and Placing of Teams for Knockout Phase.** Once an order of merit has been established then a knockout phase may be held. If eight teams are to enter the knockout phase then quarter finals will be played but if only four then Semi-finals will be played. The order of merit as outlined in para 11 above will normally be used to place teams for the knockout phase of a tournament.

Quarter Finals:	1 v 8	Semi Finals:	1 v 4
	4 v 5		2 v 3
	3 v 6		
	2 v 7		

These placings may be altered for scheduling reasons or to avoid teams that have played each other in the league phase meeting in the early rounds of the knockout. A draw can also be made.

11. Order of Merit.

- a. **Points System.** To establish an order of merit a points system for games will operate as follows:

Played for a Win:	Win = 2	Lose = 0
Played for a Draw:	Win = 2	Draw = 1
		Lose = 0

In addition, a record of goal must be maintained as follows:

Goals For:	Goals scored by and accredited to a team.	a
Goals Against:	Goals scored against a team.	b
Goal Difference:	Goals For versus Goals Against which may be a minus total.	a-b

- b. **Penalty Shoot-Out.** The Tournament Committee shall normally specify in the Tournament Conditions that a Penalty Shootout will be held, if necessary, after the league or group phase to decide the order of merit between teams tied on points. See para 4. Notwithstanding that, the Tournament Committee may also inform teams prior to a game that a penalty shoot-out will be used to decide the order of merit should they consider that it will contribute to the uncertainty of the outcome.

12. League in which all the Teams have played each other.

In a tournament that involves leagues in which all the teams within each league have played each other a record of the results should be drawn up as in the Examples. The order of merit is established initially by taking the number of points scored by each team in its league (Example A).

a. Two Teams Tied on Points.

- (i) If two teams are tied on points, then the team that won the match between them goes above the other (Example B).
- (ii) If the result of the match between the two tied teams was a draw, the first placed team will be that with the best 'goal difference' counting all the matches played by the two teams in their league.
- (iii) If the teams are tied on 'goal difference', the first placed team will be the one with the most 'goals scored', again counting all the matches played by the two teams in their league.

b. Three Teams Tied on Points.

If three teams are tied on points, recalculate the points scored counting only the matches played between the tied teams.

- (i) If this results in two teams still being tied on points, the team that won the match between them goes above the other.
- (ii) If three teams are still tied on points, again taking into account the scores within the tied teams, the order of merit is established from the 'goal difference' credited to each team. Thus the team with the best 'goal difference' goes first, the second best goes second and the third goes third. If this results in two of the teams still being tied on 'goal difference', the team that won the match between them goes above the other.
- (iii) If three teams are still tied 'goals scored' shall determine the order of merit. If this results in two of the teams being tied on 'goals scored', the team that won the match between them goes above the other (Example E).

c. Four or More Teams Tied.

In the event that four or more teams are tied on points, then proceed as for three teams tied (para 12b).

13. Groups and Leagues in which all Teams have not played each other.

In a tournament which involves groups or leagues in which all teams have not played each other, the result of all matches within the league and group will be taken. Thus for example with two subgroups, each of two teams playing across, the result of all four matches will be taken together (Examples C, D and F). The order of merit will be drawn up as in para 11 but note if teams have played each other then the winner of that match will go above in a two-way tie (Example D).

14. Across Leagues and Groups.

- a. As a first step establish the order of merit within each league or group using the system laid down in para 11 and 12 above. The first team in each league and group have an automatic place in the knockout phase.
- b. If it is necessary to establish an order of merit between the first placed teams in each league and/or group to allocate the playoff places in the knock out phase (para 10) take all the matches that the teams have played in their league or group to establish the order of merit between them again using the system in paras 12 or 13.
- c. If it is necessary to achieve an order of merit between the second or third and so on placed teams in each league and or/group proceed as for the first placed teams above. A Tournament Committee may however wish to include a special rule in the schedule if the tournament does include a group or groups as those teams in a group are at a disadvantage (there are always more teams than in a league) when an order of merit is drawn up using the system outlined above. (See Note 2 to Example J)
- d. Where more than two teams are tied on points it is possible that one of the tied teams may have beaten the other teams tied on points, in which case that team should go through first leaving the remaining teams to take part in the shootout should it still be necessary.

- e. In the event that there are an unequal number of teams in each league then eliminate the bottom team and recalculate the scores. The original placings will stand ie, the team that came first in the league before equalisation will remain first but the points, goal difference and goals scored credited to it after equalisation will be used for comparison with the equivalent placed teams in the other leagues. Thus, if required, an overall order of merit, involving all the teams in a tournament can be drawn up. (See Examples H and J).
15. **Teams still Tied.** If teams remain tied having applied all the above methods to separate them, if a play off or penalty shoot-out has not been scheduled or there is not enough time, then the Tournament Committee shall determine the order of merit in the sequence below:
- a. The best 'goal difference' achieved in any one game.
 - b. The best 'goals scored' achieved in any one game.
 - c. The toss of a coin.
16. **Unfinished Game.** Every effort should be made to reschedule a game so that it can be played or completed or produce a result by penalty shootout as outlined in para 4 but as a last resort the result of a match can be calculated as follows:
- a. **If not played:**
 - (i) Taking all the matches played in the league or group concerned, establish the 'goal difference' for each team. The score is then calculated by dividing the 'goal difference' of each team by the number of matches played by each team; all fractions to count as half.
 - (ii) If this produces a tie in a tournament in which matches are to be played for a win then a similar calculation will be made taking account of 'goals scored'.
 - (iii) If two teams remain tied then para 15 will apply.
 - b. **If started but not completed:**
 - (i) The score will be calculated by taking the score of each team at the time the match was abandoned. These scores are then each divided by the number of chukkas completed and multiplied by the total number of chukkas due to be played in the match to give the score; all fractions to count as half.
 - (ii) If the teams were equal when the match was abandoned, each team will be awarded half a point.
17. **Tournament Played Open and Handicap.** If the tournament is played both open and on handicap:
- a. **Scoreboard.** The scoreboard should show the 'Open' score with any goals awarded on handicap displayed separately below the appropriate team.
 - b. **Last Chukka.** Matches must be played for a win in both the open and handicap sections. Although there may be a win in one section at the end of the last chukka, play may have to continue in order to get a win in the other section. When the result of one section has been established, then that result will not be altered by the subsequent play that may have been required to get a match result in the other section. It is important that umpires and time-keepers are briefed on this requirement.
 - c. **Order of Merit.** A team that wins both the open and handicap section in a league must go for the open final. When the order of merit is being calculated, all matches are counted. If two or more teams are tied on points, only matches between the tied teams are counted as in para 12a except that a team that has won the open section of the league shall not be considered as a tied team.
18. **Cancellation.** If the result of a league is known before the last matches are played and the result cannot be influenced by those matches, they may be cancelled provided the Tournament Committee, the club where the matches were due to be played and both team captains all agree.
19. **Disqualification or Withdrawal.** If a team is disqualified or its withdrawal is accepted by the Tournament Committee and the team has already played in the tournament then, in a knockout, the team which they have played and beaten in the previous round may go through to the next round. In a league or group all the matches which the team has played will be declared null and void with points and goals gained by their opponents subtracted from their total.

EXAMPLES TO ANNEX D

Example A - League with no teams tied on points

League I	A team	B team	C team	No team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team		7 - 8	12 - 7		LW	2	19	15	+4	2
B team	8 - 7		9 - 4		WW	4	17	11	+6	1
C team	7 - 12	4 - 9			LL	0	11	21	-10	3
No team										

Example B - League with two teams tied on points

League I	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team		10 - 7	7 - 9	6 - 7	WLL	2	23	23	0	4
B team	7 - 10		11 - 6	9 - 8	LWW	4	27	24	+3	1
C team	9 - 7	6 - 11		4 - 5	WLL	2	19	23	-4	3
D team	7 - 6	8 - 9	5 - 4		WLW	4	20	19	+1	2

B team and D team are tied on points. B team won the match between them so go first. Likewise C team beat A team so they go into third despite the fact that they have a worse goal difference.

Example C - 4 teams grouped in 2 sub groups.

Sub Group I	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team			9 - 6	7 - 6	WWW	4	16	12	+4	1
B team			6 - 5	7 - 4	WWW	4	13	9	+4	2
Sub Group 2										
C team	6 - 9	5 - 6			LL	0	11	15	-4	3
D team	6 - 7	4 - 7			LL	0	10	14	-4	4

Teams play across. A team and B team each have four points so go straight to goal difference and the scores are still tied; go to goals scored and A team go first and B team second. Likewise C team go third and D team fourth.

Example D - 4 teams grouped in 2 sub groups.

Sub Group I	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team			5 - 4	3 - 4	WL	2	8	8	0	2
B team			4 - 10	4 - 7	LL	0	8	17	-9	4
Sub Group 2										
C team	4 - 5	10 - 4			LW	2	14	19	+5	3
D team	4 - 3	7 - 4			WWW	4	11	7	+4	1

Teams play across. D team goes first with 4 points. Team A and C are tied on points. As A team beat C team they go second with C team third.

Example E - 4 teams in a league with 3 teams tied on points.

League I	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team		10 - 5	6½ - 10	8 - 0	WLW	4	24½	15	+9½	1
B team	5 - 10		9 - 3	7 - 3	LWW	4	21	16	+5	2
C team	10 - 6½	3 - 9		3 - 1	WLW	4	16	16½	-½	3
D team	0 - 8	3 - 7	1 - 3		LLL	0	4	18	-14	4

Three teams tied on points so the 4th team (D team) is discounted and the scores are recalculated taking into account only the scores between the remaining three teams. See below.

Example E - 4 teams in a league with 3 teams tied. Bottom team discounted.

League 1	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team		10 - 5	6½ - 10		WL	2	16½	15	+1 ½	1
B team	5 - 10		9 - 3		LW	2	14	13	+1	2
C team	10 - 6½	3 - 9			WL	2	13	15 ½	-2 ½	3
D team										

All three teams are still tied on points. The team with the best goal difference goes first, the second best second and so on; thus the Order of Merit is A, B then C.

Example F - 4 teams grouped in 2 sub groups tied on points.

Sub Group 1	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team			8 - 6	5 - 8	WL	2	13	14	-1	3
B team			7 - 9	5 - 4	LW	2	12	13	-1	4
Sub Group 2										
C team	6 - 8	9 - 7			LW	2	15	15	0	2
D team	8 - 5	4 - 5			WL	2	12	10	+2	1

All four teams are tied on 2 points. Some but not all of the teams have played each other so which team won the match between them is discounted so go to goal difference (Paragraph 3). Thus the order of merit is 1st D team with plus 2, 2nd C team on 0 and as A and B teams are equal on minus one, go to goal scored and A team comes 3rd with 13 and B Team 4th with 12.

Example G - 5 teams in a league each playing only two matches.

League 1	A team	B team	C team	D team	E team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place
A team		9 - 4			5 - 8	WL	2	14	12	+2	3
B team	4 - 9			8 - 7		LW	2	12	16	-4	4
C team				5 - 9	3 - 7	LL	0	8	16	-8	5
D team		7 - 8	9 - 5			LW	2	16	13	+3	2
E team	8 - 5		7 - 3			WWW	4	15	8	+7	1

E team goes first with 4 points, A, B and D teams are tied on 2 points each, so go straight to goal difference (Paragraph 3). Thus D comes 2nd, A 3rd, B 4th on goal difference and C 5th on 0 points.

Example H - 3 leagues of 3 and one of 4. There is to be a main and subsidiary semi final.

League 1	A team	B team	C team	No team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place in League	Overall Place
A team		7 - 6	7 - 5		WW	4	14	11	+3	1	2
B team	6 - 7		8 - 6		LW	2	14	13	+1	2	6
C team	5 - 7	6 - 8			LL	0	11	15	-4	3	11
No team											
League 2	D team	E team	F team	No team							
D team		7 - 5½	7 - 4		WW	4	14	9½	+4½	1	1
E team	5½ - 7		4½ - 5		LL	0	10	12	-2	3	10
F team	4 - 7	5 - 4½			LW	2	9	11½	-2½	2	8
No team											
League 3	G team	H team	J team	No team							
G team		4 - 2	2 - 3		WL	2	6	5	+1	1	4
H team	2 - 4		8 - 5		LW	2	10	9	+1	2	7
J team	3 - 2	5 - 8			WL	2	8	10	-2	3	9
No team											

League 4	K team	L team	M team	N team							
K team		3½ - 12	7½ - 7	3 - 3½	LWL	2	14	22½	-8½	3	-
L team	12 - 3½		6 - 4	5 - 6½	WWL	4	23	14	+9	2	-
M team	7 - 7½	4 - 6		6 - 6½	LLL	0	17	20	-3	4	-
N team	3½ - 3	6½ - 5	6 - 6½		WWW	6	16½	14	-2½	1	-

To establish the order within the league and which teams therefore qualify for the knock out phase, all matches are counted. The next step is to reduce League 4 to three teams by eliminating the bottom team and recalculating the score as shown following in order to produce an order of merit across the leagues.

League 4	K team	L team	M team	N team							
K team		3½ - 12		3 - 3½	LL	0	6½	15½	-9	3	12
L team	12 - 3½			5 - 6½	WL	2	17	14	+9	2	5
M team											
N team	3½ - 3	6½ - 5			WWW	4	10	8	+2	1	3

The winners of each league go into the main semi final: D team go 1st, A team 2nd, N team 3rd and H team 4th. In the subsidiary semi final, L team go 5th, B team 6th having been equal on points and goal difference but scored more than G team who go 7th and F team go 8th. N team and L team will qualify in their original league placings even if their positions change following equalisation.

Example J - The tournament has a group of 4 and 3 leagues of 3. There is to be a main and subsidiary semi-final.

Sub Group 1	A team	B team	C team	D team	Win/Lose	Points	Goals Scored	Goals Against	Goal Difference	Place in League	Overall Place
A team			8½ - 6	7 - 6	WW	4	15½	12	+3½	2	5
B team			6 - 5	7 - 4	WW	4	13	9	+4	1	3
Sub Group 2											
C team	6 - 8½	5 - 6			LL	0	11	14½	-3½	3	10
D team	6 - 7	4 - 7			LL	0	10	14	-4	4	11
League 1	E team	F team	G team	No team							
E team		6 - 8	7 - 3		LW	2	13	11	+2	2	6
F team	8 - 6		8 - 4		WW	4	16	10	+6	1	1
G team	6 - 7	4 - 8			LL	0	7	15	-8	0	13
No team											
League 2	H team	J team	K team	No team							
H team		4 - 5	7 - 5		LW	2	11	10	+1	1	4
J team	5 - 4		4 - 6		WL	2	9	10	-1	3	9
K team	5 - 7	6 - 4			LW	2	11	11	0	2	8
No team											
League 3	L team	M team	N team	No team							
L team		4½ - 7	5½ - 8		LL	0	10	15	-5	3	12
M team	7 - 4½		3 - 5		WL	2	10	9½	+½	2	7
N team	8 - 5½	5 - 3			WWW	4	13	8½	+4½	1	2
No team											

Note 1. The winners of each league/group go into the main semi finals. In this case there are 3 teams on 4 points so the order of merit for those 3 is decided on goal difference: 1st F team, 2nd N team, 3rd B team. H team is 4th as they won their league. Note that A team who won both their matches and has 4 points is not in the semi-finals. Then, taking the seconds in each league/group, A team is 5th with 4 points. There are then 3 teams placed 2nd with 2 points so the order of merit is again decided on goal difference: E team 6th, M team 7th and K team 8th. Also note two teams from the group and one from each league do not get another game.

Note 2. The Tournament Committee may include in the schedule a special ruling which in this case might read 'Should the worst 2nd best team in the leagues be below the third best team in the group in the order of merit then the team in the group will go forward to fill the eighth place.' In this example the order of merit stands as the third best team in the group (C) had 0 points whereas the worst second in the league (K) had 2 points.

