

## **BY – LAWS**

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## 1. Amendments to By-Laws

In the event that the Board wishes to make amendments to By-Laws, then such proposed alteration will take effect once;

- 1.1.1. Twenty one (21) days written notice of such amendments has been given to the secretary of each Affiliated Club who may within that twenty one (21) days lodge with the Board objection in writing to any such proposed amendments; and
- 1.1.2. Objections are not received from 50% or more of the Affiliated Clubs within the prescribed time.
- 1.2. Should 50% or more of the Affiliated Clubs lodge objection within the prescribed time such amendments shall have no effect unless a resolution in favour of such amendments is passed at a General Meeting.

## 2. Association Colours and Logo

The colours of the Association shall be:

Shark Blue – Pantone 2995c (C77 M2 Y0 K12)

Silver – CMYK: C31 M23 Y27 K0

Black – CMYK: C40 M30 Y30 K100

The logo of the Association shall be a stingray together with the words Sydney South Hockey as shown below.



## 3. Board of Management

As elected at the Annual General meeting will consist of:

- 3.1. Three Executive Office Bearers – President, Secretary, Treasurer and;
- 3.2. Five Directors: Competitions, Representative Teams, Marketing & Communications, Game Development and Facilities.

## 4. Duties of the Executive Office Bearers

- 4.1. Duties of the President

The President shall:

- 4.1.1. ensure Office Bearers & Directors perform such duties as stated in the Sydney South Hockey Association (SSHA) Constitution & By-Laws;
- 4.1.2. ensure an up to date copy of both the Constitution & By-Laws is available at each meeting for reference;
- 4.1.3. ensure meeting procedures adhere to the current SSHA Constitution & By-Laws;
- 4.1.4. liaise closely with Office Bearers, Directors & Club Delegates to set up and maintain channels for effective networking procedures;

- 4.1.5. ensure discussions held, in and out of meetings, allow adequate time for all stakeholders to voice their opinion;
- 4.1.6. ensure that all Club Delegates have the relevant information on proposals for discussion with their members;
- 4.1.7. ensure that all Business Arising from the previous meeting is followed-up & then reported on and/or discussed;
- 4.1.8. perform such duties as shall be delegated by the Board of Management.

#### 4.2. Duties of the Secretary

The Secretary shall:

- 4.2.1. as soon as practicable after being appointed as Secretary, lodge notice with the Association of their address;
- 4.2.2. keep minutes of:
  - 4.2.2.1. all appointments of Office Bearers and Directors;
  - 4.2.2.2. all names of members of the Board present at all Board Meetings of the Association and the names of all Members of the Association present at General Meetings;
  - 4.2.2.3. all proceedings at Board Meetings, Executive Meetings and General Meetings;
- 4.2.3. ensure Minutes of proceedings at all meetings shall be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting;
- 4.2.4. establish, maintain and review all insurance policies required by the Association on an annual basis, or as required;
- 4.2.5. discharge all such other duties as directed from time to time by the Board of Management;
- 4.2.6. distribute a list of all office bearers, Directors of Committees and club secretaries to HNSW, Sutherland Council, Board Members and Clubs;
- 4.2.7. distribute the minutes to all Board members, Club secretaries and Delegates;
- 4.2.8. have charge of all correspondence of the Association.

#### 4.3. Duties of the Treasurer

The Treasurer shall ensure that:

- 4.3.1. all monies due to the Association are collected and received and that all payments authorised by the Association are made;
- 4.3.2. a Monthly report is prepared and presented to the Board;
- 4.3.3. correct books of account are kept showing the financial affairs of the Association, including full details of all receipts and expenditure in connection with the activities of the Association;
- 4.3.4. books are audited and an audit report is prepared to present to the Annual General Meeting.

