

SHOALHAVEN HOCKEY
INCORPORATED

BY LAWS

PO Box 800, NOWRA NSW 2541

Note: Interpretations and Amendments of these By-Laws should be read in accordance with Section 13 of the Association Constitution.

1. AFFILIATION

- 1.1 Upon affiliation, affiliates shall submit to the Secretary a list of the major Office Bearers of their club and the name of their voting delegate(s) to General Meetings, and any subsequent changes as they occur.
- 1.2 Clubs may nominate up to six (6) voting delegates, who shall be entitled to vote in accordance with Section 7-2 of the Constitution.

2. MEETINGS

- 2.1 General Meetings - at General Meetings clubs may vote in accordance with Section 9-5 of the Constitution.
- 2.2 Deleted.
- 2.3 Deleted.
- 2.4 Special General Meetings
 - 2.4.1 The Executive shall, within ten (10) days of receipt of a requisition, convene a Special General Meeting of the Association.
 - 2.4.2 A requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the requisitioner(s) and deposited with the Secretary of the Association and may consist of several documents in the like form, each signed by the requisitioner(s) - which shall be not less than three (3) affiliated clubs.
 - 2.4.3 A Special General Meeting is convened only for those purposes stated by the requisitioner(s) in their requisition.
 - 2.4.4 In the event that the Executive fail to convene such a Special General Meeting by the due date, the requisitioner(s) may convene the meeting; any meeting so convened shall be held not later than one (1) month from the date of lodgement of the requisition.
 - 2.4.5 A Special General Meeting convened by the requisitioner(s) in pursuance of these By-Laws shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Executive and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the person(s) incurring them.
- 2.5 Management Meetings - Management Meetings shall be held monthly (or as near as practicable thereto).
- 2.6 Attendance of Meetings
 - 2.6.1 Life Members may attend General and Management Committee Meetings of the Association.

2.6.2 Interested persons upon notification to the person presiding, and acceptance by the Meeting, may also attend Management Committee and General Meetings.

2.6.3 Presence at all Meetings shall be noted on a record of attendance including those Meetings adjourned for lack of a quorum.

2.7 Conduct of Meetings

2.7.1 Meetings shall be conducted in accordance with Standing Orders.

2.7.2 Where a Meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting is necessary.

2.7.3 The order of business at the Annual General Meeting shall be:

- 1) Apologies
- 2) Minutes
- 3) Correspondence
- 4) Treasurers Report and Balance Sheet
- 5) Annual Report
- 6) Reports of Standing Committees
- 7) Motion of Notice
- 8) Elections of Office Bearers and Standing Committees
- 9) Annual fees
- 10) General business
- 11) Close meeting

2.7.4 The order of business at a Special General Meeting shall be:

- 1) Reading of the notice convening the Meeting.
- 2) Special business for which the Meeting was summoned.

2.7.5 The order of business at Management Committee Meetings shall be:

- 1) Apologies
- 2) Minutes
- 3) Correspondence
- 4) Treasurers Report
- 5) Committee Reports
- 6) Motion on Notice
- 7) General business
- 8) Close meeting

2.8 Minutes - Minutes shall be kept of all meetings of the Association and Committees.

3. CONDUCT OF ELECTIONS

- 3.1 Voting at elections at Annual General Meetings and Management Committee Meetings must:
 - 3.1.1 be by secret ballot.
 - 3.1.2 decide the person elected by the voting system adopted by the Association as shown in Annexure A of these By-Laws.
 - 3.1.3 be conducted by scrutineers appointed by the Chair.
- 3.2 In the event of an unfilled vacancy for a member of the Executive or Standing Committees, nominations shall be called for at each successive Management Committee Meeting until such time as each vacancy is filled upon the recommendation of the Executive.
- 3.3 In the event of a casual vacancy (as defined in Clause 7.1.8 of the Constitution) in any office, the Executive may appoint, on a temporary basis, a member of the Association to fill the vacancy; a member so appointed shall hold office until the next meeting of the Management Committee when this appointment may be ratified, or an election held on nominations received.