ANNEX E – USE OF BANNED SUBSTANCES BY PLAYERS

1. Use of Banned Substances.

- a. 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.
- b. It shall be an offence for a player to bring to a place where polo is to be played, or to have in his possession or control at such a place, any substance listed in Part A or Part B of para 2 with the exception of Alcohol.
- c. A player shall have committed an offence where the result of an analysis of any urine, blood, hair or breath sample of his shows the presence of any Banned Substance listed in Part A of para 2.
- d. A player shall have committed an offence where the result of an analysis of any urine, blood, hair or breath sample of his shows the presence of any Banned Substance listed in Part B of para 2 if the presence of that substance was not attributable to any one or more of the following:
 - (i) 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 addiction or dependency;
or
 - (ii) 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 (HPA) shall be entitled to infer that the presence of the Banned Substance was not so attributable. For the avoidance of doubt the Stewards are not required to accept the explanation of the player.
- e. A player shall have committed an offence:
 - (i) where the result of an analysis of any urine, blood, hair or breath sample shows the presence of any Banned Substance in Part C of para 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.
 - (ii) if he refuses or fails to submit to a doping control test when requested to do so by any HPA Doping Control Officer as defined in para 3 below.
- f. These Regulations mean that a player 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.
- g. For the purposes of these Regulations the result of an analysis will be established by a certificate from the laboratory conducting the analysis to the effect that the sample showed the presence of a Banned Substance or Substances. Where a player has elected to have the B sample analysed the certificate issued following analysis of the A sample will only be valid for this purpose if the analysis of the B sample confirms the presence (in the sample) of the Banned Substance(s) identified by the analysis of the A sample.
- h. All players are advised to inform their Medical Practitioners of the substances which are banned and of the provisions of para 1e.
- i. The Stewards have issued guidelines at Annex E to Part 3 concerning penalties which should be considered, in general terms, appropriate for breaches of the Regulations, but guidelines for doping offences are as follows:

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.
Refusal or failure to submit to a test:		One year ban

The dates of any ban will take account of the polo calendar and time of year
- j. **Re-Instatement.** Any player suspended for a breach of doping regulations may be obliged to submit to doping controls testing, using a urine, blood, hair or breath 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 urine or 17 microgrammes per 100 millilitres of breath. (0.170mg/l)
- **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 -nordelta-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 B below). (Substances in this group include, but are not exclusively restricted to, Amphetamines, Cocaine, and the “Ecstasy group” i.e. Methylendioxyamphetamine (MDA), Methyleneoxyethylamphetamine (MDEA), and Methyleneoxyethylamphetamine (MDMA). L-methamphetamine (levometamphetamine) 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)
 - 5HT Reuptake Inhibitors
 - Tetracyclic Anti-depressants
 - Lithium Salts
 - Tricyclic Anti-depressants
 - **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.** A player may not refuse to take a first or second drug or alcohol test if required to do so by any person duly authorised by the HPA or the Tournament Committee.

- a. Testing may be conducted by the HPA Doping Control Officers using saliva, urine, blood or hair samples.

- (i) Saliva testing is only to be used as a screening test and only for:
 - Part A - Cannabinoids, Amphetamines and Cocaine
 - Part B - Opiates and Opioids
 - Part C – Benzodiazepines,

The Doping Control Officer shall, if he considers that the result of a saliva test justifies it, require a urine, blood or hair sample immediately, or at any time within 24 hours.

- (ii) Urine, blood or hair samples may be required as an initial test without any preceding saliva test.

- (iii) Breath samples will be used to test for alcohol (Part A).

- b. Testing may be carried out at clubs, at private grounds that are being used by a club for chukkas or matches or at any other venue deemed suitable by a Doping Control Officer.
- c. Testing may be random or can include testing of all players present at the venue for the purposes of playing or officiating at polo that day. The HPA Doping Control Officers will have permission to undertake, at their discretion, an alcohol breath test.
- d. If requested by a club or official of the HPA, individual players may be selected for testing

- e. A player must, if requested by an official of a club, or by an official of the HPA, or by an HPA Doping Control Officer submit to a doping control test. Any player requested to submit to a doping control test may not play in any organised match or chukka at an affiliated club until the sample(s) required by the Doping Control Officer has been provided. Refusal or failure to do so may be taken as if a positive test result had been obtained and confirmed and dealt with accordingly.
- f. 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. **Collection Procedures.**

- a. **Procedures.** The sampling and testing will be carried out by HPA Doping Control Officers by methods and according to standards approved by the Stewards of the HPA who shall also approve standards for the custody, transport and security of samples from the place of testing to the laboratory where the analysis is to take place. Due compliance with such standards shall be presumed unless the player is able to establish that the standards were not complied with. A departure from such standards shall not invalidate the result of an analysis unless the Stewards are satisfied in any particular case that the departure is sufficiently serious as to cast doubt on the identity of the sample or its integrity prior to or during analysis. NB. The initial saliva sample is an indicator of a positive result.
- b. **Urine, Blood or Hair Sample.** If a player is asked to give a sample of urine, blood or hair, this will be split into an A and B sample. Both samples will remain the property of the HPA. The A sample will be tested as soon as possible, and 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 three days of notification that a doping offence is suspected. The analysis of the B sample will be carried out as soon as possible by the HPA appointed laboratory; 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. The cost of the analysis of the B sample will be met by the player if positive and by the HPA if negative.
- c. **Alcohol Sensor AL7000.** This is for the analysis of alcohol and is performed with a breath test. The breath test is completed with a single breath. The result is displayed on the digital display and after a screen grab may be printed out if required. A record of the analysis is then entered on the drug testing results app. The player will be requested to sign one copy of the printout and a copy may be given or sent to the player.

6. **Referral to Stewards and Provisional Suspension.**

- a. Any player who is suspected of a doping offence shall be referred to a Stewards Disciplinary Enquiry under the HPA Regulations.
- b. Forthwith upon the HPA being notified that the A sample from a urine, blood or hair test 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 B sample tests negative **or**
 - the Disciplinary Steward or Officer accept the player's explanation following a positive analysis 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 F – CLUB RESPONSIBILITIES

1. **General.** 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 as set out in the Memorandum of Association
 - c. Acknowledge and take account of the interests of other affiliated clubs and associations.
2. **Returns.** Clubs shall submit returns to the HPA as follows (**failure to do so may result in a fine of £100**):

Pre-Season:	Self- certification proforma. Membership of Club Handicap Committee.
During Season	Team entries, schedule and results of all VL tournaments. Other tournament entries if requested. Club Membership list if requested. Mid-season handicap recommendations.
End of Season	End of season handicap recommendations. List of Player injuries and concussion during season. List of Pony Injuries during season. Club Entry for the next seasons Year Book and web site. Fixture List for the next season.

3. **Fixture Lists.** A fixture list of all tournaments open to members of other affiliated clubs shall be published prior to the Autumn Council Meeting. The list shall indicate by way of asterisk or similar those tournaments that 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.
4. **Affiliation Fees.** Affiliation fees shall be paid to the HPA before the beginning of the season as decided by Council:

Grade	Fee	Clubs
1	£8,000	Cowdray and Guards
2	£5,000	RCBPC and Cirencester
3	£2,425	Barfold, Beaufort, Black Bears, Holyport
4	£945 (VL)	Dallas Burstton, Ham, Kirtlington
5	£466	All others
Overseas Association	£234	
Overseas Club	£234	

5. **Membership.** Clubs are responsible for ensuring that membership formalities are completed correctly before any player takes part in a match, game or chukka (see Rule 2.2a and 2.2b). For players coming from overseas this includes completion of a CV form if they have no HPA handicap.
6. **Handicaps.**
 - a. **Club Handicap Committees.** Each affiliated club must have a Handicap Committee which shall consist of not less than three members. The HPA must be informed at the beginning of each season of the names and of any subsequent changes.
 - b. **Recommendations.** 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. There will normally be a mid-season meeting in early June and end of season meetings. If there is any doubt as to a player's handicap and it is apparent that he has not played enough polo for a fair judgement to be made, then a player should be Not Rated (NR). Such recommendations will be signed by at least three members of the Club Handicap Committee. The main Committee is not bound by these recommendations. Guidelines for the handicapping of players is at **Annex B**.

7. **Tournament Committee.**
- a. **Requirement.** For any tournament the host club will appoint a Tournament Committee of three or more individuals, who preferably should have no vested interest in the outcome of the event. In the absence of a Tournament Committee, the Polo Manager of the Club or his representative with the umpires and referee shall act as the Tournament Committee.
 - b. **Authority and Duties.** The Tournament Committee has authority over all matters pertaining to the Tournament. This will include jurisdiction over any offence committed within the Polo Grounds (see Rule 2.2t) except that the authority of the referee and the umpires will be absolute immediately before, during and immediately after the game on matters regarding the conduct of play. The Tournament Committee will be charged with the overall responsibility for the running of the tournament which shall include:
 - Checking the eligibility of each entry.
 - Format of the tournament, scheduling of games, deciding how match results are achieved if required and the order of merit. See Annex D.
 - Checking the eligibility of any team change and informing the opposing team and of any substitution.
 - Appointment of officials. The team captain or the team manager may not appeal against the appointment of any particular umpire, referee or other official nor against the time or venue of a game.
 - Provision of the grounds and the necessary equipment.
 - Overseeing, through the Club Welfare Officer, the welfare of ponies in particular their condition, shoeing and watering.
 - c. **Entry Forms.** A Club wishing to run a tournament must prepare an entry form which should include the following:
 - Name of tournament.
 - Handicap level.
 - Inclusive dates.
 - No Play Dates.
 - Status (eg, official or if not, any special conditions that apply).
 - Entry fee and note of any additional costs; umpires, officials, medical cover etc.
 - Closing date of entry.
 - Blank line so teams can enter dates on which they would prefer not to play.
 - For leagues or groups whether matches are to be played to a result or may finish in a draw.
 - Any disclaimer and additional information.
 - Declaration as to eligibility of those entered.
 - Signature Block.
8. **Report Forms.** Report forms should be held by the Polo Managers and can be downloaded from the website. A Report Form shall be completed and signed by the umpires and referee for any of the offences listed under Rule 2.7.
9. **Umpiring.** Each club shall appoint a **Club Chief Umpire** who should:
- a. Have a thorough knowledge of the Rules of Polo.
 - b. Attend Umpire Meetings and pass on the conclusions to their Club members.
 - c. Ensure that any directives are passed on to all playing members.
 - d. Assist the Polo Manager in the appointment of umpires.
 - e. If required, help members to take the Rules Test, which can be accessed through the website.
 - f. Convene a Club Umpire Grading Committee which will assess the performance of Club umpires and grade their ability as 'CA', 'CB' or 'CC'. The Umpire and Rules Committee will confirm the grading of all club umpires.
 - h. Be part of the Club Disciplinary Committee.
 - i. Assist the Polo Manager in acting on complaints received in relation to umpiring.
 - j. Liaise with the HPA to conduct umpiring seminars with a view to improving the standard of umpiring throughout the Club.
10. **Pony Welfare.** Each club is responsible for Pony Welfare and shall appoint a Club Welfare Officer who has a responsibility for pony welfare at all times. The Welfare Officer or his representative should be conversant with the Rules of Polo, in particular those concerning player's equipment, ponies and tack and when play is stopped for injury to a pony or tack and distribute the HPA booklet 'Polo Pony Welfare Guidelines' to owners and grooms. He should also:
- a. Ensure that his club members understand that they are responsible for the welfare of their ponies throughout the year.
 - b. Attend the HPA Welfare AGM in early April and pass on the information to his club members.
 - c. Complete returns as required by the HPA on injuries or fatalities that may have occurred during the season
 - d. Maintain close contact with the local Veterinary Practice to ensure that the Club's responsibilities are met.
 - e. Check that ponies have passports and that vaccinations are up to date.
 - f. Check that for the players' safety ponies aged 16 or over have had a heart and eye test done by an MRCVS at the start of each season.

- g. Oversee the maintenance and equipment of the horse ambulance and periodic practices of the procedure for taking an injured horse from the field of play.
- h. Monitor the use of muzzles in the stables, especially those on site and the wintering of ponies within the area of responsibility of the club.
- i. Be present at all matches so that he can:
- (i) Monitor the pony lines throughout the season, but particularly at the beginning of the season, to check for skin disease, malnutrition, abuse and incorrectly fitted or illegal equipment. Any ponies in a poor condition should be referred to a MRCVS and if a pony has to be stopped from playing because of its poor condition, a report form must be sent to the Chairman of the Welfare Committee.
 - (ii) Check on horse transport in particular adequate ventilation and safe flooring, partitions and ramps.
 - (iii) Ensure that clean fresh water is available in the pony lines and that ponies are offered water after they have played before leaving polo. They should not be watered direct from a trough and a clean bucket is used to fill others.
 - (iv) Check that there is no abuse of ponies by players within the grounds of the club or on the field of play and, if appropriate, submit a Report Form to the Tournament Committee. Report forms may be submitted for any welfare incident but should be for:
 - Excessive use of the whip or spurs.
 - Dangerous riding.
 - Any abuse of ponies on or off the ground.
 - Any use of non-registered vets or farriers.
 - (v) Check that:
 - Ponies are tied up sensibly and head collars are not left hanging.
 - Umpire ponies are well turned out and healthy.
 - Ponies are not allowed to continue to play if lame or showing blood (see Rule 4).
 - Ponies do not travel in studs.
 - A tongue tie unless inspected by a MRCVS immediately prior to the chukka. The tongue tie must be removed as soon as the pony leaves the field of play.
 - Bandages are put on last and not left on after the game.
- j. **Veterinary Cover.** A veterinary surgeon who is a practicing Member of the Royal College of Veterinary Surgeons (MRCVS) must either be present or on immediate call at all matches. In addition a nominated club official should be in attendance at all matches and practice chukkas arranged by the club to deal with welfare issues. In the absence of a MRCVS (Vet), the Host Club Tournament Committee has the authority to stop a pony from playing.
- k. **Best Playing or Turned Out Pony.** Clubs are encouraged to award a prize for the best playing or best turned out pony. They must however ensure that the pony is in a fit state to collect its prize - i.e. that it is not distressed, looks well and does not have spur or whip marks, a cut mouth, sore back or any other signs of injury. If a pony has received an accidental injury, such as a tread, then it should not be excluded from collecting its prize, provided that the injury has been properly treated. If a veterinary surgeon is present he should be asked to inspect the pony prior to the presentation.
- l. **Horse Ambulance Cover.** Either a trailer with motor vehicle attached or a low loading lorry each with ramp equipped with a winch and screens must be available near to the ground at all times during play. Clubs should practice the procedure from time to time. As well as a winch and screens the horse ambulance should carry ropes, a drag mat, a spare head-collar, a tarpaulin, a bucket of sand, a knife for slitting saddlery and two lead ropes to cross tie a horse if necessary. If a trailer, the horse ambulance should and be hooked up prior to the start of a match with an earmarked readily available driver. There should also be earmarked a team of knowledgeable helpers on hand to help with an injured horse.
- m. **Pony Euthanasia.** In the event that it is considered essential on humane grounds to euthanase a pony every reasonable effort should be made to contact the owner or his representative to obtain consent. In the absence of a legitimate representative refer to "owner" as defined in Rule 2.4a. Immediate euthanasia should be reserved for a pony that is 'in extremis' ie there is confidence that movement is inhumane and there is no foreseeable prospect of the pony recovering from its injuries. Chemical euthanasia is the method of choice in areas of public view. This will require carcass removal and incineration. It is the club's responsibility to ensure that the bill for the removal of a carcase is paid. If a member does not then pay the club, the HPA should be notified immediately and the player in question should be informed that they will not be allowed to play again until the bill had been settled. Clubs should have an account with a local slaughterman and he should be informed prior to the event of the location of the grounds at the club. Owners of rented ponies should be clear of their responsibilities.
- n. **Death of Pony at Polo.** In the case of a sudden death due to internal injury or rupture or a pony having to be euthanised clubs shall submit a completed 'Death at Polo' report form to the HPA within 72 hours.
- o. **Excessive Heat.** If the temperatures become excessive (li,nk), clubs should be advised to consider rescheduling games to a cooler time of the day and/or providing a mid-chukka change.