## 5. Duties of the Directors

Directors shall:

- 5.1. Provide leadership in development of sound strategic plans for the Association with particular focus in areas of their portfolio;
- 5.2. Support convenors and committees in development and effective implementation of processes;
- 5.3. Present to the Board for approval:
  - 5.3.1. appointment of personnel to committees, convenors, officials, managers, coaches;
  - 5.3.2. policies, documents, rules of play, fees
- 5.4. make their own arrangements regarding meetings of Standing Committees and portfolio policy unless otherwise stipulated and shall notify the Secretary and President in advance of such meetings;
- 5.5. prepare and send a monthly report to all board members 72 hours prior to the upcoming Board meeting;
- 5.6. inform President or Secretary if unable to attend scheduled Board or Committee meetings;
- 5.7. prepare an annual budget for area of portfolio;
- 5.8. arrange collection and deposit of fees within area of portfolio and supply a spreadsheet of financial transactions to Treasurer on a monthly basis.

## 6. Summary of Directors Roles, Responsibilities and Committees and Convenor Positions

Directors Roles	Areas of Responsibility	Committee and Convenor Positions
Competitions	<ul style="list-style-type: none"> <li>• Determine Rules of Play</li> <li>• Manage Competitions: Senior, Junior &amp; Indoor</li> <li>• Local Competition-Team Grading</li> <li>• Maintain Competition records</li> <li>• Team &amp; player registration</li> <li>• Player Permits</li> <li>• Discipline</li> <li>• Umpire Appointment</li> <li>• Competition Presentations</li> </ul>	Committees: Grading Judiciary  Convenors: Junior Fixtures Senior Indoor Registrar Umpires

Directors Roles	Areas of Responsibility	Committee and Convenor Positions
Representatives Teams	<ul style="list-style-type: none"> <li>• Selection Process &amp; Policies</li> <li>• Selection of Open &amp; Junior Teams</li> <li>• Squad training bookings</li> <li>• Representative team HNSW entries/carnivals</li> <li>• Selection of Coaches/Managers</li> <li>• Representative Budget</li> <li>• Booking of Accommodation as required</li> <li>• Indoor Representatives</li> <li>• Masters Representatives</li> <li>• Representative Records</li> <li>• Team Communication</li> <li>• Presentation Day/Night</li> </ul>	Committees: Selection  Convenors: <ul style="list-style-type: none"> <li>• Ladies (U18, Opens) Representative</li> <li>• Girls Representative</li> <li>• Mens Representative</li> <li>• Boys Representative</li> <li>• Uniforms and equipment</li> <li>• Indoor</li> <li>• Team Travel &amp; Communication</li> </ul>
Marketing & Communications	<ul style="list-style-type: none"> <li>• Fundraising events</li> <li>• Website/Facebook</li> <li>• Promotion/Publicity</li> <li>• Marketing</li> <li>• Sponsorship</li> </ul>	Committees:  Convenors: Publicity Website
Game Development	<ul style="list-style-type: none"> <li>• Player Development</li> <li>• Academies/Camps</li> <li>• Coaches Development</li> <li>• Recruitment</li> <li>• Modified Competitions</li> <li>• Umpires Development</li> <li>• School Development</li> </ul>	Convenors: Coaching Modified Competitions
Facilities	<ul style="list-style-type: none"> <li>• Grounds preparation</li> <li>• Facility maintenance</li> <li>• Budget</li> <li>• Field Bookings</li> <li>• Canteen</li> <li>• Grounds Equipment</li> <li>• Security of Facilities</li> </ul>	Committees:  Convenors: Grounds Officer

## 7. Director of Competition

### 7.1. General

7.1.1. Formulating, implementing and amending Rules of Play subject to Board approval

### 7.2. Grading

7.2.1. A Grading Committee shall be formed each year consisting of a Grading Convenor together with one (1) Senior member nominated by each and every Affiliated Club. Club representatives must be nominated no later than one week prior to the first week of competition and are subject to Board approval.

