

BYE-LAWS AND CODE OF CONDUCT FOR THE NIGERIA POLO FEDERATION

Whereas it is necessary to promote the game of polo in Nigeria, and whereas it is necessary to make rules and regulation for the promotion of polo in Nigeria. We the members of the Nigeria Polo Federation hereby make and adopt for ourselves the following bye-laws:

The bye-laws and codes of conduct mentioned in this compilation are not in any way a substitute to the general rules or the field rules enumerated in the rules and regulation of polo as mentioned by the Hurlingham Polo Association. Rather these sets of code are decision taken at collective meetings of the Nigeria polo Federation (hereinafter referred to as the Federation). They may include amendments or special adaptation of the Hurlingham rules to suit the Nigeria environment. This set of bye-laws plus the constitution of the Federation and the Hurlingham rules are therefore the binding framework for all associate bodies and persons of the Polo Federation.

1. PLAYERS

Club Membership

- a) A player is one who shall be deemed to belong to, and be eligible to play for a club in any of the Federation's tournament whose details have been sent to the Hon. Secretary of the NPF at least two months before the actual date of a tournaments' commencement and has been assessed by a minimum 3 goals player from a different club.
- b) A player can be deemed eligible to play for a club other than his /her mother club, if he/she has the express permission of his/her club captain.
- c) A player wishing to play a tournament elsewhere (private, foreign or local club) must inform his captain in writing before proceeding to do so.
- d) Any player wishing to transfer his membership between clubs must produce a letter of transfer signed by both his club captain and secretary.
- e) Professional players that transfer from one club to another must remain in the new club for a minimum period of two years.
- f) A player is said to belong to a club (i.e. mother club) where he keeps his horses. When a player keeps ponies in more than one club, then club in which he keeps a majority of his horses or spends the most time becomes his mother club while the other club /clubs will be considered as his country club/clubs where his membership is deemed as temporary.

- g) A person who has problems with his mother club cannot take refuge in another club
- h) No expelled member from a club can seek to be admitted into another sister club.

Tournament Participation

- a) A player may play for two teams in two different cups for only one club in a grade A tournament and may play for two different teams in two different cups for two different clubs in a B or C tournament
- b) Players playing in two teams and scheduled to play two matches on the same day, barring any medical and/ or physical inability may not withdraw from a match in order to avoid playing two games on the same day
- c) The minimum handicaps for the players playing in high goals matches (2 highest cups) is zero, albeit ,the players must have show proof of having sat and passed a current Rules and Umpire's Test.
- d) A player cannot play in a tournament in which his handicap is above the handicap limit for teams in the tournament.
- e) A player will be disqualified from further participation in a tournament if he has been sent off twice during the tournament.
- f) Any player who (barring any medical and/or physical inability) decides to withdraw from an uncompleted match/game shall be banned from participating in any of the Federations' tournament for one complete season (year).
- g) Players must be properly dressed in the proper polo gear for their matches, umpiring and for cup presentations.
 - i. Players not properly dressed for matches should be sent off the field until they are properly dressed.
 - ii. Players not properly dressed for cup presentation shall be denied their individual trophies.
- h) A player shall be deemed ineligible to participate in any of the Federation's activities if he is financially indebted to the Federation. The mother club of such a player will be responsible in ensuring that such debt is settled and also for

penalizing the erring player.

2. FOREIGN PLAYERS

- a) Player from abroad may be invited by clubs to play in a tournament /tournaments, provided:
 - i. A notice of not less than one calendar month is given to the Federation.
 - ii. No more than one of such players should be registered per team.
 - iii. The handicap of such players are confirmed by the Federation.

3. HANDICAPS (See constitution)

- a) A player must be handicapped by either his club captain (if the handicap is less than zero) who must duly inform the Federation promptly, or the handicapping committee of the Federation.

4. TOURNAMENT

Tournament Organization.