11. **Medical Cover.** Clubs should appoint a designated person as **Club Safety Officer** who shall complete returns on player injuries or fatalities as required by the HPA.
- a. Clubs must ensure that there will be present for matches as a minimum 2 qualified persons and for all other polo at least one such person. The presence of a paramedic is recommended. A Qualified Person means one of the following:
 - (i) A person having attended and completed a British Red Cross “Basic First Aid Course (module 7)” or a St John Ambulance “Emergency Aid for Appointed Persons Course” or an equivalent qualification and completed such post-training refresher courses as are required to maintain a current attendance certificate.
 - (ii) A qualified Medical Practitioner registered with the General Medical Council in the UK, or equivalent bodies abroad.
 - b. Clubs should inform their local ambulance service in advance that the match is taking place and ensure that the correct telephone number is readily available.
 - c. Should the umpire require medical assistance for an injured player, he should signal by waving his stick above his head.
 - d. **Concussion.**
 - (i) In the event of a player being concussed, the umpires, or if no umpires are present the senior player on the ground, will stop the game and arrange for the player to receive medical attention as soon as possible. If no doctor or paramedic is present when the accident occurs, it will be the responsibility of the umpires or the senior player present to decide if the player is concussed, and if so, the player cannot continue.
 - (ii) The symptoms of concussion include loss of consciousness, memory loss, confusion or disorientation, headache, dizziness, nausea, vomiting, drowsiness, neck pain, sensitivity to noise or light, blurred vision or poor balance.
 - (iii) If unable to answer accurately any of the following questions the player should be deemed concussed.
 - What venue are we at today?
 - What day of the week is it?
 - Which chukka is it now?
 - What is the name of your team?
 - What team position are you playing in the team?
 - (iv) If a player is concussed, the HPA must be notified by the club within 24 hours by fax or email and the HPA will notify all clubs that that player is suspended for a minimum of 7 days from the date of the concussion. See Rule 2.2j.
13. **Discipline.** Each Club shall appoint a **Club Disciplinary Officer** who should, in conjunction with the Polo Manager:
- a. Maintain good discipline amongst the players and members of the Club.
 - b. Keep a record of all report forms issued by the Club including those issued by other clubs to the members.
 - c. Advise the Club Committee in good time of any incident which may need further investigation or lead to the need for a Club Disciplinary Board.
 - d. Be fully conversant with the Procedure for setting up a Club Disciplinary Board as laid down in **Part 3**.
 - e. Inform the HPA Chief Executive or Disciplinary Officer of the proceedings and on their advice hold a Club Disciplinary Board or, if of a serious nature, refer the case to the HPA.
 - f. Take follow up action as laid down.
- In smaller clubs this duty may be carried out by the Polo Manager.

ANNEX G - GUIDELINES FOR GAME OFFICIALS

- 1. Authority.** The authority of the umpires and referee will be absolute during and immediately before and after the game on matters regarding the conduct of play. Any incident, including any not provided for in the rules, shall be decided by the umpires unless they disagree, in which case they should consult the referee. The referee's decision shall always be final but the umpires after discussion are perfectly entitled to throw the ball in without reference to the referee. Any decision thus made may not be overruled by any other person. Lengthy discussions between the umpires and reference to the referee delay the game and can undermine the authority of the umpires.

THE REFEREE

- 2. Positioning.** The referee (or third man) should be:
 - In an elevated and isolated position at the centre of the ground with a good view;
 - Able to concentrate on the play and not be drawn into conversation nor use a mobile phone.
 - Able to speak to the umpires at the end of each chukka and at half time.
- 3. Role.**
 - a.** If in contact by radio he may invite the umpires to blow the whistle and award a penalty, particularly for dangerous play, a foul off the play which the umpires have not seen, or if he considers that the umpires are not being shown due respect.
 - b.** He may be consulted by the umpires at any time, either by radio or on the ground. If they disagree he shall adjudicate. If not communicating by radio shown this is shown by one or both umpires raising an arm.
 - If satisfied that a foul occurred, raise one hand above the head and point with the other in the direction in which the hit is to be taken.
 - If satisfied that no foul occurred rule 'No Foul' and move both hands horizontally across his body.
 - If unable to decide, rule 'No Foul' or call the umpires to the side of the ground and consult with them quickly out of earshot of the players and spectators.
 - If the umpires disagree as to the penalty, after they have pointed to two alternative spots (e.g. centre or 60), point to the relevant spot.
 - c.** Radios may enable the referee to brief the commentator.
- 4. Check List**
 - Make your position known to the umpires before the game.
 - Establish any players starting on a yellow flag and ensure the umpires are aware.
 - Make sure radios are working. Radios should be used for all Victor Ludorum games.

THE UMPIRES

- 5. Role.** The umpires have a responsibility to do all that they can to prevent accident or injury to players or ponies and to protect the image of the sport of polo. It is one of the hardest games to umpire and there will normally be two mounted umpires whose role is to control the game according to the rules. Anyone umpiring must know the rules and be consistent, fair, clear, firm and decisive.
- 6. Check Lists before Line Up.**
 - a.** Umpire shirt or jacket, whistle (check that it works), yellow and red flag, and pick up stick.
 - b.** Pony suitable and tacked up for polo with ball bags; girth tight and leather work sound.
 - c.** Team colours visibly different. Umpires have the ultimate say.
 - d.** Any players starting on a yellow flag.
 - e.** Location of the referee, medical support, time-keeper.
 - f.** Radios working if being used.
 - g.** Location of changing boxes.
 - h.** Any parade details. If no parade, ride onto the ground together at least two minutes before the scheduled start time of the match.
 - i.** Decide on which side and back line each is to take.
- 7. Check List at Line Up.**
 - a.** Team captains wearing arm bands and toss for ends. Visiting team captain normally asked to call.
 - b.** Confirm that both team captains agree with the score as posted.
 - c.** Teams know where they can change ponies.
 - d.** Whips, spurs, helmets have a 3 point harness. If not, the player shall not be allowed to play until he has a helmet that has been cleared as compliant with Rule 2.3a by a club official.

8. **Positioning.** Each umpire should have a back and side-line which dictates their positioning during play and for all throw-ins and penalty or free hits. The 'back-line' umpire is he whose backline is behind him, and the 'side-line' umpire is he whose side-line is behind him.
- a. **For Throw Ins.** An umpire takes any throw-in if it is away from his side-line and then follows the line. The other umpire should be about 40 yards behind the players and then move up the ground level with the play.
 - b. **For Penalty and Free Hits.**

Penalty	Side-line Umpire	Back-line Umpire	Goal Judge
2/30	Behind hitter	Behind RH goalpost	LH goal post
3/40	Behind hitter	Behind RH goalpost	LH goal post
4/60	Behind hitter	Behind RH goalpost	LH goal post
5a/Spot	30-40 yards to one side	Behind hitter	
5b/Centre	30-40 yards to one side	Behind hitter	
6/Corner	Behind hitter	Behind RH goalpost	LH goal post

- c. **Umpire behind the Hitter.** Watch for an opposing player coming in for a meet and then follow the line. For shots to goal watch the flight of the ball and whether the ball went between the inside edge of the posts projected vertically upwards or not.
 - d. Umpire to one Side. Should be towards his side line checking that any opposing player is not closer than permitted and then move up the ground level with the play. For shots to goal check whether the ball was across and clear of the goal line that a defending player does not cross the back-line before the ball is hit and.
9. **General Points.**
- a. **Calling Play.** Call 'Play' as soon as the ball is dropped by an umpire or placed by a goal judge.
 - b. **Keeping up with Play.** Keep up with the game. Players are more likely to accept the foul if the umpire is close to the play.
 - c. **Blowing for a Foul.** Blow the whistle quickly, decisively and loudly with one long blast. It is a sign of confidence and the timekeeper must be able to hear the whistle in order to stop the clock.
 - d. **Throw Ins.** Throw in in a consistent manner; hard, under hand and low to prevent players hitting wildly in the line-out. Any rough play or dangerous play stick work should be penalised, but if at speed that is not dangerous umpires should not normally penalise players for crossing until the ball has left the lineout.
 - e. **Advantage Rule.** It should be used with discretion as the team fouled will usually prefer a penalty. If used, 'Play On' should be called and a hand raised to signal that the foul has been seen. If the player fouled is unable to maintain the advantage then play should be stopped and the penalty awarded.
 - f. **Talking to Players.** Avoid getting into discussion with any player during the game but this does not mean that you cannot speak to players who genuinely wish to know why they have fouled, especially at the lower levels, and there can always be a discussion at the end of the game although this should be avoided if players are aggressive or upset. In avoiding discussion at any time, be polite and non-committal.
 - g. **Time Out.** Time out should not be allowed except for friendly matches or for a team on borrowed ponies, eg for broken tack such as stirrup leather.
 - h. **Stopping the Clock.** The clock may be stopped for a good reason, such as to get into position or to pick up a ball.
 - i. **Penalty 5a (Spot Hit).** Not be awarded against a defending team within or close to their own 60 yard line as it allows the team fouled to dribble the ball. A Penalty 2, 3 or 4 should be awarded having considered where the foul took place, the severity of the foul and the likelihood of a goal being scored if the attacker had not been fouled. The ball may be taken back.
 - j. **Penalty 6.** Crucial that this rule is understood. If the view of the goal judge is consulted, ask for the facts, who hit the ball last and what it then deflected off.
 - k. **Flags.** A player should be awarded a flag for any dangerous or deliberate foul or unsportsmanlike conduct.
 - l. **Report Forms.** Make sure any report forms are completed immediately after a game.
10. **Awarding a Penalty.**
- a. Take into account the degree of danger, where the foul took place, the direction of play, the position of the players and the frequency of similar fouls.
 - b. Check the other umpire agrees with the foul and the proposed penalty and be seen to do so. If the umpire on the line blows for a crossing foul, the other umpire should usually defer to him unless he is very clear that the distance and speed were safe.
 - c. A defending team that has fouled has time to regroup in defence, thus the penalty must advantage the fouled team and be moved up the ground. Increase the penalty for any persistent breach of a rule.
 - d. Announce the foul, the team that has fouled and the penalty awarded.
 - e. Drop the ball for the foul announced and call 'play' at which point the team fouled has 20 seconds to position and hit the ball. The ball should normally be dropped by the umpire due to go behind the striker.

11. Guidelines on Fouls.

Infringement

Ball hit out dangerously over side lines
 Player hits or hits at ball before “Play” is called
 Above offence repeated
 Delay to enable team member to change ponies
 Delay taking a hit or after a goal
 Fouling team hitting ball after the whistle
 Team fouled hitting ball after the whistle

Penalty

Yellow flag and Penalty 5a
 Hit retaken
 Penalty 5a; see Rule 14 if for a hit in
 May be warned once, then a yellow flag
 Penalty 5b
 Yellow flag + increase penalty
 Yellow flag + cancel or decrease penalty

12. Judgement Calls. As a general principle, the player who creates the danger should be penalised. It is important to try to be consistent in what is blown and what is allowed.

a. **Crossing.** Whether a player crosses another player in such a way as to foul will depend on their assessment of danger based on speed and distance.

b. Line of the Ball (LOB).

- The LOB is the key reference against which to make a judgement as to who has precedence.
- Pick up the LOB every time the ball is hit or changes direction and then identify if anyone is on the exact LOB travelling in either direction.
- If no-one is on the exact LOB, look for a player travelling in the same direction as the ball and at the narrowest angle. If at the narrowest angle and travelling in the same direction as the ball a player has the right to play the ball on his off-side. Because he has that option, he can only play the ball on his nearside if he can do so without endangering a player who can make a legitimate play.
- When a player in possession checks with the ball the umpires have to decide whether he did so to avoid a dangerous ride off or because he knew he could not win the ride off or get past the player, and in the latter case whether the opposing player entered safely.

c. **Right of Way.** A player in possession should be free to continue to follow the LOB with a right of way measuring approximately 5 feet wide from the ball to the player’s near side leg. Preventing the player from doing so (shading) is done at all speeds and should be blown straight away. If the player in possession chooses to slow down and the opposing player places himself between him and where he wants to hit the ball, the player in possession will foul if he then creates danger by hitting the ball into or through the pony or player.

d. **Turning.** When a player turns in front of an opponent following close behind, umpires have to decide whether the player turning did so in sufficient time and in a direction so as not to cause danger to the player following.

e. **Delay of Play.** For delay of play there are 5 checks:

- The player is not being ridden off.
- The player has slowed down to walk or walking speed.
- The player is defended.
- The player has tapped it once.
- Either he or a team mate has not hit it way or run with it within 5 seconds.

f. **Hooking.** A player may hook legitimately the stick of an opponent at the same time as the opponent is being ridden off.

g. **Rough Play.** A ride off must be shoulder to shoulder, at the same speed and at an angle that should decrease according to the speed. Watch for players fouling by:

- Riding in from behind which only achieves shoulder to shoulder because they are going much faster.
- Riding over the ball and into an opponent who has already started a full forehand or backhand stroke.

h. Dangerous Play (pony or player hit at close quarters).

- An opposing player must not position himself in the right of way of a player in possession, but he does have a right to position himself either side, in front, level or behind provided he does not infringe his right of way. He also has the right to position himself between him and the goal.
- A player in possession has a right of way and the choice to slow down, keep going at the same speed or accelerate. At no stage does he have a right to hit the ball to goal if it hits and risks injury to another player or pony who has a legitimate right to be there.
- The following are triggers for blowing a foul along with criteria which will influence the penalty:
 - o The speed of the hitter; to what extent had the hitter slowed down.
 - o The power of the shot; how hard was it hit and what notice was taken of those at close quarters
 - o The positioning and proximity of the other player; how close was he, to what extent had he put himself there or been put there, and when; was it at the very last second.
 - o The outcome; whether the ball made contact, how close, how high, and the consequences may also influence the penalty to be awarded.

13. **Bad Fall, Collision or Serious Injury.** The game must be stopped and, if required, medical or veterinary assistance summoned by radio or waving the pick-up stick above the head.
- a. **Player.**
- Keep everyone away from the medical team except those who are actively helping.
 - Consult with the Team Captain about substitutes.
 - If on the radio, keep the commentator informed.
 - Endeavour to restart the match within 10 minutes but use common sense.
 - Get clearance from the Medical Officer before allowing a player to play if they might have concussion. If no Medical Officer is present, this responsibility falls to the umpires.
- b. **Pony.** If a pony gets up it should be led off and changed even though it might appear sound so that it can be more thoroughly checked in the pony lines. If it is injured or stays down:
- Tell the players to stay and to form a circle to shield the pony from spectators and as a herd animal help it to settle.
 - If a Veterinary Officer is present, he will take charge. Otherwise, ensure that screens are put up or pony is removed by trailer from the ground as humanely and speedily as possible as necessary.
 - If on the radio, keep the commentator informed.

THE GOAL JUDGES – RULE 5D

14. **Goal Judges.** goal judge shall be appointed for each goal. For 22 goal and the knock out games in 18 and 15 goal two goal judges should be appointed.
15. **Role.** To signify whether or not a goal has been scored and to give testimony to the umpire at the latter's request as to the goals scored or other points of the game near the goal, but the umpire shall make the final decision. The goal judge should never get into discussion with a player.
16. **Club Responsibilities.** It is recommended that Clubs draw up their own set of standing orders to be issued on signature to all goal judges. The Club has the responsibility to ensure that:
- They are fully trained, fit and active, and of an age as laid down by the Health and Safety at Work Executive, with parental permission if required.
 - They are not used when play is in progress simultaneously on two grounds with back-to-back goals.
 - They wear distinctive clothing such as white coats and protective headgear (a riding or cricket helmet is recommended but not a cycle helmet) which should be issued to them. Wet weather clothing should also be available.
 - A line is drawn 20 yards away and parallel to the goal line.
17. **Check List Before Play.** The goal judges should be in position 10 minutes before the start of the game and a check made that:
- They have a bag or box of balls, a white flag and access to spare goal posts.
 - They can distinguish from the team colours which side is attacking and which defending.
 - Goals posts are in the correct position and vertical.
 - They have the ability to change a goal post if it is broken and can widen the goals if required.
 - All impedimenta, e.g. chairs, ball boxes, spare goal posts, is at least 30 yards behind goal posts. Other items such as bicycles are placed well away so that they are not a danger to players or horses.
18. **During Play.**
- Observe the play carefully at all times as the situation can change very quickly.
 - Remain at all times behind the 20 yard line until the ball is out of play and the ponies have slowed down.
 - Move left or right so as to keep the ball in sight between the posts. If two goal judges for each goal, work as a pair.
 - Be alert to the players as they approach to see which way they are turning or swinging and move to a safe area early. It is usually safer to stand still as the player/pony will turn but be prepared for evasive action.
 - **Certain Goal Scored.** If certain that the ball went over and clear of the goal line and inside the goal post projected vertically, even though play continues, the flag should be waived vigorously above the head.
 - **Uncertain if Goal Scored.** If uncertain, and it is sometimes difficult if the ball swerves in the air or goes over the post, make no signal. The umpires should ask for a view but will make the decision and instruct the goal either to wave his flag to signify a goal or to place the ball for a hit-in.
 - **Ball Hit over Back Line by Attacker.** Holding a ball above the head, wait until the ponies have slowed down and then run forward (the clock is not stopped) and place a ball within the field of play and clear of the back line at the point where it crossed but no nearer than 4 yards from a goal post or the boards. Place the ball so that is sitting on grass and easy to hit. The hitter has to hit the ball within 10 seconds of the ball being placed so there is no time for a player to re-position it. Pick up any loose balls and return swiftly behind the 20 yard line.
 - **Ball Hit over Back Line by Defender.** The umpires will blow the whistle and award a corner hit on the 60 yard

line opposite where the ball crossed the back line but no further than 40 yards out from the centre. The umpires might ask the goal judge who last hit the ball and whether it deflected off another pony, player or stick.