4. EXECUTIVE COMMITTEE

- 4.1 The Executive shall:
- 4.1.1 conduct and manage the affairs of the Association as laid down in the Constitution, By-Laws and Competition Rules.
 - 4.1.2 ensure adherence to the bodies administering hockey in N.S.W. and the Shoalhaven Hockey Association Incorporated Constitution regarding all matters concerning the Association.
 - 4.1.3 assume the responsibility to deal with any unforeseen urgent matters including financial payments at any time; all such actions to be ratified by the Management Committee.
 - 4.1.4 acting on advice from the Umpiring Committee, make nominations to the Management Committee of umpires, who shall be members of the Association, to be tested for Umpires badges.
 - 4.1.5 acting on the advice of the Management Committee appoint all Coaches, Managers and Selection Panels.
 - 4.1.6 make recommendations to the Management Committee for ratification on the uniforms of the Association's representative teams.
 - 4.1.7 be responsible for the organisation of all matches held in the Shoalhaven Hockey Association district.
 - 4.1.8 interpret the Competition Rules of Play.
 - 4.1.9 ensure that all teams in accordance with the Competition Rules wear their correct uniform as approved by the Management Committee.

5. DUTIES OF THE EXECUTIVE

- 5.1 The President shall:
- 5.1.1 be an ex-officio member of all Standing Committees where convened
 - 5.1.2 hold office for a maximum period of three (3) years.
 - 5.1.3 liaise with Executive Committee Officers and inform them of relevant decisions made in their absence.
 - 5.1.4 submit to the Secretary a report for inclusion in the Annual Report.
 - 5.1.5 present the Annual Report to the Annual General Meeting.
- 5.2 The Vice-President shall carry out other duties as directed by the President.
- 5.3 The Secretary shall:
- 5.3.1 keep a record of attendance and all business transacted at all meetings.
 - 5.3.2 convene all meetings as required by the Constitution and By Laws.
 - 5.3.3 be responsible for the maintenance of all current secretarial records including Register of Members.
 - 5.3.4 compile the Annual Report, which shall include a report from the President and each of the Standing Committees.
 - 5.3.5 ensure that all affiliated clubs, Life Members and Officers of the Executive and Management Committee receive copies of and amendments to, the Constitution, By-Laws and Competition Rules.
 - 5.3.6 receive team nominations from affiliated clubs by the date(s) specified by the Management Committee.
- 5.4 The Treasurer shall:

- 5.4.1 present to Management Committee Meetings a Monthly Statement of Receipts and Expenditure reconciled to a bank statement.
- 5.4.2 be responsible for collecting monies due to the Association and pay authorised accounts. (All money received to be banked no later than seventy-two (72) hours after receipt of same, where practical).
- 5.4.3 present to Management Committee for approval all proposed purchases and all accounts for payment.
- 5.4.4 present at the first Management Committee Meeting a budget outlining estimated receipts and expenditure for the year and make recommendations regarding affiliation fees for the forthcoming season.
- 5.4.5 be responsible for delivering to the Public Officer all accounts, books and records of the Association.
- 5.4.6 present to the Annual General Meeting the annual accounts.
- 5.4.7 compile during the course of the season a detailed Cash Book to be passed on to the succeeding Treasurer.

6. CONVENORS OF STANDING COMMITTEES

- 6.1 Where Standing Committees are convened, convenors of such committees shall:
- 6.1.1 convene and preside over meetings of their respective committees.
 - 6.1.2 keep a record of all activities undertaken by the Committee.
 - 6.1.3 submit a written report to each Management Committee Meeting.
 - 6.1.4 compile, during the season, a file to hand on to the succeeding Committee Convenor.
- 6.2 The Convenor of the Publicity and Promotions Committee, if appointed, shall be entitled to attend meetings of all Standing Committees with the exception of the Selection Committees.

7. DUTIES OF CONVENORS AND/OR STANDING COMMITTEES

- 7.1 The Umpire's Convenor and/or Committee (where convened) shall consist of the Umpiring Convenor and two (2) other members. This Committee shall:
- 7.1.1 submit to Management Committee proposed plans for the development of umpiring standards in the Shoalhaven District.
 - 7.1.2 recommend to the Executive and Management Committee requests for monetary assistance for umpiring programs.
 - 7.1.3 organise umpiring clinics and umpiring lectures and be responsible for the conduct of theory examinations and practical tests.
 - 7.1.4 interpret Rules of Play, referring where necessary to the New South Wales Hockey Umpires' Committees and notify all affiliates and badged umpires of interpretations and new rules.
 - 7.1.5 maintain a list of all badged umpires of the Association.
 - 7.1.6 set standards for umpiring within the Shoalhaven Hockey Association District.
 - 7.1.7 allocate umpires to all representative fixtures and competition fixtures.
 - 7.1.8 recommend to the Executive nominations of umpires to be tested for State badges.
- 7.2 The Development Convenor and/or Committees (where convened) shall consist of the Convenor and two (2) other members. This Committee shall:
- 7.2.1 submit to Management Committee proposed plans for the development of hockey skills and playing potential in the Shoalhaven District.
 - 7.2.2 recommend to the Executive and Management Committee requests for monetary assistance for development programs.
 - 7.2.3 encourage the implementation of planned development programs.