7.2.2. Roles of the Grading Committee shall be:

- 7.2.2.1. allocation of all registered teams to appropriate competition grades;
- 7.2.2.2. conducting grading days as required or as directed by the Board;
- 7.2.2.3. grading of all Junior and Senior players in accordance with the Grading Guidelines (refer to Rules of Play);

7.3. Fixtures

Consisting of a Convenor with the power to co-opt.

7.3.1. Roles of the Fixtures Convenor and Committee shall be:

- 7.3.1.1. liaising with Registrar and Umpires Convenor prior to preparation of the fixtures;
- 7.3.1.2. liaising with organisations outside the Association regarding allocation of fields during the competition;
- 7.3.1.3. preparing and distributing all fixtures necessary to run the competition;
- 7.3.1.4. notifying teams of the time and place of semi-finals and finals;
- 7.3.1.5. placing on the agenda for the March meeting the fixtures for semi-finals, finals and grand finals with the rules of play regarding same; and
- 7.3.1.6. allocating to all teams appropriate training times at Jenola.

7.4. Registrar & Pointscore

Consisting of a Convenor with power to co-opt.

7.4.1. Roles of the Registrar and Pointscore Convenor and Committee shall be:

- 7.4.1.1. obtaining details from all clubs of all registered players for the current season (clubs to provide this information on a spreadsheet supplied by the Registrar);
- 7.4.1.2. maintaining, in a form acceptable to HNSW but otherwise in accordance with the Act, a Register of all Association members
- 7.4.1.3. supplying a list to the Treasurer, Secretary and President of all registered players for the current season (as required);
- 7.4.1.4. obtaining details of all players who will be playing up (Juniors playing in senior competition under the age of 15) or down in a grade different to which they are registered in (clubs to provide details on Player Nomination form);
- 7.4.1.5. submitting any incidents of breached Rules of Play to the Competitions Director for the necessary action to be taken;
- 7.4.1.6. submitting any incidents of breached Rules of Play to the Judiciary Convenor within 72 hours for the necessary action to be taken; and
- 7.4.1.7. notifying the Umpires Convenor of any Umpires who failed to Umpire.

#### 7.5. Junior Competition

Consisting of a Convenor with the power to co-opt.

##### 7.5.1. Roles of the Junior Convenor and Committee shall be:

- 7.5.1.1. controlling and conducting the Junior competition as directed by the Competitions Director and the Board; and
- 7.5.1.2. calling meetings of Representatives from each team playing in the Junior competition as directed by or as deemed necessary by the Board.

#### 7.6. Senior Competition

Consisting of a Convenor with the power to co-opt.

##### 7.6.1. Roles of the Senior Convenor and Committee shall be:

- 7.6.1.1. controlling and conducting the Senior competition as directed by the Competitions Director and the Board; and
- 7.6.1.2. calling meetings of Representatives from each team playing in the Senior competition as directed by or as deemed necessary by the Board.

#### 7.7. Umpire Allocation

Consisting of a Convenor (who shall be a badged umpire) and up to two (2) other members of the Association with the power to co-opt.

##### 7.7.1. Roles of the Umpire Convenor and Committee shall be:

- 7.7.1.1. Liaising with the Fixtures Convenor prior to the preparation of the fixtures;
- 7.7.1.2. Appointing umpires for all fixtured games;
- 7.7.1.3. Appointing umpires for all representative games;
- 7.7.1.4. Arranging and controlling such umpiring lectures as deemed necessary;
- 7.7.1.5. Arranging for the testing of umpires throughout the season;
- 7.7.1.6. Acting in an advisory capacity regarding the interpretation of the rules of the game of hockey;
- 7.7.1.7. Arranging coaching of umpires ; and
- 7.7.1.8. Advising clubs of fines incurred for non-attendance of Umpire.

#### 7.8. Indoor Competition

Consisting of a Convenor, with the power to co-opt.