19. **Penalty 1.** If the umpires award a Penalty 1 or a goal as a result of a foul by a defender, they will instruct the goal judge to wave his flag as if a goal had been scored.
20. **Positioning for Free Hits at Goal.** Looking onto the field of play, be positioned so that he can see whether the ball passes inside the inner edge of the left-hand goal post. Be well back so as not to interfere with players. An umpire will cover the right-hand goal post. The umpires will normally raise a hand if they are satisfied that it was a goal.
21. **Between Chukkas.** Remain alert to players' stick and balling and the umpires coming to replenish their ball bags. Tread-in in front of the goal, especially at half time, and collect up any stray balls.
22. **Umpires Whistle.** Be on the alert for an umpire's whistle. The ball should not be hit after the whistle so if the ball subsequently goes through the goal or over the back line, no action should be taken by the goal judge.

THE TIMEKEEPER – RULE 5E

22. **Timekeeper.** A timekeeper shall be appointed in all games and is responsible for keeping the time for the intervals and the time played in each chukka. The timekeeper may also act as the scorer and assistant scorer.
24. **Scorer.** The scorer will record the goals scored, noting, if possible, the name of the player scoring the goal, the time at which the goal was scored and the direction of play. He will instruct the assistant scorer to put up the score on the board being particularly careful to check that the correct team has been credited. At all times it is the scorer's figures that count.
25. **Assistant Scorer.** The assistant scorer is responsible for preparing the scoreboard before the match, and updating goals scored and chukka numbers during the match. He should have communication with the scorer if they are not sitting together.
26. **Check List.**
 - A bell or horn and a proper polo stop-clock, which can be stopped and started at will. This clock will govern the time; any clock on the scoreboard is for guidance only.
 - An ordinary stopwatch as a back-up and to time the extra 5 seconds of play (see below) and when a player is sin binned for 2 minutes of play.
 - Score sheets
27. **Bell or Horn.** The bell or horn should be rung or sounded as follows:
 - Before the first chukka. Five minutes before the advertised start time of the first chukka to alert the teams and officials. Ring the bell again if instructed to do so.
 - At the end of each interval. Intervals are 3 minutes between chukkas and 5 minutes at half time, taken after the 3rd chukka in a 5 chukka match. In the event of a tie and extra time, the interval shall be 5 minutes.
 - At the end of each normal chukka when 7 minutes of playing time has elapsed, and again 30 seconds later if play has not already been stopped. Great care must be taken that the first stroke of the bell coincides exactly with the termination of the 7 and 7½ minutes as the ball may go through the goal just before the first stroke of the bell in which case the goal should be allowed, or just after in which case the goal should be disallowed. The Timekeeper's responsibility in this matter is therefore of great importance.
 - Last Chukka. The last chukka ends on the first bell unless teams are tied in which case the extra 30 seconds are played.
28. **Starting the Clock.** Do not start the clock until the ball is put into play. For a throw-in, it is when the ball leaves the umpire's hand and for a free hit it is when the player hits or hits at the ball.
29. **Stopping the Clock.** During a chukka the clock is only stopped when the umpires blow the whistle. This will usually be for a foul but may be for another reason such as an injury or fall. Note that the clock is not stopped:
 - when the ball is hit out of play, over the side-lines or boards or backline, unless over his own backline by a defending player in which case the umpires will blow the whistle.
 - when a goal is scored unless the umpires blow for a foul as a goal is scored. If the umpires decide there was no foul and to award a goal they will instruct the goal judge to wave his flag and at this moment the clock should be restarted. However, should the umpire blow his whistle for a second time this will indicate that a penalty has been awarded in which case the clock should not be restarted until the ball is put into play.
30. **Additional 5 Seconds.** It is very important that the timekeeper understands when he adds 5 seconds as his bell, which might be the first or second bell depending on whether teams are tied, ends the chukka. If the whistle is blown within the last 5 seconds of the final chukka, either prior to the first bell, or to the second bell because teams were tied when the first bell was rung:
 - a. If no penalty is awarded, play shall continue for the time that remained before the whistle was blown after which time the bell shall be rung. In this instance it is unlikely that the score will change and teams may or may not be tied.
 - b. If a penalty is awarded, a further 5 seconds of play from the time the ball is put into play shall be allowed after which time the bell shall be rung. If there were 3 seconds left, the time keeper must allow 5 seconds, so 2 seconds will have been added to the game. In this instance, the score might change to give the lead to one team or to produce tied teams or to leave teams tied.

Note that within the last few seconds, the whistle might be blown again in which case the above applies.

PART 3: 2022 HPA DISCIPLINARY PROCEDURES

1. **1. Definitions.**
 - a. **Board.** A Board means:
 - (i) In the case of a Disciplinary Hearing 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 Hearing. In exceptional cases a Club Disciplinary Hearing may be conducted by one such person.
 - (ii) In the case of a Disciplinary Hearing of the HPA or an Appeal to the HPA from a Club Board it shall mean those persons being at least three in number whom the Chief Executive or the Stewards shall have convened together for that purpose in accordance with para 6.
 - (iii) In the case of an appeal from the decisions of a HPA Board it shall mean the Appeal Board appointed in accordance with paragraph 8 below.
 - b. **Club.** Club means an affiliated club and includes a club that is provisionally affiliated.
 - c. **Disciplinary Investigation.** A Disciplinary Investigation is such investigation adopted by a Club or the HPA as the case may be to establish whether a Disciplinary Incident be made the subject of a Disciplinary Hearing, and to identify the Party or Parties Charged.
 - d. **Disciplinary Hearing.** A Disciplinary Hearing is the process by which a Board considers whether the Party Charged is guilty of Misconduct. It will usually, but not necessarily, be a process which includes an oral hearing. **The parties may agree that such a hearing be conducted by video link.** A hearing shall be so conducted if the HPA considers this desirable in light of governmental measures or guidance.
 - e. **Disciplinary Incident.** A Disciplinary Incident means an incident which in the view of a Club, a Club Disciplinary Officer, the HPA Chairman, a Steward, the Disciplinary Officer, the HPA Chief Executive, the Chairman of the HPA Polo Pony Welfare Sub Committee, the Chief Umpire, or the Doping Control Officer, might be an example of Misconduct. Such a view may be reached on the basis of information provided by any person.
 - f. **Disciplinary Officer.** The Disciplinary Officer means the person appointed by the Stewards to act as the deputy to the Disciplinary Steward. He will receive the top copy of a report form dealing with a Disciplinary Incident and will thus often be the initiator of a Disciplinary Investigation. He may be appointed to act as the Prosecuting Officer at an HPA Disciplinary Hearing but another may be appointed to act in this role which could be a lawyer.
 - g. **Disciplinary Steward.** The Disciplinary Steward means the Steward who is appointed by the Stewards from their number to oversee all matters of discipline as laid out in these Regulations. He may act as the Prosecuting Officer but another may be appointed to act in this role who could be a lawyer in which event the phrase 'Disciplinary Steward' shall be deemed to include such person.
 - h. **Chairman of the Polo Pony Welfare Disciplinary Sub Committee.** The Chairman of the Polo Pony Welfare Sub Committee means the person appointed by the Stewards to oversee all matters pertaining to polo pony welfare. He will receive the top copy of a report form if appropriate and will act thereafter as would the HPA Disciplinary Officer.
 - i. **Club Disciplinary Officer.** The person appointed by a Club to oversee any disciplinary matters within the club.
 - j. **Doping Control Officer.** Doping Control Officers are those persons authorised by the Stewards to carry out Doping Controls testing on behalf of the HPA.
 - k. **Friend.** A person who may accompany the Party Charged to help with translation or assist the Party Charged in asking or answering questions but who will normally not be allowed to represent the Party Charged or address the Board.
 - l. **Associate Member.** Associate Member includes any person who played any form of polo at or under the auspices of a Club in the twelve months preeding a Disciplinary Incident.
 - m. **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.
 - n. **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 Hearing.
 - o. **Party Concerned.** A Party Concerned means a player, other person or Club whose conduct (whether alone or with others) is the subject of a Disciplinary Investigation or who may have information which is relevant to it.
2. **Reporting and Referral of Cases**
 - a. **Report Forms.** A Disciplinary Incident will commonly be initiated via a Report Form (see Rule 2.7) submitted to the HPA by the umpires, an HPA or Club official or a Veterinary Surgeon. 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 Polo Pony Welfare Sub Committee. One copy will be sent to the HPA Disciplinary Officer or Chairman of the HPA Polo Pony Welfare Sub Committee as appropriate by the Club where the incident occurred, one copy should be retained by the Club and one given to the Party Concerned.

- b. **Direct Referral to the HPA.** An Affiliated or provisionally affiliated Club, a Club Disciplinary Officer, the Chairman, a Steward, the Disciplinary Officer, the Chief Executive, the Chief Umpire, the Chairman of the Polo Pony Welfare Welfare Sub Committee or the Doping Control Officer may refer any Disciplinary Incident or matter which might be considered misconduct direct to the HPA.
- c. **Suspension by Disciplinary Steward.** In the case of a Disciplinary Incident the Disciplinary Steward may suspend any player involved in it from playing pending the conclusion of the Disciplinary Investigation or Disciplinary Hearing as the case maybe. A player so suspended may apply in writing to the Chairman of the HPA 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 Hearing has taken place.
3. **Club Disciplinary Investigations and Hearings**
- a. **Responsibilities.** If a Disciplinary Incident occurs at a Club, that Club shall promptly conduct a Disciplinary Investigation. A Club must hold a Disciplinary Hearing as soon as possible without necessarily a preliminary investigation if:
- (i) A player is sent off for the rest of a match.
 - (ii) A report form is received from a MRCVS or an official of the Club or HPA concerning abuse or cruelty to a pony .
- If the game was being played at another club or private ground, the club that is running the tournament, and thus providing the club officials, has the responsibility to hold a Disciplinary Investigation.
- b. **Statements.** The scope and conduct of a Disciplinary Investigation is a matter for the Club. Subject to that overriding discretion the Club Disciplinary Officer should obtain written statements from the officials concerned, to include the umpires and referee if relevant, any other witnesses and all Parties Concerned, on the same day or as soon after the Disciplinary Incident as is reasonably practicable. Where relevant, a copy of any video/DVD or digitally or electronically stored images or recordings should also be obtained. Any potential Board Members should at this stage avoid contact with all Parties Concerned or any witnesses beyond receiving the complaint or report from a match official. Where such interview(s) has taken place, a detailed summary should be prepared for presentation at any subsequent Disciplinary Hearing .
- c. **Result of Disciplinary Investigation.** The Club Disciplinary Officer shall examine the statements of all Parties Concerned, seek information and assistance from Club and HPA officials as he thinks desirable and decide whether there is credible evidence of Misconduct. If he so decides, a Club Hearing shall be held, but if not he shall inform all Parties Concerned and the HPA. If the HPA decides that the evidence or the nature of the Disciplinary Incident warrants the holding of a Disciplinary Hearing it may direct the Club to constitute a Board for that purpose or convene an HPA Board.
- d. **Club Board.** If a Club Disciplinary Hearing is to be held the Club Disciplinary Officer shall:
- (i) Prepare a charge sheet as outlined in Annex A. The breach of a Rule must be serious enough to amount to Misconduct as defined and there may be more than one offence.
 - (ii) Convene a Board for a Disciplinary Hearing on the same day or as soon after the completion of the Disciplinary Investigation 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 a member of the Board.
- The Party Charged and all the Board should be informed and given a copy of the charge sheet, which should include the time and place for the Hearing, the witness statements and any other available evidence. A copy should be forwarded to the HPA. A brief for the Chairman and Board Members is at Annex B and Guidance Notes for the Party Charged are at Annex C.
- e. **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.
- f. **Legal Representation.** The Party Charged, whether or not a member of the Club in question, shall only be permitted legal or other representation if the Rules of that Club permit this for its members. The Party Charged shall be entitled to make oral representation to the Club Board, present evidence and to call witnesses. He may also be accompanied by a friend.
- g. **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. See Annex D. Where the case is referred to the HPA by the Board, as full a record of the Disciplinary Hearing as possible and all evidence must be passed on as quickly as possible, and within two days, to the HPA.

h. 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. Club Powers and Findings

a. Powers of a Club Board. It is important that the rules of a Club give a Board the necessary powers to award the penalties provided for in **Annex E**.

b. Findings. If the Club Board is not satisfied that the Disciplinary Incident 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.

c. Referral and Suspension. If referred to the HPA, 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 HPA Board. The Party Charged may apply in writing to the Chairman of the HPA Board for such suspension to be lifted.

5. Appeal to the HPA.

a. Right of Appeal. Any Party Charged upon whom a penalty is imposed by a Club Board under or purportedly under these Regulations shall have the right to appeal to the HPA, 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, unless the Chairman of the HPA Board agrees on grounds of hardship or other exceptional reason that it may be waived, be accompanied by a deposit of £500 which shall be liable to forfeit at the discretion of the HPA Board on concluding the Disciplinary Hearing. 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 HPA shall have full power to impose any of the penalties provided for in **Annex E**. 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 frivolous and ought never to have been made, or that it is otherwise justified or appropriate to do so.

6. HPA Disciplinary Investigation and Hearing

a. HPA's Powers. The HPA has full power to conduct a Disciplinary Investigation or to hold a Disciplinary Hearing into any Disciplinary Incident whether or not the said Disciplinary Incident has been the subject of a Disciplinary Investigation or Disciplinary Hearing of a Club and whatever has been the decision or outcome of such Club processes.

b. Referral by the Club to the HPA. A Club, having held a Disciplinary Hearing, may refer the matter to the HPA in which event the Disciplinary Steward will decide whether or not to hold an HPA Disciplinary Hearing. If, however, the matter is referred to the HPA by a Club or HPA Official direct then the HPA Disciplinary Steward will consider the evidence and decide if the the Club concerned or the HPA should hold a Disciplinary Investigation and/or Hearing. If he decides it should be the Club he shall so direct the Club. If it is his opinion at any stage that there is no case or insufficient evidence of Misconduct, the parties involved will be informed.

c. Convening of a Board. Where it is decided to hold an HPA Disciplinary Hearing, the HPA shall prepare a charge sheet as necessary (see **Annex A**) and convene a Board as soon as practicable and usually within fourteen days of the matter being referred to them.

d. Selection of the Board. The 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 persons. The Chairman of the Disciplinary Committee or the Chief Executive will nominate one of them to be the Chairman. Neither the Disciplinary Steward nor any person connected in anyway with the case or any persons involved shall be eligible to sit as a Board Member. It may also be considered inappropriate in some cases for members of the same Club as the Party Charged to be selected. No person may serve on a 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 HPA Board and may give an account of evidence given before the Club Board by any witness. The Party Charged shall be notified promptly of the composition of the Board, and any objection on the grounds that the inclusion of one or more of the persons selected would be unfair on an actual or apparent conflict of interest or bias basis shall be made with sufficient particulars within 48 hours of the notification failing which any grounds for objection merely on an apparent conflict of interest or bias basis on known facts shall be deemed waived. An objection shall be determined by the Board as soon as practical.

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. A brief for the Chairman and Board Members is at **Annex B**.