- 7.3 The Publicity and Promotions Convenor and/or Committee (where convened) shall
- 7.3.1 promote and encourage interest in Hockey.
 - 7.3.2 ensure that all activities of the Association are notified to the local press, TV and radio.
 - 7.3.3 ensure that the names of all major prizewinners of any fund raising activity are published in the local press.
- 7.4 The Registrar shall:
- 7.4.1 collect player registration forms from the clubs giving proposed team gradings, uniforms and relevant information for inclusion in the fixture booklet, and maintain a register of players (including registration numbers).
 - 7.4.2 distribute score cards to clubs prior to commencement of the season.
 - 7.4.3 after each competition match:
 - 7.4.3.1 examine both umpires' score cards, recording any breaches of the Competition Rules and notify the club(s) concerned at least twenty four (24) hours before the next competition match.
 - 7.4.3.2 inform the Umpiring Convenor of umpires who have failed to meet their commitments.
 - 7.4.3.3 record match results and file score cards.
 - 7.4.3.4 present progressive point score at Management Committee Meetings.
 - 7.4.3.5 ensure that no unfinancial player may represent any club.
 - 7.4.3.6 at the conclusion of the season determine the winner of the Best and Fairest Trophies (see Competition Rules).
 - 7.4.3.7 at the conclusion of the season determine the winner of the Club Championship.

7.4.3.8 notify the Secretary of any disciplinary actions of the umpire recorded on the scorecard.

7.4.3.9 maintain a player disciplinary record.

7.4.3.10 notify the Treasurer of any breaches incurring fines to be applied.

7.5 The Equipment Officer shall:

7.5.1 Deleted

7.5.2 Deleted

7.5.3 be directly responsible for the maintenance of all equipment and physical assets of the Association related to the Field Hockey Competition.

7.5.4 provide and maintain a first aid kit for representative teams.

7.6 The Indoor Hockey Committee (where convened) shall consist of the Indoor Hockey Convenor and four (4) other members and this Committee shall be responsible for the management and conduct of an Indoor Hockey Competition under the Indoor Hockey Competition Rules.

7.7 The Judiciary Committee shall consist of one (1) Chairperson nominated by the Executive and two (2) delegates nominated from the clubs not involved in the relevant incident. All delegates will be notified by the Executive. Minutes of the meeting shall be recorded and forwarded to the Association's Honorary Secretary.

7.7.1 The Judiciary Committee shall consider and determine all penalties for player misbehaviour. Such incidents may be raised by:

7.7.1.1 appointed umpires.

7.7.1.2 the Executive.

7.7.2 Incidents must be submitted, in writing, to the Honorary Secretary within forty-eight (48) hours of the match concerned.

7.7.3 Upon notification of an incident a Judiciary Committee shall investigate the matter within ninety-six (96) hours of notification.

- 7.7.4 Any party involved shall have the right to appear before the Committee to give evidence.
 - 7.7.5 The Committee may request any person involved to appear before the Committee.
 - 7.7.6 Any party failing to attend an investigation or applying for a postponed hearing shall abide by the findings of the Committee.
 - 7.7.7 The decision of the Committee shall be by majority vote.
 - 7.7.8 The Committee shall report, in writing, to the Honorary Secretary the details of each of its findings.
 - 7.7.9 Any party involved who is not satisfied with the finding of the Committee shall have the right of appeal to the Executive, such appeal to be submitted in writing to the Secretary within twenty four (24) hours. Committee decisions are to remain in force until such time as the appeal is resolved.
 - 7.7.10 Any appeal is to be accompanied by a fee in accordance with the Schedule of Fees and Fines. Such appeal shall state the Constitution Clause, By-Laws or Competition Rule or Rule of Play disputed.
- 7.8 The Selection Committees.
Selection Committees (where convened) shall consist of the Coach and two (2) other members. The Selection Panel shall elect a person from their own ranks to be Chairperson. Each Selection Panel shall, wherever possible:
- 7.8.1 nominate at least four (4) months prior to relevant Championships, squads to attend representative training.
 - 7.8.2 have the right to amend their squad/team at any time, subject to approval of the Executive and to all the Clauses of the Constitution and By-Laws.
 - 7.8.3 inform the Executive of the selection program (including date of team selection).
 - 7.8.4 select a Shoalhaven Hockey Association representative squad/team from members of affiliated clubs; such team/squad to be approved by the Executive.