##### 7.8.1. Roles of the Indoor Convenor and Committee shall be:

- 7.8.1.1. controlling and conducting an Indoor Hockey competition;

- 7.8.1.2. keeping all books and papers relating to the finance of Indoor Hockey;
  - 7.8.1.2.1. all monies received in relation to the Indoor competition shall be banked at a bank approved by the Board and accounted for to the Treasurer;
  - 7.8.1.2.2. all payments shall be by cheque or electronic means and must be authorised by any two (2) of the President, Secretary, Treasurer or other Board Member as approved by the Board;
- 7.8.1.3. keeping the Competitions Director informed of the Indoor Hockey program; and
- 7.8.1.4. presenting a written report to the Board at the end of the Indoor Hockey competition, together with a detailed finance report.

## 7.9. Judiciary

A Judiciary Committee shall be formed each year consisting of a Judiciary Convenor together with one (1) Senior member nominated by each and every Affiliated Club. Club representatives must be nominated by the first week of competition and are subject to Board approval.

- 7.9.1. Roles of the Judiciary Convenor and Committee shall be:
  - 7.9.1.1. The Judiciary Committee shall deal with any issue and/or complaint relating to play, players, umpires, coaches, technical officials and spectators arising from, or associated with, games played in all competitions run by the Association ( for clarity this includes field hockey, indoor hockey, competition games and carnivals)
  - 7.9.1.2. The Judiciary Committee shall also deal with any issue and/or complaint relating to play, players, coaches and spectators arising from, or associated with, participation in the Association's representative program
  - 7.9.1.3. On any one question to be determined by this Committee a minimum of three (3) persons must act as adjudicators. No person who is directly concerned with a matter being considered, or has an association with the charged person, may act in determining the question.
  - 7.9.1.4. All meetings shall be conducted and business carried out in a manner as determined by the Convenor, and the Convenor shall have the right to a second or casting vote if the determination of a question is deadlocked.

## 8. Director of Representative Teams

### 8.1. Representative Management

Consisting of Convenors for Ladies, Mens, Girls, Boys and Indoor each with the power to co-opt.

- 8.1.1. Roles of each of the Representative Convenors and Committees shall be:
  - 8.1.1.1. Manage the process of appointment of suitable selectors, coaches and managers for all Representative Teams and make recommendations to the Board;
  - 8.1.1.2. Ensure accountability of appointed personnel with implementation of performance reviews;
  - 8.1.1.3. Recommend to the Board the representative teams to be fielded by Association in higher level competitions;



- 8.1.1.4. Define and manage suitable and a fair process for selection of all representative squads and teams;
- 8.1.1.5. Book venues for representative trials;
- 8.1.1.6. Determine and manage implementation of a code of conduct and other rules and guidelines for representative players;
- 8.1.1.7. Liaise with the Coaching Convenor;
- 8.1.1.8. Liaise with Hockey NSW in relation to arrangements for and entry into Half and Full State Championships and Skills Camps for all age groups in both field and indoor hockey;
- 8.1.1.9. Book accommodation as appropriate in respective locations once Championship venues are known;
- 8.1.1.10. Liaise with the Treasurer in respect to costing of representative fees;
- 8.1.1.11. Coordinate bookings and entries for local and regional carnivals;
- 8.1.1.12. Advise the Board and Umpire Convenor of commitments for representative teams and umpire requirements;
- 8.1.1.13. Maintain and Distribute Managers Folder to selected team managers and liaise with team managers regarding team operations and logistics; Maintain database of representative players; and
- 8.1.1.14. Disseminate information regarding representative trials to SSHA players.

## 8.2. Selection

- 8.2.1. Nominations shall be called for a minimum of two (2) selector positions for each age and gender group with appointments subject to Board approval.
- 8.2.2. The Board approved coach and two selectors shall be responsible for team selections.
- 8.2.3. Teams selected shall be subject to Board approval.
- 8.2.4. Selectors shall liaise with Representative Director on the Board approved policies and process for selection

## 8.3. Uniforms & Equipment

Consisting a Convenor with the power to co-opt

- 8.3.1. Roles of the Uniforms and Equipment Convenor and Committee shall be:
  - 8.3.1.1. Maintain records of the Association's equipment and uniforms;
  - 8.3.1.2. Distribute uniforms and equipment as required to representative teams;
  - 8.3.1.3. Submit a monthly report to the Representative Director of stock remaining and any new equipment / uniforms that needs to be purchased.