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 Hearing. 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 Board such assistance as it shall require including attending to give evidence and producing relevant evidence of any description under their control whenever asked to do so, including at any hearing before the Appeal Board.
 - h. **Evidence.** All written evidence, papers and/or videos/DVDs or digitally recorded or electronically held data on which the Disciplinary Steward intends to rely together with a list of witnesses and a summary of their evidence should, where within reason practicable, be made available to all the Board 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.** Guidance Notes for the Party Charged are at **Annex C**. The Party Charged when notified of the date of the hearing before the Board must if required provide the HPA with **Appendix 1 to Annex C** completed and signed. This includes how he intends to plead, 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 HPA Board in the course of a Disciplinary Hearing and to call witnesses.
 - n. **Undisclosed Evidence.** The Board may decline to hear evidence the nature of which has not been disclosed in advance as required by this regulation or order of the Board or it may adjourn on such terms including terms as to costs as, in its discretion, it thinks fit.
 - o. **Umpires Attending.** The Disciplinary Hearing should be attended by the umpires where the Party Charged has been reported by the umpires.
 - p. **Recording.** The Chairman may order that a digital or electronic recording be made of the proceedings; any such recording shall be the property of the HPA.
7. **HPA Powers and Findings**
- a. **Powers of an HPA Board.** An HPA Board may expel, suspend or fine an Associate Member or Club. See Annex E.
 - b. **Findings.** If the Board is not satisfied that the Disciplinary Incident 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.
 - c. **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. See **Annex D**.
8. **Appeals from the Decisions of an HPA Board.**
- a. **Appeal.** There shall be no appeal from a decision or finding of a HPA Board except as provided for in Regulation 8.b and c.
 - b. **Right of Appeal.** If the Board imposes a suspension on the Party Charged for a period of more than 21 days or two matches in a tournament and/or a fine in excess of £500 the Party Charged shall have the right to appeal to the Appeal Board on the following grounds:-
 - (i) The finding of the Board was clearly wrong.
 - (ii) The conduct of the Disciplinary Enquiry of the Board was unfair.
 - (iii) The penalty was disproportionate save that this ground shall not apply in respect of a penalty imposed for a doping offence in accordance with para 1.i of Annex E to Part 2.
 - (iv) There is new evidence not reasonably available at the time of the Disciplinary Enquiry which, had it been considered by the 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 Board 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 8.b above and the appeal will be by way of a full rehearing where the decision of the Board 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 £5000; or
 - (iv) The substance of the Disciplinary Incident in question is a dishonest act on the part of the Party Charged which the Board find substantiated.

The Appeal Board shall additionally have discretion to entertain an appeal by way of a full re-hearing in any case where the HPA so agrees or where Appeal Board considers that the interest of fairness requires it to hear evidence to determine the facts in dispute.

- 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 Appeal Board 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 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 Appeal Board, the decision of the 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 Appeal Board shall be chaired by a person who is a member of a panel ('the Appeal Chairmen Panel') established by the HPA of persons eligible to serve as chairman of an Appeal Board. The person in question shall be appointed by the Chairman for the time being of the Appeal Chairmen Panel who may appoint himself. The person so appointed shall appoint two other persons to sit on the Appeal Board. Such persons shall be selected from a panel ('the Appeal Board Panel') established by the HPA of persons eligible to sit on an Appeal Board. No person selected to serve on an Appeal Board shall have any material connection to the Party Charged or the team for which he was or is playing at the time of the Disciplinary Incident or the hearing, but the person who chaired the HPA Board may attend the Appeal Board and may give an account of evidence given before his Board. The principles governing the establishment and maintenance of the Appeal Chairmen Panel and the Appeal Board Panel are set out below.
- h. **The Appeal Chairmen Panel ('the Panel')**
- (i) There shall be no less than two nor more than four members of the Panel whose initial appointment shall be made by the HPA for a period of three years.
 - (ii) Appointees and any persons subsequently appointed to fill vacancies from time to time shall be present or past members of the legal profession who shall not at any time have served as a Steward of the HPA nor in the five years prior to appointment shall they have served on any committee of the HPA or provided any professional or other paid services to the HPA.
 - (iii) The HPA may not remove from the Panel any person appointed to it.
 - (iv) The initial appointees shall select from their number a chairman, and members of the Panel may by simple majority replace any chairman, in each case following consultation with the HPA. The chairman appointed for the time being is referred to below as 'the Chairman'
 - (v) Members of the Panel shall resign on reaching the age of 75 unless in any individual case the AB Chairman after consulting with the HPA and other members of the Panel shall decide otherwise.
 - (vi) The filling of any vacancies shall be effected by the AB Chairman following consultation with other members of the Panel and the HPA.
 - (vii) The HPA shall agree with the Chairman any remuneration for members of the Panel who are appointed to serve on an Appeal Board, and the HPA shall reimburse members their reasonable expenses for serving on an Appeal Board or attending any meetings convened by the Chairman .
 - (viii) The Chairman shall also act as chairman of the Appeal Board Panel (see below).

i. The Appeal Board Panel ('the AB Panel')

- (i) There shall be no less than four nor more than ten members of the AB Panel whose initial appointment shall be made by the HPA for a period of three years.
- (ii) Appointees and any persons subsequently appointed to fill vacancies from time to time shall have been an Associate Member of the HPA at some time past but not in the three years prior to their appointment to the AB Panel nor in the five years prior to their appointment shall they have served on any committee of the HPA or been employed by or provided any paid services to the HPA.
- (iii) The HPA may not remove from the AB Panel any person appointed to it.
- (iv) The Chairman of the Panel shall ex officio be a member of and shall also chair the AB Panel.
- (v) Members of the AB Panel shall resign on reaching the age of 75 unless in any individual case the AB Chairman after consulting with the HPA and other members of the AB Panel and the Panel shall decide otherwise.
- (vi) The filling of any vacancies shall be effected by the AB Chairman following consultation with other members of the AB Panel and the HPA.
- (vii) The HPA will reimburse members their reasonable expenses for serving on an Appeal Board or attending any meetings convened by the Chairman. The HPA will also pay a daily (£250) or half daily (£150) rate of remuneration for serving on an Appeal Board, such amounts to be reviewed from time to time by agreement between the HPA and the Chairman.

j. 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.

k. Findings. The Appeal Board shall not be bound by any findings of the HPA Board and may by a simple majority confirm or reverse the decision of the HPA Board, or may exercise any of the powers listed in Annex E, including increasing any penalty. When determining penalty the Appeal Board shall have regard to the penalty guidelines in Annex E to Part 3.

9. Costs and Fines

a. Costs. Where the result of a Disciplinary Enquiry of a Club or of the HPA or of an appeal to the Appeal Board 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; the reasonable charges and expenses of Board Members; witness expenses and the fees of experts or third parties engaged in the hearing or the enquiry process including legal fees. The Club Board, HPA Board 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 a Party Charged to pay a sum in respect of such costs must be exercised within six months of the Board in question. An order of costs may be overturned by an HPA 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 9.b.(v) below, if a fine is not paid within seven days the Party Charged will be automatically suspended as set out in Appendix 5 1.d 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.

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.
11. **Past Associate Members, Clubs and Associations.** The disciplinary provisions in this Annex 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.
 12. **Persona non Grata.** The HPA acting by the Chief Executive with the concurrence of the HPA Chairman and the Chairman of the Disciplinary Committee of the HPA (any of whom may substitute a Steward of the HPA in their place should they consider it appropriate to recuse themselves) shall have power to declare a person who is not at the time bound by these Regulations to be 'Persona non Grata' which shall mean that the said person shall be ineligible to join the HPA as an Associate Member where in their absolute discretion they consider such a restriction is desirable in the interests of the game of polo or the HPA. The HPA shall when making the declaration inform the person concerned of all material facts on which the decision has been based. 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, nor may they employ that person in any capacity associated with playing polo at their Club. The person made subject to such a declaration and any Affiliated Club aggrieved by it may appeal to an Appeal Board nominated in accordance with para 8.g. and conducting itself in accordance with these regulations where he/she or it disputes the material facts asserted by the HPA or alleges that the declaration either at all or as to length is one which no reasonable HPA Board could make in the interests of polo or the HPA. A person by so appealing submits themselves to the powers of the Appeal Board in relation to Costs under paragraph 9 and agrees to the HPA's right to recover any sums awarded in exercise of such powers by action through the Courts as described in para 9. b(v).
 13. **Standard of Proof.** Where a matter is required to be established to the satisfaction of any Board it shall be established on the balance of probabilities. i.e more likely than not.

Annexes:

- A:** Template for a Notice of Disciplinary Hearing and Charge.
- B:** Preparation and Brief for Members of a Disciplinary Board.
- C:** Guidance Notes for Party Charged.
Appendix 1: Declaration by Party Charged.
- D:** Template for Notice of a Result of a Disciplinary Hearing.
- E:** Powers of Disciplinary Boards and Guidelines on Penalties.

ANNEX A

EXAMPLE TEMPLATE FOR OF A NOTICE OF DISCIPLINARY HEARING AND CHARGE

A Disciplinary Hearing will be held at (Location) on (Date) at (Time)

Party Charged: (Name)

Particulars of Charge(s)

You are charged with misconduct within the meaning of **Part 3 Rules** Para 1.m of the Hurlingham Polo Association ("the HPA"), namely that your conduct was prejudicial to the interests and good order or reputation of the HPA or the game of polo in that you *(insert here the details of the alleged offence so that Party Charged understands the nature and details of the misconduct and of what he is being accused)*

.....
.....
.....
.....
.....
.....

Board: (Name)
(Name)
(Name)

Chairman

In Attendance:

Prosecuting Officer: (Name if an HPA Disciplinary Hearing)

Witnesses for the Prosecution: (Names)

Witnesses for the Defence: (Names)

Statements: (List by Name and Date)

ANNEX B

PREPARATION AND BRIEF FOR MEMBERS OF A DISCIPLINARY BOARD

1. **General.**
 - a. This brief is written primarily for HPA Disciplinary Hearings, but the general principles shall apply to all Hearings unless otherwise stated. They have been drawn up so as to ensure that all are conducted in a fair manner. No Hearing shall be deemed invalid by reason only of the HPA or a Club adopting an alternative procedure. The HPA is not bound by any enactment or rule of law relating to the admissibility of evidence before Courts of Law and have discretion to make such costs orders as they think fit arising from the conduct of any hearing whatever their final decision concerning Misconduct.
 - b. A room should be set aside for the hearing with a long table for the Board to sit beside each other and chairs opposite for the accused, any friend, the witness and a table and chair for the secretary taking notes on the proceedings. Another room should be set aside for the witnesses. Coffee and biscuits for all are appreciated.
2. **Preparation by Board Members.**
 - a. Read **Part 3** of the Year Book and take it with you.
 - b. Make sure you understand the charge(s) and have read the evidence.
 - c. Focus on the alleged misconduct in the charges, identify the relevant issues and the evidence which relates directly to the incident that has given rise to the charge.
 - d. List the main issues you need to resolve and facts you need to clarify from each witness and the party charged.
 - e. Highlight any inconsistencies in the written evidence.
3. **Brief to the Board by the Chairman.** When the Board has convened, check that the Board Members understand their duty and the procedure and then:
 - a. State that the proceedings and all papers are private and all parties attending an enquiry should respect the confidentiality of the proceedings. This provision is not intended in any way to constrain what may be included in the notice of the result to the HPA.
 - b. Consider throughout whether the procedures adopted prior to the hearing have been fair to the Party Charged and clarify any matters of alleged unfairness. If the Party Charged presents a reasonable case of unfairness, then the enquiry should be adjourned to enable the person charged a reasonable opportunity to study the evidence.
 - c. Check that all Board Members have a copy of the charge sheet, statements and a copy of the Blue Book and that they have read and understood the main issues.
 - d. State that no evidence is admissible except when the Party Charged is present.
 - e. Each step is taken separately and follows the sequence below; for example, do not question the Party Charged during a witness statement.
 - f. Avoid the introduction of irrelevant matters or hearsay evidence and do not allow any witness to be led; this includes by any Board Member or the Party Charged
 - g. If any Board Member wishes to seek advice at any time from someone who is not a Board Member of the (such as a vet or the Chief Executive) this must only be done in the presence of the Party Charged. In principle, any discussion with a non-Board Member must be in his presence. There should be no secret meetings.
 - h. Confirm whether the Party Charged will be legally or non-legally represented. If accompanied by a Friend, that Friend will normally not be permitted to address the Board but can help him to ask or answer questions and with translation. See Part 3 Paragraph 3.f (Club) and Paragraph 6.k (HPA)
 - i. Nominate a Board Member as your runner and when ready invite him to tell the Party Charged to enter and sit down.
4. **The Hearing Part 1 - The Charge**
 - a. Welcome the Party Charged formally but in a friendly manner and introduce the Board, the Prosecuting Officer if an HPA Hearing and any others present. Inform him if an electronic or digital recording is being made of the Hearing.
 - b. Read out the name of the Party Charged and the Charge. You may need to expand upon the incident in question by means of short description and explain why it is considered to be a possible case of Misconduct. Where Board Members themselves witnessed the incident, they should say so and describe what they saw.
 - c. Then say: "We the Board, have the authority to:
 - (i) Dismiss the Case
 - (ii) Warn you as to your future conduct
 - (iii) Impose a penalty up to (See **Annex E** for guidelines for offence)
 - (iv) Refer the case to the HPA if a Club Board.
 - d. Confirm that the Party Charged:
 - (i) Is content with the Board.

- (ii) Has received all written evidence, papers, videos/DVDs on which the Board intends to rely together with a list of any witnesses being called with a summary of their evidence. For an HPA Hearing this should be at least three clear working days before the date of the Hearing.
 - (iii) Understands the charge and has had a reasonable time to deal fairly with the matters raised.
 - e. Then ask him: Do you plead 'Guilty' or 'Not Guilty' to the charge? It may be established before the Hearing whether the Party Charged intends to plead Guilty, and if so, the Chairman should be informed. This does not preclude a Party Charged changing his plea but a change may affect costs, if awarded.
5. **The Hearing Part 2 – Evidence for the Prosecution**
- a. Even if the Party Charged has pleaded Guilty it is normal for the Witnesses to be called so that they can be questioned by the Board and the Party Charged to establish the circumstances and seriousness of the offence.
 - b. The Party Charged may require the attendance of any HPA Official whose report is included in the supporting papers, but the Party Charged must make clear at least 24 hours before the hearing that he wishes an official to attend for questioning concerning his report. Should the Party Charged 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 Board will normally require the Party Charged to meet any additional costs caused by an adjournment or other consequence.
 - c. The Prosecution Officer should start by reading out the reports by officials who are prosecution witnesses if they are not present and then call in the other prosecution witnesses one at a time. He will invite each witness to read his statement and ask him to confirm the accuracy of the report and if the witness has anything to add. For a Club Hearing, this procedure will be carried out by the Chairman.
 - d. The Board will assess the written evidence in the light of any oral evidence bearing in mind that the written statements would have been made nearer to the date of the incident(s) and so the events were fresher in the witness' mind.
 - e. The Prosecuting Officer and the Board may then question the witness.
 - f. The Party Charged may then question the witness.
 - g. After giving evidence the witnesses should remain outside as they may be called again.
6. **The Hearing Part 3 – Evidence for the Defence**
- a. The Chairman should invite the Party Charged to read his statement (he may read it for him) and ask him if he has anything further to add. The Prosecuting Officer and the Board may then ask questions of the Party Charged. If any Board Member has a theory as to what happened or what took place then this must be put to the Party Charged so that he can confirm, deny or expand upon it.
 - b. The Party Charged may then call witnesses for his defence. The Prosecuting Officer and the Board may ask questions of the witnesses.
 - c. If further information is required, then a witness may be recalled and questioned further in the presence of the Party Charged.
 - d. When the last witness has left the room the Prosecuting Officer will summarise the case. For a Club Hearing, this should be done by the Chairman.
 - e. The Chairman should then invite the Party Charged to summarise his case, reminding him that he should not stray into a plea of mitigation.
 - f. For an HPA Hearing, you may at this stage 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 his representative who will be given the opportunity to make a submission in respect of any matters so raised.
 - g. The Chairman should then ask the Party Charged and the Prosecuting Officer to leave the room and if content with the evidence discharge the witnesses at this stage.
7. **The Hearing Part 4 – Finding**
- a. If the Party Charged pleaded Not Guilty, then the Board must make the decision as to the verdict based on the evidence which they will have heard. Any verdict must be reached by the Board amongst themselves only. A Board does not have to be sure beyond a reasonable doubt that misconduct has occurred; it has merely to be of the opinion that it is more probable than not that what is alleged to support the charge happened, and that it amounts to misconduct. 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 the decision shall not include reference to any minority or dissenting view.
 - b. Recall the Party Charged.
 - c. Announce whether the Board has found the Disciplinary Incident to amount to Misconduct, Guilty; if not the hearing will be declared closed, Not Guilty.
 - d. If Guilty you should give a brief summary of the reason for the decision of the Board based on the evidence heard by the Board during the Hearing.
 - e. You should then ask for the previous record of the Party Charged on disciplinary matters. Only those matters which have either been determined to a conclusion through a Club or HPA disciplinary process or have been recorded in writing as part of a Report Form or official letter or email and have not been refuted are admissible.

- f. The Chairman should then ask the Party Charged to address the Board on any points which may mitigate the sentence or have a bearing on his conduct. This may include references that he is of good character.
- g. The Party Charged is then invited to withdraw.