- 7.8.5 be expected to attend all matches of the selection program.
- 7.8.6 select replacement players when a player selected in a representative team withdraws or has her selection rescinded, such replacement players to be approved by the Executive.
- 7.9 Convenor of the Selection Committee (where appointed) shall:
 - 7.9.1 ensure nominations for squads and teams are received.
 - 7.9.2 submit for the approval of the Executive the selection procedure, the names of players selected in squads/teams and other matters as necessary for the administration of the selection procedures.
 - 7.9.3 arrange the selection procedure.
 - 7.9.4 ensure that the operation of the Committee is in accordance with the Rules and By-Laws of the Association.
 - 7.9.5 ensure that all Association Coaches and Managers be informed of their duties, as specified in 7.10 and 7.11 of these By-Laws.
- 7.10 Duties of Coaches. Each Coach shall:
 - 7.10.1 announce proposed training sessions for the squad.
 - 7.10.2 organise all training sessions for the squad and the final team.
 - 7.10.3 have a deliberative and casting vote in the selection of the final team.
 - 7.10.4 select the Captain and the Vice-Captain for their representative team.
 - 7.10.5 accompany the team to the relevant Championship.
 - 7.10.6 along with one other member associated with that team select the team for all games during the relevant Championships.
 - 7.10.7 in conjunction with the Team Manager, be responsible for the welfare and discipline of the members of the squad/team.
- 7.11 Duties of Managers.
Managers of representative squads/teams shall:

- 7.11.1 liaise with the Executive Committee.
 - 7.11.2 carry out directed duties prior to the departure of their squad/team.
 - 7.11.3 be responsible for ensuring all transport and accommodation arrangements are organised, and be responsible for uniform distribution and collection, equipment and training facilities required for representative squads and final teams.
 - 7.11.4 be responsible for the collection of monies from the squad/team and ensure that these monies are itemized and handed promptly to the Treasurer.
 - 7.11.5 in conjunction with the Team Coach, be responsible for the welfare and discipline of the members of the squad/team.
 - 7.11.6 ensure that each member of the squad/team is in correct playing uniform.
 - 7.11.7 accompany their respective squad/team to official matches and functions and fulfil such responsibilities at fixtures/championships as directed by the organising body.
 - 7.11.8 submit to the Executive within two (2) weeks of the completion of the representative program for the relevant team, a full report on such matters as directed by the Executive.
- 7.12 The grading Committee (where convened) shall consist of a maximum of one (1) delegate from each financial club, one of whom to be elected convenor. The grading Committee will:-
- 7.12.1 study registrations sheets of all teams (in all divisions) submitted by all clubs.
 - 7.12.2 Identify any registrations of either teams or individual players, that they deem to be inappropriately graded. This can be based on criteria of skill, experience, representation level or age.
 - 7.12.3 Observe performance of teams and individuals in their respective competitions with respect to appropriateness of grading

- 7.12.4 Give grading direction to clubs (this advice to be ratified by a General Meeting) with regard to teams and/or individual players. *(Amended 12/11/2002)*
- 7.12.5 Undertake the above process at the start of the season and continue the process throughout the season.
- 7.12.6 A player shall not be regraded once he/she has participated in five (5) competition rounds in that grade after the relevant team list/registration has been submitted to the Registrar. *(Added 10/11/03)*
- 7.13 Convenor of Grading Committee *(Added 9/11/99)*
The convenor of the Grading Committee (where appointed) shall:
 - 7.13.1 arrange grading committee meetings
 - 7.13.2 chair grading committee meetings
 - 7.13.3 ensure a grading committee report be given to the Executive and to the General Meetings
 - 7.13.4 ensure grading advice is submitted to the Executive and to the clubs involve
 - 7.13.5 ensure the operation of the committee is in accordance with the Rules and By-Laws of Shoalhaven Hockey Inc.