#### 8.4. Team Travel & Communication

Consisting of a Convenor with the power to co-opt

8.4.1. Roles of the Team Travel & Communication Convenor and Committee shall be to:

- 8.4.1.1. liaise with the Representative Director in relation to arrangements for travel and accommodation of all Association representative teams;
- 8.4.1.2. communicate with team managers and players as required in relation to Representative team arrangements for state championships;
- 8.4.1.3. communicate with team managers and players as required in relation to Representative team arrangements for local and regional carnivals;
- 8.4.1.4. communicate with team managers and players as required in relation to Representative team arrangements for trainings and other team functions.

### 9. Director of Marketing And Communication

#### 9.1. Marketing

The Marketing and Communications Director is to:

- 9.1.1. develop and implement Marketing programs to promote hockey in the Sydney South area;
- 9.1.2. formulate sponsorship packages and recruit sponsors for the Association;
- 9.1.3. manage Association sponsorships; and
- 9.1.4. manage all fundraising on behalf of the Association.

#### 9.2. Website / Facebook

Consisting of a Convenor with the power to co-opt

9.2.1. Roles of the Website/Facebook Convenor and Committee shall be to:

- 9.2.1.1. Establish and maintain the Association's website ensuring all content remains current;
- 9.2.1.2. Establish, maintain and monitor the Association's facebook page ensuring all content remains current and no inappropriate content is allowed to remain on the page.

#### 9.3. Promotion/Publicity

Consisting of a Convenor with the power to co-opt

9.3.1. The Promotion/Publicity Convenor and Committee shall be responsible for:

- 9.3.1.1. All promotion/publicity within the Association relating to all Association events;
- 9.3.1.2. All promotion/publicity in local newspapers and on-line publications.

## 10. Director of Game Development

The Game Development Director is responsible for the development of players, umpires and coaches as well as the development of field hockey in schools.

### 10.1. Coaching

Consisting of a Convenor with the power to co-opt.

#### 10.1.1. Roles of the Coaching Convenor and Committee shall be to:

- 10.1.1.1. utilise Hockey New South Wales Programmes to develop coaching programs for the Association;
- 10.1.1.2. present a Coaching the Coaches workshop / seminar at the outset of the season;
- 10.1.1.3. oversee and assist all Representative Coaches;
- 10.1.1.4. Assist all club coaches, when requested, to implement the Association's coaching programs;
- 10.1.1.5. assist Selection Convenor with nominating players for Talent Camps and other Elite Squads;
- 10.1.1.6. promote locally run HNSW Academies/Camps; and
- 10.1.1.7. run local academies/camps for Association player development.

### 10.2. Modified Competitions

Consisting of a Convenor with the power to co-opt.

#### 10.2.1. Roles of the Modified Competitions Convenor and Committee shall be to:

- 10.2.1.1. plan and conduct the weekly skills sessions for players in the U7 age group competition;
- 10.2.1.2. conduct regular coaching clinics for players in the U9 age group competition;
- 10.2.1.3. In conjunction with the Competitions Director control the U7 and U9 age group competitions as directed by the Board; and
- 10.2.1.4. run recruitment drives (eg bring a friend day).

### 10.3. Umpire Development

The Game Development Director, in conjunction with the Umpires Convenor, is responsible for the development of umpire training programs in the Association.

### 10.4. School Development

The Game Development Director, in conjunction with the Marketing and Communications Director, and the Hockey NSW game development officer, is responsible for the promotion and development of field hockey in schools in the Sydney South area.