- a) All affiliated clubs to the Federation shall hold a tournament on behalf of the Federation at least once a year. Clubs that fail to do so will pay the set annual subscription.
- b) Dates and venues for tournament shall be proposed at a meeting preceding a tournament, at least two months before the proposed tournaments. Confirmation of the date shall be made, if possible at a meeting preceding yet another tournament not later than four weeks before the proposed tournament.
- c) All Federation tournaments shall be organized on an American tournament basis. Where such arrangement could not be made, the tournament committee shall arrange a tournament subject to the approval of captain of all visiting clubs or their representatives at the captain and umpires meeting.
- d) No affiliate club/member shall invite a team or teams from another country without the approval of the Federation. It (the Federation) may obtain clearance from the National Sports Commission and Federal Ministries of External Affairs and internal

Affairs. Individual players may however be invited in accordance with the rules of the Federation.

- e) No affiliate club shall hold any other tournament (mini, friendly, or otherwise) to coincide with any of the Federation's tournaments.
- f) Teams to compete in the selected matches at any of the Federation's tournament shall be selected, by the host club, from players entered participating at the tournament. The team(s) so selected shall be approved by Federation secretariat at least twelve hours before the commencement of the match.
- g) Selected matches are a privilege and not a right.
- h) A club may organize a mini –tournament with a sister club without the consent of the Federation's secretariat. However should the number of clubs participation exceed two in the approval of the secretariat must be obtained.
- i) It is the responsibility of the host club to provide enough balls for all matches.
- j) The Federation shall endeavor to shock polo balls for sale to affiliated club at subsidized rates for their tournaments.
- k) No private or affiliated club may have tournament that will have a clash of dates with an NPF Tournament, and where there is such a violation, no NPF member or NPF handicapped player may participate in any capacity in the said tournament.
- l) No private club can organize a tournament without first writing to NPF to seek approval. They must provide information about foreign player's schedule of games etc.

Dues and Levies

- a) Clubs hosting tournament should pay the Federation a tournament levy.
- b) All levies and dues will be set and decided at the last tournament at the end of the polo season.
- c) 2011/2012 dues and levies:
 - i. OSP fees- \$1,000:00
 - ii. Annual subscription- N100,000:00
 - iii. Grade A clubs tournament Levy-N500,000:00
 - iv. Grade B clubs tournament levy-N350,000:00
 - v. Grade C clubs tournament Levy –N200,000:00
- d). Payment of tournament fees should be made at least two weeks before the commencement of the tournament. Failure to do so on time will attract a penalty of 25%. The original sum plus then 25% penalty must be paid before the end of the tournament. Players from affiliated club(S) that fail to comply to these provision shall be banned from further participation at all the Federation's activities.

- e) All tournament levies and OSP fees shall be paid accordingly to the stipulated time frame before the tournament is allowed to commence or the OSP allowed to play.

Accommodation

- a) Host clubs shall provide reasonable accommodation hotels or guest houses to visiting players who request to be so accommodated and for a maximum of two teams /cup/ club.
- b) It is the responsibility of the visiting club to choose who should be accommodated by the host club from amongst the participating players. However the host club may provide for more than that , if it can afford it.
- c) Host club should invite veterans and accommodate them for the period they attend the tournament.
- d) Host clubs should provide accommodation to the Federation's principal's officials.
- e) Host clubs may not provide accommodation for non-playing umpires or referees.
- f) The captain of the host club will be directly responsible for providing accommodation and must ensure that visiting players are promptly given accommodation on arrivals

Programme

- a) Host clubs shall provide free of charge to all visiting players a copy of their tournament programme.
- b) Prominence must be given to the NPF in the tournament brochure and in general protocol; clubs must dedicate one page to NPF and it should be the first page. The programme should read the name of the club first, followed by NPF and year of tournament as standard format for naming tournament. The name(s) of sponsors should be at the bottom of the front page.
- c) Clubs must dedicate one full page for listing of NPF officials.
- d) Clubs are to ensure that pictures of players on the covers of their programme are pictures taken here in Nigeria

Schedule of play

- a) Captains must pay adequate attention to ensure they present a balanced and fair tournament schedule
- b) The presentation of the schedule of games is the sole responsibility of the host club: no other person has the authority to alter the schedule except at the captains and umpires meeting.