8. **The Hearing Part 5 – Review of Sentence**

- a. Any decisions as to the penalty to be awarded must be reached by the Board amongst themselves only. It is customary for the junior Board Member to be asked for his decision first with the Chairman having the casting vote.
- b. Decide in principle a suitable sentence based on **Annex E** (noting that these are guidelines only) for the misconduct offence, remembering the importance of sending out a deterrent message. 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.
- c. Consider any other evidence which might either mitigate or increase the severity of that sentence. Account should be taken of whether the accused pleaded “Guilty” or “Not Guilty” and of his general demeanour throughout the hearing.
- d. Should a Club impose a ban on playing for a set period then the Board must agree as to whether the HPA will be requested to extend the ban country or worldwide.
- e. 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.
- f. Consideration should also be given as to whether costs should be awarded against the Party Charged (see Part 3 Paragraph 9.a).

9. **Part 6 –Sentencing.** The Party Charged and the Prosecuting Officer are then recalled. The case in question may influence the order but the Chairman should cover the following:

- a. An outline of the offence and the sentence. If this includes any period of suspension, the Party Charged must be informed when and where the suspension shall apply.
- b. The reasoning behind the sentence.
- c. Whether any costs shall be awarded with reference to **Part 3** Paragraph 9.a. Costs must subsequently be confirmed in writing.

An HPA Board may reserve its decision and inform the Party Charged in writing within seven days.

10. **Part 7 – Post Hearing - Record of Proceedings.**

- a. For a Club Disciplinary Hearing, a summary together with the verdict and sentence shall be forwarded to the Chief Executive of the HPA within two days of the Hearing.
- b. For an HPA Disciplinary Hearing a summary together with the verdict and sentence shall be circulated to all Clubs and posted on the HPA website.

ANNEX C

GUIDANCE NOTES FOR PARTY CHARGED

This guidance note is written primarily for HPA Disciplinary Hearings but the general principles shall apply to all Hearings unless otherwise stated.

1. **General.** If an incident is referred for a Disciplinary Hearing, a Board with a Chairman will be convened as soon as practicable. You will be notified of the time, date and place for the Hearing and the charge against you. You should address any queries to a club official or, if they are unable to answer your query, to an HPA official.
2. **Prior to the Hearing.**
 - a. You should receive all written evidence, papers, videos/DVDS on which the Board intends to rely, together with a list of any witnesses being called with a summary of their evidence prior to the hearing.
 - b. You must provide the Board with a list of any witnesses you intend to call, with a summary of their evidence and any other evidence you wish to rely upon.
 - c. You will be asked how you intend to plead. You will still be at liberty to change your plea before or during the proceedings but a change from 'Guilty' to 'Not Guilty' may be counted against you and the Board may require that you meet the costs of any adjournment
 - d. You should include any statements from other persons who you know will not be able to be present or relevant videos/DVDS under your control.
 - e. If you wish to question any Official whose report is included in the supporting papers, you must make this clear before the hearing; for an HPA hearing this must be at least 24 hours beforehand. Should you fail to do so and it becomes apparent at the hearing that you do not accept the accuracy of the report in some material respect you will normally be required to meet any costs incurred by reason of an adjournment or other consequence.
 - f. The Board may either decline to hear new evidence or evidence that has not been disclosed in time, or adjourn the enquiry. Any adjournment may increase costs.
 - g. You must check whether you can be legally or non-legally represented. If accompanied by a Friend, that friend will normally not be permitted to address the Board and can only help you to ask or answer questions and with translation. See **Part 3** Paragraph 3f, 6k and 6l.

The HPA reserves the right to require the Party Charged to complete **Appendix 1** to this Annex at least 48 hours before the start of the Hearing. It may also be used for a Club Hearing.
3. **The Hearing.**
 - a. Except when the Board are considering their verdict and sentence you will be present throughout but if you fail to appear, the Board may proceed in your absence, or adjourn.
 - b. The proceedings will be recorded by a secretary. Should a tape or digital recorder be used you will be notified.
 - c. The Chairman will ask you to confirm:
 - (i) Your name.
 - (ii) That you accept the members of the Board and in particular that there is no conflict of interest.
 - (iii) That you understand the charge against you. If not then the Chairman will outline the events leading to the charge of misconduct.
 - (iv) That you have received copies of all the witness statements in good time so that you have been able to prepare your own defence and summon your witnesses.
 - (v) Your plea of 'Guilty' or 'Not Guilty'. A 'Guilty' plea will normally be looked at more favourably by the Board when it comes to sentencing if you are subsequently found 'Guilty'.
 - d. The Prosecuting Officer (in a Club Hearing this duty will be carried out by the Chairman) will then call his witnesses individually to read their statements and invite them to add to them if they so wish. If a witness is not able to be present he will read their statement. The Prosecuting Officer and the Board may question each witness after which you may do so.
 - e. The Chairman will invite you to read your statement (or read it for you) followed by any relevant written statements. You will then be invited to call any witnesses to speak in your defence. The Prosecuting Officer and members of the Board may question you and any of your witnesses immediately after you or they have spoken. You may question your witnesses but may not lead them
 - f. The Prosecuting Officer or the Board may recall any witness for further questioning which you may also do.
 - g. Once all the evidence has been submitted, the Prosecuting Officer (or Chairman) will summarise the case. You will then be invited to speak in your defence. You should concentrate on the facts as outlined in the charge and avoid straying into a plea of mitigation i.e. references to character and passed good conduct etc.

- h. You and the Prosecuting Officer will be invited to leave. The Board will then consider the verdict. You will be recalled to hear the verdict. If 'Not Guilty' you will be dismissed without further ado. If 'Guilty' you will be asked to make a plea of mitigation. You will then be invited to leave again.
- i. The Board will then consider the sentence (see **Annex E** which lays down guidelines only) and any costs which they may impose. They will take into account your plea of mitigation and any previous record of a disciplinary nature which has been determined to a conclusion through an HPA or club disciplinary process.
- j. You will then be recalled to be informed of the sentence and of any costs (see **Part 3** Paragraph 9.a) imposed. An HPA Disciplinary Board may reserve its decision in which case you will be informed of the outcome within seven days.
- k. For Right of Appeal see **Part 3** Paragraph 8.

Appendix 1: Declaration by Party Charged



DECLARATION BY PARTY CHARGED

NAME

Hearing into possible misconduct

.....

Legal Representation: NO/YES

If yes by whom of

..... Telephone No:

1. DO you admit to misconduct?

Yes/No/In Part

2. The time you estimate you will require to present your case at the hearing (including any time required for the cross-examination of HPA witnesses)

.....

3. Do you admit the evidence of any witness contained in a statement made to the HPA which you have seen?

In respect of each witness, please identify the witness and indicate YES/NO/IN PART

(if in part please refer to Note b below)

Name of Witness

Admissions

.....

.....

.....

.....

4. Please state concisely the substance of the case which you intend to argue at the hearing identifying the principle areas of fact which you dispute

.....

5. Please identify the witnesses you intend to call, including whether you wish to give evidence yourself.

Name of Witness

Substance of Evidence

.....

.....

.....

.....

Notes

- a. If you intend to take legal advice or be represented at the hearing, you should refer this form to your advisor without delay.
- b. If any answer is “in part”, please give sufficient explanation and make it clear what is admitted and what is not admitted.
- c. The room for answers will be expanded if this appendix requires completion. If there is still insufficient room in any part of the form, please use continuation sheets for your answers, indicating by relevant numbers, the question being answered or continued.
- d. If you accept the evidence of a witness it may not be necessary for him/her to attend a hearing, thus saving time and expense all round and inconvenience to the witness.
- e. Unless the HPA agrees otherwise, the completed form must be delivered to the HPA 48 hours before the Hearing. Where there is a failure to do so, the Board may:
 - (i) Refuse to allow any evidence which is not disclosed to be given at the enquiry, or
 - (ii) Adjourn the enquiry and make an order for costs.

ANNEX D

EXAMPLE TEMPLATE FOR NOTICE OF A RESULT OF A DISCIPLINARY HEARING

To: Hurlingham Polo Association

Date:

Disciplinary Hearing into alleged misconduct on the part of(Name)..... **held at**
(Location).....**on**.....(Date).....

Particulars:

.....(Name)..... was charged with misconduct within the meaning of Part 3
Para 1.m of the Regulations of the Hurlingham Polo Association in that he (*insert here the nature and details of the incident
and the date*)
.....

.....(Name)..... pleaded Guilty/Not Guilty.

The Board found(Name)..... guilty/not guilty as charged and awarded the
following.....

The reasons for the verdict of the Board were as follows:

.....
.....
.....

The reasons of the Board for imposing the above penalties were as follows:

.....
.....
.....

If a ban, it is requested that it is/is not extended to (*all affiliated clubs and events and/or overseas*):

.....
.....
.....

The Board awarded costs of £.....in accordance with Part 3 Para 9a

Signed.....

Date.....

Name.....

Chairman Disciplinary Board

ANNEX E 2022

POWERS OF A DISCIPLINARY BOARD AND GUIDELINES ON PENALTIES

1. **Powers of a Club Board.** If the Club Board is satisfied that a Party Charged is guilty of Misconduct 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 impose the following:

- A warning to the Party Charged; and/or
- Such penalty or penalties or action as may be provided for in the rules or regulations of the said Club
- Refer the case to the HPA.

Any Club has the power to suspend any Associate Member of the HPA from playing or entering that Club for any period of time although any such suspension may be the subject of an appeal to the HPA. Clubs shall only award bans that apply to the tournament in which the offence was committed or at the Club concerned. However, the Disciplinary Steward may extend the ban to all clubs or worldwide either independently or if requested by the club. The timing of any suspension or ban may take account of the individual's polo playing programme but shall first take effect in the same tournament in which the offence was committed and then for such matches as the Board may specify. A fine may also be included if considered appropriate and club rules allow, but any fine shall be payable to the HPA and the rules of the Club must allow for a fine to be imposed. An offence will be spent after two years.

2. **Powers of an HPA Board.** An HPA Board may impose the following:

- a. A warning to any Associate Member or Club;
- b. A censure on any Associate Member or Club; and/or
- c. A fine up to a maximum of £50,000 on any Associate Member or Club; and/or
- d. A ban on any Associate Member from playing in any match or practice chukka at or conducted by a Club in the UK or Ireland for such a period up to three years as the Board in their absolute discretion may determine, and the Board has full power to specify the period or periods when the suspension shall take effect and to suspend a suspension from taking effect for such time and upon such conditions as it thinks fits; and/ or
- e. A removal or suspension of an official coaching qualification from any Associate Member which shall include coaching at a Club in the UK or Ireland for a period up to three years on the same basis as set out in Para 1.d above.
- f. A suspension of the affiliation of any Club whether or not coupled with a fine under Para 1.c above; or.
- g. Expulsion of any Associate Member or Club.

When imposing any penalty, the Board shall take into account:

- Any penalty, including any period of suspension, imposed by a Club.
- **Previous Offences.** Only previous offences which have either been determined to a conclusion through a Club or HPA disciplinary process or have been recorded in writing as part of a Report Form or official letter or email and have not been refuted should be admissible. The HPA reserves the right for some cases to remain admissible for longer, especially concerning welfare of ponies but, unless this right is reserved at the time the original offence is penalised, offences shall be deemed to be spent after 2 or 5 years as follows:

Offences acknowledged as a result of a report form or letter:	2 years.
Offences dealt with at Club level:	2 years.
Offences dealt with at HPA level:	5 years.
Offences acknowledged concerning welfare of ponies:	5 years

3. **Guidelines.** In order to help to provide consistency, below are some guidelines for Boards for the different offences that are considered most likely to have resulted in a finding of misconduct. The offences are described in general terms and in each case a warning may be given. The penalties suggested are guidelines only and will vary according to the severity of the offence, the circumstances and the record of the player concerned, and a Board may exceed the upper limit should it feel there is justification for so doing.

Offence	Club Board	HPA Board
ABUSE OF PLAYER OR OFFICIAL		
Verbal abuse or disrespect to another player	Warning to two match ban	Up to four match ban and £2,000 fine
As above but with foul language or gesture which is visible or audible to any spectator or member of the public	Up to three match ban	Up to three week ban and £5,000 fine
Verbal abuse or disrespect to an official	Two or three match ban	Two or three week ban and up to £10,000 pound fine
As above but with foul language or gesture which is visible or audible to any spectator or member of the public	Three of four match ban	One or two month ban and up to £50,000 fine
MISUSE OF STICK		
Negligent misuse of the stick which endangers another player, official or pony	Warning to one or two match ban	Three of four match ban
Intentional misuse of the stick which endangers another player or player's pony	Three of four match ban	One or two month ban and up to £10,000 fine
As above but endangers an official or his pony	One or two month ban	Two or three month ban and up to £30,000 fine
As above but causes intentional damage to an official or his pony	Two or three month ban	Three or four month ban and up to £50,000 fine
DANGEROUS PLAY		
Dangerous play which endangers another player, official or pony	Warning to one or two match ban	Two or three match ban and up to £2,000 fine
Repeated dangerous play as above	Two or three match ban	One or two month ban and up to £5,000 fine
Dangerous play which causes a pony to lose balance or fall.	Three or four match ban	One or two month ban and up to £10,000 fine
Repeated dangerous play as above	Two times the above	Long term ban and up to £20,000 fine
ABUSE OF PONY		
Abuse of own pony by jaggng in the mouth or whipping	Warning to two match ban	Two or three match ban and up to £2,000 fine
Abuse of another player's pony by striking or any other means	Three or four match ban	One or two month ban and up to £30,000 fine
REFUSING TO PLAY		
Leaving the field of play other than in the usual course of the match	One match ban	Two or three match ban and up to £2,000 fine
Refusing to participate in any match	Four or 5 match ban	One or two month ban and up to £50,000 fine
ASSAULT		
Physical response to physical aggression	Two or three match ban	Two or three match ban and up to £3,000 fine
Assault by striking or other means of another player in any physical way	One or two month ban	Two or three month ban and up to £20,000 fine
As above but of an official in any physical way in any physical way	Two or three month ban	Long term ban and up to £50,000 fine
SOCIAL MEDIA		
Abuse of another player on social media	Refer to HPA	Up to one year ban and/or £20,000 fine
Abuse of an official on social media	Refer to HPA	Up to three year ban and/or £50,000 fine

PART 4: HPA MEMORANDUM OF ASSOCIATION 2022

1. COMPANY

- 1.1 The name of the Company (hereinafter called the “Company”) is “The Hurlingham Polo Association”.
- 1.2 The registered office of the Company will be situated in England.
- 1.3 The objects for which the Company is established (the “Objects”) are:-
- 1.4 To further the interests of polo generally, and to support by all possible means the common interests of Affiliated Clubs and Associations (as defined in the Articles of Association of the Company);
- 1.5 To make and alter the rules of polo or to represent the United Kingdom and Ireland and other countries whose associations or clubs are affiliated to the Company in the event of international rules of polo being universally accepted;
- 1.6 To regulate and control all matters affecting the national conduct of the game in the United Kingdom and negotiate with other polo associations all matters affecting the international conduct of the game.
- 1.7 In furtherance of the Objects but not further or otherwise the Company shall have the following powers:
- 1.8 To take over the activities and assets and liabilities of the unincorporated organisation known as The Hurlingham Polo Association;
- 1.9 To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Company may think necessary for the promotion of the Objects, to manage and improve such property and to provide, construct, maintain, alter and equip any facilities, buildings or erections necessary for or conducive to the Objects (subject to such consents as may be required by law);
- 1.10 To exchange, let on lease or otherwise, mortgage, charge, sell, dispose of, turn to account, grant rights and privileges in respect of or otherwise deal with any of the property and rights of the Company as may be necessary or conducive to the Objects (subject to such consents as may be required by law);
- 1.11 To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise;
- 1.12 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Company;
- 1.13 To appoint, employ, or otherwise engage, train and dismiss such managers, officers, staff, clerks, servants and other persons not being Stewards of the Company (“Steward” shall have a corresponding meaning) as are considered necessary for the attainment of the Objects and to fix and pay the remuneration of all or any such persons for his her or their services and to make all reasonable and necessary provision for the payment of pensions and superannuation to such persons and their dependants;
- 1.14 Subject to such consents as may be required by law to borrow or raise money for the purposes of the Company on such terms and on such security as may be thought fit;
- 1.15 To invest the moneys of the Company not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, in its absolute discretion, with power to vary or transpose any investments for or into others of any nature subject as hereinafter provided;
- 1.16 To delegate the management of investments to proper and competent persons and to arrange for investments or other property of the Company to be held by a corporate body as nominee;
- 1.17 To act as trustee or manager of any property, endowment, bequest or gift;
- 1.18 To act as trustee or nominee for charities in general and undertake and execute any charitable trusts which may lawfully be undertaken by the Company and may be necessary or conducive to the Objects;
- 1.19 To establish or support or aid in the establishment or support of any charitable trusts or other associations or institutions, to amalgamate, affiliate or co-operate with any trust association, institution or voluntary body with similar purposes, and to exchange information and advice with them;
- 1.20 To make grants, subscribe or guarantee money for purposes in any way connected with the purposes of the Company or calculated to further the Objects;
- 1.21 To pay out of the funds of the Company the costs, charges and expenses of and incidental to the formation of the Company;
- 1.22 To apply any part of the capital or income of the Company on such terms as may be thought fit, in its absolute discretion;
- 1.23 To pay the premium of any indemnity insurance;
- 1.23.1 To cover the liability of the Stewards which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Company and all costs charges and expenses which may be incurred by them in successfully contesting any such liability or alleged liability. Provided that any such insurance shall not extend to any claim arising from any act or omission which the Stewards knew to be a breach of trust or breach of duty or which was committed by the Stewards in reckless disregard of whether it was a breach of trust or a breach of duty or not. Provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the Stewards in their capacity as Stewards of the Company; and