8. REPRESENTATIVE TEAMS

- 8.1 The Association shall cause to be selected such representative squad/teams as determined from time to time by bodies administering hockey in N.S.W.
- 8.2 All representative teams shall wear the official Shoalhaven Hockey Association colours.
- 8.3 Representative teams shall consist of not more than sixteen (16) players.
- 8.4 Affiliated clubs shall be invited to submit names to each Selection Committee for consideration for inclusion in the appropriate squad.
- 8.5 To be eligible for selection in a Shoalhaven Hockey Association representative squad/team, and to continue to be eligible to represent the Shoalhaven Hockey Association, players must:
- 8.5.1 be a member of an affiliated club.
- 8.6 Players shall be considered for inclusion in representative squads/teams on the basis of performance in such matches and/or trials included in their representative selection program.
- 8.7 Deleted.
- 8.8 The content of any discipline report on a player or official shall be available to the person concerned.
- 8.9 Such reports shall be submitted and investigated by the Executive on individuals and shall be confidential to the Executive and future years' Coaches, Selectors and Managers as determined by the Executive.
- 8.10 The Executive shall have the authority to rescind the selection of a player in a Shoalhaven Hockey Association representative squad/team on the basis of evidence of medical conditions, failure to adequately attend training program sessions, or unsuitability to represent the Shoalhaven Hockey Association. The player concerned shall have the right to be present or represented by a person of her choice when such evidence is presented and considered.
- 8.11 Players included in representative squads/teams shall not be permitted to play in competition matches on the day preceding

championship matches. Clubs with four (4) or more representative players in one team may apply to the Management Committee for a deferment of the competition match at least fourteen (14) days prior to such match.

9 DEFAULT

Failure to make payments at the specified time to the Association either for registration fees or for fines imposed as a result of an infringement of the Rules, By-Laws or Competition Rules, shall constitute a default.

9.1 Fee default:

- 9.1.1 Affiliates shall be deemed to be in fee-default for failure to pay registration fees to the Association by the specified date.
- 9.1.2 A club in fee default is not eligible to take the field, and its teams shall be deemed to forfeit with notice.
- 9.1.3 In exceptional circumstances, affiliates may appeal to the Executive for an extension of time to meet such payment/s.

9.2 Fine default:

- 9.2.1 A club shall be deemed to be in fine default for a failure to pay any fine up to fourteen (14) days after notification. Notification by telephone shall be confirmed in writing.
- 9.2.2 A club in fine default will not be permitted to participate in final matches.
- 9.2.3 A player in fine default may be suspended from playing at the discretion of the Management Committee.

10. DISPUTES

- 10.1 Any club wishing to appeal against the conduct of a match (other than goals being awarded) or a decision of any Standing Committee, must submit a written statement to the Secretary within forty-eight (48) hours. All appeals shall be dealt with by the Executive Committee within five (5) days or referred to the Judiciary Committee or Management Committee Meeting. A fee in accordance with the Schedule of Fees and Fines must accompany the appeal. If the appeal is upheld the fee will be reimbursed.

SHOALHAVEN HOCKEY INCORPORATED
BY-LAWS
ANNEXURE A

VOTING SYSTEM FOR ELECTION OF OFFICERS

1. Those entitled to vote are: Outgoing Office Bearers and Two (2) delegates from each financial club
2. Voting shall be non-preferential.
3. If there are only two (2) candidates for a position:
 - (a) the person receiving the majority of votes shall be the winner.
 - (b) if both candidates receive an equal number of votes, there will be another ballot.
 - (c) if two (2) candidates have an equal number of votes and thereby cannot be eliminated there shall be another ballot. If in the event this continues for three (3) ballots, the winner shall be decided by a random draw.
4. If there are more than two (2) candidates for a position
 - (a) any candidate receiving the majority of votes available shall be the winner.

e.g. 19 votes Candidate A - 10
Candidate B - 5
Candidate C - 4

(b) if no candidate receives the majority of votes available, the first ballot shall eliminate the candidate with the lowest number of votes and this will continue until only two (2) candidates remain.

(c) if two (2) candidates have an equal number of votes and thereby cannot be eliminated there shall be another ballot. If in the event this continues for three (3) ballots, the candidate with the most number of votes shall be the winner.

e.g. 19 votes Candidate A - 7
Candidate B - 6
Candidate C - 6
= Re-ballot (3 ballots maximum)
= If voting unchanged, Candidate A wins.