Tournament cups and trophies

- a) No affiliated club shall accept a cup donation on behalf of the Federation. Donation of cups to the Federation shall be considered by the Federation at a formal meeting before they accepted. however, the proposal for donation of the cups should be made through clubs and all condition should be categorically stated and tabled before the Federation for consideration
- b) All cups donated to the Federation shall be accompanied with a fee of five thousand naira only (5,00:00) to Federation , An undertaking for sponsorship for not less than five consecutive years is mandatory
- c) Responsibility for and custody of all Federation cups and trophies shall be the individual club where such cups are being completed for.
- d) Trophies and replicas to be presented at tournament are the responsibility of the host clubs and they should be of good quality.
- e) Cups won shall be returned to the host club immediately after presentation. Team captains may however, sign for cups they wish to take them away for inscription
- f) Old or discontinued cups and trophies shall be kept at the Federation museums at the Emir of Katina's palace for historical purposes
- g) It is the prerogative of clubs to decide the number of chukkas to be played for each of their tournaments cups

Teams entries

- a) No host club shall accept any team entries except through the affiliate club captains.
- b) Only teams entered by clubs and not individuals shall complete in the Federation's tournaments.
- c) Except for the host club, a club is entitled to present only two teams per cup in an NPF tournament, however the host clubs at its' discretion may accept more than two. The host club is allowed to field as many teams provided that all the teams are entered in the same stream. The winner of the play –off will then meet teams entered by other clubs in the same cup.
- d) Where a club enters more than one team in a cup, they must first of all the drawn in the same stream and their first match should be against each other.
- e) Host clubs shall adhere strictly to the closing date of entries, which is one calendar month before the commencement of the tournament.
- f) Host clubs shall send draft copies of teams entered for the different cups and the schedule of games to reach the captain of participating clubs not later than one week to the commencement of the tournament
- g) Once teams are confirmed at the captains and umpires meeting they stand so confirmed no one has the authority to alter the teams ' composition without the

approval of the Federation, and unless it is absolutely necessary and with valid, concrete and very convincing reasons such unauthorized substitute should be sent off the field.

- h) The team entry fee per team is N10,000:00(ten thousand naira).
- i) Clubs without resident players and/or ponies cannot make use of player and/or ponies from other clubs to raise a team or teams for the Federation's tournament.
- j) A teams cannot field more than one player (local or foreign) from another club in its teams
- k) Entry forms shall be provided by the host club to all affiliated clubs as soon as dates for the tournament are confirmed. Such form should be complete and returned to the host club at least one month before the commencement of the tournament.
- l) The tournament committee reserves the right to accept or reject forms handed in late.
- m)The captain of a team must be one with be one with a good handicap and playing experience and also conversant with NPF rules and regulations. Beginners will not be allowed to captain teams however, as patrons, they may be allowed to receive the cup won on behalf of members of the team.
- n) Clubs must indicate team captain and those to be considered for umpiring when sending of the entries
- o) Only those confirmed as Captains and Umpires in the entries will attend the Captain and Umpires meeting at the start of each tournament.
- p) Only those confirmed as teams captain at the captain and umpires meeting should represent their teams in all matters
- q) Host clubs are to ensure that teams entered into a tournament are guaranteed to play at least three matches

Team withdrawals

- a) Where any team is entered into a tournament, and after such entry decides to withdraw its participation, the team shall pay to the host club a penalty of N50,000.00, (fifty thousand naira) per team through the NPF.
- b) Where a team for any reason, after taking part in a tournament decides to withdraw its further participation, the team may be allowed to do so with the understanding that any team they had been scheduled to play against will have the benefit of the two points a winner normally acquires. The members of that team shall thereafter be banned from participating in any of the Federation in any of the Federation activities for a period of one season.