- 1.23.2 For its officers as security for and against all such risks incurred in the performance of their duties as may be thought fit; and
- 1.24 To do all such other lawful things as are necessary or conducive to the attainment of the Objects or any of them, whether in collaboration with any person, body, institution or authority or otherwise.
- 1.25 The income and property of the Company shall be applied solely towards the promotion of the Objects, and no part thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to the members of the Company, and no Steward shall receive any salary or fee or remuneration or other benefit in money or money's worth from the Company: Provided that nothing herein shall prevent the payment in good faith by the Company of:
- 1.26 Reasonable and proper remuneration or pensions to any member officer or servant of the Company in return for any services actually rendered to the Company, or
- 1.27 Reasonable and proper professional charges to any member of the Company or a Steward or any partner or employee of his or hers for any professional services rendered to the Company, provided that at no time shall a majority of the Stewards benefit under this provision and that a Steward shall withdraw from any meeting at which his or her appointment or remuneration or that of his or her partner or employee is under discussion, or
- 1.28 Interest at a reasonable and proper rate on money lent to the Company by any member of the Company or by any Steward, or
- 1.29 Reasonable and proper rent for premises demised or let to the Company by any member of the Company or by any Steward, or
- 1.30 Reimbursement of reasonable out-of-pocket expenses actually incurred by any Steward, committee member, officer or servant of the Company in or about the affairs of the Company, or
- 1.31 Fees, remuneration or other benefit in money or money's worth to any company of which any member of the Company or any Steward may also be a member holding not more than 1% of the issued share capital of that company, or
- 1.32 Indemnity insurance premiums in accordance with the terms of Part 5, Clause 19.1 hereof.
- 1.33 The liability of the members is limited.
- 1.34 Every member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up while he or she is a member, or within one year after he or she ceases to be a member, for payment of the debts and liabilities of the Company contracted before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.00.
- 1.35 If upon the winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Company, but shall be given or transferred to such other charity or charities which prohibit(s) the distribution of its or their income and property to an extent at least as great as is imposed upon the Company by Clause 1.25 above and having objects identical with or similar to the Objects, as the members of the Company shall resolve at or before the time of dissolution and if that cannot be done to some charitable object or objects.

PART 5: HPA ARTICLES OF ASSOCIATION

1. INTERPRETATION

- 1.1 In these Articles the words standing in the first column below shall bear the meaning set opposite to them respectively in the second column, if not inconsistent with the subject or context:

“Act”	The Companies Act 1985 as amended by the Companies Act 1989;
“Affiliated Club or Association”	Any polo club or association that has been elected to be affiliated to the Company in accordance with Article 15;
“Articles”	These Articles of Association of the Company;
“Auditors”	The auditors for the time being appointed by the Company;
“Clear days”	In relation to a period of notice means the period excluding the day on which the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
“Company”	The above-named Company;
“General Meeting”	A meeting of the Members;
“In writing”	Written, printed or any other mode of representing or reproducing words in a visible form or partly one and partly another;
“Member”	A Member of the Company and “Membership” shall be construed accordingly;
“Month”	Calendar month;
“Office”	The registered office of the Company;
“United Kingdom”	Great Britain and Northern Ireland.

- 1.2 Words importing the singular number only shall include the plural number, and vice versa. Words importing the masculine gender only shall include the feminine gender, and words importing persons shall include corporations.
- 1.3 Subject as aforesaid, any words or expressions defined in the Act or any statutory modification thereof in force at the date on which the Articles become binding on the Company shall, if not inconsistent with the subject or context, bear the same meanings in the Articles.

2. MEMBERS

- 2.1 The Members shall be, subject to the provisions of Article 2.5:-
- 2.1.1 The Chairman and Vice-Chairman of the Company for the time being ex-officio;
 - 2.1.2 A representative of the UK Armed Forces Polo Association;
 - 2.1.3 A representative of each Affiliated Club or Association;
 - 2.1.4 An additional representative of each of:
 - a. Cirencester Park Polo Club;
 - b. Cowdray Park Polo Club;
 - c. Guards Polo Club; and
 - d. The Royal County of Berkshire Polo Club;
 - 2.1.5 Up to six persons elected by the Members at the Autumn Meeting (as defined below). Such persons shall not be representatives of the UK Armed Forces Polo Association or any of the Clubs listed in Article 2.1.4(a) to 2.1.4(d) above (inclusive); and
 - 2.1.6 Such other persons as the Members shall admit to Membership.
- 2.2 Every Member shall either sign a written consent to become a Member or sign the register of Members on becoming a Member.
- 2.3 Members under Articles 2.1.2, 2.1.3, and 2.1.4 shall:-
- 2.3.1 Be nominated by the relevant club or association and the nomination notified to the Office in writing no later than 1 October of each year;
 - 2.3.2 Be Members with effect from the Autumn Meeting following their nomination to the end of the next Autumn Meeting;
 - 2.3.3 Be members of the club or association which nominated them; and
 - 2.3.4 Be eligible to be nominated as a Member for a subsequent period or periods.
- 2.4 Those elected or admitted as Members under Article 2.1.5 or 2.1.6 shall remain Members until the end of the Autumn Meeting following the Autumn Meeting at which they were elected or admitted and shall be eligible for re-election or readmission as the case may be.
- 2.5 A person shall forthwith cease to be a Member (provided always that at least one Member remains on the Register of Members thereafter):

- 2.5.1 If being admitted by the Members under Article 2.1.6, he is removed by notice in writing to the Company signed by a majority of the Members, or
 - 2.5.2 If being nominated under Article 2.1.2, 2.1.3 or 2.1.4 he shall cease to be the duly appointed representative or a member of the club or association which appointed him; or
 - 2.5.3 If by notice in writing to the Company he resigns his Membership, or
 - 2.5.4 If he becomes bankrupt or makes any arrangement or composition with his creditors generally, or the Member being a corporation, an order is made or resolution is passed for its winding up or administration or distribution or it has a receiver appointed over all or some part of its assets, or
 - 2.5.5 If he becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs.
- 2.6 Playing members of affiliated or provisionally affiliated clubs and associations, occasional players who are not members of a club or association in the United Kingdom or Ireland, players in full time education in the United Kingdom or Ireland, persons who umpire or coach and members of overseas polo teams may be admitted by the Stewards as Associate Members of the Company subject to payment of a subscription fee and compliance with the regulations, rules and directives of the Company and, if applicable, of the clubs or association of which they are members.
- 2.7 Associate Members shall not have the right to attend or vote at General Meetings and may be removed by resolution of the Stewards at any time.

3. GENERAL MEETINGS

- 3.1 The Company shall hold a General Meeting in every calendar year in early December or at such other time (as near as possible to such period) and at such place as may be determined by the Chairman (the "Autumn Meeting").
- 3.2 The Company shall hold at least one General Meeting in addition to the Autumn Meeting in every calendar year in early May or at such other time (as near as possible to such period) and at such place as may be determined by the Chairman (the "Spring Meeting"), and shall specify the meeting as its Annual General Meeting in the notices calling it.
- 3.3 All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
- 3.4 The Stewards may whenever they think fit convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened on the requisition of Members pursuant to the provisions of the Act.
- 3.5 At least twenty-one clear days' notice in writing of every General Meeting convened to pass a Special Resolution, and at least fourteen clear days' notice in writing of every other general Meeting, specifying the place, the day and the hour of meeting, and in the case of special business the general nature of that business, shall be given to such persons including the Auditors (if any) as are under these Articles or under the Act entitled to receive such notices from the Company, but with the consent of (in the case of an Autumn Meeting) all Members and (in the case of any other General Meeting) Members having at least 95% of the voting rights at the General Meeting intended to be convened and in either case having the right to attend and vote thereat, a General Meeting may be convened by such notice as those Members may think fit.
- 3.6 The accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a General Meeting by, any person entitled to receive notice thereof shall not invalidate any resolutions passed, or proceeding had, at that General Meeting.
- 3.7 The business to be transacted at the Spring Meeting shall include the following:-
- 3.7.1 Laying of the accounts for the previous year and estimates for the current year;
 - 3.7.2 Appointment of auditors for the ensuing year; and
 - 3.7.3 Consideration of reports by Stewards and standing committee chairmen.
- 3.8 The business to be transacted at the Autumn Meeting shall include the following:-
- 3.8.1 Election of the Chairman (if applicable) in accordance with Article 11;
 - 3.8.2 Election of the Vice-Chairman from the Stewards;
 - 3.8.3 Announcement of Members elected or nominated under Articles 2.1.2, 2.1.3, 2.1.4 or 2.1.5;
 - 3.8.4 Announcement of Stewards elected by the Members by postal ballot in accordance with Article 8.1.4;
 - 3.8.5 Announcement of the Steward representing the UK Armed Forces Polo Association in accordance with Article 8.1.5;
 - 3.8.6 Election of standing committee chairmen;
 - 3.8.7 Admission of Members under Article 2.1.6;
 - 3.8.8 Election of Affiliated Clubs and Associations; and
 - 3.8.9 Consideration of reports by Stewards and standing committee chairmen.
- 3.9 If any Member wishes to add any item for discussion at the Spring Meeting or the Autumn Meeting, he or she shall send a written notice to reach the Chief Executive at least one Month before the date of the relevant Meeting so that it may be incorporated in the agenda for such Meeting.
- 3.10 The Membership may also be referred to as the Council and a General Meeting as a meeting of the Council.

4. PROCEEDINGS AT GENERAL MEETINGS

- 4.1 All business that is transacted at a General Meeting shall be deemed special, with the exception of the consideration of the accounts and the reports of the Stewards and of the auditors (if any), and the appointment of, and the fixing of the remuneration of, the auditors (if any).
- 4.2 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided seven persons entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member shall be a quorum.
- 4.3 If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present or if during a meeting a quorum ceases to be present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Chairman may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Members present shall be a quorum.
- 4.4 The Chairman of the Company shall preside as chairman at every General Meeting at which he shall be present, but if he is not present within fifteen minutes after the time appointed for holding a meeting, or is unwilling to preside, the Members present shall choose some Member present to preside at that meeting.
- 4.5 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the Members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
- 4.6 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the chairman, by at least two Members present in person or by proxy or by any Member or Members present in each case in person or by proxy or by its duly authorised representative, and representing not less than one tenth of the total voting rights of all the Members having the right to vote at the meeting. Unless a poll be so demanded a declaration by the chairman that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the minute book of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn, before the poll is taken. The withdrawal of a demand for a poll does not invalidate the result of a show of hands declared before the demand for a poll is made.
- 4.7 Subject to the provisions of Article 4.6, if a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the chairman shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 4.8 No poll shall be demanded on the election of a chairman of a meeting, or on any question of adjournment.
- 4.9 In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a second or casting vote.
- 4.10 The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

5. VOTES OF MEMBERS

- 5.1 Subject as hereinafter provided, every Member shall have one vote provided that a Member who is a representative of an overseas Affiliated Club or Association shall only have the right to speak and vote on matters which only affect his club or association. Such matters do not, for the avoidance of doubt, include matters that affect clubs or associations in the United Kingdom or in Ireland nor the election or admission of persons as referred to in Article 3.8.
- 5.2 Save as herein expressly provided, no person other than a Member duly registered who has paid all moneys then due to the Company shall be entitled to vote on any question at any General Meeting.
- 5.3 Votes may be given on a poll either personally or by proxy.
- 5.4 The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing.
- 5.5 The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified or office copy thereof may:
 - 5.5.1 In the case of an instrument in writing be deposited at the Office not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote and in default the instrument of proxy shall not be treated as valid.
 - 5.5.2 In the case of an appointment contained in an electronic communication where an address has been specified

for the purpose of receiving electronic communications:

- a. In the notice convening the meeting; or
 - b. In any instrument of proxy sent out by the Company in relation to the meeting, be received at such address not less than forty eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote. In this Article “address” in relation to electronic communications, includes any number or address used for the purpose of such communications.
- 5.6** No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.
- 5.7** No objection shall be raised as to the admissibility of any vote except at the meeting or adjourned meeting at which the vote objected to is or may be given or tendered and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection shall be referred to the chairman of the meeting whose decision shall be final and conclusive.
- 5.8** A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of the death, insanity or revocation as aforesaid shall have been received at the Office before the commencement of the meeting or adjourned meeting at which the proxy is used.
- 5.9** Any organisation which is a Member may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Company and the person so authorised shall be entitled to exercise the same powers on behalf of such organisation as the organisation could exercise if it were an individual Member and such organisation shall for the purpose of these Articles be deemed to be present in person at any such meeting if a person so authorised is present thereat.
- 5.10** Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit:
- I/We []’
of, []
a Member of The Hurlingham Polo Association
hereby appoint []’
of []’
and failing him, []’
of []’
to vote for me and on my behalf at the
Annual or Extraordinary, or adjourned,
[as the case may be] General meeting of the
Company to be held on the [] day of []’
and at every adjournment thereof.
As witness my hand
this [] day of [] 2016
- 5.11** The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- 5.12** A resolution in writing executed by or on behalf of each Member who would have been entitled to vote upon it if it had been proposed at a General Meeting at which he was present shall be as effectual as if it had been passed at a General Meeting duly convened and held and may consist of several instruments in like form each executed by or on behalf of one or more Members.
- 5.13** Any person entitled to be present at a meeting of the Members may participate in a meeting of the Members by means of a conference telephone or other facility whereby all persons participating in the meeting can hear each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting. Such a meeting shall be deemed to take place where it is convened to be held or (if no Member is present in that place) where the largest group of those participating is assembled, or if there is no such group, where the chairman of the meeting is. The word “meeting” in these Articles shall be construed accordingly.

6. THE STEWARDS

There shall be not less than 16 but (unless otherwise determined by Ordinary Resolution of the Company) not more than 20 persons appointed from time to time as provided subsequently in the Articles to be the Stewards of the Company.

7. POWERS OF THE STEWARDS

- 7.1** The business of the Company shall be managed by the Stewards who may exercise all such powers of the Company, and do on behalf of the Company all such acts as may be exercised and done by the Company, and as are not by statute or by the Articles required to be exercised or done by the Company in General Meeting, subject nevertheless to:
- 7.1.1** The provisions of the Articles;
 - 7.1.2** The provisions of the statutes for the time being in force and affecting the Company; and
 - 7.1.3** Such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the Company in

General Meeting provided that no regulations made by the Company in General Meeting shall invalidate any prior act of the Stewards which would have been valid if such regulations had not been made.