## 11. Director of Facilities

### 11.1. The roles of the Facilities Director shall be:

- 11.1.1. facility maintenance, including the marking of all grass fields, putting out the bins at facilities utilised by the Association as required and liaison with Sutherland Shire Council for ground repairs and mowing;

- 11.1.2. preparing a facilities budget for presentation to the Board;
- 11.1.3. liaising with Sutherland Shire Council for field bookings for competition and training;
- 11.1.4. recommendations to the Board on the operation and control of the Canteen;
- 11.1.5. Purchase, audit and maintenance of grounds equipment, including goals, nets and field dividers as appropriate; and
- 11.1.6. Security of leased facilities.

## 11.2. Grounds Officer

Consisting of a Convenor with the power to co-opt.

- 11.2.1. Role of the Grounds officer shall be to:
  - 11.2.1.1. Organise the initial marking of grass fields;
  - 11.2.1.2. Ensure the field markings are refreshed as needed during the season;
  - 11.2.1.3. organise for maintenance of goal nets and working bees as required; and
  - 11.2.1.4. Establish a wet weather committee and organise a system to advise on field closures as required on competition days.

## 12. Sub-Committees

### 12.1. Greenhills Project

Consisting of a Convenor (who shall be appointed by the Board) with the power to co-opt.

- 12.1.1. Role of the Greenhills Convenor and Committee shall be to:
  - 12.1.1.1. liaising with Sutherland Shire Council regarding completion of the facilities at Greenhills;
  - 12.1.1.2. liaising with the Association Solicitor ;
  - 12.1.1.3. liaising with any other parties regarding completion of the facilities at Greenhills; and
  - 12.1.1.4. preparation of a monthly report for the Board.

### 12.2. Constitution Committee

Consisting of a Convenor (who shall be appointed by the Board) with the power to co-opt.

- 12.2.1. Role of the Constitution Convenor and Committee shall be to:
  - 12.2.1.1. act in an advisory capacity regarding the Constitution and By-Laws of the Association;
  - 12.2.1.2. update the Constitution if required;
  - 12.2.1.3. arrange for all Board members to have an up to date copy of the Constitution;
  - 12.2.1.4. arrange for the current Constitution to be placed on Association website;

### 12.3. Child Protection Officer

The Child Protection Officer shall be appointed by the Board.

#### 12.3.1. The Child Protection Officer shall:

- 12.3.1.1. ensure all persons who work with Children on behalf of the Association have completed the appropriate paperwork as required by the NSW State Government or the Federal Government from time to time;
- 12.3.1.2. keep a register of all those people who have lodged such declarations;
- 12.3.1.3. ensure all registered clubs have a Child Protection Officer appointed and confirm they are complying within the regulations; and
- 12.3.1.4. supply all Clubs with up to date copy of the Regulations and any changes that may occur from time to time.

## 13. Judiciary Procedures

### 13.1. Charged Players

An umpire or the Association may, in accordance with the following procedure, lay a charge against an Individual Member or spectator.

- 13.1.1. The person laying the charge must notify the Association Secretary and the Judiciary Convenor of the charge within 48 hours of the incident leading to the charge.
- 13.1.2. The notification must be followed up with a written report to the Judiciary Convenor in the time frame set by the Judiciary Convenor.
- 13.1.3. The written report shall include:
  - 13.1.3.1. the reason for the charge and an adequate description of the events leading up to the incident; and
  - 13.1.3.2. the charged person's name, club and grade, as well as the date and place of the incident and any other information which the person laying the charge considers relevant to the charge.
  - 13.1.3.3. Should the person laying the charge fail to clearly specify the charge, the Judiciary Convenor shall formulate a charge which is considered appropriate from the text of the report.
- 13.1.4. The charged person will be notified by the Judiciary Convenor of the charge and of the date he or she is required to appear before the Judiciary.
- 13.1.5. The charged person will have the right to receive a copy of the report leading to the charge and any other reports submitted to the Judiciary Convenor relating to the incident. The Judiciary Convenor may redact names from reports prior to providing them to the charged person if deemed appropriate to do so.
- 13.1.6. The charged person will have the right to provide a written report in reply, but is not required to do so.
- 13.1.7. The charged person will have the right to appear before the Judiciary Committee, to call others to give evidence and to question others giving evidence.
- 13.1.8. A charged person under 18 years of age will have the right to attend the Judiciary hearing accompanied by a parent or other adult support person.