Ponies

- a) The number of ponies authorized for any particular tournament shall be the total number which may be permitted to play for the one team throughout the tournament, subject to a maximum of one pony per chukka. However in the event of injuries, the authorized number may be increased at the discretion of the tournament committee.
- b) Any player entering a tournament must have at his disposal a minimum of three fit horses
- c) Captains of teams are responsible and are to ensure umpiring horses are available for their matches
- d) Horses used for playing a match may not be used to umpire in a match the same day.
- e) Umpires are to be provided with fit horses and not with slow, lame or sick horses
- f) Host club shall provide adequate veterinary services and stabling for ponies participating at the tournament.
- g) Veterinary doctors provided by the host club shall certify ponies fit for the tournament

- h) No pony is allowed to play for more than one team entered in the Federation's tournament .any contravention of this shall lead to the disqualification of the offending team.
- i) Underfed, unfit, or very pregnant horses should s not be allowed to play.
- j) Ponies should be properly tracked and equipped for matches.
- k) The two lowest cups of any of the Federations' tournament shall be restricted to player mounted on local ponies

Umpiring

- a) Club captain when sending their team entries shall include a list of their qualified and recommended umpires for possible selection to umpire matches during the tournament.
- b) Umpires and referees shall be chosen from amongst the participating players and shall be approved by the club captains.
- c) Only players who have no game in hand on the particular day shall be selected to umpire matches.
- d) Where ever possible only players who have passed the umpiring test shall be made to umpire matches.
- e) All NPF players are to take the umpiring test annually according to HPA rules.

- f) Umpiring test should be held regularly particularly during major Grade A tournament. Club captains should also conduct regular test at club level.
- g) Umpires should be graded into high goal and low goal umpires.
- h) Whenever possible umpires from different club other than the ones playing should be made to handle match.
- i) Umpires shall arrive on time and roll the ball at
- j) Umpires shall be neatly and properly dressed for matches with white breeches, polo boots and helmets, umpires that are not properly dressed will not be allowed to umpire matches
- k) The schedule of umpires for the tournament. Once the schedule is confirmed at the captains and umpires meeting, any defaulting umpire shall be penalized.
- l) Any defaulting umpire should be barred from selected matches.
- m) Early matches (low goal) should be umpired by the more experienced umpire.
- n) Under no circumstances should players who have been out of touch with the game be made to umpire matches.
- o) Umpires have absolute control and power in the conduct of a game from the commencement, during and after the match.

Miscellaneous

- a) Clubs must provide a minimum of one ambulance and qualified medical personnel at their tournament for emergency cases.
- b) Clubs must have spare sets of jerseys while attending tournaments in cases of clash in team jerseys.
- c) Spectators must keep clear of the commentary box, match officials e.g timekeepers, score keepers and commentators must be allowed to work without interference.
- d) The national council, at the emergency meeting may approve an interest free loan of any reasonable amount to a club requesting such a facility enable it host a Federation tournament or match. The loan shall:
 - i. Be repaid within six month from the end of the tournament /match.
 - ii. Attract a 25% of the amount borrowed as penalty if not paid within the stipulated period.
 - iii. If the amount remains unpaid after 7 month, players from the affiliated club shall be banned from further participation at all the Federation's activities.
- e) The honorable secretary N.P.F or in his absence, any member(S) of the National Executive Committee at any tournament is mandated to enforce the adopted laid down rules and regulations.