- 7.2 The powers and duties of the Stewards shall include (without limitation) the following:-
- 7.2.1 To supervise the conduct of polo games generally;
 - 7.2.2 To add to, amend, suspend or revoke the regulations and rules issued by the Company governing the conduct of polo in the United Kingdom or Ireland whether by issuing directives, which will have immediate effect or otherwise;
 - 7.2.3 To receive complaints from Affiliated Clubs or Associations, or umpires.
 - 7.2.4 To set up and carry out when required disciplinary proceedings in accordance with the regulations issued by the Company from time to time;
 - 7.2.5 To impose penalties for misconduct found as a result of such procedure;
 - 7.2.6 To censure and penalise any person or organisation in connection with conduct which in the opinion of the Stewards is prejudicial to the interest and good order of the Company or the game of polo whether such conduct be that of an Affiliated Club or Association through its officers, members or otherwise, or of a Member or any other person or persons;
 - 7.2.7 To facilitate the resolution of disputes between Affiliated Clubs and Associations and/or Associate Members when the Stewards consider it appropriate to do so. In relation to Fixtures see Regulation 2.2.
 - 7.2.8 To keep an official record of all decisions arrived at and any action taken;
 - 7.2.9 To do all such other lawful things as may seem to the Stewards to be conducive or for the purpose of more efficient conduct of polo;
 - 7.2.10 To make recommendations to the Members on any matter affecting polo in the United Kingdom and Ireland.
- 7.3 The Stewards for the time being may act notwithstanding any vacancy in their number but, if the number of Stewards is less than the number fixed as the quorum the continuing Stewards or Steward may act only for the purpose of filling vacancies or of calling a General Meeting.
- 7.4 In addition and without prejudice to any other powers hereby or by law conferred on the Stewards, the Stewards may from time to time and for such period and to such extent and generally on such terms as the Stewards shall think fit delegate to any Steward or Stewards and/or any employee of the Company employed in or in connection with the management, administration, organisation and conduct of the affairs of the Company any powers and duties of the Stewards as may be reasonable.
- 7.5 The Stewards may appoint as the investment manager for the Company a person who they are satisfied after inquiry is a proper and competent person to act in that capacity and who is an authorised or an exempt person within the meaning of the Financial Services and Markets Act 2000 otherwise than exempted by virtue of paragraphs 44 and 45 of the Financial Services and Markets Act 2000 (Exemption) Order 2001. The Stewards may delegate to an investment manager so appointed power at his discretion to buy and sell investments for the Company in accordance with the investment policy laid down by the Stewards from time to time. Provided that where the Stewards make any such delegation they shall:
- 7.5.1 Inform the investment manager in writing of the extent of the Company's investment powers and the terms of the delegation;
 - 7.5.2 Lay down a detailed investment policy for the Company and immediately inform the investment manager in writing of it and of any changes to it;
 - 7.5.3 Ensure that they are kept informed of, and review on a regular basis, the performance of their investment portfolio managed by the investment manager and on the exercise by him of his delegated authority;
 - 7.5.4 Take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority; and
 - 7.5.6 Pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the Stewards shall decide provided that such remuneration may include commission fees and/or expenses earned by the investment manager if and only to the extent that such commission fees and/or expenses are disclosed to the Stewards.
- 7.6 The Stewards may:
- 7.6.1 Make such arrangements as they think fit for any investments of the Company or income
 - 7.6.2 From those investments to be held by a corporate body as the Company's nominee; and
 - 7.6.3 Pay reasonable and proper remuneration to any corporate body acting as the Company's nominee in pursuance of this clause.
- 7.7 Each Steward may be repaid out of the funds of the Company such reasonable out-of pocket expenses as the Stewards shall from time to time determine in respect of his attendance at meetings of the Stewards or on behalf of the affairs of the Company but save as otherwise provided in the Articles and in clause 5 of the Memorandum no Member nor any Steward shall receive any remuneration from the Company.

8. APPOINTMENT AND RETIREMENT OF STEWARDS

- 8.1** The Stewards of the Company shall be:-
- 8.1.1** The Chairman (ex-officio);
- 8.1.2** The immediate past Chairman (ex-officio) (subject to Article 8.3);
- 8.1.3** A Member representing:-
- a.** Cirencester Park Polo Club;
 - b.** Cowdray Park Polo Club;
 - c.** Guards Polo Club; and
 - d.** The Royal County of Berkshire Polo Club;
- 8.1.4** Six Members elected by the Members by postal ballot prior to the Autumn Meeting from amongst the Members nominated by any Affiliated Club other than any club based outside the United Kingdom and the Republic of Ireland provided that none of the Members so elected shall belong to the same Affiliated Club as any of the other Members so elected;
- 8.1.5** A Member representing the UK Armed Forces Polo Association provided that if such person is posted abroad, he shall be replaced by another representative of the UK Armed Forces Polo Association who shall hold office until the end of the term for which such Member was appointed;
- 8.1.6** Any person appointed by the Chairman under Article 8.9.
- 8.2** The immediate past Chairman shall remain in office for a period of four years commencing on the day immediately following the date when his office of Chairman terminates unless two thirds of the Stewards in office at any time during such period or when his office of Chairman terminates resolve that he should not continue as a Steward.
- 8.3** The Stewards elected pursuant to Article 8.1.4 shall remain in office for a period not exceeding three years. One-third of such Stewards or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office at the Autumn Meeting each year. Subject to the provisions of the Act, the Stewards to retire by rotation shall be those who have been longest in office since their last election or re-election, but as between persons who became or were last reappointed Stewards on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot. The Secretary shall keep records of retirement dates for each such Steward.
- 8.4** A Member may not be nominated under Article 8.1.4 if he is not a member of the Affiliated Club nominating him.
- 8.5** No person may be appointed or elected as a Steward:
- 8.5.1** Unless he has attained the age of 18 years; or
 - 8.5.2** In circumstances such that, had he already been a Steward, he would have been disqualified from acting under the provisions of Article 9; or
 - 8.5.3** Unless he is, in the view of the majority of the Stewards then in office, of independent views with the good of British polo as a whole as his main object; or
 - 8.5.4** Unless he is a player or a former player, provided that the majority of the Stewards may agree to the eligibility of a person who is not a player or a former player in exceptional circumstances.
- 8.6** Not less than 60 clear days prior to the Autumn Meeting, written notice shall be given to all Members of any person who is eligible for election as a Steward, or eligible and willing to be re-elected, under Article 8.1.4 with effect from that Autumn Meeting and the number of vacancies. The notice shall give the particulars of that person which would, if he or she were so appointed or re-appointed, be required to be included in the Company's Register of Stewards.
- 8.7** Each Member shall be entitled to vote by notifying the Company in writing not less than 30 clear days before the Autumn Meeting of the names of up to the same number of Members as there are vacancies (such Members to belong to different Affiliated Clubs and elected from the list circulated to the Members in accordance with Article 8.6) for whom that Member is casting his vote for election as Steward with effect from that Autumn Meeting.
- 8.8** The Members elected to fill the vacancies under Article 8.1.4 shall be those who have received the highest number of votes provided that if amongst those Members there are two or more members of the same Affiliated Club, the member with the highest number of votes only shall be elected.
- 8.9** The Chairman may appoint a person who is willing to act to be a Steward either to fill a vacancy or as an additional Steward provided that the appointment does not cause the number of Stewards to exceed any number fixed by or in accordance with the Articles as the maximum number of Stewards. A Steward so appointed shall hold office until the conclusion of the next following Autumn Meeting or, if the Chairman so directs, until such time as the person whose vacancy the Steward fills would have retired in the normal course.

9. DISQUALIFICATION OF STEWARDS

- 9.1** The office of Steward shall be vacated:
- 9.1.1** If by notice in writing to the Company he resigns as a Steward (but only if at least two Stewards remain in office when the notice of resignation is to take effect), or
 - 9.1.2** if he is removed by notice in writing to the Company signed by a majority of the Members, or
 - 9.1.3** If he ceases to hold office by reason of any order made under the Company Directors Disqualification Act 1986, or

- 9.1.4 If he is removed from office by a resolution duly passed pursuant to S.303 of the Act, or
- 9.1.5 If he is absent from three consecutive meetings of the Stewards without the consent of the Chairman, or
- 9.1.6 If he becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs, or
- 9.1.7 If he is convicted of any criminal offence other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Company.

10. PROCEEDINGS OF THE STEWARDS

- 10.1 The Stewards may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Unless otherwise determined, five Stewards shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In cases of equality of votes the chairman of the meeting shall have a second or casting vote.
- 10.2 The Chairman or three Stewards may, and on the request of the Chairman or such three Stewards in writing, the Chief Executive shall, at any time, summon a meeting of the Stewards by notice served upon all Stewards.
- 10.3 A meeting of the Stewards at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Company for the time being vested in the Stewards generally.
- 10.4 The Stewards may delegate any of their powers to committees consisting of such Steward or Stewards and others as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Stewards. The meetings and proceedings of any such committee shall be governed by the provisions of the Articles for regulating the meetings and proceedings of the Stewards so far as applicable and so far as the same shall not be superseded by any regulations made by the Stewards.
- 10.5 All acts bona fide done by any meeting of the Stewards or of any committee of the Stewards, or by any person acting as a committee member, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such person or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Steward or member of the committee as the case may be.
- 10.6 The Stewards shall cause proper minutes to be made of all appointments of officers made by the Stewards and of the proceedings of all meetings of the Company and of the Stewards and of committees of the Stewards, and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
- 10.7 A resolution in writing signed by all the Stewards or by all the members for the time being of any committee of the Stewards who are entitled to receive notice of a meeting of the Stewards or of such committee shall be as valid and effectual as if it had been passed at a meeting of the Stewards or of such committee duly convened and constituted. Any such written instrument may be in several parts each signed by one or more Stewards or members of the committee as the case may be. Digital signatures and faxed signatures will suffice for the purposes of this Article.
- 10.8 Any bank account in which any part of the assets of the Company is deposited shall be operated by or with the authority of the Stewards and shall indicate the name of the Company.
- 10.9 Any Steward, a person entitled to be present at a meeting of the Stewards or member of a committee of the Stewards may participate in a meeting of the Stewards or such committee by means of a conference telephone or other facility whereby all persons participating in the meeting can hear each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting. Such a meeting shall be deemed to take place where it is convened to be held or (if no participant in the meeting is present in that place) where the largest group of those participating is assembled, or if there is no such group, where the Chairman of the meeting is. The word "meeting" in these Articles shall be construed accordingly.

11. CHAIRMAN

- 11.1 The Chairman of the Company shall be elected from the Stewards by the Members at the Autumn Meeting, subject to Article 11.2, for a period of four years and upon expiry of such four year period he shall not be eligible for re-election until at least one year has elapsed since the termination of his previous term in office.
- 11.2 The Stewards may by a two third majority vote resolve that the Chairman shall be replaced before expiry of the four years' term for which he was elected, in which case they shall notify the Members of such decision and recommend who should be elected Chairman in his place by the Members at the next Autumn Meeting.
- 11.3 The Chairman shall preside as chairman at all meetings of the Stewards at which he shall be present, but if he is not present within fifteen minutes after the time appointed for holding a meeting or is unwilling to preside, the Stewards present shall choose one of their number to preside at that meeting.

12. VICE CHAIRMAN

The Vice Chairman of the Company shall be elected from the Stewards by the Members at the Autumn Meeting and shall hold office until the end of the next following Autumn Meeting and shall be eligible for re-election.

13. CHIEF EXECUTIVE

The Chief Executive shall be appointed by the Stewards for such time, at such remuneration and upon such conditions as they may think fit, and may be removed by the Stewards.

14. CHIEF UMPIRE

The Chief Umpire shall be appointed by the Stewards for such time, at such remuneration and upon such conditions as they may think fit and may be removed by the Stewards.

15. AFFILIATED CLUBS AND ASSOCIATIONS

15.1 Any polo club or association (whether based in the United Kingdom or overseas) may apply to have a representative appointed as Member by sending a written application to the Company.

15.2 The Stewards will consider the applications received from such polo clubs and associations and will decide whether each such club or association shall be provisionally affiliated to the Company and if so for how long. A provisionally affiliated club or association shall not have the right to appoint a Member nor shall it be eligible for a grant from the Company.

15.3 On an annual basis, the Stewards will consider all provisionally affiliated clubs and associations and recommend to the Members which of such clubs and associations should be elected an affiliated club or association at the following Autumn Meeting.

15.4 At each Autumn Meeting, the Members shall consider the provisionally affiliated clubs and associations that have been recommended for election by the Stewards and shall elect from such clubs and associations those which should become affiliated clubs and associations.

15.5 Any provisionally affiliated club or association that has not been recommended by the Stewards for election at an Autumn Meeting for a period of four years from the date of its affiliation may appeal to the Members.

15.6 All provisionally affiliated clubs and associations and Affiliated Clubs and Associations shall pay an annual subscription fee of such amount(s) as the Members shall from time to time decide and comply with all rules and regulations and directives of the Company.

16. ACCOUNTS

16.1 The Stewards shall cause proper books of account to be kept to enable accounts to be prepared which comply with the relevant provisions of the Act. Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the affairs of the Company and to explain its transactions.

16.2 The books of account shall be kept at the Office, or, subject to Section 222 of the Act, at such other place or places as the Stewards shall think fit and shall always be open to the inspection of the Stewards or any Steward.

16.3 At the Spring Meeting in every year the Stewards shall lay before the Company accounts including an income and expenditure account for the period since the last preceding account (or in the case of the first accounts since the incorporation of the Company) made up to a date not more than twelve months before such meeting, together with a balance sheet made up as at the same date. Such accounts shall be accompanied by reports of the Stewards and (where appointed) the Auditors (if any). Copies of such accounts and reports (all of which shall be framed in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed or attaching thereto or to accompany the same shall not less than twenty-one clear days before the date of the meeting, subject nevertheless to the provisions of Section 240 of the Act, be sent to the Auditors (if any) and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The Auditors' report or the reporting accountants report (if any) shall be open to inspection and be laid before the meeting as required by Section 241 of the Act.

17. AUDIT

17.1 Once at least in every year the accounts of the Company shall be examined and reported upon either by the Auditors or if no Auditors be appointed, by a reporting accountant if so required by the Act. The Auditors' or reporting accountants (if any) remuneration shall be determined by the Stewards.

17.2 The Auditors (if any) shall be one or more properly qualified auditor(s) not being members of the Stewards and their duties shall be regulated in accordance with the Act.

18. NOTICES

- 18.1** Any notice to be sent to or by any person pursuant to these Articles including a notice calling a meeting of the Stewards shall be in writing and may be delivered or sent by post or using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In this Article “address” in relation to electronic communications, includes any number or address used for the purpose of such communications.
- 18.2** Save as otherwise provided by the Act, only those Members who are described in the register of Members by an address within the United Kingdom shall be entitled to receive notices from the Company. Provided that any Member described in the register of Members by an address not within the United Kingdom, who shall from time to time give the Company an address within the United Kingdom at which notices may be served upon him, shall be entitled to have notices served upon him at such address.
- 18.3** Any notice, if served by post, shall be deemed to have been served on the second day following that on which the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed, prepaid and posted. A notice or other document contained in an electronic communication shall be deemed sent on the day following that on which the electronic communication was sent and electronic confirmation of receipt shall be conclusive evidence that a notice was given to a facsimile number or email address.

19. LIABILITY AND INDEMNITY

- 19.1** In the management of the affairs of the Company no Steward shall be liable for any loss of the property of the Company arising by reason of an improper investment made in good faith (so long as he shall have sought professional advice before making such investment) or for the negligence or fraud of any agent employed by him or by any other Steward in good faith (provided reasonable supervision shall have been exercised) although the employment of such agent was not strictly necessary or by reason of any mistake or omission made in good faith by any Steward or by reason of any other matter or thing other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the Steward who is sought to be made liable.
- 19.2** Subject to the provisions of the Act, every Steward and other officer of the Company and the Auditors (if any) shall be indemnified out of the assets of the Company against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the Court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company, and against all costs charges losses expenses or liabilities incurred by him in the execution and discharge of his duties or in relation thereto.

20. RULES AND REGULATIONS

The Stewards may from time to time make such rules or regulations as they may deem necessary or expedient or convenient for the proper conduct and management of the Company, the regulation of classes of and conditions of membership or in the interests of polo. The Company in General Meeting shall have power to alter, add to or repeal any such rules or regulation and the Stewards shall adopt such means as it thinks sufficient to bring to the notice of Members all such rules or regulations, which shall be binding on all Members. Provided that no rule or regulation shall be inconsistent with, or shall affect or repeal anything contained in, the Memorandum or the Articles.

21. ALTERATIONS

No alterations shall be made to the Articles except by a resolution put to a General Meeting of the Company by the Stewards (a simple majority of whom at a duly convened Stewards meeting shall decide to put such resolution to a General Meeting) and passed at such General Meeting (of which at least twenty-one days notice has been given) by three quarters of those present and voting at such General meeting provided that no alteration shall be made which shall have the effect of the Company ceasing to be a charity.

22. DISSOLUTION

Clauses 6, 7 and 8 of the Memorandum of Association relating to the winding up and dissolution of the Company shall have effect as if the provisions thereof were repeated in the Articles.