- 13.1.9. No charged person or witness is entitled to legal representation at the Judiciary hearing.
- 13.1.10. The charged person shall also have the right to apply for the postponement of the hearing by contacting the Judiciary Convenor, and submitting a written application stating the reasons for the requested postponement. The Convenor will notify the relevant parties of any decision regarding postponement, and if appropriate, of the new date for the hearing.
- 13.1.11. If the charged person fails to attend or apply for a postponement of the hearing, he or she shall abide by the finding of the Judiciary Committee without avenue for appeal, other than that he or she did not receive notice of the Judiciary hearing.
- 13.1.12. The person who laid the charge may appear before the Judiciary Committee at the hearing. However the Judiciary Committee may, at its discretion, accept the written report on the charge in lieu of attendance.
- 13.1.13. The Judiciary Committee may call for evidence from any other relevant witness to the incident and may accept a written report from a non-reporting umpire if the incident took place during a competition game.

### 13.2. Rights & Responsibilities

- 13.2.1. The Judiciary Committee has the right to decide that a hearing is not necessary.
- 13.2.2. Any suspensions that are not fully served in the current season may be carried forward into the following season. If any suspension is to be carried forward this should be made clear in the decision of the Judiciary Committee.
- 13.2.3. The Judiciary Chairperson or the Association Secretary shall advise NSW Hockey of any suspensions.
- 13.2.4. Suspended players as notified by Hockey NSW will also be suspended from Association fixtures.
- 13.2.5. Judiciary committee members must not sit in judgment on any matter that directly affects their club or club member(s) or in which they are directly involved or have a conflict of interest.

### 13.3. Judiciary Committee Procedure

- 13.3.1. The Convenor shall read and explain to all parties to the hearing in the presence of each other, the full text of the suspension, charge, complaint or appeal to be considered.
- 13.3.2. The parties to the hearing shall be heard by the Judiciary Committee in the presence of each other, unless the Judiciary Committee deems this to be inappropriate. Both parties may direct questions and statements to the Judiciary Committee but not to the other party without the consent of the Judiciary Convenor.
- 13.3.3. Witnesses will be excluded from the hearing unless called upon to provide evidence.
- 13.3.4. The Judiciary Committee may request any other person to appear to give evidence and to answer any questions put by a member of the Judiciary Committee.
- 13.3.5. The parties to the hearing shall retire while the Judiciary Committee considers its findings, although the Judiciary Committee may recall any or all of them, individually or together, to amplify or clarify evidence.
- 13.3.6. The Judiciary Committee shall record its findings, made by a majority vote, in the form of written resolution to be signed by the Convenor.

13.3.7. The Convenor shall advise the Board, the charged person and the charged person's Club Secretary of the Committee's decision.

#### 13.4. Penalties

13.4.1. A red card is ten (10) points; a yellow card is five (5) points; and a green card is two (2) points.

13.4.2. For each ten (10) points or more accrued in one (1) season, or part thereof, that player will automatically incur a one match suspension. Suspension will be effective immediately. The player will be suspended from playing any match for their club in the round(s) in which they are serving their suspension. The return date will be indicated by the Judiciary Committee.

13.4.3. A player incurring ten (10) points may be called to appear before the Judiciary Committee, depending upon the severity of the infringements making up the ten (10) points.