5. MEETINGS

- a) National Council Meeting will be held in grade A clubs on Thursday morning during the tournament.
- b) Clubs must send at least one representative to attend NPF meetings.
- c) A Chief Whip will be appointed at the commencement of all NPF meeting to check the conduct of members

6. MISCELLANEOUS

- a) There shall be cordial relationship between all registered Polo clubs.
- b) Dispute between sisters clubs shall be referred to the Federation for amicable settlement.
- c) The Federation shall monitor the activities of all affiliate clubs and shall intervene when necessary however, care must be taken not interfere with minor problems that can be settled internally.
- d) All petitions to the NPF by members of clubs must be channeled through their clubs and not directly. A member who feels he is unfairly punished by his club can write the NPF only through his club which is duty bound to submit such a petition to NPF for deliberations.
- e) Club C of Os should be clubs' names and not individuals.
- f) Clubs in default of NPF rules and guidelines are not allowed to
 - i. Exercise their right of membership to the Federation.
 - ii. Attend the Federation's meeting.
 - iii. Attend or host the Federation's tournaments.
 - iv. They cannot nominate candidates or participate in NPF elections.

REFERENCES.

1. The Standing bye-laws published in 1994
2. National Council Meeting at Kaduna 04/11/94
3. National Council Meeting at Jos 01/01/95
4. NPA General Meeting at Jos 02/02/95
5. National Council Meeting at Kaduna 05/11/95
6. National Council Meeting at kaduna10/11/95
7. NPA General Meeting at Kaduna 11/11/95
8. NPA General Meeting at Ibadan 03/03/96
9. NPA General Meeting at Kaduna 03/11/96
10. National Council Meeting at Jos 30/12/96
11. NPA General Meeting at Jos 01/01/97
12. National Council Meeting at Lagos 23/03/97
13. National Council Meeting and NPA General Meeting (combined) at Kano 11 and12/07/97

14. National Council Meeting and NPA General Meeting (combined) at Kaduna 01 and 02/11/97
15. National Council Meeting and NPA General Meeting (combined) at Jos 26 and 27/12/97
16. NPA General Meeting at port Harcourt 08/02/98
17. NPA General Meeting at Lagos 01/03/98
18. National Council Meeting and NPA General Meeting,(combined) at Kano 17 and 18/07/98
19. National Council Meeting and NPA General Meeting,(combined) at Kaduna 07 and 08/11/98
20. National council Meeting and NPA General Meeting,(combined) at Lagos 13 and 14/02/99
21. NPA General Meeting at Bauchi 19/06/04
22. National Council Meeting at Lagos 12/02/05
23. National Council Meeting at Kaduna 11/11/05
24. NPA General Meeting at Kaduna 12/11/05
25. National Council Meeting at Lagos 10/02/06
26. National Council Meeting at Kano 07/07/06
27. NPA General Meeting at Kano 08/07/06
28. National Council Meeting at kano 12/07/07
29. NPA General Meeting at Katsina 31/09/07
30. National Council Meeting at Kaduna 08/11/07
31. NPA General Meeting at Kaduna 10/11/07
32. NPA General Meeting at Jos 31/12/07
33. National Council Meeting at Lagos 07/02/08
34. NPA General Meeting at Lagos 09/02/08
35. NPA General Meeting at Minna 31/05/08
36. NPA General Meeting at Bauchi 21/06/08
37. National Council Meeting at Kano 10/07/08
38. NPA General Meeting at Kano 12/07/08
39. NPA General Meeting at Katsina 23/08/08
40. NPA General Meeting at Yola 18/10/08
41. National Council Meeting at Lagos 05/02/09
42. NPA General Meeting at Lagos 07/02/09
43. NPA General Meeting at Bauchi 13/06/09
44. NPA General Meeting at Kano 04/07/09
45. NPA General Meeting at Katsina 15/08/09
46. NPF General Meeting at Jos 02/01/10
47. NPF General Meeting at Kano 05/06/10
48. NPF General Meeting at Katsina 07/08/10
49. NPF General Meeting at Katsina 17/08/10

AMENDMENTS