13.4.4. The Rules of Play provide guideline penalties and charges.

13.4.5. Any matches to be missed will be clearly conveyed to the suspended player and Club Secretary.

13.4.6. Any player permanently suspended will not be permitted to participate in any match in any Association competition until the case has been heard by the Judiciary Committee. Any team playing a suspended player shall be deemed to have forfeited any competition match in which such a player takes part.

#### 13.5. Appeals

13.5.1. A player receiving a temporary suspension (yellow card) which the player deems is unfair, and which will (upon the receipt of a total of two (2) temporary suspensions) lead to the automatic suspension outlined in clause 13.4.2 can have their club submit to the Judiciary Convenor a request in writing to review the temporary suspension. Such request is to be received by the Association within three (3) days of the temporary suspension.

13.5.2. The request for review should be supported by an explanation in writing setting out the reasons the player deems the temporary suspension unfair. It should be accompanied by supporting evidence.

13.5.3. The Judiciary Convenor may deem fit to invite relevant parties (i.e. the player, officiating umpires etc.) to appear before the Judiciary Committee for the hearing, or, should the Judiciary Convenor feel they have sufficient information to adequately deal with the matter, may choose to deal with the request without inviting any parties to appear. The player and the club lodging the appeal shall abide by the finding of the Judiciary Committee.

13.5.4. An application for leave to appeal against any finding of the Judiciary Committee shall be made, in writing, to the Association Secretary within 7 days of the notification of the decision of the Judiciary Committee. Such application must be accompanied by a fee of \$50. The fee will be refunded where an appeal is upheld.

13.5.5. The application must include full details of the basis upon which the person charged believes that an appeal should be heard.

13.5.6. Receipt of the appeal shall be confirmed by e-mail or mail within 7 days of the receipt of the appeal.

13.5.7. Any appeal shall be heard by the Association Board within 28 days of receipt of the notification of the appeal in accordance with Clause 14.4 of the Constitution of the Association.

**14.** Any penalty is suspended from the date of confirmation of receipt of an appeal pending resolution of the appeal by the Board. **Club Re-Affiliation**

On or before the date prescribed by the Board at the January Board meeting each year, any club seeking affiliation with the Association under Clause 5.2 of the Constitution must complete and return to the Secretary the form set out in Annexure A.

## **15. Meetings**

15.1. Annual General Meeting

15.1.1. The order of business of an Annual General Meeting shall be:

Apologies

To confirm the Minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;

Business arising from the minutes;

Correspondence;

Treasurer's Report and balance sheet;

Annual Report of the Association;

Committee Reports;

Notices of motion (i.e. accepted at previous Board Meetings);

Election of Office Bearers

15.2. Special General Meeting

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

Reading the notice convening the meeting;

Special business for which the meeting was summoned.

15.3. General Meeting

15.3.1. The order of business at a General Meeting shall be:

Reading the notice convening the meeting;

Business for which the meeting was summoned.



15.4. Board Meetings

15.4.1. Shall be held at such intervals as shall be deemed necessary.

15.4.2. The order of business shall be:

- Apologies;
- Minutes of previous meeting;
- President's report;
- Correspondence;
- Treasurer's Report;
- Assistant treasurer's Report;
- Notices of Motion;
- General Business;
- Directors Reports;
- Sub-Committee Reports.



## CLUB AFFILIATION FORM

(By laws Clause 14 – Annexure “A”)

### Club Details

Club Name \_\_\_\_\_

Club Website \_\_\_\_\_

Club Office Bearers (School teams need only provide one contact point if preferred)

POSITION	NAME	POSTAL ADDRESS	AFTER HOURS PHONE	MOBILE	EMAIL (compulsory)
President					
Secretary					
Treasurer					
Registrar					
Umpire Convenor					



## CLUB AFFILIATION FORM

(By laws Clause 14 – Annexure “A”)

POSITION	NAME	POSTAL ADDRESS	AFTER HOURS PHONE	MOBILE	EMAIL (compulsory)
Junior Contact					
Delegate (1)					
Delegate (2)					
Delegate (3)					